GOVERNMENT OF SIERRA LEONE

MINISTRY OF AGRICULTURE AND FOOD SECURITY (MAFS)

Sustainable Agricultural Value-chains Intensification for Growth (SAVIG)

(P513429)

TERMS OF REFERENCE

PROJECT ACCOUNTANT

JUNE 2026

Project: Sustainable Agricultural Value-chain Intensification for Growth (SAVIG) Project
Duty Station: Project Coordination Unit (PCU), Freetown, Sierra Leone, with periodic field visits
Duration: One-year contract, renewable annually based on satisfactory performance and project needs.

1.0 BACKGROUND

The Government of Sierra Leone has received a financing envelope of US$40 million from the International Development Association (IDA) of the World Bank Group to implement the Sustainable Agriculture Value-Chains Intensification for Growth Project **(SAVIG)** Project and intends to apply part of the proceeds to recruit a Project Accountant. The project will be implemented by the Ministry of Agriculture and Food Security (MAFS) through the Project Coordination Unit (PCU) under the National Development Partners Program Coordination Office (NDPPCO). The SAVIG Project is designed to address key structural constraints affecting the agricultural sector, including weak policy and regulatory frameworks, limited access to finance, inadequate input systems, weak market linkages, and low adoption of modern technologies. The project will complement ongoing initiatives such as the Feed Salone Program**,** SCADeP**,** and FSRP**,** ensuring synergy and maximizing development impact.

2.0 PROJECT DEVELOPMENT OBJECTIVE (PDO)

The Project Development Objective (PDO) is to enhance productivity, private investment and job creation in select agriculture value chains in Sierra Leone.

3.0 PROJECT COMPONENTS

The project comprises four mutually reinforcing components, each addressing a specific set of constraints along the agricultural value chain:

Component 1 – Strengthening Climate-Smart Productivity: This component focuses on strengthening the seed system, enhancing regulatory enforcement, promoting the adoption of climate-smart technologies, and expanding the production of Early Generation Seed. By improving the availability and quality of input, this component aims to directly increase productivity and resilience among smallholders while creating a favorable environment for private sector investment.

Component 2 – Support for Value Addition and Market Access: Recognizing that productivity gains must translate into marketable outputs, this component focuses on improving the aggregation and processing of agricultural commodities, enhancing market access, and mobilizing private sector investment. Performance-based matching grants will incentivize private actors, while cooperatives will be strengthened to serve as reliable partners in structured supply chains. Policy support will also be provided to ensure compliance with domestic and international market standards, including food safety and organic certification.

Component 3 – Support for Digitization and Access to Finance: Digital tools will serve as the backbone of the project's monitoring and service delivery systems. Investments under this component will establish a national digital farm and farmer registry, modernize soil and climate information systems, and enable secure data sharing across the sector. Complementary interventions will strengthen access to finance through technical assistance, risk-sharing facilities, and innovative lending models, ensuring that both farmers and agribusinesses can invest in production, processing, and value addition.

Component 4 – Project Coordination, Monitoring and Evaluation: Effective implementation requires robust institutional arrangements. This component supports the PCU, ensuring coordination among implementing partners, technical institutions, and private sector actors. It also finances monitoring and evaluation systems, environmental and social safeguards, procurement, financial management, communications, and knowledge dissemination.

4.0 THE OBJECTIVE OF THE ASSIGNMENT

Provide support to the financial management Specialist in the management of the project's financial management procedures and processes and conduct tasks by applying sound professional practice and methods

Maintenance of accurate, timely, complete and reliable financial data and records of all project activities that can form a basis for the preparation of financial reports for management decision-making.

5.0 THE ROLE/OTHER SPECIFIC DUTIES OF THE PROJECT ACCOUNTANT:

ANNUAL WORK PLAN AND BUDGET

- Assist the PIU in the preparation of the project's annual budget and cash forecast by quarter based on the work plan and procurement plan.
- Preparation of quarterly Interim Financial Reports (IFRs), including Sources and Uses of Funds, Uses of Funds by Component, Designated Account Reconciliation Statement, and Cash Forecasts.
- Monitor the implementation of the budget
- Review all monthly disbursement requests submitted by the various implementing agencies and ensure propriety and eligibility
- Ensure that all payment documentation is in order and in accordance with any special requirements of the World Bank.
- Verification of payment request to ensure request is in accordance with provisions in the annual work plan and budget and if not notify the Financial Management Specialist for relevant approval
- Prepare payments to be authorized in accordance with the project's delegated approval matrix and financial management procedures;
- Monitor utilization of payments made through desk and on-site reviews and report the conclusions of the review to IU Coordinator.
- Maintenance of an advances register and ensuring outstanding advances are fully documented and retired in a timely manner.

ACCOUNTING RECORDS

- Maintain up-to-date accounting records and ledgers and record all financial transactions for all activities relating to the project.
- Maintain accounting records relating to the Designated Account and prepare monthly reconciliations for review by the Financial Management Specialist.
- Drafting of Letter to Bankers monthly highlighting errors noted during the bank reconciliation exercise for immediate action and rectification.
- Maintain and update the FundsChain platform on a continuous basis and ensure all relevant project transactions are recorded within five working days of processing.

- Maintain a Matching Grant Financial Monitoring Register and support verification of beneficiary expenditures, counterpart contributions, milestone-based disbursements, and grant utilization.
- Monthly update of the Fixed Assets Register
- Maintenance of robust filing system for correspondence, contracts and payment records and records of funding and other income.
- Preparation of Withdrawal Applications and Statements of Expenditure as required under the project's Disbursement and Financial Information Letter (DFIL).
- Preparation of monthly journals of IDA, Government of Sierra Leone Counterpart funding, Interest Income, and sale of bids
- Maintain a register of the following:
    - ✓ Payment request submitted to the FM Unit for processing of payment
    - ✓ Way book for each bank account in which payment instructions to Bank will be acknowledged
    - ✓ Register of all signed contracts under each component
- Review financial reports from beneficiaries and prepare Monthly Accounts of Agribusiness Units and Matching Grant Beneficiaries funded by the project which report on verified expenditure eligibility, conducted financial monitoring visits, review of grant utilization, compliance and supporting documentation.
- Additional Responsibilities:

Financial Risk Management

- Maintaining the FM Action Plan.
- Monitoring implementation of FM mitigation measures.
- Assisting with fraud-risk assessments.

Digital Records Management

- Electronic document archiving.
- Backup procedures.
- Audit trail management.
- Document retention requirements.

Audit Support

- Coordination of audit requests.
- Maintenance of audit evidence files.
- Tracking audit recommendations.

REPORTING

- Prepare appropriate statements of expenditure, direct payments and special payment requests and applications for replenishment of account per World Bank guidelines for review approval and submission to the Ministry of Finance
- Prepare the quarterly Subvented Agency Report for submission to the Accountant Generals Department
- Coordination of the update of the Project Portal on MOFED system
- Facilitate any and all financial reviews of the funds and accounts under the authority of the Ministry.
- Liaise with the internal audit units of the beneficiary ministries in undertaking periodic supervisions.

- Design adequate internal control procedures to ensure judicious use of project funds and an assurance of accountability and transparency in project implementation.
- Follow up on external audit recommendation on improvement in internal controls and compliance.
- Carry out any other relevant periodic duties that may be assigned by the Financial Management Specialist

6.0 REQUIRED COMPETENCIES

The position shall require demonstrated competence in:

- IPSAS cash-basis reporting
- World Bank Financial Management Guidelines
- Disbursement Handbook
- Accounting software
- Excel (advanced level)
- Internal controls
- Report writing
- Communication skills
- Teamwork and integrity

7.0 OUTPUT/PERFORMANCE CRITERIA*:*

The following performance criteria will be used to assess the performance of the Project Accountant at regular intervals and based upon which the contract with PIU may be continued or terminated;

Indicator	Target
• Monthly bank reconciliations	Completed by 5th working day
• IFR submission	Submitted within agreed deadline
• Withdrawal applications	Processed accurately and timely
• Audit findings attributable to accounting errors	Zero material findings
• Outstanding advances	Within acceptable limits
• Fixed asset register	Updated monthly
• Grant monitoring reports	Submitted quarterly

8.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting, Finance, Business Administration or a related field from a recognized university. Professional accounting qualifications (ACCA, ACA, CPA, CIMA or equivalent) or progress toward such qualification is required.
- Minimum 5 years relevant financial management experience, including at least 3 years in World Bank, AfDB, IFAD, EU, UN, or similar donor-funded projects.
- Demonstrated experience in the use of computerized accounting systems and financial management information systems.
- Demonstrated experience using: Sage. QuickBooks. SUN. TOMPRO. Oracle. Or Similar accounting software.

- Familiarity with working in Sierra Leone is desirable.

9.0 **REPORTING AND TIME SCHEDULES**

The Project Accountant will report directly to the Financial Management Specialist and assist to prepare Quarterly, Semi-Annual and Annual Financial Management reports as input into the Project Management Reports and, in addition, prepare other reports, as and when needed, and as identified in the tasks. Such interim unaudited financial reports should include the use of funds of category, by activity and by components with explanatory notes on the status of project implementation to aid the project coordinator.

10.0 RESPONSIBILITY OF THE EMPLOYER

The PIU shall provide office space and equipment; internet and communication facilities; access to project documents and relevant information; logistical support for field missions; administrative support and operational resources necessary for the execution of the assignment.

11.0 SUBMISSION OF REPORTS

The following reports shall be submitted to the Financial Management Specialist, who shall review and transmit relevant reports to the Project Manager;

- Monthly/Timesheet
- Quarterly
- Bi – annually
- Annually

12. APPLICATION REQUIREMENTS

Interested candidates shall submit:

- Cover letter;
- Updated Curriculum Vitae (CV);
- Copies of academic and professional certificates;
- Three professional references;

Evidence of relevant experience in Accounting and Financial Management