

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MINISTRY OF NATIONAL PLANNING, HOUSING AND INFRASTRUCTURE
MALE', REPUBLIC OF MALDIVES

TERMS OF REFERENCE
Financial Specialist (Local Individual)

Advertisement Reference: (IUL)471-CDS5/1/2022/13

Date: 25th January 2022

I. Background

Maldives is one of the most geographically dispersed countries in the world. To ensure that all Maldivian citizens are connected to the country's economic infrastructure and social services, the Government of Maldives (GOM) has committed to developing a fast, safe, efficient, affordable, and environment friendly ferry service linking all of the islands. To this effect, Ministry of National Planning and Infrastructure (MNPI) has started the implementation of the Integrated National Public Ferry Network Project which will be rolled out in phases in all Regions of the Maldives.

II. Objective and Purpose of Assignment

The objective of the assignment is to hire a Finance and Accounting specialist who will serve as an expert in planning, budgeting, implementation and monitoring of the Integrated National Public Ferry Network Project.

III. Scope of Work

Under the supervision of the National Planning Consultant and guidance of the Minister of National Planning, Housing and Infrastructure, the consultant will be required to work closely with the Integrated National Public Ferry Network Project management team and National Planning team to undertake the following main tasks:

- a. Provide leadership and strategic direction on financial aspects of the project
- b. Maintain the required books of accounts of the project, contracts as required by the laws and regulations of GoM.
- c. 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 on financial management.
- d. Ensure correct actions are taken promptly to remedy weak internal controls and report to the National Planning Consultant any circumvention of the system or practices that will impede efficient and effective use of project resources.
- e. Compare actual physical and financial progress against the budgeted progress and report variances to the National Planning Consultant to facilitate timely implementation of remedial action.

- f. Ensure withdrawals from the grants are made only to meet expenses in connection with the project as they are actually incurred.
- g. Assist in payment processing of the project's commitments supported by appropriate documentation
- h. Develop satisfactory organization for the finance and accounting functions
- i. Advise the National Planning Consultant on financial aspects, especially on policy and strategic issues, financial position, and financial performance of the project.
- j. Have overall responsibility for preparation of budgets and financial projections/forecasts of the project and ensure compliance with financial and accounting policies and procedures applicable for the project in line with international best practices
- k. Ensure development and operation of a satisfactory financial management system for the project.
- l. Work with the National Planning Consultant to ensure the financial data management is synchronized with the physical progress of the project's components
- m. Ensure a system for safeguarding projects assets is implemented and operated
- n. Assist in preparation of procurement documents, project update reports, policy briefs, funding proposals for donor agencies, and monitoring reports.
- o. Support the development of monitoring and reporting framework and templates for effective monitoring of public ferry service operations;
- p. Audit financial performance of Ferry Service Operator and review financial reports submitted by the Operator
- q. Timely preparation of documents for audit of the projects accounts and submitting audit reports to the relevant authority's/funding agencies.
- r. Support contract management and in evaluating and reporting progress of project and intermediary level indicators
- s. Any other activities assigned by National Planning Consultant to achieve the overall objectives of the National Public Transport Network Project

IV. Duration and Commencement of Services

- a) Expected contract commencement date: **February 2022**
- b) Contract will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.
- c) The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

V. Qualification and Experience

- a. Bachelor's degree in Finance, Accounting, Finance Management or in a relevant field of assignment from a recognized university.
- b. At least 5 years of relevant professional experience in managing payment requests.

- c. Experience in providing expert advisory and/or consultancy services in Finance, Accounting, Business Administration, or in a relevant field of the assignment.
- d. Work experience in public transport projects/operations will be an added advantage
- e. Sound understanding of principles underlying good procurement practices and national and international procurement guidelines will be an added advantage
- f. Sufficiently experienced to manage project finances, prepare essential financial management reports including annual financial statements and monitor project financial progress.
- g. Experience in preparing budgets and cash flow statements is desirable.
- h. Hands on experience and knowledge in SAP software.
- i. Possess strong analytical, administrative and computer skills in spreadsheets and any other application
- j. Familiarity in dealing with annual audits will be an added advantage
- k. Previous experience in public finance related projects or donor funded projects will be an added advantage.
- l. Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- m. Experience in report writing in a concise, lucid, and comprehensible manner;
- n. S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- o. Willingness and ability to work effectively under pressure and ability to multi-task;
- p. Strong conceptual and analytical skills and excellent interpersonal skills, strong verbal and written communication skills in Dhivehi and English.

VI. Remuneration and Leave Details

- a) Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from MVR 17,550 to MVR 34,740. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b) Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates.
- c) Ramadan allowance at the government prevailing rates shall be provided by the client.
- d) Leave entitlement shall be as follows;
 - 1. Annual Leave: The specialist may take up to (30) working days leave per calendar year upon the completion of the first year.
 - 2. Sick Leave: The specialist may take Thirty (30) days paid sick leave.
 - (i) The specialist is allowed to take 30 days' sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, the specialist is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.
 - 3. Family Responsibility leave: The Specialist may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.

4. Unpaid leave: The specialist will not be paid for leave (s) that exceed the maximum allowed and the client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

VII. **Reporting Obligations and Deliverables**

- a) The Specialist shall report to the National Planning Consultant on the status of the assignment on a regular basis.
- b) The specialist will be located within the National Planning Department of the Ministry of National Planning, Housing and Infrastructure, and report to the National Planning Consultant of Integrated National Public Ferry Network Project.
- c) The specialist is expected to report to work from 0800-1600 hours other than public holidays and provide services to the client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
- d) The specialist may have to work extra hours in order to complete the tasks without extra payments.
- e) The specialist will need to attend department meetings, working sessions that fall outside of normal working hours or Saturdays.
- f) The Specialist will be required to work as part of Integrated National Public Ferry Network Project management team based within National Planning Department of the Ministry and be responsible to produce outputs as needed in relation to the tasks detailed in part III.
- g) The specialist is required to report work in an official attire

VIII. **Application Instructions**

Ministry of National Planning, Housing and Infrastructure now invites interested individuals qualified for the assignments to submit an Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment. Failure to submit any of the following shall disqualify the individual to proceed to further stages of selection.

- a) Cover Letter for Expression of Interest
- b) Copy of National Identification Card
- c) CV including information that demonstrates that the candidate is qualified to undertake the scope of work
- d) Copies of academic qualifications
- e) Reference letters from current and /or previous employers.

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

Ministry of National Planning Housing and Infrastructure
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv



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