



**Republic of Liberia**  
**Smallholder Agriculture Transformation and Agribusiness Revitalization Project**  
**(STAR-P) Ministry of Agriculture**  
**Credit No: 160945**



**Consulting Services: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE**  
**POST OF ACCOUNT ASSISTANT FOR THE SMALLHOLDER AGRICULTURE**  
**TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT**

**Request for Expression of Interest**

1. The Government of Liberia has applied for financing to the World Bank toward the cost of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and intends to apply part of the proceeds for consulting services for **Recruiting the Services of an Account Assistant for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Cape Mount, Margibi, Nimba and Lofa Counties.**

2. The scope of assignment includes, but not limited to;

Under the general supervision and guidance of the Financial Management Specialist (FMS), the main duties and responsibilities of the Account Assistant are, but not limited to:

3. The Ministry of Agriculture now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are the candidate must have a At least a bachelor's degree in Accounting, Management, A part qualified professional accountant in the process of completing the professional accountant exams is a must. Experience with government institution or donor funded projects is a plus.

4. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers July 2016 and revised November 2017 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

5. A Consultant will be selected in accordance with the Individual **Individual Consultant Selection (ICS)**

Method set out in the Consultant Guidelines.

All applications **MUST** be sent via email to: **recruit@moa.gov.lr**

**Attention:**

**The Recruitment Team  
STAR - P  
Program Management Unit  
Ministry of Agriculture, Liberia**

Note: Applicant **MUST** indicate in the email subject, the Title of the Position he/she is applying for.

Closing Date: **June 6, 2019 by 5p.m.**

**Female candidates are highly encouraged to apply.**



## **TERMS OF REFERENCE FOR RECRUITMENT OF A ACCOUNT ASSISTANT FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF AGRICULTURE**

**Post Title:** Account Assistant

**Location of Post:** Program Management Unit of the Ministry of Agriculture, Fendell, Montserrado County with extensive travel to project counties.

**Contract Duration:** 13 months contract, with 3 months' probation period, renewable based on agreed satisfactory performance targets and deliverables

**Reports to:** Financial Management Specialist

**Recruitment:** National Position

### **Background**

The Government of Liberia requested the support of the World Bank to design and implement the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The proposed development objective is to increase agricultural productivity and promote commercialization of smallholder farmers for selected value chains in selected counties of Liberia. The project will fulfill these objectives by: (i) strengthening the productive capacities of smallholder producers; ii) facilitating input and output market linkages for smallholder producers; and (iii) supporting institutional strengthening and capacity building for a competitive commercial agriculture sector.

Project details can be found at:

<http://documents.worldbank.org/curated/en/539361545925964964/pdf/project-appraisal-document-pad-smallholder-agriculture-transformation-and-agribusiness-revitalization-project-star-p-160945-12192018-63681026525344785.pdf>

### **Scope of Services**

Under the general supervision and guidance of the Financial Management Specialist (FMS), the main duties and responsibilities of the Account Assistant are, but not limited to:

### **Main Responsibilities**

- Keep project memorandum books in support of financial ledger for the project and processing of the accounting documents for authorization and payment at the PMU.
- maintain the audit trail covering financial transaction of the project on daily basis and prepare them for the Project's authorizing process.
- Assist with updating the financial ledgers and generate pre-set financial reports on monthly basis by the 15th for the following:

- Process approved invoices in the PMU and raise Payment Voucher based on the approved invoices and in consultation with the implementation units, codify the expenditure and note correct codes on the payment vouchers;
  - Maintain the Project's expenditure commitment registers and update the register regularly and ensure through liaison with the implementing units that the register reflects all commitments outstanding;
  - Collate data and documentation of periodically and prepare PCV Journals to replenish the Project Petty Cash Fund in a timely manner.
  - Open and keep files on all disbursements for the projects.
  - Maintain an advance payment register and monitor settlement of advances given by the Project during the purchasing cycle;
  - Ensure that Petty Cash disbursements are appropriately and adequately documented for replenishment of the PIU.
  - Prepare the payroll for the PIU staff.
  - Maintain inventory control over office supplies and stores at the PIU.
  - Assist in maintaining the project's fixed asset register and updating the same.
- Work with the Financial Management Specialist and the Project Coordinator to develop standard reporting consistent with all STAR-P implementing agencies and with the needs of all users of the financial statements.
  - Ensure that project disbursements are made in accordance with required approvals and procedures.
  - Contribute to the preparation and monitoring of the Annual Work Plans and Budgets (AWPB)
  - Support the Project Coordinator in providing routine reports on STAR-P progress as set out in the consultant's reporting obligations.
  - Operate the petty cash as Petty Cash Custodian;
  - Assist the PIU administrative Assistant in tracking and up-dating the project Fixed Asset Management System(FAMS);
  - Record all checks disbursed into the Project check disbursement registry and carry out of expenditures by project component, sub-component, category and activities to the corresponding electronic subsidiary ledgers;
  - Aid the FMS in the preparation of monthly, quarterly financial reports;
  - Responsible for copying and disbursement of checks to suppliers; and
  - Undertake any other daily routine financial management activities deemed necessary by FMS and the Project Coordinator.

### **Qualification and Experience**

- At least a bachelor's degree in Accounting, Management,
- A part qualified professional accountant in the process of completing the professional accountant exams is a must. Experience with government institution or donor funded projects is a plus.

### **Key Competencies**

#### **Abilities**

- 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.

### Skills

- 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

### Knowledge

- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia is an added advantage.
- Working knowledge of the operational modalities for national and international NGOs is desirable.