



## GOVERNMENT OF SIERRA LEONE

### RECRUITMENT FOR VARIOUS POSITIONS FOR THE ACCOUNTABLE GOVERNANCE FOR BASIC SERVICE DELIVERY PROJECT (P172492)

#### 1.0 Background

The Government of Sierra Leone through the Ministry of Finance has received grant financing from the International Development Association (IDA) of the World Bank for the implementation of an Accountable Governance for Basic Service Delivery Project (P172492). The estimated cost of the AGBSD Project is US\$40.0 Million and will be implemented within six (6) years period. The Government intends to use part of the proceeds of the AG4BSDP grant financing to engage the service of a suitably qualified and experienced Sierra Leonean to fill the undermentioned stated positions to be part of the core team of the Project Management Unit (PMU) with overall responsibility to provide technical support/advise in preparatory work and compliance monitoring of development grant to Local Council under the AGBSD Project.

The AGBSD Project Development Objective (PDO) is: “to improve resource management, transparency and accountability of government systems for enabling the delivery of local development projects and basic services”.

The Project, which will benefit various Ministries, Department and Agencies (MDAs) and Local Councils will comprise the following four (4) components which will simultaneously tackle key identified challenges and underlying drivers at both local and central levels:

**Component 1:** Systems and skills for local services delivery (central and local levels). This Component will focus on improving key systems at central and local level to support service delivery. It will strengthen planning, financial management and accountability systems within and between local and central government agencies, as well as provide capacity building support to core fiduciary staff at the local level.

**Component 2:** Local Development Financing. The aim of this project component is to directly support Local Council financing. It will channel funding to rural district councils for small-scale capital investment through development grants and support improvements in the inter-governmental fiscal transfer system. It will also support the development of revenue mobilization strategies for LCs as part of a new Fiscal Decentralization Policy to be implemented alongside this project.

**Component 3:** Integrated data platforms for monitoring and accountability. This project component will support the government's proposed reforms to improve data management and reporting at local level through targeted support to LCs, as well as data on critical service delivery inputs in the priority sectors of education and health. It will build stronger local and national monitoring and data tracking systems; while also providing information that will support planning, management, and delivery of basic services and development grants by LCs. This project component will prioritize increasing community engagement and citizen awareness of the data platforms supported.

**Component 4:** Project management and implementation support. This component will cover the costs of managing the AGBSD Project as well as the specific activities for project monitoring and evaluation (M&E), communication, and outreach. It will provide project management support to the Ministry of Finance for project implementation, including supporting collaboration with other central and local agencies participating in the project.

## **2. FINANCIAL MANAGEMENT SPECIALIST**

**2.1** The objective of the assignment is to recruit a qualified Sierra Leonean as **Financial Management Specialist** to process payment, record and report financial transactions of the Project in a timely manner in accordance with World Bank procedures. The incumbent is to work closely with all sub-component/component heads and the Head of Finance of the Project Fiduciary Management Unit.

### **2.2 Responsibilities/Scope of Work**

Under the supervision and guidance of the Team Lead PFMU and the Project Coordinator AGBSDP, the Financial Management Specialist shall carry out the following activities:

- Prepare, maintain accounts and records of AGBSD project financial flow in line with set guidelines and FM Chapter of AGBSD PIM
- Collate monthly, quarterly and yearly consolidated financial reports of beneficiary Local Councils and prepare status report of the Project.
- Prepare consolidated financial reports (IFR) and quarterly expenditure report (QER) on quarterly basis.
- Ensure that all ledgers and FM documents are updated and properly kept.
- Check the accuracy of the bank reconciliation statements.
- Closely work with the implementers (LTAs) of the project in order to update financial information and know the status of physical implementation progress.
- Provide annual financial statements to external auditors and assist the audit process by providing source documents and adequate explanation to questions to be raised by the auditors.
- Prepare the project's annual budget and quarterly cash forecasts based on the work plan and procurement plan;
- Monitor the implementation of the budget to ensure consistency of actual expenditure outlays, and to undertake variance analysis;

- Review of all monthly disbursement requests submitted by the various sub-components and implementing entities to ensure propriety and eligibility;
- Ensure that all payment documentation is in order and in accordance with any special requirements of the World Bank;
- Effect payments to contractors and suppliers in accordance with procedures specified in the PIM and verification of the availability of funds under each category;
- Maintain up-to-date accounting records and ledgers and recording of all financial transactions for all activities relating to the Project;
- Maintain the Special Accounts as authorized by the MOF and undertaking complete and comprehensive monthly reconciliations;
- Prepare appropriate Withdrawal Applications, direct payments and special payment requests and applications for replenishment of accounts as per World Bank guidelines for review and approval and subsequent follow-up;
- Prepare quarterly Interim Financial Report for inclusion into the Project Management Report to be prepared by the PFMU.
- Prepare annual financial statements for presentation to the auditors for annual audit within three months of the end of each Fiscal Year to which the statements relate;
- Ensure transmission of the audited annual financial statements, including the management letter, on a timely basis, but at any rate within six (6) months of the end of the financial year that is the subject of the audit, consistent with the provisions of the Project Financing Agreement;
- Facilitate all financial reviews of the funds and accounts
- Ensure maintenance of an adequate internal control system that guarantees accountability at all levels.
- Liaise with the Internal Auditor to prepare and coordinate internal audit remediation plans for issues reported
- Safeguard the Project's fixed assets by ensuring there is an updated labeled assets that is subject to regular verification of assets' location and condition
- Carry out any other relevant duty that may be assigned by the Coordinator, AGBSD project or the PFMU Team Lead

### **2.3 Qualifications and Experience**

To be considered for the position of Financial Management Specialist the consultant must possess:

ACCA, CIMA, or equivalent Accounting professional education, with at least 3 years' post qualification experience.

### **2.4 Key Competencies Required**

The ideal candidate is expected to have the following competencies:

- At least 5 years progressive working experience in financial management of World Bank funded projects or other donor funded development projects
- Experience in financial management of development projects, and formulation of work-plans and budgets
- Effective interpersonal skills; proven experience working as member of a team
- Excellent oral and written communication and presentational skills. Spoken and written fluency required in English;
- Strong computer skills; ability to use common software packages, e.g., Microsoft Word, PowerPoint, Excel, as well as the Internet

## **2.5 Reporting/Deliverables**

### **2.5.1 Reporting**

The Financial Management Specialist will report to the Team Lead PFMU and Project Coordinator, AGBSDP on all financial related transactions.

## **3 PROCUREMENT SPECIALIST**

**3.1** The objective of the assignment is to recruit a qualified Sierra Leonean as **Procurement Specialist** at the AG4BSD Project to carry out procurement functions of the project in accordance with World Bank procedures. The incumbent is expected to work with all sub-component/component heads in the timely implementation of procurement related activities.

### **3.2 Responsibilities/Scope of Work**

Under the supervision and guidance of the Team Lead PFMU, the **Procurement Specialist** shall carry out the following activities:

- Lead in the overall planning, management, and monitoring of procurement activities.
- Prepare bid documents and request for proposals (RFP) consistent with World Bank standard bidding documents (SBD) and RFP and their issue to interested firms and consultants
- Prepare simple, standard forms to be used under international and national shopping procedures
- Collect of data and preparation of technical specifications for the purchase of equipment and goods needed for the program
- Assist in the drafting of terms of reference to be used for the recruitment of consulting firms and individuals.
- Prepare General (GPN) and Specific Procurement Notices (SPN) to be published in Development Business, DG Market and/or national newspapers
- Draft, publish and float Invitation to bids for the procurement of goods and Request of expressions of interest (EOI) for consulting services
- Lead and ensure the timely preparation of the project Procurement Plan considering envisaged implementation time for each procurement method

- Participate in procurement committees specified in the PIM
- Prepare replies to request for clarifications made by prospective bidders, in close coordination with the World Bank, the PMU and procurement staff at the PFMU
- Lead the operations of bid opening for the procurement of goods and recruitment of consultants and in the recording and drafting of the Minutes of bid opening
- Participate in evaluation of bids, technical and financial offers made for the procurement of goods and recruitment of consultants under the project
- Prepare drafting evaluation reports for tenders under the project consistent with the World Bank model evaluation forms and the PIM for the AGBSD
- Participate in negotiations with lowest evaluated bidders and top ranked consultants for the several tenders under the project
- Ensure the timely receipt of goods and reports by suppliers and consultants in accordance to their respective contracts
- Prepare and coordinate procurement correspondence with the World Bank and follow up in all cases in which a “No Objection” is required
- Assist in the handling of bidders and consultants’ complaints in close coordination with the PFMU Team Lead and the World Bank
- Record and file all procurement documentation both in the case of activities subject to prior and post reviews by the World Bank and Auditors
- Assist in carrying out training and transmission of skills of newly recruited procurement specialists, particularly at the Local Councils through hands on work on procurement activities
- Keep accurate records of procurement activities, including deliveries and completion of works, for the use of procurement post-reviews and auditing by the Bank
- Carry out any other relevant duty that may be assigned by the Coordinator, AGBSD project or the PFMU Team Lead

### **3.2 Qualifications and Experience**

To be considered for the position of **Procurement Specialist**, the consultant must possess:

- Masters degree in Business Administration, Economics, Procurement and Supply Chain Management or similar related subjects from a recognized University with at least 3 years’ post qualification experience

### **3.3 Key Competencies required:**

- A minimum of 5 years' progressive working experience in procurement for World Bank funded projects and or other donor funded development projects
- Experience in the development of procurement plans
- Effective interpersonal skills; proven experience working as member of a team
- Excellent oral and written communication and presentation skills. Spoken and written fluency required in English
- Strong computer skills; ability to use common software packages, e.g., Microsoft Word, PowerPoint, Excel, as well as the Internet
- Excellent team work spirit and capacity to build productive relations with various component stakeholders, relevant MDAs and local council officials

### 3.4 Reporting

The **Procurement Specialist** will report to the Team Lead, PFMU and Project Coordinator, AGBSDP on all procurement related activities.

## 4. INTERNAL AUDITOR

**4.1** The objective of the assignment is to recruit a qualified Sierra Leonean as **Internal Auditor** tasked with the review of all financial transactions and prepare regular audit reports. The Project **Internal Auditor** shall undertake audit and advisory activities with technical competence and independence, according to the standards of the International Professional Practices Framework of the Institute of Internal Auditors (IIA), and the AGBSD PIM.

### 4.2 Responsibilities/Scope of Work

Under the supervision and guidance of the Director, Internal Audit Department, MOF and Project Coordinator AGBSDP, the **Internal Auditor** will be responsible to:

- Contribute to the preparation of annual work plans, including carrying out of risk analysis and proposing mitigation measures to PMU and PFMU;
- Prepare a comprehensive audit annual work plan and budget and submit to PMU
- Lead and support specific audit assignments to assess the adequacy and effectiveness of the AGBSD project internal controls, risk management and governance. This shall include, but not limited to project, function and the PMU in general by performing value for money and compliance audit, advisory, inspection, or special reviews of sub-projects
- Discuss audit findings with PMU and PSC, and prepare clear and concise draft reports that summarize the results of related assignments;
- Make recommendations for improved management controls and practices, and enhanced efficiency and effectiveness of project operations;
- Provide on-the-job training to PMU staff and LCs;
- Provide advice to PMU, PFMU, LTAs and LCs as appropriate;
- Carry out any other relevant duty that may be assigned by the Coordinator, AGBSD project or the PFMU Team Lead

### 4.2 Qualifications and Experience

To be considered for the position of **Internal Auditor**, the consultant must possess: ACCA, CIMA, or equivalent Accounting professional education with at least 5 years' post qualification progressing working experience as professional Auditor

### 4.3 Key Competencies Required

The ideal candidate is expected to have the following competencies:

- At least 5 years progressive working experience in financial management of World Bank funded projects or other donor funded development projects
- Professional certifications such as Certified Internal Auditor (CIA) and/or Certified Information Systems Auditor (CISA) is desirable

- Demonstrated ability to identify issues, collect and analyze information and develop recommendation and/or solutions
- Strong computer skills; ability to use common software packages, e.g., Microsoft Word, PowerPoint, Excel, as well as the Internet
- Excellent oral and written communication and presentational skills; spoken and written fluency required in English
- Results Focus, Teamwork, good Communication, Building Effective Relationships
- Knowledge Sharing and Continuous Improvement
- Demonstrated knowledge of auditing and business consulting

#### **4.4 Reporting**

The **Internal Auditor** will report to the Director, Internal Audit Department, MOF and Project Coordinator AGBSDP on all audit findings on implementation of the Project.

### **5. FINANCIAL MANAGEMENT OFFICER**

**5.1** The objective of the assignment is to recruit a qualified Sierra Leonean as **Financial Management Officer** to assist the Financial Management Specialist in the processing of payment, recording and reporting of financial transactions of the Project in a timely manner in accordance with World Bank procedures. The incumbent is to work closely with all sub-component/component heads and the Head of Finance of the Project Fiduciary Management Unit.

#### **5.2 Responsibilities/Scope of Work**

Under the supervision and guidance of the Team Lead PFMU, the Financial Management Officer shall carry out the following activities:

- Support the Financial Management Specialist in operational aspects of the Project finance
- Input accounting data into accounting system with speed and accuracy
- Matching invoices to statements and purchase orders to invoices
- Process payment requests on daily basis
- Ensure swift payments of invoices
- Ensure resolution of finance related queries
- Update cash books for project on regular basis
- Prepare fuel chits and monitor fuel usage for replenishment on regular basis
- Update fixed assets register on regular basis
- Ensure that project documents are properly filed for audit purpose
- Prepare monthly bank reconciliation statements
- Support in the preparation of quarterly reports for review by the Financial Management Specialist
- Provide financial management support to the Financial Management Specialist as and when required

- Carry out any other relevant duty that may be assigned by the Coordinator, AGBSD project or the PFMU Team Lead

### **5.3 Qualifications and Experience**

To be considered for the position of Financial Management Officer the consultant must possess: Bachelor's Degree in Accounting, Finance and Business Administration practical accounting with at least 3 years' post qualification experience

### **5.4 Key Competencies Required**

The ideal candidate is expected to have the following competencies:

- Minimum of 5 years' experience in financial management of World Bank projects or other donor funded development projects
- Effective interpersonal skills; proven experience working as member of a team
- Excellent oral and written communication and presentational skills. Spoken and written fluency required in English;
- Strong computer skills; ability to use common software packages, e.g., Microsoft Word, PowerPoint, Excel, as well as the Internet

### **5.5 Reporting/Deliverables**

#### **5.5.1 Reporting**

The Financial Management Officer will report to the Financial Management Specialist, Team Lead PFMU and Project Coordinator, AGBSDP on all financial related transactions.

#### **Mode of Application**

All applications should be accompanied by up-to-date Curriculum Vitae and a cover letter stating the position applied for and supporting documents (Note: do not send originals) with the names and addresses of three (3) referees, one of which should be the last or current employer and addressed to:

[pfmrsecretariat@gmail.com](mailto:pfmrsecretariat@gmail.com)

Email application as attachment(s) (including photocopy of all supporting documents) to:

[pfmrsecretariat@gmail.com](mailto:pfmrsecretariat@gmail.com)



**All applications must be submitted electronically.** Please indicate clearly in the email subject heading and attachment the position for which application is made.

**Closing Date:**

The Closing Date and time for receipt of applications is **Friday 4<sup>th</sup> February, 2022 at 4:00pm.**

**Only short-listed candidates will be contacted.**

**Female candidates are strongly encouraged to apply for this position.**