



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

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

Positions: Financial Manager
Head M&E/Knowledge Management
Financial Accountant (2)
Procurement Officer

December 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 Thursday 30th December 2021

Terms of Reference: Financial Manager

The **Financial Manager** 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:

- Responsible for managing the accounting/reporting systems to ensure that the Programme Management is informed of on-going financial transactions /activities, as well as the Implementation Partners have a clear view of their financial responsibilities, the funds available and the requirements of reporting and record keeping in accordance with prevailing Government of Sierra Leone practices which are acceptable to IFAD.
- Overseeing the setting up of the chart of accounts and customization of the financial reports.
- Preparing and submitting withdrawal applications, direct payments and quarterly IFRs to IFAD in accordance with the established procedures and within the agreed deadlines, and follow up to ensure that the Project does not encounter liquidity challenges.
- Preparing financial statements using acceptable accounting principles, concepts and conventions with due consideration to International Financial Reporting Standards (IFRS), IFAD Financial Administration requirements, and the Public Financial Management Act.
- Preparing quarterly, half-yearly and annual statements of Programme accounts as an integral part of the Management Information system for submission to the Project Steering Committee, MAF, IFAD, and other Cooperating Institutions.
- Supporting IFAD and GoSLE supervision missions and ensuring the implementation of all recommendations stemming from these missions
- Maintaining all accounting records in an appropriate form, and facilitating the external audit missions for the yearly submission of the audited financial statements of AVDP and for the bi-annual submission of the audited IFRs, taking into consideration the required submission dates for the project to meet IFAD's deadlines.
- Ensuring the effectiveness of AVDP internal control system and procedures.
- Facilitating the fast and effective flow of funds between IFAD and AVDP and between AVDP and its suppliers, service providers, and implementing partners within Project procedures.
- A counter-signatory to programme fund releases as required for Programme financial transactions and also sign as witness to all contracts as much as possible;

- Ensuring that the overall project accounts are updated and accurate at any point in time.
- Supporting the Project Coordinator and technical staff in conceiving and enforcing the financial and fiduciary aspects of all MoUs/MoAs and agreements signed with implementing partners.
- Providing support and training to implementing partners on financial management procedures, reporting and justification of expenditures.
- Preparing monthly Statement of Expenditure and quarterly reports regarding aspects of Project Financial Monitoring bringing out variances and advising component heads as to the limits of expenditure.
- Preparing annually: (i) balance sheets, which should disclose bank and cash balances (that should agree with the statement of sources and application of funds), fixed assets and liabilities; (ii) yearly and cumulative Statement of Expenditures (SOEs) by withdrawal application and category of expenditures; and (iii) reconciliation of the Designated Accounts.
- Supervising the preparation of monthly reports that include Bank Reconciliation Statements, Summary of cash balances, Cash budget, Statement of Expenditure, Petty Cash Reconciliation, etc.
- Maintaining an asset register for all assets purchased by the Programme and prepare monthly report on equipment.
- Ensuring that fixed assets are well accounted for and annual verification is done indicating conditions of assets and their location appropriately.
- Ensuring that Designated Accounts and Operational Accounts have been maintained in accordance with the provisions of the loan agreement.
- Ensuring that funds for the project (including counterpart funds) have been provided for implementation and are used in accordance with the conditions of the loan agreement, with due attention value for money, to economy, efficiency, and effectiveness, and solely for the purpose for which the funds were provided (eligibility of project expenditures), with verifiable and acceptable quality of all supporting documentation.
- Ensuring that funds for programme implementation are disbursed in a timely manner to enable programme interventions to be carried out on time; and follow up on all Programme funds released to implementing entities and technical partners for timely retirement and proper utilization.
- Ensuring that all necessary supporting documents, records and accounts have been kept in respect of all programme activities with clear linkages existing between the books of account, the financial statements, procurement, disbursement and physical completion levels.
- Compiling the initial consolidated AWPB, incorporating the inputs of other technical officers and the steering committee and uploading same to TOMPRO.

- Responsibly following-up on issues arising from the AWP/B process, documentation and disbursements from IFAD and GoSLE s to ensure that releases are not unduly delayed.
- Monitoring expenditure on a monthly basis against the approved AWPB and reviewing expenditure projections to ensure that expenditure stays within budget. Significant actual or anticipated expenditure variances against the budget should be included in the monthly report to line management together with any recommendations for changes to the budget.
- Ensuring that goods and services have been procured in accordance with the loan agreement and in accordance with the IFAD and GoSLE rules and procedures.
- Ensuring that SOEs expenditures are carefully compared for eligibility with relevant financial agreements, and the disbursement letter, and with reference to the Programme Design Report for guidance when necessary.
- Overseeing tax matters of the Programme, by ensuring that tax exemptions for the procurement of goods for the Programme are secured at the appropriate time.
- Assisting the Project Coordinator with the general management of the Programme finances and all other assignments as and when required.
- Undertaking any other responsibility that will ensure smooth and effective implementation of the Programme.

Minimum Requirements/Qualifications

- ACCA/CIMA/CPA or Postgraduate degree in Finance and Accounting/Financial Management (essential)

Experience

- Advance degree in finance, accounting, or related subject (essential).
- Experienced in setting up and maintaining a computerized accounting system (essential).
- Experienced in using the TOMPRO software (essential).
- Significant financial management experience at senior level (essential).
- Significant post-qualification experience of at least ten years duration (essential).
- Staff management experience including recruitment, selection, objective setting, appraisals and managing performance (essential).
- Presentation of highly complex financial and non-financial information
- Inspiring confidence and developing good working relationships with finance and non-finance colleagues within the project and implementing partners.
- 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.

Competencies and attributes

- Information, Communication and Technology: - Proficient in Microsoft Word, Excel and Outlook (essential), and computerized accounting (essential); and TOMPRO (essential).
- People Skills: - Ability to work independently and as a team player who demonstrates leadership and is able to support and mentor staff and is able to work with rural communities in a sensitive and participatory manner;
- Teamwork: - Ability and inclination to work co-operatively with others and recognition of the value of sharing ideas, knowledge and information while taking personal responsibility for doing so.
- Drive for results: Competence demonstrated by the level of responsibility and accountability demonstrated by the individual in meeting or beating commitments and objectives, whatever the organisational level of the role. Illustrated by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.
- Self-motivation: Competence demonstrated by the level of timeliness and accuracy the individual displays in carrying out their role, by their personal energy and enthusiasm and by their willingness to learn to exceed expectations in their role.
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- 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 Manager 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 (2)

The Project **Financial Accountants** are under the direct supervision of the Project Financial Manager and the overall administrative supervision of the Project Manager.

Duties of Assignment /Tasks and Responsibilities

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

- Under the direct supervision of the Financial Manager; specific duties include:
- Assist the Financial Manager in the implementation of a sound financial management system.
- Ensuring the accuracy of the accounting entries in TOMPRO for the expenditures engaged locally
- Preparing the monthly budget forecast and all the relevant supporting documentation needed to submit the replenishment request for the Operational Account
- Preparing quarterly, half-yearly and annual consolidated statements of Programme accounts as an integral part of the Management Information System for submission to the Financial Manager;
- Preparing monthly bank reconciliations of all Bank accounts;
- Assisting the Financial Manager in the preparation of withdrawal applications;
- Supporting the Project Coordinator in all the tasks related to financial management at the level of the project Office
- Archiving all supporting documentation linked to project expenditures and proceed to the regular scan of all documentation to be sent in soft copy to the Projects Accounting Unit of MAF
- Preparing and submitting SOEs to the Financial Manager and follow up to ensure that the Programme does not encounter liquidity challenges at the level of the project office;
- Monitoring financial returns from Implementing Partners, including periodic visits to their offices;
- Supporting the conduct of internal audit missions by the MoF Internal Audit unit on the basis of agreed Annual Work Plan and Budget;

- Maintaining all accounting records in an appropriate form;
 - Providing assistance to the external auditors as required;
 - Supporting in the smooth implementation of the annual external audit and bi-annual audit IFRs;
 - Supporting IFAD and GoSLE supervision missions and ensuring the implementation of all recommendations stemming from these missions
 - Preparing monthly reports that include Bank Reconciliation Statements, Summary of cash balances, Cash budget, Statement of Expenditure, Petty Cash Reconciliation, etc.
 - Maintaining an asset register for all assets purchased by the Programme and preparing monthly report on equipment.
 - Ensuring that fixed assets are well accounted for and annual verification is done indicating conditions of assets and their location appropriately.
 - Ensuring that funds for programme are used in accordance with the conditions of the loan agreement, with due attention to economy, efficiency and effectiveness.
 - Ensuring the eligibility of project expenditures, and the quality of all supporting documentation.
 - Undertake any other duties that shall be assigned by the Financial Manager to ensure smooth and effective implementation of the Programme.
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1. Maintenance of a well-organised and up-to date filing system for accounting and financial records;
 2. Perform physical inventory of Programme asset each year.

Minimum Qualification/Requirements

Essential

- Strong computer skills especially in Microsoft office application software and use of computerized accounting systems, in particular, GIFMIS, with current user rights.
- A recognized degree in accounting or in a related field and pursuing a professional accounting qualification (part Qualified);
- Experience in setting up and maintaining a computerized accounting system;
- At least 5 years of practical working experience in financial management and accounting of development partner funded projects;
- Practical working experience with Government of Sierra Leone, IFAD-financed projects or development partner-funded projects, and auditing experience;
- Fluency in written and oral English is desirable
- Advance degree in finance, accounting or a related field;
- Committed to meeting deadlines, and willingness to work extra hours and sometimes on weekends as and when required;
- Experience in interpreting financial management reports, analyzing variations to plans and determining remedial actions required;
- Excellent technical and conceptual knowledge about financial management and grasp of financial principles and practices;
- Strong computer skills especially in Microsoft office application software and use of computerized accounting systems, such as TOMPRO would constitute added advantage;
- Report writing and presentation skills;
- Confidence and good working relationships with finance and non-finance colleagues within Programme and implementing partners
- A degree in accounting and Finance with at least seven (7) years professional experience including 5 years as development projects or Programme Finance officer. Proficient use of Microsoft Excel and Accounting Software

- 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.

Women are particularly encouraged to apply for the position.

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:

- Review all available documents to facilitate establish procurement procedures and for the management and implementation of the project.
- Maintain the established 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)
- Set up a simple procurement management tracking system for the PIU that would monitor the implementation of procurement activities.
- Prepare 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;
- Monitor 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;
- Initiate procurement processes including those for international local competitive bidding procedures, and ensuring compliance with agreed procurement methods and thresholds,
- Participate 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 to suppliers, contractors and consultants;

- Establish a performance monitoring data base for all suppliers, contractor, consultants and ensure efficiency and timeliness in delivery of output from the services providers ;
- 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.

Minimum Requirements/Qualification

University Degree with a Diploma in Procurement and supplies

With at least Seven (7) years professional experience including 5 years as development projects/Programme Procurement Officer.

A CIPs Certificate 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 renewed 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 Ten (10) years relevant working experience preferably as an economist, agric economist, Seven 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.