



LIBERIA MEDICINES AND HEALTH PRODUCTS REGULATORY AUTHORITY



P.O. Box 1994, 2<sup>nd</sup> & 3<sup>rd</sup> floor, Clay Building

Sekou Toure Avenue, Mamba Point

Monrovia, Liberia

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR CONSULTANT TO AUDIT THE LMHRA QUICKBOOKS ACCOUNTING SYSTEM AND HANDS-ON TRAINING (2023-CURRENT)

The Government of the Republic of Liberia through the **Liberia Medicines and Health Products Regulatory Authority (LMHRA)** has received funds through its internal revenue generation and intends to apply part of the proceeds to hire an experienced expert Consultant to carry on a system audit of its current Accounting system, QuickBooks System (2023 version) for the periods from 2023 to current and to carry on a post-Audit-Hands-On training for the staffs of the LMHRA Accounts Unit.

The Liberia Medicines and Health Products Regulatory Authority (LMHRA) is a statutory regulatory body established by the Act of the Legislature in 2010 with a mandate to ensure the safety, efficacy, and quality of medicines and health products circulated in Liberia. Over the years, LMHRA has made significant progress in strengthening regulatory systems, enhancing laboratory services, and aligning with international regulatory benchmarks such as the WHO Global Benchmarking Tool and the African Medicines Regulatory Harmonization (AMRH) framework.

With the current QuickBooks Accounting System (Version 2023) being installed since July 2023, LMHRA seeks to validate the correctness and efficiency of the QuickBooks 2023 System, identify system gaps and risks and address key issues as it relates to the QuickBooks systems and build staff capacity for the effective and complaint system utilization that will guide institutional financial growth, improve operational efficiency, and ensure enhanced financial controls, reporting accuracy and audit preparedness.

### Qualifications and Experience

The Consultant must possess the following:

- Education: Bachelor's Degree or higher in Accounting, Finance, or Business Law or related field along with strong analytical and detail-oriented skills
- Certified QuickBooks ProAdvisor (online or desktop) is highly desirable to demonstrate, with at least 150 hours of instruction and proficiency
- Professional Experience: At least 5-7 years of relevant experience in accounting, auditing or financial consulting.
- Proven track record in reviewing and cleaning up historical QuickBooks records
- Experience with internal auditing or risk assessment frameworks
- Skills:
- System setup & Configuration Review: Ability to assess the Chart of Accounts, user permissions, and company settings
- Experience auditing Accounts payable, Accounts Receivable, Inventory and Payroll.

**Responsibilities:** The Consultant will be expected to perform the following task during the contract period:

- Conduct a system audit of LMHRA's accounting system (QuickBooks 2023)
- Conduct a detailed risk assessment of the LMHRA accounting system
- Identify system gaps, risks and inefficiencies and key areas that needs improvement
- Provide and submit a detailed system audit report outlining key finding, risks and gaps and practical recommendations
- Facilitate and conduct hands-on training for staffs of the Finance/Accounts Unit

**Reporting and Time Schedules:** this assignment will be conducted over the period of two weeks (ten working days), from March 4, 2026 to March 18, 2026, structured as follows:

- a. Day 1-2: System walkthroughs and configuration review
- b. 3-4: Stakeholder consultations and interviews with Finance Unit personnel
- c. 5: Review of policies and procedures
- d. 6-7: Sample testing of transactions and reports
- e. 8-10: Hand-On training sections and interactions

An individual consultant or a firm will be selected in accordance with the procedures set out in the Public Procurement and Concessions Commission (PPCC) Act of 2010 and the Regulations of 2010 and the Procurement and Logistics Manual of the LMHRA.

Please note that all Expression of Interests shall be sent electronically to the emails listed below:

Expressions of interest (EOI) must be delivered to the address below by email on or before Tuesday, March 3, 2026 16:00 hours. All EOIs must be marked "***IFBNO-LMHRA-LCS-01-26 (Hiring of Consultant to Audit the LMHRA QuickBooks Accounting System and Hands-On QuickBooks Training for the period (2023-Current))***" ***Please indicate the position in the subject line of the email, if you choose to submit your expression via email.***

Liberia Medicines and Health Products Regulatory Authority

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