

TERMS OF REFERENCE

For Consulting Services (Individual Consultant)

“Financial Management Specialist”

Contract No. MOES-IC-02 _____

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

I. BACKGROUND

Ukraine and the International Bank for Reconstruction and Development (IBRD; the World Bank) have signed the Loan Agreement No. 9238-UA in the amount 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 (MESU) with 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 four 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

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, MESU 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, MESU shall engage individual consultants for the PIU.

II. OBJECTIVE

The objective of this assignment is to provide assistance and advice to MESU on financial management under the Project in accordance with IBRD and national legislation requirements. The Financial Management Specialist (the Specialist or Consultant) shall provide consulting services as specified in this Terms of Reference.

III. SCOPE OF SERVICES

The Consultant shall provide the following services and tasks:

- 1) Coordinating and managing the day-to-day financial management functions of the Project, including financial reporting, disbursement, consolidation, budgeting, planning, accounting 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;
- 2) ensuring reflection of all financial transactions carried out within the Project in the computerized accounting and reporting system of the Project;
- 3) maintaining project accounts and reporting on the Project in national and foreign currency;
- 4) 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);
- 5) 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;
- 6) preparation of draft financial and budget reports, particularly interim Unaudited Financial Reports, in accordance with Ukrainian legislation and Bank requirements;
- 7) coordinating Project audit with Accounting Chamber of Ukraine;
- 8) preparation of financial and disbursement forecasts for all expenditure categories of the project;
- 9) monitoring disbursement due and balance of undisbursed funds under all expenditure categories;
- 10) maintaining records of disbursements, respective payments and balance funds in agreement with the Financial Department of the MESU;
- 11) control of fulfilment of contract conditions under the Project in the financial part;
- 12) 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;
- 13) providing financial management and accounting input to all PIU activities;
- 14) cooperation with the Ministry of Finance of Ukraine and the State Treasury Service of Ukraine in all issues relating to disbursement of funds under the Project, as well as the preparation of draft financial and budget statements;
- 15) preparation of financial information upon request of Project Manager - Lead of group of consultants;
- 16) ensuring provision of payments for the remuneration of Project consultants, withholding of mandatory taxes, contributions, fees, preparation of relevant draft payment orders and draft tax, statistical and other reporting required by law;
- 17) performance of other assignments related to FM and disbursements as required under the Project;
- 18) participate (if necessary) in amending the Project Operational Manual.

IV. REPORTING

Financial Management Specialist will report to Project Coordinator(s) and Project Manager - Lead of group of consultants. The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period.

V. PROVIDED RESOURCES

MESU shall provide the Consultant with information necessary to carry out his/her assignment in a timely manner. MESU shall 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):

- Master Degree or complete higher education Degree in finance, accounting, audit or economics;
- At least five (5) years' experience as financial specialist, economist or accountant;
- Experience of work with World Bank or other international finance or donor organizations related to financial management;
- Knowledge of the World Bank (or other donor organizations) policies and procedures related to financial management and disbursements;
- Proficiency in English reaching at least B2 level according to the Common European Framework of Reference (CEFR)¹ definition or any other certificate confirming at least Upper-Intermediate level, including knowledge of economic, legal and technical terminology related to the Project;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using Microsoft Office (MS Word, Excel, Power Point) package, e-mail and databases;
- Knowledge of budget Ukrainian legislation on planning and finance, accounting and reporting, National regulations (standards) of accounting in the public sector, International Accounting Standards, International Auditing Standards;
- Experience with currency transactions.

Desired (optional) competences and experience

- Knowledge and practical skills in working with financial management/accounting software, including software of State Treasury Service of Ukraine;
- Experience of work in World Bank projects.

VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide his/her services during 2 years (24 months) with 3 months probation period (subject to extension if necessary) and possibility to extend the contract for the Project implementation period which lasts until December 31, 2026 in case of successful performance. The Consultant shall provide his/her services on full-time basis.

The incumbent will be based at the premises of the Ministry of Education and Science of Ukraine, in Kyiv, Ukraine. The Consultant may be required and expected to take business trips to other regions of Ukraine (as needed and as applicable) to support implementation of the Project.

Interested persons should submit their CVs in Ukrainian and English, and a certificate on English proficiency (if available) at the following e-mail address: uiherp@mon.gov.ua indicating subject of the letter: «P171050: Selection of Financial Management Specialist». The deadline for submission of the documents is 17:00 local time 15 December 2021.

A consultant will be selected under IC procedure as set out in the World Bank Procurement Regulations for IPF Borrowers", dated November 2020.

¹ The Common European Framework of Reference (CEFR) for Languages was developed by the Council of Europe to provide a common basis for elaborating language learning, teaching and assessment across Europe. For more details, see: <https://www.coe.int/en/web/common-european-framework-reference-languages/home>