



**Government of Sierra Leone
Ministry of Agriculture and Forestry**

**TORs FOR STAFF RECRUITMENT
AGRICULTURE VALUE CHAIN DEVELOPMENT PROJECT
(AVDP) STAFF RECRUITMENT – IFAD**

Positions: Financial Controller
Head M&E/Knowledge Management
Financial Accountant
Procurement Officer

October 2021

Recruitment of PMU Staff - Agricultural Value Chain Development Project **(AVDP)**

The Ministry of Agriculture and Forestry is implementing the agriculture value Chain Development Project. The Project is in its third year of implementation and will be implemented over six years with the overall goal of improving livelihoods, food security and climate resilience of rural farming households. The project's development objective is to increase incomes for smallholder farmers through the promotion of agriculture as a business. The project is financed by IFAD, the Adaption Fund, the private sector, the Government of Sierra Leone (GoSL) and beneficiaries. IFAD is supervising the project.

The project is working in all the country's 16 districts, primarily with Farmers Organizations, Service Providers, and SMEs in the rice, vegetables, cocoa and oil palm value chains though crop diversification to enhance nutrition and create alternative income streams will figure prominently in project activities. The ADVP is adopting a value chain approach, intervening either directly or through partners in all links in the value chain from seed supply through processing and marketing. The project has been structured to maximize synergies with two World Bank funded projects, one AfDB and one IsDB that are intervening in the same value chains.

For the implementation of this project MAF is recruiting some staff of the Project Management Unit whose positions have been declared vacant. Below is the technical requirement for these staff.

How to apply:

For all information on how to apply and to view the job description please visit the MAF website: <http://www.maf.gov.sl> under the About Us Page Section by going to the Jobs page

Women are particularly encouraged to apply

Deadline for submission is COB on Friday 12th November 2021

Terms of Reference: Financial Controller

The **Financial Controller** is under the direct supervision of the Programme Manager, and within the framework of the projects appraisal reports and grant agreements, responsible for the financial and administrative management of the PMU, including the maintenance of appropriate accounting/reporting systems and projects accounts and the efficient management of projects resources. The specific duties are:

- Develop and maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping.
- Responsible for the preparation and monitoring of projects budgets.
- Prepare/verify all withdrawal applications for submission to IFAD, and ensure the availability of funds for all planned activities.
- Manage the projects bank accounts, verify and co-signs all payments.
- Prepare and provide financial reports, including the balance sheet. Prepare flow statement to the PMU management for submission to the NSC on a semi and annual basis and maintain all records in a form appropriate for audit.
- Lead the process of contracting an external audit firm to conduct an independent audit of the annual project accounts, ensuring that annual audits are carried out within the specified timeframe.
- Develop and maintain a system of financial control over all expenditure incurred by project implementing partners.
- Responsible for developing and managing an effective human resources management system.
- Supervise and coordinate the work of staff placed under his/her direct authority.
- Review and regularly update the Financial and Administrative Procedures Manual of the PMU
- Responsible for the organization and supervision of the PMU office, assets, logistics, and all administrative matters.
- Undertake any other activities as assigned by the Programme Manager.

Minimum Requirements/Qualifications

- Qualified accountant: ACCA /CIMA/CPA OR
- An advanced degree in accounting or related fields

Experience

- At least ten (10) years relevant professional experience in project implementation and accounting, seven of which should be in donor funded projects and/or programmes in Sierra Leone.

Additional assets/Qualifications

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate within a fast-moving environment and react appropriately to change;
- Excellent organizational skills, strong attention to detail, high regard for accuracy and top-quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- ICT skills commensurate with the scope of the post.
- Very good interpersonal skills to interact within multicultural environment.
- Knowledge of IFAD financial management procedures is an asset

TIMING AND OUTPUTS

The Financial Controller will be offered a one-year contract renewable subject to satisfactory performance.

Women are particularly encouraged to apply for the position.

Terms of Reference – Project Financial Accountant

The Project **Financial Accountant** is under the direct supervision of the Project Financial Controller and the overall administrative supervision of the Project Manager.

Duties of Assignment /Tasks and Responsibilities

Under the day-to-day supervision of Financial Controller, the Project Accountant shall be responsible for the following.

1. Assist the Financial Controller in the implementation of a sound financial management system;
2. Prepare financial reports, including monthly funds reconciliation, and monthly expenditure statements;
3. Prepare transaction vouchers, and input all transactions into the Programme accounting system before submission to the Financial Controller for approval;
4. Process all payments, ensuring that AVDP procedures are strictly adhered to;
5. Process monthly payroll, payment of salaries to staff and NASSIT contributions;
6. Prepare cash flow forecasts as required;
7. Monitor financial returns from Implementing Partners, including periodic visits to their offices;
8. Assist in the preparation and monitoring of annual operational budgets.
9. Maintenance of a well-organised and up-to date filing system for accounting and financial records;
10. Perform physical inventory of Programme asset each year.

Minimum Qualification/Requirements

- A degree in accounting or project financial management with at least seven (7) years professional experience including 5 years as development projects or Programme Finance officer.
 - Qualification in ACCA, a postgraduate degree in Financial Management and experience in managing project funds could be an added advantage.

Competencies and attributes

- Capacity to work under pressure with group made of multi sector high level technical staff. Adequate computer literacy is strongly required for the position.

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate within a fast moving environment and react appropriately to change;
- Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- ICT skills commensurate with the scope of the post.
- Very good interpersonal skills to interact within multicultural environment.

TIMING AND OUTPUTS

The Project Financial Accountant will be offered a one-year contract renewable subject to satisfactory performance.

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Procurement Officer

Responsibilities (TOR)

The Procurement Officer will support the Procurement Manager to take charge of the project's procurement management and conduct the tasks identified below by applying technical practice and method in collecting and making use of available and necessary data in carrying out the assignment. The Procurement officer will work in close consultation with the procurement Manager of the PMU. He/she will discuss issue that would affect the efficiency of procurement management with the procurement Manager and agree on the way to solve them.

Specific Duties/Responsibilities

The Procurement Officer shall undertake the following under the direct supervision of the Procurement manager:

- Assist in reviewing all available documents to facilitate establish procurement procedures and for the management and implementation of the project.
- Assist to established the procurement management system for the PMU ; base on the guidelines and procedures for the conduct of procurement under project, and the Government regulations for the procurement of goods, works and services under the National Public Procurement Act 2004 (NPPA of Sierra Leone)
- Assist to set up a simple procurement management tracking system for the PIU that would monitor the implementation of procurement activities.
- Assist in preparing the standard bidding documents, prepared customize bidding documents and request for proposals (REP). These should include standard forms to be used for international and local shopping methods and conform with NPPA;
- In consultation with project beneficiaries agencies, assist in preparing and updating the projects annual procurement plan detailing contract packages for goods works and services, the estimated cost for each package, the procurement for or selection methods and processing times till completion of each procurement activity;
- Assist in monitoring procurement implementation and update the procurement plans prepared at the beginning of the projects, for the procurement of goods and works and the procurement consultants services ;
- Assist in preparing the annual general procurement plan and also specific procurement notices and expression of interest (Eos); established registered of qualifying suppliers and consultant and periodically update this register per advertisement and for request for expression of interest;
- Assist to initiate procurement processes including those for international local competitive bidding procedures, and ensuring compliance with agreed procurement methods and thresholds,
- Assist in receiving and participating in bid opening sessions, evaluating goods and works and consultants proposals and ensuring that their appropriate

guideline are followed to arrive at the recommendation require for the award in favour of suppliers, contractors and consultants;

- Assist in monitoring and ensuring timely responses to the procurement questions raised by the donors;
- Participate in selection of the evaluation panel and assist as the committee Secretary in recording the minutes of the meetings.
- Assist to establish a performance monitoring data base for all suppliers, contractor, consultants and ensure efficiency and timeliness in delivery of output from the services providers ;
- Assist to establish and maintain a central procurement filing system and ensure all related documents are included in the respective files to ensure ease of retrieval of information and ease of the following the paper trail of procurement by independent by external auditors or authorize agent;
- Provide support and training to the relevant staff involved in the projects on the operation of the procedures outline.

Requirements/Qualification

A minimum university degree

With at least Ten (10) years professional experience including 5 years as development projects/Programme Procurement Officer.

A diploma in procurement could be an added advantage

Additional Assets/Qualifications

Competencies and attributes

- Understanding of contracts management and contract follow up
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- ICT skills commensurate with the scope of the post.
- Very good interpersonal skills to interact within multicultural environment.

Line of communication and Reporting:

- The Procurement Officer will assist in preparing quarterly, semi–annual and annual procurement reports as inputs into the project management report and in addition prepares other reports as and when needed. The Procurement officer will report directly to the Procurement Manager on all annual procurement activities.

Contract Arrangement

The Procurement Officer will be contracted for an initial period of One (1) year. The appointment may be extended or renew every year depending on need and satisfactory performance.

Women are particularly encouraged to apply for the position.

Terms of Reference: Head, M&E/KM

The Head of Monitoring & Evaluation and Knowledge Management under the direct supervision of the Programme Manager is responsible for coordinating the development and implementation of a comprehensive organizational Monitoring & Evaluation and Knowledge Management System to enhance impact monitoring, quality control and evaluation in order to improve internal processes and results delivery and underpin accountability at various levels.

S/he is also responsible for putting in place mechanisms to take stock of current practices in all areas of work, provide guideline in the promotion of learning methods and best practices across the organization.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory evaluation and subject to funds availability.

Key results expected / Major functional activities include:

Monitoring and Evaluation

- Develop the Programme's M&E System on the basis of the programme's Logical Framework taking into account available Government monitoring frameworks;
- Prepare an M&E Plan, including the programme's monitoring formats;
- Organize and supervise focused baseline surveys at the beginning of the programme to be undertaken by a contracted institution;
- Establish indicators for outputs, outcomes and impact, monitor implementation processes and performance, and assess outputs and outcomes;
- Foster participatory planning and M&E by training and involve stakeholder groups;
- Oversee design of a field-based system for the programme monitoring that incorporate the logical framework approach;
- Prepare essential data to be included in quarterly, semi-annual and annual reports;
- Monitor financial and physical progress and report this to stakeholders to create a better learning environment;
- Undertake project and thematic evaluations based on the components.
- Integrate the M&E system into the overall programme coordination and organization function and with other information and knowledge systems;
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data and report production;
- Ensure capture of intended impact as well as successes and failures; prepare reports and guide staff in preparing their progress reports;
- Organize and oversee annual review and planning workshops and preparation of annual work-plans and budgets (AWPB);
- Inform and join supervision missions by screening and analysing reports;
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities;
- Undertake any other duties that may be assigned to him/her by the National Programme Coordinator. Other duties as requested by the Programme Manager.

Knowledge Management: Documentation and Sharing of Best Practices

- Lead the effort to capture and disseminate lessons generated from the projects' experience in delivering the programme of work, working collaboratively with colleagues from the technical team and other stakeholders.
- Lead the production and dissemination demand-driven learning products capturing lessons at the thematic, portfolio and program levels, in coordination and collaboration with the overall Knowledge and Learning Strategy. This involves working closely with the technical team and other partners to identify knowledge and learning priorities and design and implement analytical work and activities which feeds into the wider Knowledge and Learning programme of work. This includes studies/reports, workshops, case studies, knowledge notes, and e-learning, and may involve directly leading projects, overseeing the work of consultants, and managing review and publication processes, as well as providing support and input to activities.
- Once a year, undertake an assessment to stock take and document lessons learnt in all areas of projects.
- Document lessons learnt and good practices and share them across projects; and
- Identify "centers of excellence" across the project and for each area of work, promote decentralized knowledge centers.
- Undertake other related activities as may be requested by the Programme Manager

Minimum Requirements/Qualifications

- A Master's Degree in Agric. Economics, Project Management, Rural Development, or related disciplines.

Experience

- At least seven (7) years relevant working experience preferably as an economist, agric economist, five of which must be as M&E specialist in public institutions especially donor funded projects,
- Experience working on development projects related to agriculture funded by international development partners in Sierra Leone.
- Experience working with staff from different backgrounds, in a demanding environment with constantly changing landscape.
- Experience liaising with government staff and officials, development partners, NGOs.
- Must be knowledgeable in Monitoring and Evaluation, Data analysis, Delivery and Result-Based Management (Managing for Development Results in Agriculture) with strong computer literacy.
- Must be knowledgeable in Log Frame approaches, Result-Based Management (Managing for Development Results in Agriculture) and Database Management with adequate computer literacy for the position. Good

computer knowledge and of various database or statistical programmes e.g. SPSS

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solving complex problems and making decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinate wider use of time, information and/or resources.
- **Team Work:** Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquire and use a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Managing performance and developing staff:** Manages staff
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Technical/Functional competencies

- **Knowledge Exchange:** Ensures that knowledge exchange activities are prioritized appropriately and reflect the projects' strategy and objectives. Seeks opportunities to co-develop and co-deliver knowledge exchange activities jointly with internal and /or external clients or stakeholders. Initiates and leads efforts to strengthen knowledge flow among project teams, and external stakeholders. Facilitates successful knowledge exchange activities among internal and/or external clients and stakeholders. Manages a small team to deliver the required work program; acts as an advisor within the organization for knowledge exchange; coordinates satisfactory resolution of issues with senior management and oversight units
- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.

- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong **analytical** skills.
- Good **computer knowledge** and of various database or statistical programmes e.g. SPSS
- Demonstrated M&E track record in setting up systems for IFAD or other donors.

WOMEN ARE PARTICULARLY ENCOURAGED TO APPLY.