**Terms of Reference**

Finance and Grants Control Expert

**Background**

The European Union for Private Sector Libya (EUPSL) is a 4-year technical assistance programme that has been entrusted by the European Union to Expertise France, the French technical cooperation agency, under an indirect management delegation agreement.

The ultimate aim of the EUPSL programme is to promote the development of a dynamic and diversified MSME sector in all regions of Libya, capable of creating employment and livelihoods for Libyans, and in particular for women and youth, through widely accessible and relevant MSME support services.

The programme relies on 3 main components which aim at:

1. Strengthening the capacities of Ministries of Finance and Economy
2. Support youth and women’s economic empowerment and start-up entrepreneurship
3. Improving access to finance for MSMEs

**Description of the Assignment**

***Background of the specific mission***

Libya is undergoing a complex political and economic transition in the aftermath of the conflict that overthrew the previous un-democratic regime. The country remains riven by fighting between rival militias supporting either the House of Representatives or General National Congress. The security situation has worsened since July 2014 preventing any foreigners to operate on Libya’s soil.

To support Libyan economic recovery, Expertise France, with the financial support of the European Union and in cooperation with international partners, has developed a set of targeted activities based on several years’ experience in order to improve Libya’s business environment, including a better access to finance.

The main objectives are:

* Improve banks’ potential activity in the financial sector as well as their overall performance, leading to the supply to financial products/services being offered to MSMEs;
* Improve innovative financial tools and microfinance services (financial and non-financial);
* Increase capacities of Libyan finance and microfinance institutions to comply with international banking standards, and supply finance products to MSMEs;
* Support a conducive regulations for the development of micro-finance activities;
* Support the reactivation of the Libyan National Guarantee Fund;
* Develop a Venture Capital Fund.

The expert will bring its in-depth knowledge and understanding of the Libyan financial institutions and will focus on their role and influence on the environment of MSME’s, the international perception of Libya’s Business Environment, and on the progressive transition of Libya’s informal activities to formal.

**Main Tasks**

The expert will be in charge of supporting the project team in the following activities:

*Budget control and consolidation*

* Control and consolidate project reports produced by partners and beneficiaries
* Guarantee the quality of the financial information relating to the projects communicated by the partners
* Analyze and justify discrepancies between forecasts and monitoring of actual activities of beneficiaries and projects
* Analyze and justify the discrepancies between activity monitoring and accounting statements
* Ensure the application of procedures by the beneficiaries
* Participate in the optimization of management tools
* Support and train partner and beneficiary project managers in the financial management of projects
* Identify any problems in the implementation of projects and propose appropriate corrective measures
* Support Project Managers in steering grants
* Escalate risks where appropriate.

*Preparing for audits*

* Collect and control the administrative and financial documents of the beneficiaries
* Archive all documentation
* Prepare beneficiary audits and monitor the implementation of recommendations.

**Deliverables and Reporting**

Monthly report on the activities carried out during the reporting period and results achieved.

**Expert Profile**

* Master Degree in Business Administration, Economics, Finance, or a related field
* The expert must prove a minimum of 2 years of professional experience in the field of Finance Management or Audit
* Strong knowledge of donor rules (European Union, AFD, DFID, UNICEF...)
* Fluent in Arabic and English
* Experience in reporting tools is highly desirable
* Excellent command of Excel
* Good command of management control methods
* Good reactivity and respect of deadlines
* Proactive thinking
* Teamwork skills

**Location and Duration**

**Duration:** Part Time from June 2022 to January 2023

**Location**: Tunis, Tunisia

**Start Date:** June, 2022

**Time** **Sheet:** at the end of each month, the expert will present a timesheet, which will be signed by the project director.

The timesheet should indicate a brief description of activities performed during the month and results achieved.

**Assigned Key Expert:** Essia ENARD

**Deadline for sending applications: 12/06/2022**

**To apply, please send your information to** **essia.enard@expertisefrance.fr**