

## **Terms of Reference for Financial Management Specialist**

### **Background:**

For decades, Pakistan has had persistently high rates of stunting and other forms of malnutrition, and currently has the third highest percentage of stunted children (44%) in the world. In Sindh, 48% of all children under five suffer from stunting. To rectify the situation, the Government of Sindh has approved an Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) with an ambitious goal of reducing stunting from 48% to 43% by 2021. The Government is availing World Bank support through the 'Sindh Enhancing Response to Reduce Stunting Project' in achieving this goal through the implementation of the AAP during 2017-2021.

The proposed project, would support the implementation of the AAP in the 23 districts with the highest stunting rates, through a results-based approach to link disbursements to the achievement of agreed pre-defined indicators. Disbursement linked indicators (DLIs) have been used in other projects in Sindh and have contributed significantly to (i) enhance policy and sector dialogue (by focusing on political ownership of the Government's program); (ii) have a greater focus on results (by linking disbursements to planned progress and performance targets); and (iii) have more effective donor coordination (by facilitating planning, budgeting, and supervision within a common framework).

The project comprises of two components. The first component, through a results-based approach using DLIs, will finance results set out in the AAP, while the second component will finance technical assistance and other inputs needed for effective implementation of the AAP. Under Component 1, the project will support provision of a multi-sectoral package of services by financing results, measured by the achievement of DLIs, under a defined Eligible Expenditure Program (EEP). Under Component 2, the project will finance technical assistance and input to support (i) measures for implementing a pilot conditional cash transfer (CCT) program to assist targeted beneficiaries in the poorest quintile to access health and nutrition services; (ii) development and implementation of an overarching multi-sectoral communication strategy for social and behavioural change; and (iii) institutional arrangement for improving coordination, strengthening accountability citizen engagement, operationalizing integrated multi-sectoral data information systems, strengthening monitoring, evaluation and supervisor.

### **Overall Job Objective:**

To contribute in the effective implementation of the Accelerated Action Plan by strengthening the financial management within the Task Force Secretariat and the Sectoral hubs; and to manage finances of the Project and AAP conforming to the World Bank's and GOS stipulated guidelines and rules/regulations

### **Objectives of the Assignment:**

The Financial Management Specialist (FMS) shall assist the Coordinator to the Chief Minister Sindh for Nutrition (Nutrition Coordinator) in managing the finances of the Project and AAP effectively and efficiently in compliance with the agreed reporting protocols with the World

Bank. The Specialist shall develop all financial management tools/systems and will ensure the implementation thereof, so as to facilitate managerial decisions and to ensure effective financial management of funds. This would require close coordination and communication with all stakeholders, external consultants and field staff.

### **Scope of work**

The scope of work is intended to describe the general nature and level of work to be performed by the FMS. Accordingly, the duties and responsibilities could be summarized as follows:

1. Financial management of AAP
  - a. Study the documents related to AAP and in consultation with relevant departments, review the costing.
  - b. Regularly visit implementing departments and help set up a financial management team in each department for preparing budgets, execution reports and monitoring of budget spending related to AAP.
  - c. Prepare simple guidelines for budgeting, reporting and fund flow for AAP and prepare a training plan to train relevant officials in each department.
  - d. Establish a help – desk for officials of the departments who require help with FM matters related to AAP.
  
2. Nutrition Expenditure Tracking
  - a. At first instance, develop terms of reference for engaging a firm or individual consultants to prepare a system of nutrition expenditure tracking in Sindh.
  - b. Coordinate with Planning and Development Department, Finance Department and Controller General Office
  - c. Coordinate with departments to facilitate the activity of developing a system of expenditure tracking.
  
3. Planning and Budgeting
  - a. Closely liaise with officials in departments to ensure that AAP funding is ensured in preparing annual budget estimates.
  - b. Explore possibility of preparing a program budget for nutrition related and sensitive funding.
  - c. Prepare annual work plan and budget for nutrition secretariat including for the activities to be funded as TA from the revolving fund account.
  - d. Maintenance of budget records, preparation and processing of revised budget documents preparation of budget re-appropriation requests and presentation to relevant authority for approval
  
4. Internal Controls
  - a. Prepare a Financial Management Manual for Nutrition Secretariat which should be compliant with the Sindh Government Financial Rules.
  - b. Liaise and coordinate with the World Bank Financial Management Team and keep them informed of the matters related to FM systems.
  - c. Manage and be the custodian of all project assets and funds;
  - d. Apply pre-audit checks on all payments to the service providers before disbursement out of the project's funds

- e. Manage financial aspects of the contracts under administration, including payment terms, purchase orders, variation orders;
  - f. Ensure compliance with all prevailing statutory laws including Income Tax and Sales Tax Laws
  - g. Prepare management briefs on the basis of financial reports that highlight variance, achievements and also provide recommendations to improve performance;
  - h. Organize on perpetual basis physical verification of project's fixed assets including food supplement and micronutrient inventories and their reconciliation with the records;
5. Accounting and Reporting
- a. Develop an MIS system for recording transactions and preparing project report in close coordination with Director General MIS (CGA).
  - b. Ensure that MIS enables preparation of IUFRRs through the country wide SAP system. Maintain and update the project financial management system to track and report on project resources and expenditures, and generate the necessary reports on timely basis including monthly bank reconciliation statements of all bank accounts of the project Prepare and submit to the World Bank Quarterly Interim Financial Reports (IFRRs), as per the agreed format which also includes cash forecast for the next two quarters and comparison of budget and actual expenditure among other statements, within forty five days after the close of quarter (3-months period)
  - c. Prepare and submit on-line to the World Bank, Withdrawal Application based on the expenditure reported in the quarterly Designated Activity Statement (US Dollars)
6. External and Internal Audit
- a. Support Nutrition Secretariat in engaging services of and an independent internal audit firm
  - b. Facilitate the external auditors and responds adequately and in timely manners to audit queries;
  - c. Make arrangements for audit of project funds and ensure that audited financial statements and audit report along with auditor's management letter is submitted to the World Bank in compliance with the Project Financing Agreement, i.e., within six months of the close of year end;
7. Any other task assigned by the Nutrition Coordinator.

### **Institutional Arrangements and Reporting**

The FMS will be a part of the Secretariat established for the Coordinator to Chief Minister Sindh on Nutrition and the Provincial Task Force for Nutrition and shall be reporting to the Nutrition Coordinator for AAP on a day to day basis and through submission of regular updates.

### **Qualifications**

MBA from a Higher Education Commission recognized University in Finance or Financial Management, with additional qualifications preferably CPA-USA/CA/ACCA.

**Experience**

- At least 10 years' experience of financial management of development projects
- Should have extensive knowledge of Government Financial Management systems.
- Knowledge about World Bank Financial Management and disbursement guidelines

**Skills**

Excellent communication skills in English & Urdu.

All relevant skills of information technology

**Terms & Conditions of the  
Assignment**

- Financial Management Specialist shall be engaged on full time basis with a monthly remuneration
- The contract is for an initial period of one year with a 3-month probation period, at which time the performance of the specialist shall be evaluated.
- Evaluation of the 3-month probation period and any contract extension would be fully based on the consultant's performance certified by the Nutrition Coordinator and agreed with the Bank.