

**Terms of Reference for the staff of the Primary Healthcare System
Enhancing Project 2024-2028**

**Ministry of Health
2024**

Table of Contents

Project Director: (PS 1)	1
Deputy Director (PS 2)	2
Finance Manager/Specialist (PS 3).....	3
Senior Project Engineer (PS)	4
Project Accountant (PS 4)	7
Monitoring and &Evaluation (M & E) Specialist: (PS 4)	8
Environment and Social Safeguards Specialist (PS 5):	10
ICT Officer (PS 5)	12
Senior Technical Officer (PS 5).....	14
Project Officer (PS 6).....	16
Project Officer (M & E) (PS 6).....	17
Procurement Officer (PS).....	18
Project Secretary (PS 6)	21
Finance Supervisor (PS).....	22

Terms of Reference for the staff of the Primary Healthcare System Enhancing Project

Project Director: (PS 1)

The Project Director (PD) should ensure that the work by project carried out by the project staff and consultants are in conformity with the objectives of the project and is carried out according to the terms of reference. The PD will liaise with key personnel of MoH and other stakeholder to implement the project. The PD will ensure that communications, coordination and reporting links with the related stakeholders are established and well conducted.

Scope of Services:

- Implement Project activities according to the Project Operation Manual & approved annual action plan in each year
- Monitor compliance with the Project Operations Manual
- Coordinate with the Deputy Director to obtain information required to prepare the project implementation plan from the relevant departments.
- Finalize the annual action plan and the procurement plan in consultation with Deputy Director and Procurement Consultant and get concurrences with the National Steering Committee of the PHSEP and the World Bank.
- Implement the decision of the National Steering Committee of the PHSEP and informed the relevant authorities.
- Oversee the preparation, updating and coordinating the implementation of the project, & communication strategy, and management activities
- Liaise with the Relevant department of MoH, World Bank other stakeholders including PDHS/RDHS for smooth function of the project

- Oversee the monitoring of the project activities including liaising with all relevant divisions within the MoH, external stakeholders, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level indicators
- Ensure continuous compliance of the legal covenants in the financing agreement between World Bank and GoSL
- Oversee procurement process of hiring individual consultants, consulting firms and project staff and goods procurement
- Ensure adequate annual budget allocations for the project activities
- Facilitates the Project–Steering Committee meetings and inform the meeting dates and the recommendations of the National Steering Committee decisions to the relevant stakeholders
- Oversee the submission of monthly/quarterly updates/reports as required by MoH, National steering Committee and WB
- Resolve project implementation issues and liaise with MOH / National Steering Committee for those issues which are outside of his/her power to resolve.
- Any other project related activities assigned by the National Steering Committee of the Primary Healthcare Enhancing Project

Deputy Director (PS 2)

- Support the Project Director in coordinating and facilitating the project implementation
- Provide technical assistance, and coordinate with the Procurement Specialist to prepare and update the project procurement plan
- Assist the Project Director with hiring individual consultants, and other project related consultancy services
- Coordinate and provide technical inputs for the planning and implantation of all thematic areas of the project as and when necessary
- Support the Project Director in liaising with the relevant stakeholders including the PDHS/RDHS
- Ensure continuous compliance with the legal covenants in the financing agreement between the WB and the GoSL

- Oversee the monitoring of all project activities including external stakeholders, support contract management and the evaluation of firms and project staff, and support goods procurement
- Support the Project Director with reporting the progress of the Project Development Objectives (PDO) and intermediary level indicators to the MOH and the WB
- Coordinate with the designated units at the MOH on related activities, and procedures of the Project Steering Committee as per the project PAD.
- Facilitates the submission of monthly/quarterly updates/reports as required by the MoH, Project steering committee and the WB
- Support the Project Director in resolving project implementation issues
- Any other project related activity assigned by the Project Director, the Secretary of Health and the DGHS.

Finance Manager/Specialist (PS 3)

The incumbent should be responsible for establishing and maintaining Financial Management Systems, including Accounting Systems, Internal Control, Planning, Budgeting, and Financial Reporting Systems and Auditing Systems. Especially the incumbent should:

- Establish accounting practices and systems to manage resources available to the Project;
- Provide accurate, complete and timely financial information for managing and monitoring Project activities;
- Prepare annual budget estimates and disbursement plan of the project;
- Ensure accountability and promote the efficient use of financial resources allocated for the project based on government and foreign financial resources agency procedures;

- Ensure timely withdrawals / payments/reimbursements of donor funds for project expenditure;
- Prepare monthly, quarterly, and annual financial statements in time and comply with audit requirement;
- Establish and maintain closer relationship with other government agencies involved in the disbursement of funds under donor funded projects.

Reporting Mechanism

The FM/ Specialist shall report to the Project Director on the status of the assignment on a regular basis.

Senior Project Engineer (PS 3)

Tasks are detailed below but not necessarily limited to the following:

- Responsible to assist in preparation and process all the Works, Goods and Services procurement documents, including bidding documents for Procurement of Works & Goods, Request for Quotations, Recruitment of Consulting Firms, Terms of Reference for Individual Consultants, Request for Proposals, Bid and Proposal Evaluation Reports, Request for Expressions of Interested.
- Assist in preparation of specifications and Terms of Reference in line with procurement requirement for the Works and Goods packages and consultancy assignments Individual Consultants and Consulting firms in coordination with subject experts.
- Responsible for Bid document publication arrangement with the necessary approval in widely circulating Local newspapers (Daily News, Dinamina etc.), Websites (World Bank, MoH Website etc.)

- Responsible for conducting pre-bid meetings / pre-proposal conference; responses to bidders' request for clarifications; Bid opening; pre-contract discussions and negotiations; interviews and evaluation of individual consultants etc. and prepare associated: Minutes of Bid opening; Minutes of Negotiations; Minutes of Pre-Bid meetings; Letter of Acceptance; Notification of Award; Procurement Plans etc.
- Assist and guide the evaluation committee in all Bids and Proposal Evaluations and assist Procurement Committee to take timely decisions.
- Responsible for preparation of awarding letters (LOA) and contract agreements and arrangement of contract signing.
- Assist in preparation of Cabinet Memorandums and coordinating with Ministry for obtaining the necessary cabinet approvals.
- In each and every procurement activity, responsible for obtaining necessary concurrences from WB, in timely manner as required by WB guidelines (Prior review and Post review).
- Update the Procurement Plan in periodic manner with coordination and approval of WB
- Responsible to participate for WB Mission meetings, other meetings and Video Conferences to discuss the progress of procurement activities and provide necessary clarifications as required.
- Any other procurement requirement deemed to be necessary for the successful implementation of the project.
- Responsible to assist the PCMU to achieve milestones of the construction of civil work constructions in all aspects including but not limited to engineering design, specifications, estimation, supervision, quality, procurement, financial, environmental safeguard and social safeguards in all outputs.

- Oversee the issues of contract administration & implementation in overall project and initiate necessary actions to achieve the targets.
- Participate progress review meetings and subsequent discussions/negotiations with consultants and contractors to achieve the milestones of the projects.
- Monitor the progress of all civil work constructions and make necessary recommendations to consultants and contractors involved in constructions to ensure that projects are completed on time, within budget and expected quality.
- Review master program, work programs and all other contract documents by coordinating with the Engineering professionals/ consultants and make necessary recommendations for efficient project implementation.
- Responsible to review the claims and variations submitted by contractors/consultants and to make necessary recommendations.
- Responsible for reviewing, checking and make necessary recommendations for Contractor's/Consultants/Suppliers Interim Payment Certificates.
- Assist in ensuring the overall quality of all of the civil construction works as per the quality parameters and procedures set out in the contract documents. Following the government and WB quality guidelines where necessary.
- Assist in practicing health and safety procedures in all aspects of civil construction works as set out in the contract documents and ensure those are fully adhered to the standards.
- Assist in the reviewing and evaluating all the engineering related surveys, soil investigations and make necessary recommendations.
- Assist in reviewing and ensuring all aspects of environmental management and monitoring plan measures are fully implemented, ensure associated reporting is

completed, and minimize adverse environmental impacts during construction.

- Collaborating with the Project Engineers and Consultants provide guidance and trainings to contractors for practicing and interpreting relevant contract documents.
- Responsible to review the inception, progress reports submitted by Contractors and Consultants and provide necessary recommendations to Project Director.
- Responsible to participate for various project meetings such as, Progress review, project monitoring, audit and assist in preparation of meeting minutes and other required documents therein.
- Assist project staff in all aspects of procurement, project management and contract management activities.
- Arranging awareness programs for project stakeholders.
- Undertake any other task assigned by the Project Director that deemed necessary for successful implementation of the project.

Reporting Mechanism

Senior Engineer shall report to the Project Director on the status of the assignment on a regular basis.

Project Accountant (PS 4)

The incumbent should:

- Ensure proper implementation of the accounting practices, systems, internal control and checks laid down in the Financial Management Manual (FMM), Procurement Administration Manual (PAM), the circulars issued by the general treasury and the related government institutions.

- Ensure the proper management of resources available to the project.
- Provide accurate, complete and timely financial Information for managing and monitoring project activities.
- Provide all information and to prepare annual budget estimates and disbursement plan of the project.
- Ensure the accountability and promote the efficient use of financial resources allocated for the project based on government and foreign financial resources agency procedures.
- Ensure the timely withdrawals, payments and re-imburement of donor funds for project expenditure.
- Supervise the MIS and to provide all the management information reports required, including physical and financial progress for the monitoring purposes and comply with audit and donor agency requirements.
- Ensure to maintain closer relationship with other counterpart agencies for the smooth implementation of the project.
- Supervise the day to day activities carried out by the accountants and the supporting staff of the finance division.
- Process the re-viewing of the internal and external audit findings and the process of taking corrective actions.

Reporting Mechanism

The Project Accountant shall report to the Project Director on the status of the assignment on a regular basis

Monitoring and &Evaluation (M & E) Specialist: (PS 4)

The M&E specialist will collect, process and manage data as appropriate from various sources including health management information system, official documents, etc.

Scope of Services

- Coordinate with all relevant ministries, authorities, divisions and health facilities in health regions and hospitals to source data and information for specific M&E needs
- Develop the monitoring plan/framework containing inputs, outputs and outcomes
- Undertake regular monitoring visits to relevant health facilities included in the project including their catchment areas, to obtain first-hand beneficiary feedback and to cross validate data reporting and field observations
- Provide quarterly M&E reports to PCMU as well as to the IDA
- Regularly review progress reports to assess monthly, mid-term and interim performance in accordance with the results framework;
- Undertake periodic reviews based on the results framework and recommend appropriate modifications on project activities as appropriate;
- Oversee and participate in evaluations and assessment activities;
- Develop and maintain an M&E database for the project;
- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge
- Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs);
- Support technical and supervisory missions commissioned by the IDA;
- Attend, participate and provide necessary inputs for preparation of and during project meetings, workshops and trainings;
- Support the design and data retrieval for the assessment of capacities in responding to the threat of COVID-19 and the impact of interventions including social distancing and other public health measures; and Besides the above responsibilities, the M&E Specialist may be assigned additional tasks that are relevant for effective M&E of the project.

Reporting Mechanism

- The M&E Specialist shall report to the Project Director on the status of the assignment on a regular basis.

Environment and Social Safeguards Specialist (PS 5):

The primary objective of the Social Specialist is to ensure social due diligence for all the sub-components funded by this project. It is intended to ensure that, for all activities financed by the project, all efforts are made to avoid and minimize negative social impacts; and where they cannot be avoided, that these impacts are identified and the necessary mitigation measures are developed and implemented following the relevant laws as well as the World Bank policies.

Scope of Services

- Provide overall policy and technical direction for the management of social risks and impacts under the Project (as defined by the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), and other such instruments prepared under the Project);
- Support the preparation of E&S instruments required under the Project, including revised Stakeholder Engagement Plan, Labor Management Procedure, Environmental and Social Management Framework, and other relevant management plans;
- Work on the tasks outlined below in collaboration with the project's Environment Specialist, Procurement Specialists, and other technical teams;
- Ensure social risk and impact analysis is carried out for each sub-project and project activity as soon as the conceptual technical design and scope have been defined for physical interventions; closely co-ordinate with the PCMU for review and endorsement of the screening decisions and recommendations;

- Ensure timely preparation of social assessments, social impact management plans; co-ordinate with PCMU for hiring technical assistance, where necessary, and for review and endorsement of social due diligence and management instruments;
- Ensure the requirements stipulated in the SEP are implemented throughout the project lifetime; coordinate and maintain documentation of SEPs and facilitate actions with regard to grievances and concerns in relation to project interventions;
- Ensure the provisions of the LMP are duly incorporated in to the safeguards instruments and maintained in line with the requirements outlined, throughout the project lifetime via coordination with the social specialist;
- Ensure consistency of environmental and social documents and procedures with national and international guidelines such as WHO's "COVID-19 Operational Planning Guidelines to Support Country Preparedness and Response" (2020), COVID-19 Outbreak and Gender: Key Advocacy Points from Asia and the Pacific, UN Women, 2020 and the COVID-19 resources to address gender-based violence risks, CDC Interim Infection Prevention and Control Recommendations for patients with confirmed COVID-19 or persons under investigation for COVID-19 in Healthcare Settings' etc;
- Prepare terms of references to undertake ESIA's, where required; and review draft and final ESIA's for quality and obtain necessary clearances;
- Ensure that applicable measures in the ESMPs are included in the design, and condition on compliance with ESMP is included in the bidding documents;
- Ensure compliance with ESMPs, LMP and SEP during the project implementation period and maintain close co-ordination with the relevant stakeholders, including government authorities, administrators of health care facilities, contractors, etc;

- Report to Project Management and the World Bank on the overall environmental and social performance of the project as part of PCMU's periodic progress reporting and prepare all relevant report as outlined in the ESCP and guided by the World Bank.
- Co-ordinate closely with the technical focal points, project engineers, administrators of health facilities, and project officers managing sub- project implementation in the Islands; and provide necessary technical assistance to facilitate the implementation, management and monitoring of social and environmental instruments such as ESMPs, LMPs, SEP, etc
- Support the establishment of Grievance Redress Mechanism for the project, including the preparation and endorsement of necessary guidelines and protocols for the intake, resolution, documentation and communication of the grievances. The GRM should also be able to manage cases relating to GBV and sexual exploitation and abuse/sexual harassment.
- Conduct training on the World Bank's Environmental and Social Framework, ESMF content, LMP, SEP, and implementation procedures and other relevant topics to all project implementing agency teams, contractors etc. as necessary during project implementation and outlined in the ESCP and ESMF.

Reporting Mechanism

- The Environment & Social Specialist shall report to the Project Director on the status of the assignment on a regular basis.

ICT Officer (PS 5)

- **Information System (IS)**

1. Design a website for the Project Co-ordination and Management Unit

2. Drafting designs of information and communication technology
 3. Facilitating for Drafting policies of information and communication technology
 4. Identification of information technological solutions for institutional information and communication technology requirements. (Requirement Analysis, System Analysis). Performing the preliminary activities related to designing of information technological solutions. (System Designing)
 5. Conducting Technical evaluation relevant to the filed
 6. Implementation/ evaluation of Information and Communication Technology Projects
 7. Generation of information system reports for management requirements (MIS reports)
 8. Coordinating, and maintaining links with internal/ external institutions for activities related to the specialized filed.
- **Information Technology (IT)**
 1. Developing, testing, implementing and managing software for identified requirements. (Programming/ Development, Testing, Implementation and Maintenance)
 2. Development, administration and maintenance of database- (Database Administration)
 3. Performing the activities related to designing, updating, and maintenance of official websites any performing the key duties in this regard
 4. Updating software so as to cater the requirements of the users.
 5. Implementation of necessary actions for the safety of software and data.
 6. Coordinating, and maintaining links with internal/external institutions for activities related to the specialized filed.
 - **Computer Networks/ Security**

1. Development, administration, and maintenance of computer network (Network Administration)
2. Identifying the errors in computer hardware/ network hardware and taking action to rectify them and maintenance.
3. Administration in respect of internet/ e-mail facilities
4. Performing the activities related to computer networking, network security administration and performing the key duties in this regard. (Network Security Administration)
5. Coordinating, and maintaining links with internal/ external institutions for activities related to the specialized field.
6. Any other tasks designated by the Project Director and Deputy Project Director which may arise out of the course of business.

Reporting Mechanism

The ICT Officer shall report to the Project Director on the status of the assignment on a regular basis.

Senior Technical Officer (PS 5)

- Responsible to assist Senior Project Engineers in preparation and process all the Works, Goods and Services procurement documents, including bidding documents for Procurement of Works & Goods, Request for Quotations, Recruitment of Consulting Firms, Terms of Reference for Individual Consultants, Request for Proposals, Bid and Proposal Evaluation Reports, Request for Expressions of Interest etc.
- Assist Senior Project Engineers in preparation of specifications and Terms of Reference in line with procurement requirement for the Works and Goods packages and

consultancy assignments Individual Consultants and Consulting firms in coordination with subject experts.

- Assist Senior Project Engineers to guide the evaluation committee in all Bids and Proposal Evaluations and assist Procurement Committee to take timely decisions.
- Responsible to assist Senior Project Engineers and PCMU to achieve milestones of the construction of civil work constructions in all aspects including but not limited to engineering design, specifications, estimation, supervision, quality, procurement, financial, environmental safeguard and social safeguards in all outputs.
- Assist Senior Project Engineers in overseeing the issues of contract administration & implementation in overall project and initiate necessary actions to achieve the targets.
- Participate progress review meetings and subsequent discussions/negotiations with consultants and contractors to achieve the milestones of the projects.
- Assist Senior Project Engineers in monitoring the progress of all civil work constructions and make necessary recommendations to consultants and contractors involved in constructions to ensure that projects are completed on time, within budget and expected quality.
- Responsible to review the claims and variations submitted by contractors/consultants and to make necessary recommendations.
- Responsible for reviewing, checking and make necessary recommendations for Contractor's/Consultants/Suppliers Interim Payment Certificates.
- Assist in ensuring the overall quality of all of the civil construction works as per the quality parameters and procedures set out in the contract documents. Following the government and WB quality guidelines where necessary.
- Assist in practicing health and safety procedures in all aspects of civil construction works as set out in the contract documents and ensure those are fully adhered to the standards.
- Assist in the reviewing and evaluating all the engineering related surveys, soil investigations and make necessary recommendations.

- Assist in reviewing and ensuring all aspects of environmental management and monitoring plan measures are fully implemented, ensure associated reporting is completed, and minimize adverse environmental impacts during construction.
- Collaborating with the Project Engineers and Consultants provide guidance and trainings to contractors for practicing and interpreting relevant contract documents.
- Responsible to review the inception, progress reports submitted by Contractors and Consultants and provide necessary recommendations to Project Director.
- Responsible to participate for various project meetings such as, Progress review, project monitoring, audit and assist in preparation of meeting minutes and other required documents therein.
- Assist project staff in all aspects of procurement, project management and contract management activities.
- Arranging awareness programs for project stakeholders.
- Undertake any other task assigned by the Project Director that deemed necessary for successful implementation of the project.

Reporting Mechanism

The Senior Technical Officer shall report to the Project Director/Senior Project Engineer on the status of the assignment on a regular basis.

Project Officer (PS 6)

The project officer will report directly to the project manager and assist with all aspects of the project from initiation to closure.

Scope of work

- undertake Project planning

- Analyze risks and opportunities
- Organize and motivate the project team
- Undertake project tasks as required
- Manage deployment of deliverables
- Ensure project deadlines are met
- Execute project administration
- Provide administrative support as needed
- Evaluate project performance
- Determine project changes
- Manage project documentation and reporting
- Track budget, activities, progress, etc.
- Organize meetings
- Take meeting notes
- Coordinate resources

Reporting Mechanism

The Project Officer shall report to the Project Director on the status of the assignment on a regular basis.

Project Officer (M & E) (PS 6)

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the M&E plan
- Support the IT expert in setting up program monitoring systems for activities and results and ensure the accuracy of data

- Monitoring and Evaluation of progress and performance against planned work
- Plan for and manage periodic evaluation activities for the project
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action
- Work closely with the MoH across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director/ M& E Specialist
- This TOR is subjected for revision from time to time.

Reporting Mechanism

The Project Officer (M & E) shall report to the Project Director/M & E Specialist on the status of the assignment on a regular basis

Procurement Officer (PS 4)

Procurement Officer will implement the organization's Procurement Plan prepared in accordance with the project's/ MoH's Procurement and Supply Management Plan submitted to World Bank and Ministry of Finance.

Scope of Service

- Responsible for calling for quotations, supplier analysis, negotiations, payments, Technical Evaluation Committee (TEC) reports, Procurement Committee documentations and approvals for purchases / imports etc.
- Execution of the procurement of medical equipment, health products, goods and services including consultancy services, civil works, non-health products and non-health equipment complying with the World bank guidelines and Ministry of Finance regulations on procurement.
- Preparing the necessary documentation for procurement e.g., bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures.
- Ensuring that all procurements are according to World Bank guidelines.
- Supporting the TEC by assisting in preparation of the TEC reports in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and assist in ensuring the meeting minutes and documentation are available.
- Monitor the procurement activities of the PPC, Ministry Procurement Committee (MPC) and Regional Procurement Committee (RPC) for compliance.
- Maintain Assets Register (current and fixed assets) of all purchased items with relevant details of assets and inventoried items.
- Preparation of contractual agreements with the Medical Supplies Division, MoH; National Medicines Regulatory Authority (NMRA) and other relevant organizations.

- Submit frequent (weekly) analysis reports with the procurement status (including order placement, delivery and payment settlement details etc.;;) to Project Manager and Project Accountant.
- Take urgent actions to inform Project Manager upon any deviations, delays and any other issues.
- Coordinate procurement including order placement, continuous review and on timely clearance upon arrival.
- Maintain effective coordination with suppliers and service & maintenance agents, and ensure the goods/orders are delivered on time to the correct locations as per the instructions issued.
- Coordinate and take necessary action with regard to payments and settlements of all the procurement related work with the Project Accountant, Finance Supervisor and Finance Assistant of the project.
- Coordinate with PCMU Officials for effective implementation of procurement work.
- Assist/support other World Bank projects of the Ministry of Health, if and when required.
- Any other tasks related to procurement designated by the Project Manager which may arise out of the course of business

Reporting Mechanism

The Procurement Officer shall report to the Project Director/Procurement Consultant on the status of the assignment on a regular basis.

Project Secretary (PS 6)

- Coordinate with relevant departments of the Ministry of Health, Provincial Health Departments, Ministry of Finance, Consultants and any other stakeholders of the Project.
- Receive attend and scrutinize telephone calls directed to Project Director.
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project
- Providing secretarial services as required by Project Director (i.e. write correspondence, phone calls, reports, maintenance and re-retrieval of documents related to project and sub projects, etc.)
- Maintaining minutes of the meetings.
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PCMU.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log.
- Arrange advances and settlements of advances of Project Director.
- Organize travel arrangements and hotel bookings for staff and visitors.

Any other duties and responsibilities assigned by the Project Director/Deputy Project Director

Reporting Mechanism

The Project Secretary shall report to the Project Director/Procurement Consultant on the status of the assignment on a regular basis.

Finance Officer/Supervisor (PS 6)

Finance Supervisor will be coordinating donor requirements, project implementation work and coordinating with the MoH to provide detailed financial analysis, report creation, budget management, performance tracking and value-added analysis for the budget and financial performance of the Grant. In addition, he/she will be providing guidance to the Finance team of the project to ensure correct financial management of the project and accurate and timely reporting of financial information.

1. Coordinating donor requirements:

- a. Assist in preparation of reports to be submitted to the World Bank, Progress Update (PU), Disbursement Request (DR), Annual Financial Report (AFR), Cash Forecast and Variance Analysis Report.
- b. Assist to prepare responses to the queries arising from different levels of reviews of the project.
- c. Assist the Project Accountant in any issue that may arise during project implementation.

2. Project implementation:

- a. Ensure timely disbursement of funds to implement project activities.
- b. Support all financial monitoring systems, budget monitoring, preparation of monthly expenditure and allocation reports.
- c. Vigilantly check all-payment vouchers, settlement vouchers, journals, receipts, bank reconciliations and supporting documentation etc.

- d. Manage the fixed assets register (both soft and hard copies).
- e. Check completeness of account books of the Grant.
- f. Assist in the preparation of final financial accounts, annual financial statements for Auditors (including the Auditor General's Department).
- g. Assist the Project Accountant to answer relevant audit queries.
- h. Regularly update the procurement list and the commitment schedule.
- i. Furnish financial information requested by different stakeholders during project implementation.
- j. Monthly preparation of bank reconciliations and submitting to Ministry of Health before 15th day of the following month.
- k. Encash cross-cancelled cheques from the bank and handover the cash to the relevant parties.
- l. Maintain the petty cash flow and update the register on daily basis (need to balance daily).

3. Coordination with the Ministry of Health:

- a. Monitor and ensure accuracy of all documents, advance settlements/bills before data entering into the Government Reporting System (CIGAS).
- b. Verify the completeness of account books.
- c. Assist in the preparation of periodic financial progress reports for the Ministry in compliance with the Government regulations.

4. Other:

- a. Attend as a member of the Bid Opening Committees and Bid Evaluation Committees (Technical Evaluation Committees).
- b. Assist/support other World Bank projects of the Ministry of Health, if and when required.
- c. Any other Project related activities entrusted by the Supervising Authorities.

Reporting Mechanism

The Internal Auditor shall report to the Project Director/Finance Manager/Project accountant on the status of the assignment on a regular basis