



Ministry of Health

## Terms of Reference

### Financial Management Specialist (Local)

### Maldives: COVID-19 Emergency Response and Health Systems Preparedness Project

## Terms of Reference

[Ref No: MV-MOH-170011-CS-INDV]

### A. Background

The Government of Maldives (GoM) has received financing from the International Development Association (IDA) and Asian Infrastructure Investment Bank (AIIB) under the Fast Track COVID-19 Facility (FTCF) towards the cost of the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (COVID-19 ERHSPP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Financial Management Specialist for this project implemented by the Ministry of Health (MoH).

The objective of the COVID-19 ERHSPP is to respond to and mitigate the threat posed by COVID-19 and strengthen national systems for public health preparedness in Maldives. The objective will be achieved through the implementation of activities that support further prevention of COVID-19 transmission combined with activities that strengthen the health system's capacity for disease management. Both approaches are essential to the immediate response and will serve the dual purpose of simultaneously strengthening the health system beyond the current crisis for the medium term. The project has four components, summarized below:

1. **Component 1 – Emergency Response for COVID-19 Prevention:** procurement of essential protective equipment and other essential items to protect healthcare workers and patients; risk communication, community engagement and behavior change, including social distancing measures and associated mitigation strategies.
2. **Component 2 – Emergency Health System Capacity Strengthening for COVID-19 Case Management:** strengthening the centralized and decentralized health system capabilities for disease surveillance, case management and infection prevention and control (IPC).
3. **Component 3 – Implementation Management and Monitoring and Evaluation:** strengthening of public structures for the coordination and management of the project, including central and regional arrangements for coordination of activities, financial management, procurement and social and environmental management.

4. **Component 4 – Contingent Emergency Response Component:** a zero-dollar component to ensure additional flexibility in response to the current and any potential other emergency that might occur during the lifetime of this project.

The project is will be implemented by the MoH’s Administration Division, which shall be responsible for all procurements, trainings and capacity building activities supported by the project. This Division shall house the Project Management Unit (PMU) for the COVID-19 ERHSPP, which will consist of (a) Project Director, (b) Project Coordinator/EOC Liaison, (c) Procurement Specialist, (d) Financial Management Specialist, (e) Environmental (biomedical waste management) Specialist, (f) Social Specialist, and (g) Monitoring and Specialist.

The MoH wishes to contract a Financial Management Specialist who will assist the project team for the overall day to day management and coordination of the project. The Financial Management Specialist is expected to report to the Project Director. The Financial Management Specialist will be required to assist the project team to lead the financial management activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The Financial Management Specialist will also closely liaise with the Task Team from the World Bank, Asian Infrastructure Investment Bank (AIIB) and other stakeholders.

## **B. Objectives**

To carry out all financial management activities pertaining to the project including budgeting, accounting, funds flow, internal controls, financial reporting & auditing as per the arrangements agreed between World Bank, Asian Infrastructure Investment Bank (AIIB) & Government of Maldives, thereby to provide reasonable assurance that the project funds are being used for the purposes intended.

## **C. Scope of Services**

1. Maintain the required books of accounts of the project along with subsidiary ledgers, contracts, as required by the World Bank, Asian Infrastructure Investment Bank and as per the laws and regulations of GoM.
2. Develop internal controls as might be necessary, including policies and procedures, for efficient and effective coordination of project activities, taking into consideration the existing rules and regulations of GoM, World Bank and Asian Infrastructure Investment Bank (AIIB).
3. Ensure that policies and procedures are followed and the system is effective.
4. Ensure that corrective actions are taken promptly to remedy weak internal controls and report to the Project Director any circumvention of the system or practices that will impede efficient and effective use of project resources.

5. Submit quarterly interim financial reports to the World Bank and Asian Infrastructure Investment Bank (AIIB) within 45 days of the end of the quarter, starting from the end of the first calendar quarter after effectiveness.
6. Monitor and periodically review financial and physical progress of the project.
7. Compare actual physical and financial progress against the budgeted progress and report variances to the Project Director to facilitate timely implementation of remedial action.
8. Ensure that withdrawals from the grant are made only to meet expenses in connection with the project as they are actually incurred.
9. Prepare withdrawal applications to the World Bank and Asian Infrastructure Investment Bank monitor project disbursements.
10. Ensure that adequate supporting documents are retained for disbursements for review by World Bank and Asian Infrastructure Investment Bank missions and audits.
11. Ensure that the Designated US Dollar Account is maintained as per the Financing Agreement.
12. Ensure that project complies with the financial and other legal covenants specified in the Financing Agreement and the financial management arrangements specified in the project operations manual and report promptly to the Project Director in case of non-compliance.
13. Facilitate & follow up the internal audit process & the required follow up on the internal audit findings & ensure necessary corrective actions are implemented.
14. Prepare and submit project financial statements to the Auditor General's Office within three months after the end of each fiscal year, ensure diligent follow up on the audit process including responding to audit queries in a timely manner and submit audit reports to the World Bank and Asian Infrastructure Investment Bank within six months after the end of each fiscal year.
15. Assist the Project Director to keep the financial management aspects of the project's Operations Manual up to date.
16. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoH, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level indicators.
17. Assist the project team to ensure adequate annual budget allocations for project activities.
18. Assist the project team to manage the secretariat of the Steering Committee, convene and facilitate Steering Committee meetings and circulate minutes of the meetings.
19. Assist the project team to prepare monthly/quarterly updates/reports as required by the Steering Committee, MoH, IDA and AIIB.
20. Any other project related activity assigned by the Project Director.

#### **D. Reporting Obligations**

The Financial Management Specialist shall carry out the reporting obligations as follows:

- The Financial Management Specialist shall report to the Project Director on the status of the assignment on a regular basis.

- The Financial Management Specialist is expected to report for work to Ministry of Health not later than 0800 hours on weekdays other than public holidays and provide services to the client during GoM working hours. Consultant may have to work extra hours in order to complete the tasks assigned as and when required without additional payment.

## **E. Required Expertise and Qualifications**

The Financial Management Specialist should have:

- Minimum Bachelor's Degree in Accounting, Finance, Financial Management, or suitable equivalency from a recognized university with at least three (3) years of relevant experience **OR** adequate educational background with at least four (4) years of experience in managing payment requests (from special accounts held at the Maldives Monetary Authority), preparing withdrawal applications and meeting reporting requirements for donor funded projects.
- Sufficiently experienced to manage project finances, prepare essential financial management reports including annual financial statements, and to monitor project financial progress.
- Experience in preparing budgets and cash flow statements is desirable.
- Hands on experience and knowledge in SAP software.
- Possess analytical, administrative and computer skills in spreadsheets and any other application.
- Familiarity in dealing with annual audits will be an added advantage.
- Previous experience in public finance related projects or donor funded projects will be an added advantage.

## **F. Contract Duration**

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in September 2020.

## **G. Remuneration**

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa 17,550.00.