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**Government of Sierra Leone
Ministry of Agriculture & Food Security (MAFS)**

**Recruitment For Various Positions for The West Africa Food System
Resilience Program (FSRP)**

Phase 2 (P178132)

Terms of References for the positions:

- **Monitoring and Evaluation Specialist**
- **Financial Accountant**
- **Environmental Safeguard Specialist**
- **Social Safeguard Specialist**
- **Technical Officer (Irrigation/land Scape/watershed management)**
- **Agribusiness Specialist**
- **Internal Auditor**
- **Gender and GBV Specialist**

October 2022



Project Background:

The West Africa Food System Resilience Program (FSRP) is a five year, regional, 60 million USD World Bank funded project with the goal of increasing preparedness against food insecurity and improving the resilience of food systems in Sierra Leone and West Africa as a whole. This project is aligned with Sustainable Development Goals (SDGs), the World Bank Group (WBG) Country partnership Framework for Sierra Leone and Mid-Term National Development Plan for Sierra Leone.

The project will directly benefit 182,000 farmers with impact on 365,200 household members, of which at least 45 percent (164,340) will be women, 40 percent (146,080) youth, and 5 percent (18,260) vulnerable groups, including people with disabilities. Direct beneficiaries will also include processors, transporters, traders, and other agricultural (M)SMEs/agribusinesses engaged in the targeted value chains (rice, cassava, and livestock) who will benefit from capacity building (including training, business advisory services, and matching grants where applicable).

The FSRP will be implemented in all districts of Sierra Leone and focused on the three priority value chains: rice, cassava, and livestock. These value chains were selected because of their potential for regional food and nutrition security, and the natural comparative advantage that Sierra Leone has in developing and promoting them.

Project Components

The FSRP is organized around five components. These include:

Component 1: Digital Advisory Services for Agriculture and Food Crisis Prevention & Management: This component aims at strengthening climate resilience of the agriculture sector and enabling effective management and prevention of food crisis through the development and provision of demand driven data, information, and advisory services, and strengthening evidence-based decision making in managing food security. This component will be implemented through two broad sub-components that include: 1) Upgrading Regional Food Crisis Prevention and Monitoring Systems and 2) Strengthening Digital Hydromet and Agro-Advisory Services for Farmers.

Component 2: Sustainability and Adaptive Capacity of the Food System's Productive Base: The objective of this component is to enhance the resilience of the food system's productive base in ways that enable small and medium producers (especially women and youth) to sustainably meet their nutritional needs and raise income levels from the sale of surpluses in local and regional markets. This will be achieved through two mutually supporting sub-components: 1) Consolidating Regional Agriculture Innovation Systems and 2) Strengthening Regional Food Security through ILM.

Component 3: Regional Market Integration & Trade: The objective of this component is to facilitate trade of agricultural goods and inputs within and across national borders in West Africa. This component will be implemented through the following two sub-components: 1) Facilitating Trade Across Key Corridors and



Consolidate Food Reserve System; 2) Supporting the Development of Strategic and Regional Value Chains.

Components 4 & 5 represent emergency contingency response and effective project management respectively.

These TORs describes the levels of expertise needed to recruit the other key experts needed for the commencement of project implementation.

Monitoring and Evaluation Specialist:

Objective:

The objective of this assignment is to recruit a qualified Sierra Leonean as Monitoring and Evaluation Specialist who will provide overall leadership for the development and rollout of the Monitoring and Evaluation System for the FSRP. The M&E Specialist shall be responsible for working closely with PEMSD and other partner M&E departments that are involved in the implementation of the project for tracking progression of the program, including building their capacities in the area of Monitoring and Evaluation.

Scope of Work/Responsibilities

Under the supervision of the Project Manager of the Project Management Unit (PMU), the Monitoring and Evaluation Specialist will be responsible for:

- Developing an M&E system for the project and lead the process of rolling it out.
- Lead the processes of planning, monitoring, evaluation and learning for the project including developing the AWPB for the project; reporting on project's performance; lead baseline, mid-term and the endline for the project; build the capacities of PEMDS and implementing partner M&E functions and more.

Specific Duties

The M&E Specialist shall:

- Develop an M&E plan in the first month of the project's effectiveness and sets the wheels in motion for rollout of the plan.
- Lead the process of developing the Annual Work Plan and Budget in collaboration with all implementing partners and stakeholders involved in the FSRP project.
- Build data collection systems for the PMU and for partners directly involved in the implementation of the project that includes real-time data collection, hosting and visualization of key indicators.
- Work closely with partners in the development of data collection platforms as stipulated in the FSRP.
- Ensure the operationalization of the M&E system in conjunction with CILSS, AGRHYMET, CORAF, ECOWAS, including the monitoring of all public services and service providers involved in M&E according to the program's M&E Plan;



- Participate in regional coordination and harmonization activities for monitoring and evaluation.
- Develop and follow up on the training plan for program actors on M&E tools.
- Develop and promote a culture of learning within the PMU and partners (including the development of a knowledge management platform).
- Develop terms of reference (or provide inputs to the ToRs of the various parties contracted by the program) for the performance of services within its scope and contractualization (implementation of the monitoring and evaluation system, surveys, technical audits, etc.);
- Develop and disseminate specific tools for planning, data collection, analysis and processing.
- Draft and disseminate quarterly, annual, mid-term and final reports as well as other periodic management and monitoring and evaluation reports on program activities.
- Centralize and analyse the various technical reports and the status of implementation of activities in the various program components.
- ensure regular updating of the databases for regular information on the indicators.
- Conducting missions to the various program implementation sites to verify the validity and relevance of the data recorded in the activity reports.
- Participate in all field implementation in a bid to validating completion of activities.
- Contribute to the preparation of Financial Monitoring reports.
- Organize quarterly program monitoring and evaluation meetings.
- organize visits to exchange experiences and meetings.
- perform all other tasks related to the function.

Minimum Qualifications:

- At least a Masters degree in the Social Sciences, Agricultural Economics, Statistics, Data Analytics, or related discipline.
- Specialized postgraduate training in M&E; and a
- Minimum of 5 years of working experience in bilateral or multilateral donor-funded programs with at least 3 years of specific responsibility as an M&E Specialist.
- Certification and proven experience in building data collection and visualization systems will be an asset.

Additional assets/Qualifications

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Excellent Data Management, Data Analysis Skills.
- Excellent written and spoken communication skills, including presentations.



- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general.

Women with the requisite qualifications are particularly encouraged to apply



Environmental Safeguard Specialist:

Objective:

The objective of this assignment is to recruit a qualified Sierra Leonean as Environmental Safeguard Specialist who will provide overall leadership for the development and rollout of the Environmental Safeguard protocols for the FSRP. The Environmental Safeguard Specialist shall be responsible for working closely with other partners involved in the implementation of the project and related institutions. The Environmental Safeguard Specialist will be responsible for screening all sub-project activities for environmental compliance.

Scope of Work/Responsibilities

Under the supervision of the Project Manager the Environmental Safeguard Specialist will be responsible for:

- Building and implementing all Environmental Safeguard protocols needed for the smooth and safe implementation of the project.
- Updating and implementing the provisions in the Environmental and Social Management Plans (ESMP) for the project.
- Review and make recommendations on environmental issues for all actions being implemented by the project.
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Specific Duties

- Support all implementing partners under the project in assessing sub-projects for potential adverse environmental impacts as well as planning and implementing impact mitigation measures.
- Work with, advise, and supervise project consultants to undertake Environment and Impact Assessments studies, and design Environmental Management Plans as required (i.e. Environment and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Stakeholder Engagement Plans, Grievance Management Plans, etc.) to manage and reduce project-related environmental risks;
- Provide technical guidance to implementing agencies of sub-projects and monitor the implementation of ESMPs and RAPs, making sure that implementation is satisfactory and consistent with the relevant environmental assessment (EA) laws of Sierra Leone and the World Bank safeguards policies.
- Support the PIU in the review of documentation pertaining to environmental compliance (including bidding documents, reviews on-site, reports from contractors etc.) during project implementation.
- Initiate and undertake social and environmental due diligence prior to commencement of works and liaise with the Project Communications' Specialist to address pertinent community-related issues.



- Work closely with the Communications Specialist in planning and managing environmental risks associated with the sub-projects.
- Participate in periodic supervision to monitor and ensure compliance with environmental safeguard policies throughout the project life.
- Ensure adequate environmental safeguards records and documentation are kept, with adequate documentation of stakeholder consultations on issues.
- Provide inputs to the monthly, quarterly, periodic and annual progress/ monitoring reports on operational activities related to social and environmental issues of the project.
- Provide inputs as needed to the preparation of Annual Work Plans and supports the PIU in preparation of procurement plans; and
- Undertake any tasks assigned by the PM for the achievement of the overall project objectives.

Qualifications and Experience

The Environmental Officer must have at least a Master's Degree in Environmental Science, Environmental/Civil Engineering, any branch of engineering having environmental diploma certificate, Economics (specialization in environmental economics), Law (specialization in environmental law), or any relevant subject demonstrating environmental study or diploma.

The environmental officer must have at least 10 years of working experience of which 5 years in the field of environmental activities as consultant or working in an institution, which deals with environmental concern and agriculture.

The environmental officer must be aware of the environmental rules and regulations of Sierra Leone and the World Bank and a strong familiarity with agriculture, food systems, food security and rural development.

Key Competencies

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Well-developed organizational skills.
- Demonstrated networking and negotiation skills, particularly in the private sector.
- Excellent written and oral skills in English. Working knowledge of local dialects an advantage.



- Substantive knowledge of the Government of Liberia organizational structures and operations; and
- Working knowledge of the operational modalities of national and international NGOs is desirable.

Women with the requisite qualifications are particularly encouraged to apply



Social Safeguard Specialist:

Objective:

The objective of this assignment is to recruit a qualified Sierra Leonean as Social Safeguard Specialist who will provide overall leadership for the development and rollout of the Social Safeguard protocols for the FSRP. The Social Safeguard Specialist shall be responsible for working closely with other partners involved in the implementation of the project and related institutions. The Social Safeguard Specialist will be responsible for screening all sub-project activities for social compliance.

Scope of Work/Responsibilities

Under the supervision of the Project Manager the Social Safeguard Specialist will be responsible for:

- Building and implementing all Social Safeguard protocols needed for the smooth and safe implementation of the project.
- Updating and implementing the provisions in the Environmental and Social Management Plans (ESMP) for the project.
- Review and make recommendations on social safeguard issues for all actions being implemented by the project.

Key duties and major functional responsibilities:

Under the overall guidance of the Project Manager, The Social Safeguards Officer will ensure general oversight over environmental safeguard instruments prepared during the project. The Environmental Safeguards Specialists' responsibilities will include:

- to ensure the implementation of social development actions in the execution of the project;
- ensure the relevance and validity of intervention strategies and proposed actions in relation to the national and regional contexts;
- ensure the relevance of the objectives with the real needs expressed by the beneficiaries;
- ensure the degree of stakeholder involvement with respect to consistency with policy documents.
- Support all implementing partners under the project in assessing sub-projects for potential adverse social impacts as well as planning and implementing impact mitigation measures;
- Work with, advice, and supervise project consultants to undertake Social Impact Assessments studies, and design Social and Environmental Management Plans as required (i.e. Environment and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Stakeholder Engagement Plans,



Grievance Management Plans, etc.) to manage and reduce project-related environmental and social risks;

- Develop and implement systems and processes for social safeguards due diligence under the project and ensure their adequacy and compliance at all levels;
- Provide technical guidance to implementing agencies of sub-projects and monitor the implementation of ESMPs and RAPs, making sure that implementation is satisfactory and consistent with the relevant environmental assessment (EA) laws of Sierra Leone and the World Bank safeguards policies;
- Support the PIU in the review of documentation pertaining to social development compliance (including bidding documents, reviews on-site, reports from contractors etc.) during project implementation;
- Work closely with the Communications Specialist in planning and managing social risks associated with the sub-projects;
- Ensure adequate social and environmental safeguards records and documentation are kept, with adequate documentation of stakeholder consultations on issues;
- Provide inputs to the monthly, quarterly, periodic and annual progress/monitoring reports on operational activities related to social and environmental issues of the project;
- Provide inputs as needed to the preparation of Annual Work Plans and supports the PIU in preparation of procurement plans; and
- Undertake any tasks assigned by the PM for the achievement of the overall project objectives.

Qualifications and Experience

The Social Safeguard Specialist must have at least a Master's Degree in Social Science, Sociology, Social Development, Development Studies any branch of the Social Sciences.

He/She must have at least 10 years of working experience of which 5 years in the field of social development activities as consultant or working in an institution, which deals with social development concerns and agriculture. The specialist must be aware of the social development rules and regulations of Sierra Leone and the World Bank and a strong familiarity with agriculture, food systems, food security and rural development.

Key Competencies

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff;
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps;
- Self-motivated;



- Excellent interpersonal and team building skills, including negotiation skills;
- Excellent written and spoken communication skills, including presentations;
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications;
- Well-developed organizational skills;
- Demonstrated networking and negotiation skills, particularly in the private sector;
- Excellent written and oral skills in English. Working knowledge of local dialects an advantage;
- Substantive knowledge of the Government of Liberia organizational structures and operations; and
- Working knowledge of the operational modalities of national and international NGOs is desirable.

Women with the requisite qualifications are particularly encouraged to apply



Technical Officer (Irrigation/Landscape/watershed management)

The objective of this assignment is to recruit a qualified Sierra Leonean to serve as Irrigation/land and water resource development officer in the FSRP project. S/he will provide overall leadership for the development of all lowlands including IVSs to be worked on by the beneficiaries of the project. The Irrigation/land development officer shall be responsible for working closely with other partners involved in the implementation of the project and related institutions.

Key Duties and other Functional Responsibilities

Under the overall guidance and supervision of the Project Manager, and the direct supervision of the technical Director the Irrigation/land and water resource development officer the will be responsible for the identification, design (or verification of design) and the implementation of works pertaining to land development, irrigation facilities and IVS (inland valley swamp) development and rehabilitation in the project area. He will work closely with the engineering Division of MAFS

Specific Duties & Responsibilities:

- In collaboration with MAF Field staff identify the suitable zones for appropriate land development, IVS development/rehabilitation and irrigation facilities and dams and solar powered bore holes.
- Prepare and/or verify the design of all rural infrastructure to be put in place including, lands development, irrigation, and IVS development.
- Produce maps with geo-coordinates for all IVSs and land to be developed by the project
- Supervise, monitor, and provide technical support to the Implementing Partners (IPs) engaged in the Programme infrastructure works, land development works, IVS works, solar powered bore holes and irrigation works etc.
- In collaboration with MAFS engineering Division (Irrigation unit) prepare TORs and scope of work for engaging service providers if the need arises
- In collaboration with the Procurement Officer, prepare or finalize the bidding document and participate in the bidding evaluation related to the Programme works pertaining to IVS development/rehabilitation, lands development solar powered bore holes and irrigation structures and dams.
- Maintain a tight quality control of IPs involved in all Programme activities/works pertaining to rural irrigation/land development infrastructures;
- Evaluate and assess the performance of the IPs;
- Participate in preparation of the Programme AWPB;



- Modify the design, planning and implementation strategies as and when required;
- Provide technical support to beneficiary participation in carrying out IVS, land development and or irrigation works.
- Train farmers, and beneficiaries' associations on IVS maintenance work.
- Contribute to the M&E and assess the Programme performance and impacts.
- Perform other related duties as may be requested by the Head of Commercial Agriculture.

Requirements/Qualification

- A Bachelor's Degree in Soil and Water Management with practical experience in IVS development, rehabilitation, and irrigation.
- Master's Degree in Irrigation Engineering or Agricultural Engineering from a recognized University would be added advantage.
- At least 7 years' experience in implementing IVS development, rehabilitation and irrigation for rice, vegetable, and other crop production.

Additional Assets/Qualifications

- Knowledge in Solar powered bore holes installations and operations will be an added advantage
- Construction, management and operations of medium size earth dams connected to solar powered bore holes
- The operations of small mechanical irrigation pumps
- Knowledge of the installations and operations drip irrigation schemes

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Ability to think and act strategically to ensure that their work contributes to the objectives of the overall programme. Able to encourage and positively influence program partners and beneficiaries.
- **Demonstrating Leadership:** Leads by example; initiates and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contributes to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinates appropriate use of time, information and/or resources.



- **Team Work:** Fosters a cohesive team environment, able to foster and build team spirit
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- **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 **technical** capabilities and excellent **analytical** skills.

Women with the requisite qualifications are particularly encouraged to apply



Private Sector Specialist/Grant Manager (Agribusiness Specialist)

Under the direct supervision of the Project Manager, the Agribusiness Specialist will be responsible for the identification and the implementation of activities pertaining to agricultural and agribusiness development activities. S/he will work with FBOs and address the linkages between production and marketing for all the agricultural value chains and will manage the small grant component of the project.

S/he will work with all component heads, to help drive the implementation of the FSRP. The incumbent will work in close collaboration with the Agribusiness within the Ministry of Agriculture & Food Security in executing his/her duties.

Specific Duties & Responsibilities

The Agribusiness Specialist will perform the following task:

- Spearhead the promotion of both the commercialization of smallholders along the Agric Value Chain and the facilitation of large-scale private investments
- Promote synergy between the smallholders and the large-scale investments
- Establish a Multi-stakeholder Platform for supervising, monitoring, reporting and addressing issues pertaining the large-scale investments in Sierra Leone
- Responsible for the initiation of strategies to commercialize the prioritised commodities as per the FSRP and District Agricultural Comparative Advantages (DACAs) ;
- Work closely with relevant stakeholders (the Sierra Leone Centre for Agribusiness Development - SLeCAD, Chamber of Commerce, Industry and Agriculture, (SLCCIA), the National Federation of Farmers of Sierra Leone – NaFFSL, banking institutions, MAFS Legal Adviser, Ministry of Trade and Industry, Sierra Leone Standards Bureau-SLSB) to develop agribusiness models, develop and implement a national programme for building the capacities of FBOs/ABCs and transforming them into economically viable legal entities such as Limited Liability Companies, etc;
- Promote agribusiness experience-sharing visits and/or exchanges within and outside the country;
- Promote agribusiness competitions among districts, commodities and farmers and ensure attractive prizes are given
- Spearhead the development of agribusiness IEC packages
- Help District Councils and devolved MAFS staff prepare and facilitate the development of sound business plans and profitable enterprises for smallholders in key commodities based on DACAs.



- Assist to coordinate district level linking of producers to markets via feeder roads and market component.
- Work with PEMSD, SLIEPA and media to disseminate domestic and world market prices of various commodities regularly.
- The FSRP will support development of specific commodity value chains across the country on a district by district prioritization of commodities. Agri-business Specialist will support district planning and work with all MAF and other MDAs to coordinate agribusiness development for key commodities in each district (promoting District Agricultural Comparative Advantages – DACAs).
- Provide technical guidance on all aspects of business planning and implementation of the FBOs/ABCs e.g., business plan preparation, business model appraisal, business planning and implementation activities pertaining to the support of agricultural production, processing and marketing focusing on the ABC;
- Coordinate the implementation of the transformation plan of the ABCs that will be selected under FSRP and the development of new ones for the new value chain crops
- Support in the preparation of the FSRP AWPB;
- Establish and maintain communication and networking with all stakeholders involved in implementation of the components and activities under her/his responsibility;
- Conduct periodic situation analyses relevant to the development of all the Programme activities pertaining to agriculture and agribusiness, specially regular analysis of market related activities;
- Contribute to the M&E activities within the project and assess the Programme performance and impacts.
- The Agribusiness Specialist will lead training in the field and workshops to build the business capacity of the micro and small agricultural enterprises, with particular focus on innovation, financial sustainability and access to markets.

Minimum recruitment qualifications

Advanced Degree in Business Administration or Marketing, **Agricultural Economics, Agribusiness development and Rural Development** with at least 5 years' experience in agri-business, value addition and marketing.

Additional Assets/Qualifications

- Demonstrated experience in supporting actors along agricultural value chains
- Demonstrated experience with agribusiness investment options for FBOs;



- Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- Knowledge of gender issues within agriculture.

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrating Leadership:** Leads by example; initiates and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and take accountability for his/her actions.
- **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**.
- Strong verbal and written **communication skills**.

Women with the requisite qualifications are particularly encouraged to apply



Terms of Reference – Project Financial Accountant

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

Duties of Assignment /Tasks and Responsibilities

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

- Assist the Financial Management Specialist (FMS) 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 Management Specialist (FMS);
- 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 Management Specialist (FMS) 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 WB 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 FMS to ensure smooth and effective implementation of the Programme.
- Maintenance of a well-organised and up-to date filing system for accounting and financial records;
- 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.



TERMS OF REFERENCE - INTERNAL AUDITOR

The internal auditor will be a key member of the PIU providing daily review of transactions and periodic (quarterly) reports on the operations of the Food Systems and Resilience Project (FSRP). The Internal auditor would visit the various field offices. The audit will also include a physical verification of the assets/equipment /supplies procured under the project and located in the above units.

The Objectives

The overall objectives of the internal auditor:

1. To express an independent professional opinion about the efficiency, effectiveness and economy of the (FSRP)
2. To ascertain and evaluate the adequacy and effectiveness of the financial management and internal control framework.
3. To ascertain compliance with MAF policies, The World Bank, financial norms, procedures, various guidelines, manuals, etc as applicable under the project.
4. To identifying areas for improvement and critical weaknesses, if any.
5. To provide Project management with timely information and recommendations on financial management aspects of the FSRP project to enable timely corrective actions, as necessary.

Scope of Work

The internal audit should be carried out in accordance with the International Standards on Auditing (ISA) and should include such tests and controls, as necessary for performance of the audit. The scope of the assignment will be comprehensive and will cover the project activities and transactions of all the IPs. The responsibility of the internal auditor includes reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with the world Bank and Government of Sierra Leone financial norms and procedures. Specific areas of audit should include the following:

- 1) An assessment of the adequacy of the program `s financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing agencies and suggestions of improvement, if any.
- 2) Funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing has been provided.
- 3) Generally accepted Accounting Principles are followed by all entities that are authorized to incur expenditure under the FSRP.
- 4) An assessment of efficiency and timeliness of funds flow and reporting (Utilization Certificates)



- 5) Expenditure Statements submitted by IPs and project operations have been correctly accounted for and disbursements made to them are in line with the guidelines and norms prescribed in the memorandum of understanding (MOU) or activity objectives
- 6) An assessment of the adequacy of financial and administrative delegation and segregation of duties and controls. And assessing expenditures incurred/ advances provided are duly authorized as approved by the National Steering Committee (NSC)
- 7) Expenditure incurred are in accordance with the financial norms prescribed in the Financing agreement framework, operational guidelines, legal agreement or any other clarifications issued from time to time.
- 8) Expenditure incurred with reference to the budget allocation approved by NSC In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
- 9) Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions.
- 10) Goods, works and services financed have been procured in accordance with relevant provisions of the procurement regulations of the National Public Procurement Authority (NPPA) and as per World Bank Procurement Procedures for procurements made under World Bank or Global Fund funding.
- 11) The review of procurement process should also cover the progress on establishing grievance redressal mechanism and feedback provided to unsuccessful bidders.
- 12) Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.
- 13) Assets: Completeness, existence, recording, safeguard and utilization for the purpose intended including, physical verification of sample of assets.
- 14) Ascertain the reliability of integrity, controls, security and effectiveness of the operation of computerized system.
- 15) Identify constraints, if any, in the timely updating of TOMPRO and in adhering to the internal control procedures.
- 16) The procurement, contracting, disbursement and monitoring of IPs are carried out in line with the MOU and Project Funding Agreements.
- 17) The internal auditor shall also verify and reconcile the Statement of Expenditure submitted by IPs
- 18) An assessment of the action taken by PMU on the recommendations related to procurement process made in the previous quarterly audit reports.

Reporting

The Internal Auditor reports to the Chairman of the NSC and the National Coordinator-National Development Partners Program Office (NDPPCO)

Academic and Professional Requirements.



1. Be a holder of a degree in Accounting, Finance, Business Administration, Economics, or a related numerate discipline. A Masters or PhD would be an added advantage.
2. Relevant professional certification in audit or risk such as (ACCA/CA CIA)
3. Minimum of seven years of experience at a management level in the internal control/audit function of a similar organization.
4. Demonstrable track record, knowledge and experience working with the various Boards in private and public institutions.
5. Have excellent writing and research skills.
6. Have excellent communication and project delivery skills.

Women are particularly encouraged to apply for the position.



TERMS OF REFERENCE FOR Gender and Social Inclusion/Gender-Based Violence (GBV) Specialist

Scope of Services

Gender and GBV Specialist will ensure that gender issues are appropriately considered and acted upon in all project activities as per the World Bank gender policy and national laws on gender and social inclusions. The Specialist will further be expected to set in place appropriate mechanisms to enhance social inclusion and prevent and mitigate gender-based violence (GBV) and related risks. He/she should have a demonstrated ability to transform gender and unequal power relations in society at large and specifically in the agriculture sector, especially in the Project's supported interventions and priority value chains of rice, cassava and livestock.

Key responsibilities would include

- Advise and work with the PMU, the National Development Partner Project Coordination Office (NDPPCO), the Ministry of Agriculture, MDAs connected to the FSRP, the World Bank and stakeholders in Sierra Leone and at regional level to mainstream gender and concerns of women and girls.
- Develop a framework and workplan preventing and mitigating GBV risks and impacts on FSRP through a broad-based stakeholder consultation.
- Advise on incorporating gender-related aspects during prioritization of investments, design, bidding, implementation and operation and maintenance.
- Lead the collection and tracking of gender disaggregated data for inclusion in the project results framework.
- Capture and collate gender stories in the project, while also noting enduring and emerging challenges.
- Lead the preparation and implementation of the FSRP Gender Strategy.
- Help design an overall M&E Strategy, structures, systems and processes to enable the regular assessment of the project with a Gender and GBV and social inclusion lens
- Develop guidelines and tools on addressing risks of gender-based violence to help the project staff identify and address GBV in farming households and communities;
- Use at least one household methodology, for example, GALS to build capacity of project staff to use and apply the guidelines and tools prepared;
- Work with the Communications Department of the Project to develop case studies demonstrating both the technical results that benefit GBV victims and the implementation methodologies of GBV interventions within communities;
- Maintain keen attention on social inclusion aspects and targeting including youth, women and PWDA targets set in the Programme document in Programme planning, implementation and reviews, including in the review of the Programme log frame;
- In collaboration with Programme team members and consultants, support the development of training materials and facilitation of all trainings;
- Ensure that women and youth benefit from access to finance, access to post-harvest value chain facilities including storage, processing and rural markets



facilities.

- Generate performance indicators to monitor and assess outcome of initiatives considered to promote gender equality and social inclusion;
- Coordinate with the PMU to support regular field monitoring visits of project activities to ensure compliance with all applicable requirements of World Bank and national laws on gender and social inclusion (including youth, old people, people with different abilities (PWDAs), various ethnic groups, etc.);
- Assist in the development and distribution of information, communication, and educational materials on gender for the purposes of promoting gender as it relates to the urban sector;
- If/when/where applicable, help develop and manage a GRM and GBV reporting protocol and facilitate implementation of redress mechanisms;
- Contribute to the preparation of project progress reports on the implementation gender and social safeguard requirements of the project;
- Provide technical advice to the PMU and relevant stakeholders on gender and social inclusion related issues; and
- Perform any other duties as may be relevant to tasks assigned

Qualification and Experience Required

- At least a Master's degree in the Social Sciences, Gender Studies, Environment and Development Studies or related field.
- A minimum of five years of experience in working in the development sector of Sierra Leone contributing to addressing gender-based violence in an inclusive and participatory manner;
- At least three (3) years of work experience relating to the promotion of gender equality, prevention of gender-based violence, promoting social inclusion and protection of vulnerable groups, facilitating land acquisitions, resettlement and leading on assessment and management of social risks and impacts;
- Conversant with using household methodologies to address GBV in an inclusive and participatory manner;
- Proven experience in formulating, assessing, and reviewing social safeguard compliance
- Deeper knowledge of gender and social protection issues in Sierra Leone
- Demonstrated excellence in effectively engaging and facilitating meetings and stakeholder consultations with farmer groups and communities to address gender-based violence at household and group levels;
- Familiarity with Sierra Leone regulations and World Bank standards on social safeguard issues;
- Understanding Sierra Leone's Decentralisation process and workings of local councils;
- Proven track-record in communicating sensitive or complex issues in a clear and concise manner to different community stakeholders;
- Proven track record of working effectively within multidisciplinary teams;
- Excellent interpersonal, problem-solving, team skills, and the ability to work with a range of stakeholders to effectively negotiate and build consensus to address GBV; and



- Strong oral and written communication skills; ability to present and facilitate in plain language and using pictorials for broad group of farmers both literate and non-literate stakeholders.

Women are particularly encouraged to apply for the position.

