

## **Ministry of Transport and Roads of the Kyrgyz Republic**

First phase of Central Asia Road Links Project, financed by World Bank

### **Financial Manager, WB IPIG**

#### **TERMS of REFERENCE**

##### **Background**

1. Within the framework of Central Asia Regional Economic Cooperation (CAREC) Program, the countries of Central Asia are working together to increase regional transport connectivity by coordinating investments in transport infrastructure and aligning respective policy and regulatory reforms to make the impacts of those investments sustainable. This is to improve the region's competitiveness, reduce poverty and expand trade, both among Central Asian economies, regionally, and globally. CAREC program focuses on investment and other activities along six transport corridors that link north, south, east and west through Central Asia. Specifically, the Governments of Tajikistan and the Kyrgyz Republic approached the World Bank to consider financing for the Osh-Khujand road corridor as part of a regional program. The objective of the First Phase of the Central Asia Road Links Program (CARs-1) is to increase transport connectivity between the Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast, whilst supporting improvements in road operations and maintenance practices. A proposed third Phase of the CARs program is currently under preparation.

2. The Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic as the Executing Agency has established an Investment Projects Implementation Group (IPIG) which is responsible for the day-to-day administration of project activities for the Central Asia Road Links Program (CARs Program) financed by the World Bank (WB IPIG). WB IPIG's responsibility include, *inter alia*: (i) the management of designated accounts; (ii) financial management and reporting on the overall project; (iii) ensuring the execution of the audit of the project; (iv) preparation of quarterly financial and bi-annual progress reports; (v) the management of the environmental and social safeguards aspects; and (vi) undertaking all procurement and contract management activities for all components.

3. The Executing Agency requires a **Financial Manager for the WB IPIG** to ensure proper operation of the IPIG financial sector in day-to-day administrative and implementation activities related to the Central Asia Regional Links Program (CARs Program) financed by the World Bank as well as projects parallel financed by JICA. The IPIG WB was established based on the order #182 (dd. May 23, 2017) of the Ministry of Transport and Roads of the Kyrgyz Republic.

##### **Objective of the assignment**

The key objective of the assignment is to ensure proper operation and performance of the financial sector in day-to-day operation and implementation of the CARs program financed by the World Bank as well as projects parallel financed by JICA (hereinafter referred to as "projects"), as per the orders and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic (hereinafter named "the Minister").

##### **Scope of services and responsibilities**

- Carrying out overall responsibility over the financial management function of projects, including planning and budgeting, accounting, financial reporting, funds flow arrangements, internal control systems, and auditing.

- Maintaining the projects records and accounts according to generally accepted accounting principles and practices and local legislation; ensuring that all project accounts maintained in accordance with the World Bank relevant regulations and guidelines;
- Establishing and operating adequate and reliable financial management system for the projects, including financial planning and accounting system/software; developing, maintaining and updating written financial management policies and procedures for the projects;
- Maintaining contract management/monitoring system for the projects in order to prevent payments against ineligible expenditures as well as overpayments under contracts, Verifying the regular reconciliations of the bank account balances to the project accounts, as well as to the World Bank Client Connection system; conducting regular foreign exchange revaluation of undisbursed balances of the project funds;
- Using the treasury system to make disbursement from counter financing; regular reconciliation of balances of counter financing on the treasury account; preparing monthly and quarterly reports about using counter financing funds
- Establishing and maintaining procedures and proper internal controls over reimbursable expenditures under contracts and to the WB IPIG consultants (such as per diems, transportation and accommodation costs, etc.),
- Establishing and maintaining procedures and proper internal controls over Payroll preparation and over the changes to the payroll, as well as over other major operational expenditures and petty cash transactions;
- Verifying that the procedures for collecting, checking and preparing documentation required for verifying Suppliers'/Contractors'/Consultants' invoices/payment requests are properly followed. Ensuring that all payments are made on a timely basis and according to contract terms and conditions as well as the World Bank relevant guidelines, regulations, legal agreements and other applicable documents;
- Ensuring the safety, accuracy and validity of bank guarantee letters, insurance certificates (or other warranty securities), verifying the accuracy, reliability and acceptability of the bank guarantee letters, insurance certificates (or other warranty securities), reconciling with the respective terms and conditions in contracts, and ensuring that those documents are kept in a safe place. Registering the bank guarantee letters, insurance certificates (or other warranty securities) in a register and keeping track of the validity date in order to take appropriate action, if needed, before the validity date expiration.
- Preparing, and securing approval of the project's budgets (including operational costs budget) based on the operating plans of the projects' components/sub-components; implementing financial planning in co-operation with the procurement specialist and other relevant project staff;
- Ensuring the timely preparation of financial reports, progress and monitoring reports to the Kyrgyz Government and the World Bank, and providing the projects' internal and external auditors with all information, documentation and explanations required for the purposes of audit; ensuring that the project accounting system is reliable for preparation of the project's quarterly Interim Un-audited Financial Reports (IFRs). Preparing and submitting to the World Bank regular IFRs in time and manner indicated in the legal agreements;
- Preparing the project annual financial statements to be audited and coordinating the audit arrangements of the project and cooperating with the auditors; ensuring that all project accounts are maintained in accordance with the World Bank regulations for auditing by independent auditors acceptable to the World Bank and on the terms of reference acceptable to the World Bank;
- Liaising with the taxation, customs and social security agencies and other budgetary agencies in issues relating to Project implementation; estimating and making timely tax payments to the state budget;

- Assisting in financial evaluation of tender proposals: financial turnover, net worth, cash flow of the bidders, checking of bank guarantee.
- Cooperating with the World Bank missions in conducting regular financial management supervisions of the project and properly addressing the observations and recommendations provided;
- Performing other duties related to Financial Management arrangements of the project as may be required. Carrying out all other administrative duties as required ensuring the timely implementation of project financial management function.

### **Reporting Relationship:**

Financial Manager shall operate under the general supervision of WB IPIG Director.

### **Qualifications and Experience:**

- Higher education in economics, financial management or accounting; Possession of professional accounting qualifications such as CAP, CIPA is an advantage
- Good knowledge of international accounting standards, related financial policies and procedures of major international investment institutions
- Knowledge of and experience in the WB financial management policies and procedures;
- Knowledge of Kyrgyz national tax legislation and wide experience in preparing financial reports;
- Minimum 5 year work experience as a financial manager or disbursement specialist in investment projects with a good track record, of which at least three years in a World Bank-financed project in the role of the financial manager or disbursement specialist;
- Knowledge of 1C: Accounting software; Good skills in working with Microsoft Word, Excel, and Internet Explorer.
- Proficiency in business written English and fluency in Russian language.

### **Duration of the assignment**

The probation period is 6 (six) months. The duration of assignment is until April 30, 2019. The term of engagement may be extended by mutual agreement of the parties involved.