

TERMS OF REFERENCES FOR THE FINANCIAL MANAGEMENT ASSISTANT

Background

The MSIP2 represents the second phase of the Municipal Services Improvement Project and a response to the continuing strong demand by municipalities for local infrastructure financing. Given the persistent need for improving municipal infrastructure and based on the positive experience of MSIP implementation, a new project in the amount of EUR25 million was prepared.

The project development objective is to improve transparency, financial sustainability and inclusive delivery of targeted municipal services in the participating municipalities. The project aims to achieve this objective by enabling investments into municipal services and infrastructure and in support of institutions responsible for delivering these services, such as water supply, sewerage, solid waste management, energy efficiency improvements of municipal buildings, local roads, and any other services delivered by municipalities.

In April 2021, the Government of Republic of North Macedonia has received financing in the amount of EUR 25.000.000 (twenty-five million of Euro) equivalent from the World Bank toward the cost of the Public Sector Energy Efficiency Project and it intends to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under this project.

The Project Development Objectives are to: (i) reduce energy consumption in the municipal sector; and (ii) support the development and implementation of a sustainable financing mechanism for the energy efficiency in the public sector. The project aims to achieve these objectives by enabling investments into municipal and (central) government owned buildings and use of renewable energy sources.

The Project includes three components: (i) energy efficiency investments in the public sector; (ii) technical assistance (TA) and project implementation support; (iii) initial capital for the proposed Energy Efficiency Fund (or 'EE Fund').

The implementation arrangements of MSIP2 and Public Sector Energy Efficiency Project will follow the implementation mechanisms of the existing MSIP operation to capitalize on the already established and well-functioning PMU at the MoF. The existing PMU will be responsible for all aspects of project implementation, according to the requirements of the Borrower and the World Bank, and will have full responsibility for project financial management, supervision of sub-project implementation, and monitoring and evaluation.

Scope of the Assignment and Specific Tasks

The Objective of the assignment is to:

1. Assist in operation of the financial management (FM) system which includes the following aspects:
 - i. 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, and documentation of the use of funds for project purposes.

- ii. Accounting System, that covers Entire Project(s) i.e. all sources of funds for the Projects(s) (e.g.: Government of North Macedonia, IBRD, and other donors) and all utilization of funds, as per the chart of accounts and procedures in place.
 - iii. 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, conformity to Project procurement policies and procedures, as described in the Project Operational Manual (POM) for MSIP2 and Public Sector Energy Efficiency Project other relevant project documents, etc.
 - iv. Preparation of Budgets: The budgeting system should be integrated with the accounting system to enable comparison of actual performance with budgets/targets.
 - v. 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 MSIP2 and Public Sector Energy Efficiency Project.
 - vi. Procurement and Contract Administration Monitoring: Implement a solid system for monitoring of procurement processing of contracts. This system should be linked to the financial accounting system wherever needed.
 - vii. Financial Reporting: Assist in preparation of the various periodical financial reports for the Ministry of finance, 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) for MSIP2 and Public Sector Energy Efficiency Project.
 - viii. Support the Auditing Arrangements: Safe custody of all financial records for review by Bank Missions and External Auditors.
2. Support in running of accountancy and preparing of various financial reports and statements according to the relevant guidelines and operational policies of the World Bank and the Budget and Budget's Users Accountancy Law of Republic of North Macedonia.
3. Fulfill other operational assignments according to the request of the PMU Lead Project Coordinator, including:
- i. updating the FM section of the POM with any changes in the financial and disbursement arrangements of the project;
 - ii. liaising with the project-supported municipalities to provide information and support, as needed and for monitoring and reporting; etc.

Necessary qualifications

- University Degree in Economy, Business Administration, Finances, Accounting;
- Minimum 3 years of relevant professional experience in Financial Management;
- Good understanding of Government financial management regulations and systems at central levels;
- Good communication and social skills;
- Computer skills (Word, Excel);
- Fluency in Macedonian and working knowledge of English;

- Have a clean police record, dispose of all civil rights and no previous implication in embezzlement.

Working conditions

The Financial Management Assistant will be stationed in the MSIP2 and PSEEP PMU premises in Skopje, but should be ready to travel and hold numerous meetings throughout the country, and work under pressure.

Outputs

The major output of the work will be satisfactory, professionally conducted financial procedures under MSIP2 and PSEEP.

The Financial Management Assistant will be a full-time position at the PMU for MSIP2 and Public Sector Energy Efficiency Project. The Financial Management Assistant will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid on a monthly basis.

Duration

The initial Contract shall be concluded for 1 (one) year and will be subject for possible extension, based on the annual work evaluation, but not to exceed the duration of the MSIP2 Project (till September, 2022).

Reporting

The Financial Management Assistant will work full-time within MSIP2 and PSEEP PMU premises. The person will report to the Financial Management Specialist and the PMU Lead Project Coordinator.