

## **GOVERNMENT OF BALOCHISTAN**

### **BALOCHISTAN INTEGRATED WATER RESOURCE MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)**

#### **Terms of Reference and Scope of Services**

#### **Consulting Services – Financial Management Specialist for PMU**

##### **Background**

Water situation in Balochistan is acute as a whole. Balochistan often faces severe drought conditions and water availability is drastically reduced during extended droughts which lead to high marginality in income and livelihood means. The storage facilities are inadequate for both surface and ground water and the poor conditions of canal and water structures require urgent rehabilitation and regular maintenance. The lack of adequate water storage capacities, flood retention areas as well as flood protection embankments led to the experience of high damages. Urgent efforts and investments are required for rehabilitation of its water infrastructure, water conservation and retention of flood water.

Government of Islamic Republic of Pakistan, represented by the Government of Balochistan (GoB), is expecting a credit of US\$ 110 million from the International Development Association (IDA) towards the cost of Balochistan Integrated Water Resources Management and Development Project and intends to apply part of the funds to cover eligible payments under the exclusive contract for hiring services of a Financial Management Specialist.

##### **Specific Tasks and Responsibilities**

The Financial Management Specialist will report to Project Director.

##### **Budgeting and Planning**

- Support the project team in preparing annual Work Plan of the project. Prepare project's annual Cash Plan on the basis of Work Plan.
- In accordance with Government of Balochistan budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan. Submit the budget estimates to Planning and Development Department for inclusion in Balochistan Public Sector Development Program of the relevant year. Follow-up for the release of approved budget.
- Upload annual budget on National FMIS and prepare monthly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for attention of Project Director.
- Prepare annual and quarterly disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

##### **Funds Management**

- Prepare cash forecasts on quarterly basis in coordination with the project team and submit to World Bank for advance and replenishment of advance.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the projects' assignment accounts.

- Make arrangement with commercial banks to provide communities with banking services and facilitate communities in opening bank accounts in the designated commercial banks in accordance with the designed fiduciary guidelines.

### **Expenditure/Payment Processing**

- Ensure compliance with internal control framework (*Operations Manual, Financial Management Manual, SOPs and the Bank's fiduciary guidelines etc.*) and government rules and procedures while processing payments.
- Apply pre-audit checks on all payments under Supervision of Divisional Accounts Officer before payment from the assignment accounts including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Ensure that only eligible payments are forwarded for Project Director's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

### **Accounting and Record Management**

- Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model and CGA's approved Financial Management Manual.
- Maintain PIFRA SAP R/3 (National FMIS) software and work to integrate BIWRMDP in the National FMIS as per legal requirements
- Oversee the process of entering transaction level data in National FMIS and generating vouchers from the system
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the projects progress.
- Prepare supplementary record which provides timely and up-to-date financial information of civil works and consultancies.
- Maintain imprest of petty cash and ensure maintenance of separate petty cash book and petty cash vouchers and compliance with petty cash SOPs approved by the World Bank.
- Prepare monthly bank reconciliation statements of assignment account(s) both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with Accountant General, Balochistan on monthly basis.
- Prepare and process monthly payroll and submit to Project Director for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for both the projects identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

### **Financial Reporting**

- Prepare Quarterly Financial Summaries and submit to Project Director and the World Bank in time for review and approval.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.

- Prepare periodic financial reports specified under the under Legal Agreement or recommended by the World Bank
- Capacity building of financial management staff through a systematic in-house training program that needs to be designed within 4 weeks of induction as the Financial Management Specialist.
- Ensure that all government financial reporting requirements are complied with, specifically:
  - a. Schedule of Cheques prepared and submitted to Project Director for onward submission to Accountant General, Balochistan
  - b. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director
  - c. Grant Disbursement Estimates (Budget and Revised) on EAD format submitted to Project Director for onward submission to EAD

### **Community Contracting**

- Design fiduciary guidelines in coordination with Procurement Specialist for transfer of funds to the communities and submit to the Bank for clearance.
- Arrange trainings for communities and project support staff on implementation of the fiduciary guidelines on community contracting
- Undertake periodic reviews to review financial management arrangements at the communities.
- Facilitate communities in best possible way during the course of implementation of fiduciary guidelines. Particularly in opening of bank accounts of communities, maintaining adequate and up-to-date books of accounts as specified in fiduciary guidelines.
- Ensure that the communities' funds requirements are included in approved plan and that expenditures incurred by the communities are in accordance with the approved plan.
- Ensure that the communities timely and accurately submit periodic reports.

### **Audit**

- Make arrangements for timely initiation and completion audit of projects and ensure that report produced is in compliance with audit requirements of the Government and the Bank
- Ensure the projects are adequately reflected in audit plan and that internal audit is periodically conducted in accordance with the internal audit plan.
- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors , facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections.
- Prepare annotated replies or working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.
- Assistance in providing documentation and advice for internal and external audits.

### **Consultant Qualification and Experience**

- Should Be qualified CA/ACCA\_ with 7 years' experience in public/private, preferably, development sector;
- MBA (Finance)/ Masters in Commerce/Finance; Should have at least ten (10) years' experience in post master public/private, preferably, development sector;
- Candidates with experience of community driven development will be preferred;
- Familiarity with international financial reporting standards specifically Cash Basis IPSAS is a plus;

- Excellent command on MS Office and relevant Accounting Software
- Experience of working in the Balochistan province will be an advantage

### **Core Competencies**

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff.
- **Communication Skills:** Well developed written and oral communication skills.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances and stress. Works and lives with a flexible, adaptable and resilient manner.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of government and the Bank policies and procedures
- Command on English and Urdu desirable.

### **Salary and Benefits**

Market competitive salary (lump sum with no other benefits) based on qualification and experience will be offered.

### **Time frame of Consultancy**

The services of the Consultant will initially be acquired for one year but likely to be extended as per requirement of the project.

### **Selection Process:**

Consultants will be selected in accordance with the procedures set out in Section V of the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers [January 2011 (Revised July 2014)] ("Consultant Guidelines").