

REPUBLIC OF SOUTH SUDAN



MINISTRY OF WATER RESOURCES AND IRRIGATION

Regional Climate Resilience Program (RCRP) for Eastern and Southern Africa (P180171) – Phase I, South Sudan

Terms of Reference

Post Title	Senior Financial Management Specialist
Type of Appointment	Individual Consultant (International Hire)
Reference No:	SS-MWRI-529465-CS-INDV
Duration	2 Years
Reporting	Project Manager
Duty Station	Juba – South Sudan

1) Background

The Government of the Republic of South Sudan (GRSS) represented by the Ministry of Water Resources and Irrigation (MWRI) has received funding from the International Development Association (IDA) of the World Bank, toward the Regional Climate Resilience Program (RCRP) for Eastern and Southern Africa (P180171) and preparing the National WASH (NWASH) Project; and it intends to apply part of the funds to hire a Senior Financial Management Specialist who will support the implementation of the RCRP and the National WASH Projects.

Both Projects will be implemented under one joint Project Implementation Unit (PIU) where technical assistance under the project management component is needed to leverage opportunities for capacity building of a hybrid implementation modality and to support fiduciary management.

2) Objective of the Assignment

To ensure preparation and submission of accurate and timely financial reports and documents in accordance with the World Bank Financial Management and Disbursement Regulations and international standards for financial reporting.

3) Scope of the Assignment and Key Responsibilities

The Senior Financial Management Specialist shall undertake the following tasks in collaboration with the PIU:

- i. Responsible for all financial management activities for RCRP & NWASH Projects.
- ii. Ensure timely preparation of project annual budgets and cash forecasts based on the work plans and procurement plans.
- iii. Review the implementation of the project budget monthly and advise management on the level of budget absorption.
- iv. Ensure that disbursements are made in accordance with financing agreements, approved implementation budgets and work plans together with the Project Implementation Manuals.
- v. Review all periodic disbursement requests submitted by the PIU and ensure timely cash flow.
- vi. Ensure all payments are supported by proper documentation in accordance with the World Bank financial regulations and procedures supporting the ministry.
- vii. Effect payment to consultants and suppliers as specified in the Project Implementation Manuals upon authorization and verification of the Project Manager and Project Coordinator.
- viii. Monitor the utilization of payments made to implementing partners through desk and site reviews and report findings to the Project Manager and Project Coordinator.
- ix. Ensure that the accounting records and ledgers and all financial transactions are captured using acceptable computerized accounting software and are always maintained up to date.
- x. Review and ensure all monthly bank reconciliation statements are prepared, and outstanding items are resolved in timely manner.
- xi. Ensure timely submission of Withdrawal Applications to the World Bank through the electronic disbursements' platform, to facilitate timely documentation and replenishment of the various Designated Accounts held by the respective projects.
- xii. Ensure preparation and submission of monthly, quarterly and annual project financial reports in formats and periodicity approved by the World Bank.
- xiii. Facilitate any and all financial management reviews of project funds and accounts as may be required by the World Bank.
- xiv. Maintain accurate inventory records of physical assets and ensure periodic reconciliation with the general ledger.
- xv. Support in preparation for annual external project audit conducted by National Audit Chamber and follow up on any audit findings reported by the auditor in the management letter to further strengthen internal controls.
- xvi. Together with the project management, maintain, develop, and update the Financial Procedures Manual on a regular basis.
- xvii. Implement and maintain proper internal control systems including approval and authorization procedures, adequate segregation of functions in payment processing and regular internal check mechanisms and ensure full compliance.
- xviii. Provide regular financial management capacity building support to the project and Government staff including arrangements and development of financial management

- knowledge transfer plan with clear milestones to be achieved within specific timeframe.
- xix. Undertake any other measure directly related to the effective and efficient execution of financial management.
 - xx. Conduct regular risk assessments during the project effectiveness and design mitigation risk measures
 - xxi. Carry out any other assignment as may be directed by the Project Manager or Project Coordinator designated by the Ministry of Water Resources and Irrigation
 - xxii. Knowledge transfer and Capacity building for MWRI and its staff.

4) Key Qualifications & Experience

Qualifications

The consultant must have the following minimum qualifications:

- i. An Advanced (Masters) degree in accounting, finance, economics, business or any related fields from a recognized university.
- ii. Relevant professional qualification such as CA, ACCA, CPA, CIMA or equivalent, and full membership of a recognized professional body in good and regular standing.

Professional Experience

The consultant should have demonstrable experience in Public Financial Management-related activities as follows:

- a. A minimum of ten (10) years post-qualification experience handling financial management responsibilities in the public sector and/or projects financed by development partners.
- b. At least eight (8) of the ten (10) years of experience should be related to financial management responsibilities in projects funded by the World Bank, Multi-donor Trust Fund, Multilateral Development Banks or Multilateral Development Agencies.
- c. Good knowledge and application of relevant computerized accounting software such as QuickBooks / Navision, Pastel, Sun Accounts, etc.
- d. Experience of Project Financial Management with international aid and development sector in FCS countries in sub-Sahara African is required and particularly South Sudan is highly desirable.
- e. Excellent written and oral communication and presentation skills, in English, to deliver complex technical documents, and reports.
- f. Excellent computer skills, including Excel is **required**.

5) Deliverables and Reporting

The Consultant shall report to the Project Manager and work closely with both Project teams.

The key deliverables of the Consultant are as follows:

- Prepare and submit monthly and quarterly Interim Unaudited Financial Reports (IFRs) which will be submitted to the Project Coordinator within two (2) weeks after the end of the month or quarter to which the report relates.

- Submit reports and updates to the PIU and to the World Bank on key issues affecting the operations of the project financial activities including the extent of the capacity building plan.
- Prepare Annual Financial Statement for the project, within two (2) months after the end of the fiscal year to which they relate. The Annual Financial Statement should be submitted to external auditors within three (3) months after the fiscal year end.
- Maintain a good accounting system to support the transactions of the project.
- Maintain proper records of the transactions of the project on day-to-day basis.

6) Duration of Contract

The assignment shall be for a period of two (2) years **subject** to probation period of three months. The contract is however, for one year renewable subject to satisfactory performance and need.

7) Duty Station

The Senior Financial Management Specialist will be located at Hai Cinema, Juba at the Ministry of Water Resources & Irrigation, Republic of South Sudan; and with occasional travel to the various project sites.