

Sierra Leone Free Education Project

(IDA Project No.: P167897)

Consulting Services: Recruitment of a Finance Officer for the Sierra Leone Free Education Project

(Date of Issue: 10th September, 2020)

REQUEST FOR EXPRESSIONS OF INTEREST

Background

The Government of Sierra Leone proposed a project to support the development of the education sector in the country. The project is designed to support the Government's flagship Free Quality School Education (FQSE) Program – with the aim of ensuring that free quality education can be provided to all children in the short- and longer-term. Funding for the project is provided through a US\$66 million grant consisting of US\$50 million from the International Development Agency (IDA) and a total of US\$16 million from UK Department for International Development (DFID), Irish Aid and European Union (EU) operated as a Multi-Donor Trust Fund (MDTF). The project is to be executed through the Investment Project Financing (IPF) instrument. The Project Development Objective (PDO) is to strengthen system accountability and increase the number of children in schools with improved learning conditions and better teaching practices.

The Project's main implementing agency is Ministry of Basic and Senior Secondary Education (MBSSE). Activities supported under the proposed project aim to address system- and school-level challenges facing the education sector.

The project will comprise five components:

Component 1 – Policy, Governance, Accountability and System Administration;

Component 2 – Teacher Management and Professional Development;

Component 3 – School Level Education Development;

Component 4 – Program Management, Coordination and Monitoring and Evaluation; and

Component 5 – Contingent Emergency Response Component (CERC).

Component 1 aims to strengthen the education system in areas of policy, governance accountability, and administration for enhanced quality of education services. It will support

policy and implementation coherence across the primary and education sub-sectors and promote strategic initiatives at the country level.

Component 2 seeks to address the critical teacher quality and teacher management issues that limit teaching and learning in the country.

Component 3 aims to improve the quality of education and the teaching and learning environment by addressing school-level needs.

Component 4 supports the management of the project, as well as coordination and monitoring and evaluation (M&E) aspects.

Component 5 is a Contingent Emergency Response Component (CERC), which allows for rapid reallocation of project proceeds in the event of a natural or artificial disaster or crisis that has caused or is likely to imminently cause a major adverse economic and/or social impact.

General Description of the Role

The staff is responsible for the internal financial administration of the project including accounting and financial management. The staff shall provide overall financial support to the project staff, maintaining appropriate systems and procedures. The incumbent will:

- Works with Senior FM Specialist under the supervision of the Head of Finance at the PFMU and FREE Project Coordinator.
- Supervise other accountant staff seconded to the project.
- Perform such task as may be assigned from time to time.
- Reconcile all project accounts at the end of each month.
- Review the financial management system of Government agencies involved in the Program and make recommendations for optima integration.
- Direct & advise on the establishment of billing & collection system.
- Preparation of quarterly Financial Management Report on all Components and Ensure that the financial records of the unit are appropriately managed in line with the PIM and WB regulations as they apply.
- In collaboration with the unit Project SFMS, collates unit reports on Financial management and all areas under the purview of the role.
- In collaboration with the Project SFMS, production of regular quarterly Interim

Financial Reports (IFRs) on the Project in accordance to International accounting Standards to be submitted to the World Bank.

- Prepare the monthly financial reports of the Project (preparation of cash books and bank reconciliation statements) for internal audit and Free Education Project Secretariat (Project Implementation Unit) of MBSSE Management.
- In collaboration with the Project SFMS, prompt preparation, submission and processing of Withdrawal Applications.
- Prepare disbursement requests for Contract Officers, support staff, business houses, local government and any other relevant parties.
- Manage the disbursement of all Seminars / workshop expenses country wide.
- Ensure proper archiving of financial documents including maintaining electronic financial records.
- Review financial returns sent to the Secretariat.
- Assist in the timely execution and completion of External Financial Audit.
- Verify assets and provide regular updates of Asset Register.
- Attend the meetings / activities of the Secretariat

Requirements

- Knowledge in current international/national accounting standards and generally accepted procedures.
- Experience in usage of computers and internet is essential.
- A First degree in Accounting or a professional accounting qualification
- At least 5 years of post – qualification work experience, in Financial and Accounting related fields.
- Knowledge in IDA Financial and disbursement procedures.
- Knowledge in International Accounting Standards and Internal Controls.
- Excellent human and communicating skills including report writing.
- Very results oriented and within stipulate deadlines.
- Ability to work as a team.
- Ability to work in various parts of the country.
- The ability to deal with the multitude challenges which this type of Project will offer.

Selection Criteria

The short listing criteria are:

1. Individual Consultant's experience relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REoI will lead to the preparation of Short list of Consultants

Consultants will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (July 2016, Revised November 2017)

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

Team Lead
Project Fiduciary Management Unit (PFMU)
Ministry of Finance
Africanus House, 1st Floor
13A Howe Street
Freetown, Sierra Leone

Or

By E-mail: application should be sent as an attachment (including all supporting documents) to: pfmu2018@gmail.com cc: sandelol85@gmail.com

Please clearly indicate on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

QUALIFIED WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

Closing Date:

The Closing Date and time for receipt of applications is 23rd September, 2020 at 4:00 pm GMT.

Only short-listed candidates will be contacted.

Signed -----

Dated -----

10/9/2020