REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

Republic of Liberia
Public Financial Management Reforms Coordination Unit
Ministry of Finance and Development Planning

Assignment Title: Director for Donor-Financed projects

1. Background
The Government of Liberia Public Financial Management (PFM) reform strategy clearly supports the direct integration of the Projects Financial Management Unit (PFMU) into the Comptroller & Accountant General's Division. This is to ensure the achievement of increased use of country systems and ultimately, enhance aid on 'accounting and on 'reporting' across Government. More importantly, this initiative conforms to the country's Public Financial Management legal framework which unequivocally calls for comprehensive accounting and reporting on all public funds, certainly inclusive of donor funds. Liberia is one of the countries that subscribes to the 2005 Paris Declaration on the Use of Country Systems for the achievement of development effectiveness through aid money.

In view of the above, the Minister of Finance and Development Planning has made a policy pronouncement to integrate the PFMU into the CAGD, and this calls for restructuring the functions, processes and reporting relationships from within. As part of the efforts to realize this
objective, the Ministry of Finance and Development Planning intends to hire a Director for Donor-Financed projects who will serve as a national counter-part to the Unit Manager of PFMU for an initial period of one year.

2. Scope of service
The Director for Donor-Financed projects will have overall responsibility for ensuring that the financial management arrangements for donor-financed projects, within a one year period, are in conformity to those of the Government of Liberia. The Director for Donor-Financed Projects will endeavor to ensure that PFMU also meets donors' disbursement and reporting guidelines. The migration of donor-financed projects in PFMU onto the Freebalance-based Integrated Financial Management Information Systems (IFMIS) will be a major deliverable during the period of this assignment.

3. Outputs of the assignment
The Director for Donor-Financed Projects will ensure the following outputs are achieved over a period of one year:

- the development of an agreed one-year comprehensive transition plan that will support the subsuming of PFMU into the CAGD;
- the migration of 65% of donor-financed projects in PFMU onto the Freebalance-based IFMIS within a period of one year;
- revised terms of reference for the internal auditor assigned in PFMU with an objective to engendering more objectivity in the internal audit and control function;
• the training and assignment of a suitable number of staff in the PFMU in consultation with the CAG and the Deputy Minister for Fiscal Affairs and;
• refinement of the reporting formats in PFMU to conform to both Government of Liberia's adopted IPSAS format and that of the Donors.

4. Key Duties and responsibilities

• ensure all interim and annual reports prepared by the PFMU of donor-financed projects are prepared in a timely manner so as to allow incorporation into the unaudited GoL Financial Statements in prescribed formats;
• supervise the maintenance and updating of all projects accounting records in line with the approved accounting and reporting standards, GoL approved chart of accounts and the disbursement and procurement guidelines of the World Bank and other donors;
• manage the reviewing and processing of payment requests received from projects implementing units to ensure consistency with contractual terms and procedures of the World Bank and other donors;
• ensure the continuous updating of the Financial Management Procedures Manual prepared for the PFMU;
• liaise with the external auditors on all projects in PFMU on audit planning and strategy, commencement and completion;
• manage bank accounts of all projects and be a signatory on all withdrawal applications prepared in PFMU;
• ensure the performance of any other duties as may be assigned by the Comptroller and Accountant General and most importantly, the roll-out of donor-financed projects to Freebalance IFMIS;

The assignment is initially for one year.

The Ministry of Finance and Development Planning now invites eligible Individual local 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:

- Must have at least five (5) years specific experience in managing and accounting for donor funded projects especially the World Bank (WB) and African Development Bank (AfDB) projects in a developing country, preferably post- conflict environment;
- Must have at least eight (8) years of relevant working experience in the fields of Accounting/ Finance and Public Financial Management ;
- Must have a very good working knowledge of Sun Accounting Systems and an IFMIS Enterprise Resource Planning (ERP)
- Must have a working knowledge of the Donors' disbursement and financial management procedures- WB and AfDB
- Must be able to apply Microsoft Excel and Word very effectively;
Must have an advanced degree in Accounting, Economics, Management or Business Administration or hold an ACCA or CPA professional qualification.

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Public Procurement and Concession Act.

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 1700 hours GMT on **February 3, 2016**.

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