



Republic of Liberia  
**ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
4<sup>th</sup> Street, Sinkor  
Monrovia, Liberia



**(REQUEST FOR EXPRESSION OF INTEREST – INDIVIDUAL CONSULTING SERVICES)**

**NAME OF PROJECT: Strengthening NDA Capacity to Develop Programmes & Projects of Scale in Liberia**

Assignment Title: **Project Finance Officer for GCF Readiness Support**

Financing Agreement reference:

Project ID No: LBR-RIS-003

Reference No. **GCFRSP**

Issue Date: April 20, 2020

End Date: May 7, 2020

**1. Background**

The Government of Liberia through the Environmental Protection Agency has received funding from the Green Climate Fund (GCF) under its readiness support program to strengthen the capacity of the National Designated Authority (NDA) to develop programs and projects of scale in Liberia. The support will be used to

- a) Strengthen inter-ministerial Coordination on mainstreaming of climate change into national policies, strategies, Plans and leverage of climate financing mechanisms to fund national development initiatives
- b) Build national human capacity to develop bankable grant concept notes and funding proposals to attract external financial resources to Liberia from the Green Climate Fund, GEF and Adaption Fund etc...
- c) To support enabling activities leading to successful development of three grant funding proposals covering access to carbon market through forest, Energy & Energy efficiency, climate resilient infrastructure development
- d) Strengthen institutional capacity through efficient knowledge management, development of climate change sector strategies, guidelines and skills retention

In rolling out this project, the EPA intends to apply part of the project funds to recruit a Finance Officer.

## **2. Objective of the Consultancy**

The main objective of the task is to provide accounting and procurement support toward implementation of the GCF readiness project in Liberia that aims to strengthen the NDA capacity to develop programmes and projects of scale In Liberia. The Project Accountant will oversee the proper processing of all Project related financial transactions and maintain associated records. S/he will ensure accurate recording and reporting of financial information, Produce financial statements, analyze financial information and provide advice on financial matters. The Project Accountant will establish and maintain effective accounting control systems and maintain the project assets register.

## **3. The Scope of the Services to be performed**

Under the general guidance of the National Coordinator of NCCS and technical supervision of the Project Manager, the Project Accountant will carry out the accounting and procurement work including the following:

### **A. Accounting Work**

- Assist the Project Manager in preparation of cash, procurement and Annual work plans in accordance with the project document;
- Develop Chart of Accounts for all project transactions
- Record all daily financial transactions in an accounting software- preferably in QUICKBOOKS
- Maintain a General Ledger, Trial Balance and relevant subsidiaries ledgers
- Prepare quarterly financial forecasts and requests for advancement of funds;
- Assist project manager, in consultation with National Coordinator of NCCS to update the project budget, when required;
- Prepare budget estimates for all project activities, trainings/workshops/seminar;
- Prepare all the project expenditure's vouchers in accordance with PFM financial regulations and GCF standards
- File all financial documents in an organized and easy to retrieve manner;
- Prepare audit trail & documentation including lead sheets and analysis for the project **B.**

### **Procurement Work**

- Assist the EPA Procurement Director to prepare project procurement plan
- Draft TORs, bidding documents for all project tender packages;
- Assist in bids evaluation and selection in accordance with PPCC regulations;
- Participate on the Project Procurement Panel as Secretary;

### **C. Other tasks**

- Perform any other tasks as may be assigned.

## **4. Deliverables**

The Project Accountant is expected to provide the following deliverables summarized below:

- All financial transactions are recorded and associated documentation properly filed
- Accounting records such as General Ledger, Trial balance, Subsidiary ledgers are reconciled and produced periodically.

- Monthly Bank Reconciliation is prepared
- Procurement meeting minutes are prepared and filed properly
- Audit documentation is prepared, including all lead sheet and supporting documentation for easy reference
- Project financial report prepare quarterly
- Project staff payroll prepared monthly, including payroll tax withholding records properly maintained
- Project Asset registry is maintained and updated periodically
- All other clerical activities are properly managed, as may be assigned

## **5. Minimum Qualifications, Skills and Experience**

- Bachelor degree in either accounting, finance or economics;
- At least 2 years working experience in accounting and finance, preferably in large government or non-government organizations is required.
- Familiar with accounting softwares, particularly use of QuickBooks
- Very good knowledge of Microsoft Suite, particularly Excel is required
- English reading, writing and speaking skills (highly desirable);
- Previous working experience at national execution or international funded projects is an asset.
- Able to carry out his/her work in an organized manner;
- Able to work independently and in a team;
- Demonstrated interpersonal and communication skills

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|----------------------|-----------------|
| <b>Duty Station:</b> | <b>Monrovia</b> |
| <b>Start Date:</b>   | TBA             |
| <b>End Date:</b>     | <b>TBA</b>      |

### **Duration of Assignment:**

The Project Accountant will be engaged under the Readiness Project for a period of one year with the possibility of extension subject to satisfactory performance and availability of funds.

The Environmental Protection Agency now invites eligible individuals to indicate interest in providing these services by submitting an application with a Curriculum Vitae (CV) and copy of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

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

Application must be delivered in a hard copy form or by email to the address below by the end of working day on May 25, 2020 @ 15:00 hours (GMT) and mention “**Project Accountant-GCF Readiness Support**”

Mrs. Ella Duncan

**Manager**

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