

Green, Agri-Food Transformation and Economic Recovery – GATE

TERMS OF REFERENCE

Senior Accountant – Green Plan (Proc. Ref.: G-GP-CS-INDV2)

I. Project Background

The Republic of Lebanon (the Borrower) represented by the Council for Development and Reconstruction (CDR) has received a loan from the **International Bank for Reconstruction and Development (IBRD)** in the amount of US\$ 200 million toward the cost of **the Green, Agri-food Transformation for Economic Recovery Project (Gate)**.

(GATE) Project aims to improve the resilience of farmers and Small and Medium Enterprises (SMEs) in the Lebanese agri-food sector. The project is designed to facilitate access to finance, support climate-smart investments, and restore critical infrastructure services to sustain and enhance the agricultural value chain. Through targeted interventions, it seeks to increase agricultural productivity, strengthen food security, and promote sustainable economic growth. The project is structured into key components focusing on value chain investments, infrastructure development, enabling regulatory improvements, and knowledge management.

The Project is structured into five main components, each designed to strengthen the resilience of Lebanon's agri-food sector and support farmers and SMEs:

- Component 1: Climate Smart Investments in Agri-food Value Chains
- Component 2: Climate-Smart Infrastructure and Services for Agri-Food Sector Development
- Component 3: Improving the Enabling Environment and Restoring Support Services for Agri-food Sector Development
- Component 4: Project and Knowledge Management
- Component 5: Contingency Emergency Response Component

The Green Plan has been delegated by the CDR to implement and manage the Subcomponent 2.1.

This sub-component – *Improving rural community infrastructure for agriculture (US\$28 million)* – involves investments in climate-smart infrastructure and services. It will work closely with municipalities and stakeholders to develop and prioritize projects such as hill lakes, road rehabilitation, and irrigation improvements. Green Plan will establish a dedicated Project Management Unit (PMU) to oversee implementation and ensure proper coordination.

II. Objectives of the Assignment

The objective of the assignment is to ensure accurate and timely financial management of the subcomponent¹ 2.1, including payment processing, bank reconciliations, record keeping, and reporting in compliance with World Bank financial procedures.

To achieve this, Green Plan requires the services of a *Senior Accountant*.

¹ Designed by Project in the paragraph III. "Tasks and Responsibilities".

III. Tasks and Responsibilities

The *Senior Accountant* will perform the following tasks:

• **Payment Processing & Record Keeping**

- Prepare and support the preparation of the budget plan, in addition to maintaining and following up on budget execution.
- Prepare all payments related to the project (transfers, checks, direct payments, replenishment applications).
- Check payments made from the Bank Account and ensure Income Tax slips are filed properly.
- Maintain detailed records and documentation for all transactions and audit support.
- Ensure that all supporting documentation of financial transactions is maintained including.: (i) Payment by transfers and/or checks from the Bank Account, and (ii) Direct Payments (in coordination with CDR).
- Keep record of daily transactions in the accounting system (which will be manual recording).

• **Bank Reconciliation & Contract Records**

- Prepare bank reconciliations for monthly replenishments of Green Plan Designated Account.
- Check and maintain proper records for all project contracts.
- Maintain a Fixed Asset Register.
- Participate to the update of the financial and accounting sections of the project operational manual and ensure that the FM aspects are executed as per the manual.

• **Reporting & Compliance**

- Provide the external auditor with all needed documents and information/data needed for the audit.

Assist in the preparation of financial statements.

- Ensure that project expenditures are recorded according to the accounting system and budget lines.
- Attend to financial queries and ad hoc accounting needs.
- Ensure that the project is executed in accordance with the World Bank financial management procedures, the Loan Agreement, PAD, POM, and the Disbursement Letter.
- Prepare the interim financial reports (IFRs) within 45 days after the end of the quarter and semi-annual project financial statements
- Document accounting policies and procedures and safeguarding financial documents.

IV. Qualifications and Experience

• **Education:**

- Bachelor's degree in Accounting, Business Administration.
- Certified Public Accountant (CPA), Chartered Accountant (CA), or equivalent professional certification is preferred, or a master's degree in the field of accounting, business administration or finance.

• **Experience:**

- Minimum 7 years of relevant professional experience in accounting and financial reporting.
- At least 3 years of experience in donor-funded projects (e.g., World Bank, UNDP, EU) is highly desirable.
- Experience in preparing financial statements, managing accounts, and reconciling project bank accounts.
- Familiarity with World Bank financial management and disbursement procedures and reporting templates is a plus.

• **Technical Expertise:**

- Proficiency in accounting software (e.g., QuickBooks, Oracle, SAP, or government systems).
- Solid understanding of financial management procedures, internal controls, and accounting standards (IPSAS or IFRS).
- Strong knowledge of bank reconciliation, payment processing, asset management, and financial documentation.

• **Skills:**

- Strong attention to detail, accuracy, and organizational skills.
- Good communication and interpersonal skills for coordinating with auditors, banks, and project staff.
- Ability to work under pressure and meet tight deadlines.

- **Languages:** Proficiency in Arabic and English (written and spoken); French is a plus.

V. Reporting Line

- The *Senior Accountant* will report directly to the Project Manager of the Project Management Unit (PMU) and will collaborate closely with the Senior Finance Officer at CDR, technical teams, field staff and relevant stakeholders.
- The consultant shall submit the following deliverables: (i) a monthly activity report summarizing key activities, outputs and progress; and (ii) a monthly timesheet indicating the number of days/hours worked.

VI. Duration of Assignment

The initial contract duration is one year and is renewable based on performance and project requirements.

VII. Location

The position will be based at the Green Plan Offices.