

TERMS OF REFERENCE

For Consulting Services (Individual Consultant)

"Financial management specialist"

Contract No. MoES-IC-02-FMS

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

I. BACKGROUND

Ukraine and the International Bank for Reconstruction and Development (the World Bank) have signed Loan Agreement No. 9238-UA of US\$200 million for the Project "Ukraine: Improving Higher Education for Results" (hereinafter referred to as the Project). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. The Project implementation period is 2021-2026.

The Project Development Objective (PDO) is to improve efficiency, conditions for quality, and transparency in the higher education system of Ukraine.

The Project includes six components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency;
- Component 2: Alliances/Partnerships for Improved Efficiency and Quality;
- Component 3: Capacity Building and Education Environment Enhancement;
- Component 4: Project Management, Monitoring & Evaluation
- Component 5: Support to Academic Scholarships under MoES and Social Scholarships under MOSP for Higher Education Students
- Component 6: Contingent Emergency Response (CERC)

The Project supports two categories of expenditures: (i) traditional investments in goods, works, and services, for which disbursements are made against eligible expenditures, and (ii) defined performance-based conditions (PBCs), for which disbursements are also made against eligible expenditures conditional on the achievement of the PBCs as defined in the Loan Agreement and Project Operational Manual.

As a requirement of the Loan Agreement, MoES established a Project Implementation Unit (PIU) to conduct day-to-day Project management and coordination in disbursement, procurement, financial management, compliance with environmental and social standards, reporting and other Project-related activities. In order to ensure efficient implementation of the Project, MoES shall engage individual consultants for the PIU.

More detailed information is given at the link <https://projects.worldbank.org/en/projects-operations/project-detail/P171050>

The Financial management specialist (hereinafter the Consultant) will be contracted through competitive selection in line with Procurement Regulations for IPF Borrowers, Nov 2020. This Terms of Reference defines the purpose, Scope and duration of consulting services and qualification requirements for the Consultant.

II. OBJECTIVE

The objective of this assignment is to provide assistance and advice to MoES on financial management under the Project in accordance with IBRD and national legislation requirements.

III. SCOPE OF SERVICES

The Scope of services to be provided by the Consultant shall include but not be limited to the following:

- Coordinating and managing the day-to-day financial management functions of the Project, including financial reporting, disbursement, consolidation, budgeting, planning, and auditing aspects of the project as per the procedures agreed with the World Bank and the duties and procedures outlined in the Project Operational Manual;
- ensuring reflection of all financial transactions carried out within the Project in the computerized accounting and reporting system of the Project;
- maintaining project accounts and reporting on the Project in national and foreign currency;
- preparation of draft withdrawal applications and related supporting documents as necessary, including Statements of Expenditures (SOE) in the format provided in the Project's Disbursement and Financial Information Letter (DFIL) for Category 1 of the project (non-PBC-based category);
- preparation of documentation related to verification protocols for performance-based conditions (PBCs), namely on eligible education expenditures for reimbursement as defined in the Loan Agreement and DFIL;
- preparation of draft financial and budget reports, particularly interim Unaudited Financial Reports, in accordance with Ukrainian legislation and Bank requirements;
- coordinating Project audit with Accounting Chamber of Ukraine or other auditors;
- preparation of financial and disbursement forecasts for all expenditure categories of the project;
- monitoring disbursement due and balance of undisbursed funds under all expenditure categories;
- maintaining records of disbursements, respective payments and balance funds in agreement with the Financial Department of the MoES;

- control of fulfilment of contract conditions under the Project in the financial part;
- ensure that all the payments under the project are made on a timely basis and according to contract terms and conditions as well as the Bank relevant guidelines, regulations, legal agreements and other applicable documents;
- providing financial management and accounting input to all PIU activities;
- interaction with the Ministry of Finance of Ukraine and the State Treasury Service of Ukraine in all issues relating to flow of funds, payments' processing procedures and other financial management-related processes in the Project, as well as the preparation of draft financial and budget statements;
- preparation of financial information upon request of Project Manager - Lead of group of consultants or Project coordinator;
- ensuring provision of payments for the remuneration of Project consultants, preparation of relevant draft payment orders and other reporting if required by law;
- coordination with and assistance to other consultants of the PIU in day-to-day Project implementation issues;
- performance of other assignments related to FM, planning as required under the Project and project related task.

The above Scope of services is complete and encompasses the finance management (mandatory) and accounting, but can be adjusted at the discretion of the Client according to the qualifications of the selected Consultant.

IV. REPORTING

The Financial management specialist will report to the Project Coordinator(s) and Project manager – Head of the group of consultants and act under the overall supervision of the Project Coordinator(s) / Project manager – Head of the group of consultants.

The Consultant shall submit monthly reports in hard copy. The reports shall include a description of the Consultant's services during the reporting period.

V. PROVIDED RESOURCES

MoES shall provide the Consultant with the information necessary to carry out his/her assignment in a timely manner. MoES may provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

VI. QUALIFICATION REQUIREMENTS

Minimum requirements (mandatory)

- Higher education degree in finance, accounting, audit or economics or other relevant to the field of assignment;
- At least five (5) years' experience working in the financial and/or accounting sector;
- At least three (3) years' experience working as a financial management specialist in the projects financed by World Bank Group / IFIs / international donors in Ukraine;
- Knowledge of the World Bank Group / IFIs / international donors policies and procedures related to financial management and disbursements;
- Knowledge of budget Ukrainian legislation on planning and finance, accounting and reporting, National regulations (standards) of accounting in the public sector
- Working level of English;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills using the tasks tracking/project management software.

Desirable qualifications and competencies which may provide the advantage

- Knowledge of budget Ukrainian legislation on planning and finance, accounting and reporting, National regulations (standards) of accounting in the public sector
- Experience working in the IFI/Donors project management groups in the ministry/central authority;
- Knowledge and practical skills in working with financial management/accounting software;
- Experience working with MinFin and State Treasury Service of Ukraine.

When submitting CV and cover letter (expression of interest), Consultants shall provide

- i) evidence confirming their experience in the areas specified in this section,
- ii) reference letters detailing the results of the projects implemented, if available,
- iii) contacts details (phone and email) of the previous employers or reference letters from the employers if available.

The MoES may invite the best-qualified candidates to an interview to clarify information provided in the respective CVs.

VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide his/her services for 2 years (24 months) with 3 months probation period and a possibility to extend the contract for the Project implementation period, which lasts until December 31, 2026, in case of successful performance. MoES will conduct annual performance reviews and adjust the contract subject to unsatisfactory performance or other conditions.

The Consultant is expected to provide the services based on the full-time workload.

The services are planned to be rendered in Kyiv, Ukraine. The Consultant should be required and expected to take business trips to other regions of Ukraine to support the project implementation.

Particular contract and work mode modalities are subject to negotiations.

VIII. TERMS, CONDITIONS AND REMUERATION

Remuneration would be attractive based on market price, qualifications and experience.

IX. APPLICATION PACKAGE

Interested persons should submit their CVs in Ukrainian and English at the following email address: uiherp@mon.gov.ua Cc: serhiy.artemenko@uiherp.org, oleksandr.radchenko@uiherp.org indicating the email's subject: "MoES-IC-02-FMS: Selection of Financial specialist: [NAME]".

The deadline for submission of applications is 5:00 pm Kyiv time on April 21, 2023.

If the Consultant fails to provide CVs in both languages, the Client reserves the right to reject the Consultant's application.