



Government of Sierra Leone
Ministry of Agriculture and Forestry

**TORs FOR THE RICE AGRO INDUSTRIAL CLUSTER
PROJECT (SL RAIC) – AfDB**

FIRST BATCH RECRUITMENT

Positions

- i. Project Manager
- ii. Project Accountant
- iii. Procurement Expert
- iv. M&E Officer

Project Location/Duty Station: Torma Bum, Bum Chiefdom, Bonthe District

DECEMBER 2021

Recruitment of PMU Staff - Rice Agro-Industrial Cluster Project (RAIC) for Torma Bum

The Government of Sierra Leone through the Ministry of Agriculture & Forestry (MAF) has obtained a Grant Financing from the African Development Bank (AfDB) as partial funding for the implementation of the Rice Agro-Industrial Cluster Project (RAIC) under the National Agric. Transformation 2023 programme. Part of these funds are going towards supporting a Program Management Team to be located in Torma Bum, Bonthe District. The Ministry of Agriculture & Forestry now invites applications from suitable and qualified Sierra Leonean candidates to fill the following vacant positions:

The goal of the Rice Agro-Industrial Cluster Project (RAIC) is to contribute to rice self-sufficiency in Sierra Leone and improve the livelihoods of rural households. The specific objectives are to : (i) increase the productivity and production of rice by providing farmers access to quality inputs, land and water management, mechanization and extension services; (ii) improve the value chain through the processing of high-quality rice; (iii) promoting the consumption and marketing of locally processed rice. RAIC will consist of four components: (i) Agricultural Production Systems: (ii) Green Agro-processing Cluster Development: (iii) Capacity Building and Institutional Strengthening and (iv) Project Management:

For the implementation of this project MAF is recruiting four (4) key staff of the Project Management Unit to kick start the project implementation. 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 28th January 2022

Terms of Reference for Sierra Leone Rice Agro Industrial Cluster Project funded by AfDB – First Batch Recruitment

Positions

- v. Project Manager
- vi. Project Accountant
- vii. Procurement Expert
- viii. M&E Officer

Project Location/Duty Station: Torma Bum, Bum Chiefdom, Bonthe District

Background

The goal of the Rice Agro-Industrial Cluster Project (RAIC) is to contribute to rice self-sufficiency in Sierra Leone and improve the livelihoods of rural households. The specific objectives are to : (i) increase the productivity and production of rice by providing farmers access to quality inputs, land and water management, mechanization and extension services; (ii) improve the value chain through the processing of high-quality rice; (iii) promoting the consumption and marketing of locally processed rice. RAIC will consist of four components: (i) Agricultural Production Systems: (ii) Green Agro-processing Cluster Development: (iii) Capacity Building and Institutional Strengthening and (iv) Project Management:

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Project Manager

Under the overall technical supervision of the Executing Agency the Ministry of Agriculture & Forestry, the project Manager will be responsible for: (i) overall day-to-day management of the project, including coordination of procurement, financial management and M&E; (ii) coordination with all the executing agencies and focal points responsible for the implementation of the specific subcomponents; and (iii) coordination with other donors and relevant programs/projects; and will undertake the following activities:

Duty Station: Tormabum but will initially transit in Moyamba

Specific duties

- Provide advisory and technical support to the project team and stakeholders in other ministries and/or departments, the private sector in various aspects of the RAIC, considering their individual and collective responsibilities in accelerating the achievement of the project goals.
- Supervise the staff of the RAIC and provide overall management guidance and support to project implementation;
- Play key role in ensuring the quality of project implementation and results delivery through establishing efficient project implementation structures, close monitoring and assistance;
- Monitor complex operational and project management issues to ensure overall quality of full range of operational products prepared by the project team;
- Act as a focal point to liaise with the AfDB team on routine basis for effective project implementation;
- Serves as a focal point or spokesman on technical, policy and operational issues to external constituencies, expert groups and other stakeholders;
- Oversees and leads the preparation of key documents/systems as well as operational reports of the RAIC in a timely manner and of good quality. This will require the successful coordination and integration of input from multi-disciplinary project staff, the project's consultants and technical partners as well as other stakeholders;
- Develop and oversees the execution an operational framework and approach for dissemination of information on the project as well as lessons learnt from the project in a timely manner;
- Facilitate and organize stakeholders' meetings (including the private sector) to discuss and exchange ideas on project issues and its relevance;
- Develop and build client relations at senior levels and plays an advocacy role in disseminating information regarding the project and generating additional funding and policy-related support for the project ;
- Ensure the efficient management of project resources in a transparent manner.
- Execute the project disbursement, accounting and financial management in accordance with the Is DB procedures.
- Negotiate and undertake contractual arrangements with various implementing partners, service providers, NGOs and contractors in a manner that is consistent with the procurement policies and procedures of the government and the Is DB.
- Ensure that procurement of goods and services is timely carried out and in accordance with the approved procurement plan.
- Coordinate the preparation of the RAICP annual work plan and budgets (AWPB) and procurement plan. Present and get the endorsement of both by the Project's Steering Committee (PSC) before submission to MAF for approval.
- Monitor and oversee the efficient execution of the AWPB to ensure the project implementation is timely and is in line with the approved Procedures of the Is DB as well as the appropriate delivery of programme outputs;
- Jointly with MAF Appraise and evaluate the performance of the staff assigned to the program based on the adopted MAF Staff Appraisal System
- Assess the qualifications and pre-qualifications of implementing partners, consultants, and contractors that may be selected for the programme implementation as per the existing policies and procedures of MAF and AfDB

- Evaluate and ensure the performance or the quality of works done for RAICP by governmental and Private sector implementing partners, consultants and contractors is of good quality and executed in the most cost-effective manner.
- Follow-up on tasks commissioned to ensure that deadlines are met and take necessary actions including drawing attention of the MAF top management on required support from it as appropriate.
- Develop synergistic cooperation with other national and international development partners and project they fund at national and district level.
- Organize the PSC and District Implementing Committee meetings. Function as the Secretariat to the PSC (Project Steering Committee);
- Ensure actions recommended by these committees are executed effectively.
- Prepare quarterly and annual reports to AfDB and MAF highlighting the programme outcomes, impacts and lessons learnt.
- Recommend all program payments to the Permanent Secretary for approval and co-signs all payments.
- Any other duties that may be assigned by MAF from time to time.

Minimum Requirements/Qualifications

- A Master's Degree in Agriculture or Agric related fields: Agric. Economics, Project Management, Rural Development or related disciplines.
- At least 7 years' experience in managing development projects funded by international development partners.
- At least 5 years working on projects related to agriculture in Sierra Leone.
- Experience liaising with government staff and officials, development partners, NGOs and the private sector.
- Must be knowledgeable in Monitoring and Evaluation, Log Frame approaches and Result-Based Management (Managing for Development Results in Agriculture) with strong computer literacy for the position.

Additional assets/Qualifications

- Ability to manage efficiently 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;
- Very good interpersonal skills to interact within multicultural environment.
- Adequate computer literacy is strongly required for the position. Good oral and written communication skills is also essential.
- Well-developed leadership, inter-personal, communication and negotiating skills, as well as ability to work effectively in teams and groups
- Good planning and time management skills is critical

- Not reaching the statutory retirement age during the project implementation period

TIMING AND OUTPUTS

The Project Manager will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.

Women are encouraged to apply for the position.

Project Accountant

The Project Accountant is under the direct supervision of the Programme Manager, and within the framework of the Project Appraisal Document 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 Project Accountant will also work in close collaboration with the Financial Management Advisor of the National Development Partners Program Coordinating Office (NDPPCO) of the MAF to support MAF harmonization and strategic reporting efforts.

Duty Station: Tormabum but will initially transit in Moyamba

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 AfDB.
- 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 AfDB 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), AfDB Financial Administration requirements, and the Public Financial Management Act of SL.
- 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, AfDB, and other Cooperating Institutions.
- Supporting AfDB and GoSL 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 AfDB and for the bi-annual submission of the audited IFRs, taking into consideration the required submission dates for the project to meet AfDB's deadlines.
- Ensuring the effectiveness of AfDB internal control system and procedures.

- Facilitating the fast and effective flow of funds between AfDB and RAIC and between AfDB and its suppliers, service providers, and implementing partners within Project procedures.
- Ensuring that the overall project accounts are updated and accurate at any point in time.
- Supporting the Project Manager 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.
- Ensuring 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 grant 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 AfDB 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 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 Manager 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

- A minimum of Bachelor Degree in Accounting, Finance, or Business Administration - Accounting or Finance major is a must – master degree will be an added advantage.
- A member of a professional qualification/entity (ACCA/CA/CPA/Chartered Accountant)
- Have sound knowledgeable of IPSAS, IFRS or local accounting standards that comply with IPSAS or IFRS requirements, and application of those standards in practice.
- Comprehensive computer skills with practical knowledge of Microsoft Office Suite (especially Excel, Word and PowerPoint) and familiarity with usage of accounting software in recording, processing and preparing financial reports.

Experience

- 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).

- Staff management experience including recruitment, selection, objective setting, appraisals and managing performance (essential).
- Familiarity with government and multilateral aid operations
- 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 eight (8) years relevant professional experience in project implementation and accounting, five of which should be in donor funded projects and/or programmes in Sierra Leone.
- Possess knowledge and experience of donor disbursement procedures and justification practices.

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.
- 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 donor financial management procedures is an asset

TIMING AND OUTPUTS

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

Women are particularly encouraged to apply for the position.

Procurement Officer

Under the overall guidance and supervision of the project manager the procurement Officer will have overall responsibility for the procurement management of the project. The Procurement Officer will take charge of the project 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 is to work in close consultation with the Project Manager and the Project Accountant.

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

Duty Station: Tormabum but will initially transit in Moyamba

The Specific duties are:

- Review all available documents to facilitate establish procurement procedures and for the management and implementation of the project's programme.
- Establish the procurement management system for the project based on the guidelines and procedures of the donor and the Government for the procurement of goods, works and services under the public procurement act 2004 (PPA) of Sierra Leone
- Set up a simple procurement management tracking system for the project that would monitor the implementation of procurement activities.
- Using the standard bidding documents, prepare customized bidding documents, request for proposals (RfPs), Expressions of Interest (EoIs). These should include standard forms to be used for international and local shopping methods that conform with PPA;
- Prepare the annual general procurement notice (GPN) and also specific procurement notices (SPNs) and expression of interest (EOIs); establish register of qualifying suppliers and consultant and periodically update this register per advertisement and for request for expression of interest;
- In consultation with project beneficiaries and agencies, prepare and update the annual procurement plan detailing contract packages for goods, works and services, the estimated cost for each package, the procurement 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 each calendar year for the procurement of goods, works and services;

- Initiate procurement processes including those for international local competitive bidding procedures, and ensuring compliance with agreed procurement methods and thresholds,
- 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 required for the award in favour of suppliers, contractors and consultants;
- Monitor and ensure timely responses to the procurement questions raised by the donor;
- Participate in selection of the evaluation panel and assume the Committee Secretary in recording the minutes of the meetings.
- Establish a performance monitoring data base for all contractors of goods, works and services and ensure efficiency and timeliness in delivery of outputs of contracts;
- 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 following the paper trail of procurement by both internal controls independent (external) auditors or authorized agents;
- Provide support and training to the relevant staff on the procedures outlined.
- Prepare quarterly, semi-annual and annual procurement reports for the attention of project Manager.

Requirements/Qualification

- A minimum university degree in Social Sciences preferably Business Administration, Financial Services, Economics, Public Admin or related field and a post-graduate qualification in Procurement.
 - Seven (7) years relevant professional experience in managing procurement, contracts, etc. five of which should be in donor funded projects and/or programmes in Sierra Leone.

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;
- Ability to operate independently without direct supervision;
- 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;

- Excellent oral and written English;
- 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 specialist will report directly to the Project Manager on all procurement activities.

Women are encouraged to apply for the position.

A. Monitoring and Evaluation (M&E) Officer

Under the overall guidance of the Project Coordinator, the M&E officer will have overall responsibility for the coordination of monitoring and evaluation activities of programmes at both national and district level.

The Monitoring & Evaluation Officer under the direct supervision of the Project Manager is responsible for coordinating the development and implementation of a comprehensive organizational Monitoring & Evaluation 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 performance based contract renewal upon satisfactory evaluation and subject to funds availability.

The Specific Responsibilities are:

- Develop the Programme's M&E System on the basis of the programme's Logical Framework taking into account available Government (MAF) 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;
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data and report production;
- Organize and oversee annual review and planning workshops and preparation of annual work-plans and budgets (AWPB);
- Integrate the M&E system into the overall programme coordination and organization function and with other information and knowledge systems;

- Ensure capture of intended impact as well as successes and failures; prepare reports and guide staff in preparing their progress reports;
- 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 Project Coordinator.

Requirements: Master's Degree in Economics, Agric. Economics, Project Management or Statistics with at least 5 years' experience in Planning, Monitoring and Evaluation. 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

Women are encouraged to apply for the position.