NAME OF PROJECT: YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK-ACCELERATING THE YEIB ECOSYSTEM IN LIBERIA

Assignment Title: Finance Expert

Financing Agreement reference: **5700155004501**
Project ID No.: **P-LR-HOO-012**
Reference No**. LR-FAPA-YEIB-002**
IFB No.: **MOCI/FAPA/YEIB/OCB-N/SER-002/2026**
Issue Date: **November 27, 2026**
End Date: **December 11, 2026**

1. INTRODUCTION

The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received financing from the African Development Bank (AfDB) to implement the Accelerating the Youth Entrepreneurship Investment Bank (YEIB) Ecosystem in Liberia Project. Part of this financing will be applied to the recruitment of a Finance Expert ensuring sound financial controls, timely and accurate reporting, and adherence to AfDB and FAPA financial management and audit requirements.

2. BACKGROUND

The African Development Bank (AfDB) is supporting the Government of Liberia in implementing the Promoting Youth Entrepreneurship in Investment (PAYEI) Project, which includes the operationalization of the Liberia Youth Entrepreneurship Investment Bank (YEIB). The project is funded through the Bank's resources and complemented by technical assistance from the Fund for African Private Sector Assistance (FAPA).

Given that this FAPA-funded project is a standalone initiative with a dedicated project account, effective financial management is critical to ensure compliance with AfDB financial procedures, timely disbursements, and accurate reporting. In this context, the project will recruit a Finance Expert to be embedded within the Project Implementation Unit (PIU) at the Small Business Agency (SBA).

Project Development Objective and Goals: The programme aims to accelerate the operationalization of the Youth Entrepreneurship Investment Bank (YEIB) by strengthening Liberia's entrepreneurship ecosystem. Specifically, it seeks to: (i) enhance equitable access to finance and economic opportunities for women- and youth-led MSMEs; (ii) build the institutional capacity of key ecosystem actors, including Enterprise Support Organizations (ESOs), the Central Bank of Liberia (CBL), the Small Business Administration (SBA), and YEIB's Management Company (MANCO); (iii) promote inclusive, climate-resilient and low-carbon enterprise development; and (iv) unlock private sector capital for MSME development.

2.1 Project Components

The YEIB ecosystem-strengthening programme is organized around three complementary components, as follows:

Component 1: Unlocking the Development Potentials of the Private Sector for MSME Development – This component addresses structural barriers to private investment and expands access to finance for youth- and women-led MSMEs through ecosystem reforms, diaspora mobilization, and strengthened public-private dialogue.

Component 2: Strengthening the Capacity of MSMEs, ESOs and Institutions – This component supports the capacity development of youth-led MSMEs, Enterprise Support Organizations (ESOs), and key public institutions — including the Central Bank of Liberia (CBL), the Small Business Administration (SBA), and YEIB's Management Company (MANCO) — to enable the successful operationalization and long-term sustainability of the YEIB.

Component 3: Project Management and Coordination – This component ensures the effective coordination, implementation, monitoring and reporting of programme activities by strengthening the capacity of the Project Implementation Unit (PIU). This assignment — the recruitment of a Finance Expert embedded within the PIU — directly supports this component by ensuring sound financial controls, timely and accurate reporting, and compliance with AfDB and FAPA financial management and audit requirements.

3. PURPOSE OF THE ASSIGNMENT

The objective of this consultancy is to strengthen the project's financial management capacity, ensuring sound financial controls, timely and accurate reporting, and adherence to AfDB and FAPA financial management and audit requirements throughout the 36-month implementation period.

Under the direct supervision of the PIU Project Coordinator, with technical oversight from the Project Financial Management Unit(PFMU) and the PIU's Financial Management Officer, the Finance Expert will:

Financial Recording and Control

- Maintain an accurate and up-to-date record of all financial transactions in line with AfDB guidelines.
- Ensure robust internal controls and proper filing of supporting documentation.

Budgeting and Disbursement Support

- Support the preparation and monitoring of the project's annual budget and financial requirements.
- Process and record disbursements, ensuring alignment with the approved work plan and budget.

Financial Reporting

- Prepare quarterly Interim Financial Reports (IFRs) and annual financial statements in accordance with AfDB formats and deadlines.
- Provide timely financial inputs for project progress and completion reports.

Audit and Compliance

- Support the coordination of annual external audits and ensure timely resolution of audit findings.
- Ensure compliance with AfDB, Government of Liberia, and FAPA financial management and reporting requirements.

Bank Reconciliation and Cash Management

- Conduct monthly bank reconciliations for all project accounts.
- Monitor cash balances to ensure adequate liquidity for project activities.

4. QUALIFICATIONS AND EXPERIENCE

The candidate must meet the following qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field (Master's preferred).
- Professional accounting certification (e.g., CPA, ACCA, CIMA) preferred.
- At least 5 years of relevant professional experience, including in donor-funded projects.
- Familiarity with AfDB or other multilateral development bank financial management procedures.
- Proficiency in accounting software, with experience in Sun Accounting an advantage.
- Strong analytical, organizational, and reporting

Duty Station: **Monrovia**
Start Date: TBA
End Date: **TBA**
Duration of Assignment: **1 Year**

5. EXPECTED DELIVERABLES

- Inception report and work plan (within 2 weeks of contract start).
- Quarterly IFRs and annual financial statements.
- Monthly bank reconciliations and updated financial ledgers.
- Timely submission of audited financial statements with management letters.
- Financial inputs for all project progress reports.

The Project Implementation Unit (PIU) now invites eligible Individual Consultants to indicate their interest in providing the required consulting services. Interested Consultants shall submit an Expression of Interest (EOI) demonstrating their qualifications, relevant academic and professional background, and experience in successfully carrying out assignments of a similar nature, scope, and complexity. The submission shall include a detailed Curriculum Vitae (CV), copies of relevant academic and professional certificates, evidence of experience in comparable assignments, references from previous clients or employers, and any other documentation demonstrating the Consultant's ability to meet the qualification requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy Framework for Bank Group Funded Operations"* October 2015, which is available on the Bank's website at http://www.afdb.org.

Further information can be obtained at the address below during office hours, i.e., from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in written form to the address below by email by 11th December 2026 @ 1700 hours (GMT) and mention **"Expression of Interest for Finance Expert".**

Attn.
The Chairperson
Recruitment Committee
Accelerating the YEIB Ecosystem in Liberia
Monrovia, Liberia
Email: recruitmentcommitteeyeib@gmail.com; and copy yeibliberia@gmail.com