

# **TORs of the Position: Financial Management Specialist**

REFORM SUPPORT UNIT

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SCHOOL EDUCATION & LITERACY DEPARTMENT  
GOVERNMENT OF SINDH

## **Terms of Reference**

PMIU Financial Management Specialist

### **Sindh Early Learning Enhancement Through Classroom Transformation (SELECT)**

#### **1. Project Background**

The Sindh Early Learning Enhancement through Classroom Transformation project (SELECT) was approved in July 2021, became effective in August 2021, and the closing date is April 2026. It comprises an International Development Agency (IDA) Credit of US\$100 million, a Global Partnership for Education (GPE) Education Sector Plan Implementation Grant (ESPIG) for US\$29.9875 million, and a GPE Multiplier Grant (MG) of US\$24.775 million. The project will be implemented in twelve selected districts in the Sindh province: Badin, Ghotki, Jacobabad, Kambar-Shahdadkot, Kashmore, Mirpurkhas, Mititari, Sanghar, Shikarpur, Sujjawal, Tando Muhammad Khan, and Thatta. The project will be implemented by the School Education and Literacy Department (SELD), through a project management and implementation unit (PMIU) to be housed within the SELD Reform Support Unit (RSU), and in conjunction with SELD's allied agencies and the Directorate of School Education (DSE).

The Project Development Objective (PDO) is to improve reading skills of early grade primary students and increase student retention in primary schools in selected districts. The Project consists of the following four components and financing:

- a. Component 1: Transforming teaching practices in the early grades—US\$16.9875 million

- b. Component 2: Developing an effective and safe learning environment—US\$116.775 million
- c. Component 3: Improving system capacity for better school leadership and management support—US\$16.5 million
- d. Component 4: Monitoring and evaluation and project management—US\$4.5 million

## **2. Objectives of the Assignment**

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing financial management through the hiring of the above referred Financial Management Specialist, given additional responsibilities to procure goods and services under the SELECT project. The primary objective of this position will be to ensure oversight and control on the financial operations and requirements of the project. The consultant will ensure compliance with the rules, procedures, and government and World Bank guidelines in managing finances of the project. This will require leading assignments involving moderate to high levels of risk with many variables, and requiring constant review of deliverables and processes in-line with the Project Design stipulated in the Project Operations Manual.

The Financial Management Specialist will provide support to the RSU/PMIU, and will report on the project financial management to the Chief Program Manager (CPM), RSU/PC - SELECT.

## **3. Scope of Functions**

The specialist will perform the following functions, duties, and tasks:

- Under the guidance of the Project Coordinator/Deputy Project Coordinator, overall oversight of the RSU Chief Program Manager (CPM), and with inputs from and in close cooperation with other RSU staff, prepare annual budgets for project implementation based on projection for contract awards for different categories of expenditures;
- Assist the Executing Agency to open a designated account (Revolving Fund-foreign Currency Assignment Account) for each source of financing by development partners and if required, Assignment Account (GOS) for the project, as per government rules and procedures in the National Bank of Pakistan;
- Establish project account(s) to manage and record utilization of program funds;
- Prepare regular project reports, including interim financial reports (IFRs) and disbursement requests for replenishment of the advance account in accordance with provisions in World Bank Loan/ Grant/ Disbursement Handbook;
- Prepare Annual Financial Statements as per International Public Sector Accounting Standards;
- Prepare management reports as and when required;
- Develop and maintain a financial database for program activities;

- Prepare monthly financial reports based on standard accounting principles with all necessary qualification documentation (invoice, bank drafts, bank reconciliations etc.);
- Process payments from the Designated Assignment Accounts as per Government applicable rules and procedures;
- Maintain payment records of all invoices received;
- Ensure that payments for all project related expenditures are made in a timely manner;
- Ensure that adequate financial controls are in place to maintain transparency and proper accountability of expenditures;
- Arrange for annual external audit of program accounts in accordance with provision in the Loan / Grant/ agreement and World Bank requirements;
- Provide support to auditors by facilitating in the provision of information required to conduct internal/external audits;
- Follow-up on internal/external audit matters and ensuring the audit matters are resolved on timely basis;
- Coordinate and liaise with the World Bank and all other stakeholders for provision of information in the manner they require;
- Ensure adequate funds are allocated to the Government budget for program activities and timely releases in districts;
- Support Public Financial Management (PFM) reform activities planned under the project;
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU, PMIU Project Coordinator.

#### **4. Qualification and professional experience**

##### **Qualification**

- CA/ACCA/ CIMA or equivalent qualification. Preferred: a Master's Degree or equivalent (sixteen (16) years of education), in Public Financial Management/Finance/Accounting or related discipline, from an HEC-recognized university/ institute.

##### **Experience**

- At least Eight (08) years of documentary verifiable relevant experience, after acquiring stipulated qualifications in Public Financial Management.
- Experience of financial reporting based on international Public Sector Accounting Standards in government institutions.

##### **Skills**

- Ability to work on any accounting software or Enterprise Resource Planning Package like SAP/ Oracle/ Peoplesoft, etc.

- Knowledge and ability to work on FABS (Government Financial Accounting and Budgeting System).
- Ability to apply good judgement in the context of assignments given.
- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

#### **5. Selection Process**

The appointment will be made in accordance with the “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017, July 2018 & November 2020).