



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



REQUEST FOR EXPRESSIONS OF INTEREST

RECRUITMENT OF A PROJECT ACCOUNTANT FOR THE RENEWABLE ENERGY FOR ELECTRIFICATION IN LIBERIA (REEL) PROJECT.

Project ID No.: **P-LR-FA0-001**

Issue date: June 29, 2020

Closing date: July 14, 2020

REFERENCE NO.: RREA-REEL/AFDB/IC/04/2020

The Government of Liberia has received financing from the African Development Bank towards the cost of the Renewable Energy for Electrification in Liberia (REEL). The Government therefore intends to apply part of the proceeds of this financing for payments under the contract for Project Accountant for Renewable Energy for Electrification in Liberia (REEL) Project.

The overall objective of the Project accountant assignment is to carry out the accounting services for the REEL project, and ensure timely and effective delivery of all financial activities of the project in accordance with the Project Implementation Manual (PIM), RREA's Policy and Procedure Manual and Liberia's Renewable Energy Investment Plan under SREP. Specifically, the consultant shall perform but not limited to the following:

- Drive standardized approach to project accounting using standard project templates & ensuring policies are consistently applied across the project activities;
- Monitor the budget to ensure project costs are captured correctly & liaising with technical departments to resolve any deviations;
- Conduct financial analysis and prepare detailed financial reports and statements as well as establish and maintain cash controls;
- Perform month-end activities in conjunction with the technical departments including resolving any issues before close, performing reconciliations & managing the project allocations;
- Prepare monthly, quarterly and annual reporting for management activities in conjunction with the Finance Director. These reports include the quarterly Interim Unaudited Financial Reports (IFRs) and the annual financial statements;
- Submit the quarterly IFRs to the Bank as required after the end of each quarter, in form and contents acceptable to the Bank;
- Perform financial closing procedures at the end of the project;
- Liaise with the Project Coordinator and Finance Director on all financial and disbursement matters;
- Ensure adequate internal controls including the maintenance of updated advances and assets;
- Support the development of annual work-plans and budgets, and cash flow management;
- Provide External Auditors with unaudited annual financial statements and other financial records for the purpose of annual audits and; follow up on implementation of auditor's recommendations;
- File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required;

Other Specific tasks that will be performed are detailed in the Terms of Reference (TOR) that can be provided submission of a request (by e-mail).

The estimated duration of this time-based contract is 2 years but with yearly renewal based on performance, with the possibility of extension based on satisfactory performance and budget availability during the project period.

The RREA now invites eligible individuals' candidates 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 includes:

- Minimum Bachelor's degree in Accounting or related field of study.
- At least 5 years' work experience in donor-funded accounting or financial management, contract management and project planning experience (scope, schedule, cost/budget, quality), and appropriate involvement in similar projects in developing countries.
- Proven computer platform experience, with strong working knowledge of accounting software, including QuickBooks, etc.
- Proven understanding of compliance and quality assurance guidelines and best practices.
- Understanding of the energy sector in Liberia including the priorities set forth in the PAPD will be an added advantage;
- Working knowledge of AfDB financial management and procurement rules/guidelines will be an added advantage.

The Eligibility criteria for the establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy for Bank Group Funded Operations*", dated October 2015 which is available on the Bank's website at <http://www.afdb.org>. Furthermore, the Borrower is under no obligation to shortlist any consultant who expresses interest.

Interested and qualified candidates may obtain a copy of the TOR/or any further information at the email address below:

Expressions of interest (CV, Cover letter and documentary evidence for fulfilling the qualifications) must be delivered to the email below; clearly marked 'Project Accountant-RREA', by 4PM Local Time, on July 14, 2020. Only short-listed candidates will be contacted. **Due to the COVID-19 situation interested candidates are encouraged to rely on email in submitting applications.**

The address referred above is

Mr. Joseph Williams

Executive Director

Rural and Renewable Energy Agency (RREA)

Old LEC Sub-station, Newport Street

Monrovia, Liberia

Email: info@rrealiberia.org lesterk@rrealiberia.org samueln@rrealiberia.org; pmashingaidze@lecliberia.com