

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Republic of Marshall Islands

Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR)

Grant No.: D322-MH

Assignment Title: FINANCE OFFICER/ASSOCIATE

Reference No.: MH-DIDA-72822-CS-INDV

The Government of Republic of the Marshall Islands has received financing from the World Bank toward the cost of Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include the BEFR Finance Officer/Associate who will support the preparation and implementation of the Project. The assignment is expected to start in February 2019. The detailed scope of services is indicated in the attached TOR.

The Ministry of Finance through the Division of International Development Assistance (DIDA) now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (to attach cover letter and curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

Mandatory

- Associate degree in accounting/finance or equivalent field;
- Minimum of 2 years' experience working as an accountant or bookkeeper;
- Ability to communicate effectively, orally and in writing in English;
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;
- Ability to establish and maintain effective working relationships with employees, other departments, vendors and the public;

Desired

- Bachelor degree;
- Relevant and recognized professional accounting qualifications;
- Experience in a donor funded project or organization.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers, July 2016 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by 21 December 2018. The email subject line should state: "Finance Officer/Associate - full name of the candidate".

Procurement Adviser

Email: proc_advice_rmi@yahoo.com

Phone No. +6926255968

And cc the following:

Director of DIDA

mtarbwilin@gmail.com

Phone No. +6926255968

Republic of the Marshall Islands
Ministry of Finance
Terms of Reference
Individual Consultant

Title:	Finance Officer/Associate
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	12 months, subject to extension
Tentative State Date:	February 1, 2019

I. Background

The Government of the Republic of Marshall Islands (RMI) receives financing from the World Bank to support development activities within the RMI. The current and pipeline portfolio includes projects in the sectors of energy; fisheries; information and communication technologies; public financial management strengthening, maritime, and health, education and social welfare. To support the preparation and implementation of World Bank financed projects, the Government of RMI is strengthening its capacity in core cross cutting functions including financial management, environmental and social safeguards and procurement by establishing a central implementation unit within the Department of International Development Assistance (DIDA). The activity hopes to sustain the creation and development of local financial management practitioners in the country. To this end the Government of RMI is seeking to engage a Finance Officer/Associate to support the World Bank portfolio.

II. Scope of Work

The Finance Officer/Associate will be responsible, under the direction of the Finance Manager, for providing accounting and other finance related support and technical assistance to the individual Implementing Agencies (IA) involved in the World Bank portfolio in RMI. This will be undertaken in compliance with the applicable WB Financial and Procurement Guidelines/Regulations, the provisions of the Legal/Financing Agreements, and the National Government laws and regulations.

Reporting through the Finance Manager, the Finance Officer/Associate will be expected to carry out the following activities but not limited to:

- Maintaining day-to-day project financial transactions;
- Preparing payment requests for project contractors and service providers and ensure they are duly authorized and approved to facilitate prompt payments and fulfilment of contract requirements;
- Overseeing payment requests process to ensure timely release according to vendor and contractor payment terms;
- Maintaining proper filing system and registers for all contracts (including consultants) to monitor contract payments and the outstanding commitments;
- Coordinating with Project personnel, such as project managers, other consultants, and DIDA office staff, to process purchase requisitions and Travel Authorizations for project related expenditures;
- Ensuring all monthly recurring project expenditure payments are processed on a timely manner;
- Coordinating with other project implementing agencies upon acquittals of any reimbursements related to project by verifying submitted supporting documentations if allowable per project's legal agreements;
- Maintaining appropriate financial records and documentation of all project income, expenditures and other transactions that meet donor and audit requirements;

- Updating project expenditures listing on a timely manner;
- Preparing World Bank Programs Bank account reconciliation quarterly;
- Assisting Financial Manager in preparing withdrawal applications and other accompanying documentation as required for periodic replenishment of the Designated Account;
- Other duties applicable to the proposed project as delegated by DIDA specifically.

III. Qualifications and Experience

Mandatory

- Associate degree in accounting/finance or equivalent field;
- Minimum of 2 years' experience working as an accountant or bookkeeper;
- Ability to communicate effectively, orally and in writing in English;
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;
- Ability to establish and maintain effective working relationships with employees, other departments, vendors and the public;

Desired

- Bachelor degree;
- Relevant and recognized professional accounting qualifications;
- Experience in a donor funded project or organization.

IV. Duration, Location, conditions

The duration will be for 12 months with the opportunity to extend based on performance and the approval of financing from the World Bank. The position would be subject to a probationary period of three (3) months. The position is a full-time position to be located in Majuro, Republic of the Marshall Islands.