



National Centre for Information Technology

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

TERMS OF REFERENCE

Announcement Reference no:	(IUL)164-HR/1/2023/4	Date	10 January 2023		
Project	Adaptation, Decentralization and Diversification Project (P177040)				
Position Name	Finance Management Specialist				
Vacancy	1	Type of Contract	Individual	Duration	5 Years

A. BACKGROUND

The Digital Maldives for Adaptation, Decentralization and Diversification Project (P177040), aims to support the Maldives in its digital transformation and adaptation to climate change, through improving the enabling environment for Internet service provision and for the digital economy as a whole, establishing a shared data platform to support the implementation of climate change adaptation and strengthening digital identity verification and authentication for an improved service delivery experience both in-person and online. This project is funded by a grant from the World Bank and will be led by the Ministry of Environment, Climate Change and Technology (MoECCT). It is implemented by the PMU established by the MoECCT at the National Centre for Information Technology (NCIT) for the implementation of the National Digital Action Plan 2021-2023. Key implementation partners include the Communications Authority of Maldives (CAM) and the Department of National Registration (DNR).

B. PROJECT DESCRIPTION

The proposed Project aims to support the use of digital technologies to decentralize, diversify and to adapt to climate change. The project objective is to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around four components and the proposed activities are conceived following the country's priorities and funding needs in the medium term: (a) Enabling environment for improved digital

connectivity and competitiveness; (b) Digital identification for improved online and in-person service delivery; (c) Digital technologies and data platform for climate resilience; and (d) project management and implementation support

The project will assist the government in laying the legal and regulatory foundations for the digital economy and the provision of digital services, fostering the growth of high-quality and reasonably priced Internet services, and fostering trust in digital transactions and service delivery. To do this, the project will fund technical assistance to strengthen legal and regulatory frameworks in such areas as data protection, cybersecurity and cybercrime, electronic transactions, identification, and provide support for their operationalization through enhancing institutional capacity and developing pertinent roadmaps, strategies, and other tools and guidance.

By supporting the establishment of the Government Digital Services (GDS) and empowering CAM, the project will further aid in the strengthening of public institutions and the development of capacity. It will also support the regulation and enforcement of government policy to ensure better and more reasonably priced Internet services for the public and private sectors.

Through a two-pronged approach that includes (a) the modernization of existing identity management software and hardware and the introduction of a new digitally enabled ID credential, issued by the Department of National Registration, and (b) the operationalization of a digital ID system to enable secure data sharing and efficient service delivery, the project will help improve trust and efficiency in both in-person and online transactions and service delivery.

The project will also help the scaling up and modernization of current digital assets to enhance service delivery as well as the utilization of new digital solutions to better utilize data for climate change adaptation and other purposes.

C. OBJECTIVES OF THE ASSIGNMENT

This assignment relates to maintaining financial records, providing timely financial information to the Project Manager and to ensure compliance with financial rules of the Government of the Republic of Maldives and the World Bank's fiduciary requirements as referred to in the Project Financing Agreement.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Specialist include, but is not limited to the following:

- 1) Overall responsibility for preparation and approval of budgets and financial projections/forecasts.
- 2) Establishing a project designate account at Maldives Monetary Authority (MMA) through Ministry of Finance and Treasury,
- 3) Ensure that the fixed assets records are maintained for the project, identifying the location and the user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- 4) Ensure timely payment processing of the projects' commitments supported by appropriate documentation.
- 5) Develop satisfactory organization for the finance and accounting functions.
- 6) Prepare and submit to the Bank, no later than 45 days after the end of each quarter, interim unaudited financial reports for the Project covering the quarter in form and substance acceptable to the Bank.
- 7) Prepare project's annual cash plan on the basis of the work plan and related procurement plan,
- 8) Prepare monthly monitoring reports comparing actual expenditure against budget for submission to the Project Manager (PM) highlighting the weak performing areas and brought to the PD and PM for necessary action,
- 9) Prepare timely quarterly and annual disbursement forecasts for all components of the project in line with the project's procurement plan,
- 10) Prepare and process withdrawal applications in accordance with the World Bank's Disbursement guidelines, procedures and practices,
- 11) Track funds and follow up with the Maldives Monetary Authority (MMA) and World Bank to ensure timely credit of funds into the project's designated account,
- 12) Prepare timely formal response to auditor's findings,
- 13) Process monthly payroll of project employees and ensure proper payroll controls are applied and the payments are made directly in the bank accounts, where applicable.

E. SCOPE OF SERVICES

The work of the Procurement Specialist will include the following tasks, among others:

Bring the work types from the above section - note

- 1) Support the project team in preparing annual work plans for the Project,
- 2) Ensure development and operation of a satisfactory financial management system for the project.

- 3) Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders,
- 4) Ensure compliance with internal control framework and Government's rules and procedures when processing payments.
- 5) Ensure a system for safeguarding projects assets is implemented and operated.
- 6) Ensure that all Government and the Bank's financial reporting requirements are complied with.
- 7) Make arrangement for timely initiation and completion of audits of the project and ensure that the report produced is in compliance with the audit requirement of the World Bank,
- 8) Any other task assigned by the PMU as may be necessary for the performance of the projects.

F. QUALIFICATION AND EXPERIENCE

- 1) First Degree/ Professional Certificate in Finance, Accounting, Business Administration or related field, with work experience of 10 years or more;

OR

- 2) Masters' Degree and above in Finance, Accounting, Business Administration or related field, with work experience of 5 years or more;

G. ADDED ADVANTAGE – ADDITIONAL SKILLS / EXPERTISE

- 1) Relevant experience on projects financed by international agencies; Experience in World Bank financed projects and World Bank procurement Processes and procedures.
- 2) Experience in using the World Bank STEP System.
- 3) Knowledge of Maldives Finance Regulation and the local procurement procedures with knowledge of technical and operational aspects of procurement implementation;

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 5 years with the potential extension based on need and performance. The successful candidate is expected to commence the services in February 2023.

I. REMUNERATION AND OTHER BENEFITS

- 1) Take home package of MVR 27,800 – MVR 32,000 per calendar month, calculated based on education and experience, as remuneration for the services provided.
- 2) Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
- 3) Participate in the “Maldives Retirement Pension Scheme”.
- 4) Ramadan Allowance.
- 5) Leave(s) in accordance with the rules and regulations of Maldives.

J. REPORTING OBLIGATIONS

- 1) This position is based at the PMU at the National Centre for Information Technology
- 2) The Specialist will report directly to the Project Manager on all aspects of the assigned digital service products throughout the duration of the contract.
- 3) The Specialist will report and advise the Project Manager and/or his designate on behalf of the Client, on all aspects of procurement management throughout the duration of the contract.
- 4) The Specialist is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
- 5) The Specialist shall provide all the necessary reports and updates to the Project Coordinator and Project Manager whenever needed.
- 6) The Specialist is required to report to work in official attire.
- 7) The Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.
- 8) The Specialist shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

K. SERVICE AND FACILITIES

- 1) Office space and other facilities as computers will be provided as required.

L. SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification (Section F)	20
Work Experience (Section F)	30
Additional Skills/ Expertise (Section G)	10
Interview	40

M. APPLICATION

- 1) Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences).
- 2) Copy of National ID Card.
- 3) Copies of Accredited Academic Certificates
- 4) Certificates/ Letter of completion from the university.
- 5) Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities.
- 6) Candidates must submit additional documents to prove expertise/experience in areas highlighted in section D and section E.

N. SUBMISSION

- 1) Interested candidates may email their proposals on or before the deadline specified in this section. The time that the sender email is received to the email specified will be considered as the received time. Applications received after the deadline will not be accepted.
- 2) Deadline for submission: 1300hrs, Wednesday, 18 January 2023
- 3) Applications should be sent to: jobs@ncit.gov.mv
- 4) Emails to be addressed to:
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