



## THE DIGITAL MALAWI ACCELERATION PROJECT

**GRANT NUMBER** : **IDA-E338-MW**  
**PROJECT NUMBER** : **P505095**

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### TERMS OF REFERENCE FOR THE PROJECT ACCOUNTANT

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#### 1. Background

Information and Communication Technology (ICT) is now globally recognized as an essential tool in promoting competitiveness, job creation, sustainable development, and overall poverty reduction. A combination of widespread access to broadband and a robust ICT services ecosystem can offer a powerful platform for reducing poverty, improving human development and increasing government transparency and efficiency. ICTs have the potential to transform business and government --driving entrepreneurship, innovation and economic growth and breaking down barriers of distance and cost in the delivery of services.

In recognition of the critical role that ICTs plays in fostering socio-economic development and empowering the poor, the Government of Malawi secured a grant from the World Bank to implement an ICT Project, the Digital Malawi Acceleration Project (DMAP). The line Ministry and “owner” of the Project is the Ministry of Information and Digitalization (MoID), whereas the lead implementation agency for the project is the Public Private Partnership Commission (PPPC). Other stakeholders include Ministry of Education, MAREN, the National Registration Bureau, the Malawi Communications Regulatory Authority (MACRA) and others

#### 2. The Digital Malawi Acceleration Project (DMAP)

The US \$150 Million Project comprises the following components:

**Component 1:** Affordable broadband and secure data hosting. This component will cover rural connectivity that will expand broadband coverage in rural areas with the aim of achieving universal coverage of mobile broadband, connecting at least 500 public sector sites in addition to the at least 530 sites connected through the previous Digital Malawi Foundations Project (2017-2024). Provision of connectivity services to at least 2,000 schools throughout the country. Being a regional Project, regional connectivity initiatives will be used to address gaps in missing cross-border broadband links, possibly drawing upon a regional financing facility. Finally, it will include integrated infrastructure planning of 'digital corridors' for Southern Africa.

**Component 2:** Interoperable and secure data platforms. This component will cover the Next Generation Digital ID and identity verification services, including electronic Know Your Customer (eKYC) and Public Key Infrastructure (PKI) (because of the requirement to develop e-Signatures capability for public e-services that require a higher level of assurance). In order to reach all citizenry, the *Bomalathu* data exchange platform for Government will be expanded. The platform faces both Government agencies as well as other players in the private sector, including financial institutions, and the general public. This Component will also seek to enhance policy and regulatory frameworks, operationalization of the Data Protection Authority and support for the MCERT at MACRA.

**Component 3:** High impact digital services and productive digital usage. This will cover the Digital skills and digital literacy which was started by Digital Malawi Project, benefiting over 19,000 beneficiaries, and it is now planned to expand. Participation in regional program on device affordability will also be a major activity in this component. This device affordability program will be complemented by an e-waste initiative that promotes recycling and resale or safe disposal of laptops and phones. This will be carried out in conjunction with the tech hubs, with a focus on skills development and job creation for young people and persons with disabilities (PWD). Finally, it will also look at the Sectoral deep dives: social protection, disaster and emergency response, financial inclusion, and lands management.

**Component 4:** Project management. This component will cover the establishment of Digital Transformation Agency (DTA) by providing funding for the establishment and operationalization of the proposed authority. The Component will also fund the DMAP management and coordination unit that includes procurement, financial management and social and environment standards.

### **3. Aim of the Recruitment**

To strengthen its capacity for the implementation of the Project, the PPPC wishes to recruit a Project Accountant as part of the Project Implementation Unit (PIU) Support Personnel. This position will be part of a dedicated professional team of Specialists in the Finance Department.

### **4. Objectives of the Assignment**

The Project Accountant, in support of the Financial Management Specialist, will manage daily financial management and accounting issues of the project while observing all relevant controls and regulations.

### **5. Scope of Work**

The Project Accountant shall be responsible for financial management and accounting including assisting with selected procurement and administrative matters. He or she will carry out the following tasks:

- a. Assist in monitoring the operation, efficiency and effectiveness of accounting and control systems and recommend improvements to management
- b. Keeping proper records and preparing timely, accurate, relevant and reliable financial statements as well as periodic status reports for various stakeholders.
- c. Assist in the interpretation of financial and other economic information for the project
- d. Day to day financial planning and control including cash flow management. This includes facilitating withdrawals from Designated Account by preparing funds draw down payment instructions and credit ceiling authority (CCAs).
- e. Compiling information for disbursements based on submission of interim financial reports (IFRs).
- f. Preparation and processing of direct payments, replenishment claims/withdrawal applications from IDA.
- g. Ensure that all payments made are in line with approved budgets and activities.
- h. Monitoring grant disbursements to ensure that they are used for the intended purposes and are liquidated accordingly.
- i. Keeping track of all assets acquired by the project and ensuring that they are being used for the intended purpose.
- j. Reconciliation of accounts and other financial records with relevant internal and external information e.g. bank statements against cash books

- k. Ensure that monthly statutory returns are timely submitted to the relevant authorities such as Pay as You Earn (PAYE) and Withholding Tax (WHT).
- l. Facilitate the internal and external audit processes including following up on the resolution of audit queries and prevention of recurrence.

## **6. Reporting**

The Project Accountant shall report to the Project Manager via the Finance Management Specialist.

## **7. Performance Criteria**

The following performance criteria will be used to assess the performance of the Project Accountant annually and based upon these assessments the contract with the Project may be continued or terminated:

- Timely and accurate financial reporting
- Compliance with fiduciary requirements of the World Bank and Government of Malawi
- Cashflow and budget management
- Audit and reconciliation
- Management of financial records
- Timely and effective communication regarding financial matters to relevant stakeholders

## **8. Qualification Requirements and Attributes**

- The Project Accountant should be a holder of a Bachelor of Accountancy Degree or its equivalent and a professional qualification such as CA(M), ACCA, CIMA etc.
- Have at least three years relevant work experience, preferably with donor funded Projects such as World Bank funded project.
- The ideal candidate shall have working knowledge and experience relating to financial management and disbursement in projects and hands on experience in handling financial aspects of procurement.
- Excellent communication skills as well as working knowledge of at least one windows based accounting package are key requirements for this position.
- The accountant shall also be conversant with Microsoft Office Suite of applications.

## **9. Duration Of Contract**

The Project Accountant will be recruited for an initial period of three years subject to renewal annually, based on performance.

## **10. Location of Employment**

The Project Accountant will be based at the PPPC PIU Office in Blantyre but would be required to travel regularly to other relevant field offices where the Project is implementing its activities.

## **11. Remuneration and Other Benefits**

A competitive salary package will be negotiated based on qualifications, knowledge and experience and in line with the Ministry of Finance Salaries Circular No.: FIN/DAD/RM/5/4/2 of 2023 Salaries for Staff Working in Donor Funded Projects.

## **12. Selection**

The Project Accountant applicant will be selected on the basis of the approved methods of selecting individual consultants in accordance with the World Bank’s “Procurement Regulations for IPF Borrowers” (Procurement Regulations) dated September 2025, and the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the Financing Agreements.