

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

## **Republic of Liberia**

### **Ministry of Finance and Development Planning**

#### **Assignment Title: Deputy Director for Donor - Financed Projects Comptroller and Accountant General's Division (CAGD)**

#### **1. Background**

The Government of Liberia (GoL) has committed to strengthen the *use of country system* to account and to report on all donor funds, as part of government's ongoing Public Financial Management (PFM) reform program. This initiative is in conformity with the country's PFM Strategy and Action Plan, the 2005 Paris Declaration on Aid Effectiveness, the Accra Agenda for Action and most importantly the country's PFM legal framework, which calls for comprehensive accounting and reporting on all public funds, including donor funds.

The Ministry of Finance and Development Planning is now seeking a qualified Deputy Director for Donor-Financed Unit, who will be responsible for keeping project accounts to ensure that the project resources are used in conformity with the donor guidelines. The Deputy Director shall be the National Counterpart to the current Senior Project Accountant, with an initial appointment of fifteen months, after which the position will be made permanent.

#### **2. Objective of the assignment**

The objective of this assignment is to assist the Comptroller and Accountant General by particularly supporting the Unit Manager/Director & Project Accountants in key result areas by contributing to and supporting core activities, including processing of disbursement, accounting for transactions, providing due diligence on contracts and reporting on all donor finance projects. This assignment will also assist in activities that will fully subsume and integrate the PFMU into the CAGD.

#### **3. Specific duties and responsibilities**

The activities to be performed by Deputy Director shall include but not necessarily limited to the under listed tasks:

- a) Maintain and update all accounting records adequately in line with the approved accounting standards and in line with the regulations of the World Bank and other donor;

- b) Review and process requests for payments received from the special Implementing Units of the projects to ensure consistency with contract terms and procedures of the World Bank, AFDB and other donor;
- c) Prepare the annual budget for each of the Projects being implemented through the PFMU;
- d) Prepare and submit Withdrawal Applications to the World Bank, and other donors to ensure that the projects have funds for operation at all time;
- e) Based on the Project documents, set up an adequate chart of accounts and coding system that will be adequate to ensure that all expenditure uncured by the projects are adequately captured and reported upon;
- f) Maintain and operate the designated bank account, sign checks for approved payments and prepare monthly Bank Reconciliation for all the Bank accounts;
- g) Prepare and render periodic reports and financial statements as per the reporting requirements of the donors and the Government;
- h) Assist in migrating donor financed projects from SUN Accounting Software to the government national accounting system-IFMIS;
- i) Train the PFMU staff in donor related disbursement procedures and preparation of financial reports;
- j) Shall report to the Comptroller & Accountant General & the PFM Reforms Coordinator and attend to any work assigned by the Unit Manager.
- k) Liaise with the Project Implementation Units, internal and external auditors and follow up on any audit queries and PFMU correspondence.

#### **4. Reporting Requirement and Time Schedule**

The Deputy Director shall prepare and distribute all required IFRs within 45 days after the close of the quarter;

- a) Prepare Quarterly IFR, seek its approval and circulate it by close of the 45 days after end of the quarter;
- b) Prepare and distribute a progress report at the end of each year;
- c) Be assessed annually on the basis of the Term of Reference, Disbursements, Quarterly Reports, and Annual report. He/she will be required to complete a self-assessment form which will be reviewed by the Comptroller and Accountant General, the Unit Manager, the PFM Coordinator and the Department of Administration, Ministry of Finance Development Planning.

The Ministry of Finance and Development Planning now invites eligible local Individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a) Be a Qualified Chartered Accountant and should be in good standing with a professional accountancy body (CAT, CA, CPA, ACCA, CIMA or its equivalent);
- b) A Master’s Degree in Accounting, or Business Administration, or Management or Economics is an added advantage;
- c) Ability to install, customize and use SunSystems Software and Vision Application Tool and IFMIS is desirable but not required
- d) Having competence in the area of MS Word, MS Excel, MS Access and MS PowerPoint;
- e) Have at least four (4) years of relevant working experience in the field of Accounting/Finance/Public Financial management;
- f) Have at least three (3) years specific experience in managing, implementing and accounting for donor funded projects especially World Bank projects.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [\*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers\*](#), January 2011 (“Consultant Guidelines”). A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 1700 hours GMT on **2<sup>nd</sup> March, 2017**.

Integrated Public Financial Management Reform Project (IPFMRP)

Attn: Mr. Abel Nowon, Holding Officer

Ministry of Finance and Development Planning, 4<sup>th</sup> Floor

Broad and Mechlin Streets

Monrovia, Liberia

Tel: +231886-431-279

**E-mail:** [anowon@mfdp.gov.lr](mailto:anowon@mfdp.gov.lr)

**Cc:** [mmassaquoi@mfdp.gov.lr](mailto:mmassaquoi@mfdp.gov.lr)