**Terms of reference**

**for**

**ADMINISTARTIVE AND FINANCIAL MANAGEMENT ASSISTANT**

**Trade and Transport Facilitation Project**

**and**

**Local Roads Connectivity Project in North Macedonia**

1. **BACKGROUND**

The purpose of these Terms of Reference is to define the scope of work and tasks of the **Administrative and Financial Management Assistant** of the Project Implementation Unit (the PIU) set up in the Ministry of Transport and Communications in North Macedonia, integrated for implementation of the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project. The Trade and Transport Facilitation Project will be implemented in its first phase in Serbia, North Macedonia and Albania although the Local Roads Connectivity Project will be implemented only in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 in North Macedonia includes a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

The Local Roads Connectivity Project is envisaged to support the selected Municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant – Administrative and Financial Management Assistant, to provide services as a full-time member of the PIU. The successful candidate will work closely with the Ministry of Transport and Communications, and all other relevant stakeholders to ensure that the financial activities of the Projects are managed efficiently both technically and in compliance with the objectives of the Project Appraisal Documents (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operations Manuals. The Administrative and Financial Management Assistant, always aligned with the Project Director, Financial Management Expert and in collaboration with the other PIU Project Officers, shall interact and liaise with a significant number of different authorities, municipalities through their focal points, designers, contractors, consultants, number of other external bodies, the World Bank, partners, and other agencies. Creativity, initiative, analytical capacity and team work are therefore required to cope with such diverse demands and actors. The main challenge is to ensure that the contractors / consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Project are achieved.

1. **GENERAL INFORMATION**

Individual Consultant Title: **Administrative and Financial Management Assistant** of the Project Implementation Unit, Trade and Transport Facilitation Project and Local Roads Connectivity Project. The Consultant shall report to the Project Director, linked to the Minister of Transport and Communications of Macedonia and closely operate and is coordinate with Financial Management Expert of the PIU.

1. **POSITION IN ORGANISATION**

Immediate superior: The Project Director

Close coordinator: Financial Management Expert of the PIU

1. **MAIN POSITION OBJECTIVE**

To plan, monitor and control all project financing activities by components, in close cooperation with the Project Director, Financial Management Expert and the contractors, supervisors, other consultants, as well as the Ministry of Transport and Communications and other agencies (as described in the Project Operation Manuals). In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

**5. PRINCIPAL RESPONSIBILITIES**

**Administrative and Financial Management Assistant** of the PIU will be responsible for the following duties: Further develop and operate a financial management system which would include the following aspects:

* Flow of Funds Process, including policies, procedures and arrangements for receipt of funds from various sources to the Project(s), and flow of funds within the Project(s) to the various implementing entities.
* Accounting System, that covers Entire Project(s) i.e., all sources of funds for the Projects(s) (e.g.: Government of Macedonia, WB, and other donors); and all utilization of funds. This would include:
  + 1. *Chart of Accounts:* The Chart of Accounts would be used to: (a) capture financial data under appropriate headings; and (b) classify and group financial data for the various financial reports. The structure of the Chart of Accounts should cater for data to be captured by: (i) Project(s) components and sub-components; (ii) expenditure categories; (iii) WB disbursement categories for the Project(s); and (iv) implementing entities.
    2. *Financial and Accounting Policies*: Simple, clear and transparent financial and accounting policies, which would govern financial management of and accounting for the Project(s) should be developed. These would include both: (i) Accounting Policies for accounting and financial reporting for the Project(s); and (ii) Financial Policies and Procedures e.g., policies and procedures for transfer of funds and accounting for expenditures (including payment of advances, recovery of amounts); policies regarding expenditures which can be treated as Project(s) expenditures, and the classification of these expenditures under appropriate headings in the Charts of Accounts; etc.
    3. *Design of formats of the various accounting books*, records and statements e.g., cash and bank books, journals, various ledgers, trial balance, voucher formats, etc.
* Assist the PIU Financial Management Expert in financial and accounting procedures. the most important considerations in the various procedures are: (i) a satisfactory system of internal controls: and (b) smooth working/operation of the financial system. These procedures should incorporate standard internal checks/controls such as delegation and separation of duties, authorization of transactions, physical custody of assets, periodic and regular reconciliations, independent verification, in conformity to Project procurement policies and procedures, etc.
* Assist the PIU Financial Management Expert in preparation of budgets: the budgeting system should be integrated with the accounting System to enable comparison of actual performance with budgets/targets.
* Assist the PIU Financial Management Expert in preparation of financial forecasts: financial forecasts should be based on projected work programs and actual performance. Forecasts should include both short-term forecasts (say 2 quarters), and longer-term forecasts over the life of the Projects.
* Assist in procurement and contract administration monitoring: develop and implement a solid system for monitoring of procurement processing of contracts. This system should be linked to the financial accounting system wherever needed.
* Financial Reporting: Assist the PIU Financial Management Expert in preparation of the various periodical financial reports for the Ministry of transport and communications, World Bank and others stakeholders. The financial reports should provide quality and timely information to Project management, implementing entities, and various stakeholders on Project performance. The financial reports should also include all the Project Management Reports (financial statements, output monitoring reports, and procurement management reports).
* Assist the PIU Financial Management Expert in preparation in auditing arrangements for safe custody of all financial records for review by Bank Missions and external auditors.
* Assist the Project Director in preparing the PIU Reports (quarterly, midterm and completion);
* Maintain regular fille and document management system in accordance with the requirements of the PIU and the Bank and propose improvements whenever required;
* Assist the Project Director and PIU Procurement Specialists in the procedures of procurement and distribution of office supplies, office equipment, equipment repairs, and other material required for the efficient and effective implementation of the Projects;
* Assist the Project Director in management of PIU human resources (reports, time sheets, leave, trainings, travel, etc.;
* Assist the Project Director and PIU Project Officers in carrying out administrative duties such as filing, typing, copying, binding, scanning etc,
* Assist the Project Director and PIU Project Officers in regular update and upload of data, documents, files in the PIU web-site and other programs or social media, as needed;
* Assist the PIU Financial Management Expert in maintaining regular update and upload of data in the PIU Financial Management System;
* Perform other duties as may be requested by the Program Director and PIU Staff.

1. **DURATION AND LOCATION**

It is expected that the period over which the consultant shall provide the Services will be 30 months, in all cases not less than up to the end of the two projects life. The Consultant should be available to commence in 30 days the latest after the present notice will be published. The assignment is full time and the Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. The remuneration will be paid on a monthly basis. Subject to notice being provided, the Consultant may take up to 25 working days leave each year, but remuneration will be paid during any period of leave. The Consultant will be stationed in the PIU premises in Skopje, but should be ready to travel throughout the country for attending meetings. The Consultant will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. A downstream work might be needed, in case of extension of the relevant Projects’ duration, and subject to Client’s business needs under the Projects and subject to consultant’s satisfactory performance.

1. **REPORTING REQUIREMENTS**

The Consultant will brief regularly the Project Director and Financial Management Expert on the progress in respect to the contract tasks performed. The Consultant will provide/submit to the Project Director Monthly Progress Reports, within 7 (seven) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Program’s components and estimated costs of completion. The Consultant shall prepare ad-hoc reports on any major project financing issues raised during Project implementation, at the Project Director, Financial Management Expert, Client or Bank's request.

1. **SERVICES TO BE PROVIDED BY THE CLIENT**

The Client will be responsible for provision of the following:

* Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
* Access to necessary documents; and
* Where the Consultant is required to travel, to site or elsewhere in accordance with the Client’s instruction, transportation costs will be borne by the Client.

1. **KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**
2. Educational qualifications: At least a University Degree in Economics/Finances/Accounting (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);
3. Professional experience of minimum 3 years in financial planning, accounting and reporting on a governmental level /local level/project level and/or in private sector;
4. Required knowledge of national legislation in the field of financing and budgeting;
5. Competencies and skills:

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| Competencies and Skills | Required | Desirable |
| Technical | Computer skills: Word, Excel, Microsoft Office | Contract Monitoring |
| Management | Self-Planning & Organizing  Problem Solving  Work under pressure  Communication  Teamwork  Initiative |  |
| Business | Excellent Knowledge of English language (reading, speaking, and writing)  Excellent Knowledge of Macedonian language |  |