



**Ministry of National Planning and Infrastructure**  
Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2019/290

Date: 7<sup>th</sup> November 2019

**OFID PROJECT MANAGEMENT UNIT PROJECTS**  
**ASSISTANT FINANCIAL OFFICER (AFO)**  
**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning and Infrastructure is implementing several projects (water supply, sewerage and harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of an **Assistant Financial Officer (AFO)** to the PMU for the implementation of these projects by Ministry of National Planning and Infrastructure.

**B. BACKGROUND**

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

**C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Assistant Financial Officer (AFO) include, but not limited to the following:

- (i) Provide assistance to the Financial Officer on all financial aspects of the Project;
- (ii) Assist the Financial Officer in Establishment of a finance and Accounting System which allows for timely project recording and reporting of financial information to stakeholders and input into project budgets.
- (iii) Assist the Financial Officer in preparation of an operational manual which amongst other things detail financial arrangements such as flow of funds, accounting policies and procedures etc.



## D. SCOPE OF SERVICES

The work of the Assistant Financial Officer (AFO) will include the following tasks, among others:

1. Financial and budget planning;
2. Production of financial forecasts;
3. Reconciliation and replenishment of the designated account opened for the project;
4. Checking financial components of contracts;
5. Keeping a record of invoices and settlement of invoices;
6. Preparation of documents for audit of the project accounts and submitting audit reports to OFID by the agreed upon date;
7. Preparation of any other Financial reports required on the basis of the OFID financial management reporting needs;
8. Maintain books of accounts;
9. Processing of vouchers for payment;
10. Maintain accounting records in the management information system;
11. Reconciliation of Bank Accounts;
12. Conduct analysis of Expenditure;
13. Establish financial vouchers & registers
14. Establish a complete filing system for financial records
15. Establish a complete and accurate fixed assets register
16. Design & implement an effective inventory control system.
17. Any other work-related tasks assigned by the FO and/or Project Coordinator;

## E. QUALIFICATION AND EXPERIENCE

1. Minimum undergraduate degree related to the field of assignment.
2. Minimum three (03) years of Experience in the field of Finance.
3. Experience in donor assistance projects; with responsibilities pertaining to Finance will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage
5. Experience in financial management applications will be an added advantage.





The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

## F. REPORTING REQUIREMENT

1. Report directly to the Financial Officer (FO) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Assistant Financial Officer (AFO) shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.

## G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months from the commencement of the works with potential extension based on performance and need.

## H. SELECTION CRITERIA

The Assistant Financial Officer (AFO) will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience in finance management	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Minimum undergraduate degree in related field	20 points
Interview	20 points



## I. REMUNERATIONS

Successful individual will be paid an all-inclusive monthly fee in the range of MVR 20,160 to MVR 28,800 (refer to pay commission circular no: 13-NPC/CIR/2018/5) depending on their qualifications and experience.

## J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement:
  - a. Sick Leave: Thirty (30) days of paid sick leave. Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of, he illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.
  - b. The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.
  - c. Planned Leave: The consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client

## K. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)





## L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,  
Ministry of National Planning and Infrastructure,  
Ameenee Magu, Maafannu Male', 20392,  
Republic of Maldives.  
Email: [tenders@planning.gov.mv](mailto:tenders@planning.gov.mv)