

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4		
Expertise	Disbursement Specialist		
Source	National	Category	Independent Consultant
<p>Objective/Purpose of the Assignment: The key objective of the assignment is to keep accounting and make disbursements in implementation of the CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4 and other projects implemented by the IPIG.</p> <p>To keep accounting and make disbursements in implementation of all projects implemented by the IPIG as assigned.</p> <p>Reports to The Disbursement specialist will be reporting primarily to the Director and Financial manager of IPIG</p> <p>Scope of services and responsibilities</p> <ul style="list-style-type: none"> (i) Preparing applications for withdrawal of funds, disbursement vouchers and special obligations, direct payments in line with the Guidelines on payments of international donors; (ii) Ensuring due control over financial funds of the projects, money flow and payments following accepted procedures and Kyrgyz Republic accounting standards and in compliance with the requirements of international donors; (iii) Releasing payments related to execution of projects' expenses advancing according to relevant applications, payment of IPIG expenses from projects' special accounts; (iv) Processing of IPIG initial documents and reports, inputting all transactions and daily Bank operations into the 1C Accounting system in line with Bank statements; (v) Inputting all daily transactions into 1C Accounting system, their accurate classification and correlation with expenses according to their categories; (vi) Preparing all proof and supporting documents for projects' expenses that accompany the application for money withdrawals; (vii) Preparing monthly reports on cash flow for all existing projects' accounts; (viii) Preparing and submitting financial reports and progress reports on implementation of investment projects to the Government of the Kyrgyz Republic (Ministry of Finance KR, National Statistics Committee KR, and etc.) and donors, as well as reporting to internal and outside auditors of the projects; (ix) Processing accounting records for all temporary and permanent assets, participation in annual inventory of the project equipment; (x) Replacing the chief accountant and the cashier, and execution of their certain duties at times of their absence; (xi) Performing other appropriate responsibilities upon request of the Financial Manager of the project; (xii) Performing other official commissions of the IPIG Director and the Financial Manager. 			

Qualifications and Experience:

- Higher education in the area of economics, finance, accounting or any related field. Possession of professional accounting qualifications, e.g., CAP, CIPA is an advantage;
- Sound knowledge in accounting, budgeting and disbursement procedures.
- Familiarity with the World Bank and/or Asian Development Bank disbursement procedures would be an advantage;
- Knowledge of tax regulations of the Kyrgyz Republic;
- Not less than 5 year work experience in investment projects or similar environment, 2 of which as a disbursement specialist;
- Skills in working with Microsoft Word, Excel; Internet Explorer and «1-C Accounting»;
- Good working knowledge of written and spoken English and fluency in Russian.

Places of Assignment:	Days/Months	Estimated Dates
Principal place of services is the IPIG office at the Ministry of Transport and Roads of the Kyrgyz Republic.	12 months	Commencement of Services is scheduled to January 1, 2017 subject to approval of the ADB. The contract is effective till December 31, 2017.