Government of Pakistan
Ministry of Federal Education and Professional Training (M/o FE&PT)
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TERMS OF REFERENCE / JOB DESCRIPTIONS

Title of Post	Terms of Reference / Job Descriptions
Program Coordinator (PPS-11)	• Manage the project resource effectively and effectively to ensure that the project goals are met • Ensure effective coordination and liaison with World and the Ministry of Federal Education • Lead the Project toward its desired conclusion and end and ensure that targets are met • Monitor and evaluate progress against predetermined indicators and benchmarks • Ensure financial prudency and transparency managing in the financial resources entrusted to the project
Coordinator/ Expert - Academics (PPS-10)	• Proactively coordinate with all stakeholders in finalizing the academic content, video lectures to be run on the new TV channel • Understand and identify well-in-advance the key requirements for having complete set of lectures and videos, and ensure that these requirements are communicated with relevant stakeholders for timely preparation of lectures • Keep track of schedules, and maintain a repository of educational content, and highlight any gaps • Provide support to any additional tasks that the Ministry identifies and assigns in terms of content and academic requirements • Closely work with Coordinator Editing for any last-minute changes and work with the team and assigned personnel to ensure smooth working
Coordinator Administration and Procurement (PPS-10)	• Ensure timely procurement and arrangement of all human and equipment resources • Work closely with the Ministry, NDMA, or any other stakeholder to understand the requirements and work to provide them full facilitation • Support Ministry of Federal Education and Professional Training (MOFEPT) in undertaking all procurement related functions • Ensure compliance with: (i) World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated July 1, 2016 (revised in November 2017, August 2018 & November 2020); • Seek familiarity with and ensure strict adherence to World Bank's Anti-Corruption Guidelines, dated October 15, 2006, revised in January 2011, and as of July 1, 2016 and develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process. Support the organization in the use of Systematic Tracking of Exchanges in Procurement (STEP) to plan, record and track all procurement transactions; • Receive and reviews Purchase Request (PR), in accordance with the project's Procurement Plan, from various wings and field offices and facilitate the preparation of Terms of Reference (TOR), Specifications, Selection Criteria etc. by the respective end-users; • Assist technical teams of Ministry with development of generic and policy compliant TORs and specifications; as relevant. • Conforming to Bank's Procurement Regulations, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.

	• To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program. • Support Ministry in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements • To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant specialist. • To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and Contract Roster • To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process. • Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle. • Assist Ministry to prepare an action plan to incorporate embed World Bank's and government's commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under Project. • Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any; • Address all matters associated with procurement of goods/services e.g. taxation, duties clearance; • Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster; • Act as key liaison person in coordinating capacity building initiatives; • Design/ update and facilitate the management of the overall procurement management record and filing system; • Liaise and coordinate with the World Bank and its supervision missions; • Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design; • Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders; • Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts; • Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle; • Responds adequately and timely to audit queries; • Provide administrative supervision and full-spectrum coordination for smooth delivery of all programs • Proactively coordinate to identify needs and put in place a coordination mechanism to facilitate all stakeholders • Any additional task assigned by the Ministry

Coordinator Communication (PPS-10)	• Dissemination of knowledge, activities and progress through
	  • Management of social, electronic and print media networks
	  • Printing and publication of reports, briefs and other publishable material related to the project

Coordinator/ Expert - Monitoring and Evaluation (PPS-10)	• Develop quantitative and qualitative tools for data collection • Design and implement the monitoring and evaluation framework for the PREP project • Maintain integrity and completeness of data collected • Produce evaluation reports of impact and field visits to be reviewed by management • Evaluate progress and target completion
Coordinator Gender (Social & Environmental Safeguards) (PPS-9)	• Finalize project implementation documents, including the Project Operations Manual, and E&S documents such as the ESMF and ensure timely delivery of outputs in line with these, in consultation with experts from government/ and relevant stakeholders. • Work as the focal point for World Bank within the project PMU to provide assistance, guidance and counsel on necessary requirements of environment and social compliances and gender within the project as per World Bank guideline • Prepare internal environmental and social guidelines on implementation, monitoring and reporting of environmental information required by various environment risk management instruments; • Assist PMU/MOFEPT in identification, planning, preparation and implementation of project on aspects of environmental and social sustainability and risk management; • Assist PMU/MOFEPT to maintain and implement the ESMF, Environmental and Social Commitment Plan (ESCP) and Stakeholder Engagement Plan (SEP). • Ensure implementation of mitigation measures proposed in ESMF; including ensuring good sanitation and hygiene of schools, proper management of chemicals such as cleaning materials and wastes, inclusion of vulnerable social groups as well as implementation of infection prevention and control measures to respond to COVID-19; • Coordinate with provincial governments and provide necessary guidance for implementation of environmental and social mitigation measures, monitoring and reporting at provincial and school level as per ESMF; • Undertake regular environmental and social monitoring and supervision to oversee the project ESMF implementation at Project sites and prepare the environmental compliance reports with collecting necessary inputs from provincial governments. This report will give a status of ESMF implementation at the Project sites; • Provide necessary technical support to PMU/MOFEPT to develop a practical, relevant and effective GRM, make GRM system function and address complaints including issue on gender-based violence; • Undertaking field visits to review environment and social compliance status of contractors, and to ascertain if the Grievance Redress Mechanisms established for the project are functioning appropriately and the project schemes are implemented in an environmentally sustainable manner; • Liaise with EPA and other relevant federal/provincial authority to seek guidance on environmental and social issues related to the project on necessary basis; • Collate appropriate performance and monitoring indicators to input into the M&E framework of the project, as well as provide inputs for various evaluations/studies related to the project; • Undertake capacity building and awareness raising activities for the PMU/MOFEPT staff, provincial governments, school staff, contractors, students and other stakeholders. • Manage responses to E&S related incidents and major non-compliance issues with permits, safeguards instruments, State or National laws and/or WB ESS; • Any other important task related to the topic/theme, deemed important by PMU.

Financial Management Specialist

OBJECTIVE & RATIONALE

MoFEPT intends to hire an experienced and qualified professional for the position of **'Financial Management Specialist (FMS)'** to manage the financial management matters of three World Bank financed and administered project/program[1], and provide overall financial management support to MoFEPT. FMS will provide overall financial oversight including developing, guiding and directing financial management and accounting systems. S/he will be responsible to maintain adequate financial management system and generate timely financial reports for decision making of the three project/program and for the MoFEPT. FMS will ensure compliance with the financial management provisions of the legal agreement between the Government of Pakistan and the World Bank.

SPECIFIC TASKS AND RESPONSIBILITIES

General Management and Leadership

- Liaise with the World Bank on all aspects of project's financial management.
- Lead capacity building activities in the area of financial management under the project to capacitate MoFEPT accounting staff with the PFM reforms in MoFEPT and the Bank's fiduciary guidelines and policies and procedures.
- Conduct trainings for the project staff and MoFEPT on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the Coordinator with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- Assist the Procurement Specialist in designing job descriptions for staff in Finance team of project and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government, as adopted by provincial Government.
- Maintain liaison with the bank where the assignment account is opened or to be opened.
- Participate in Project Steering Committee meetings and activities; assist/advise the Coordinator in all financial matters as and when required.

Budgeting and Planning

- Overall responsible for implementation and achievement of FM related Disbursement Linked Indicators in coordination with relevant government/provinces departments/divisions.
- Assist Coordinator in preparation of annual work plans; and on the basis of which prepare annual Cash Plans.
- Assist Coordinator, by all means, in the approval of annual work plan from the Project Steering Committee.
- Prepare report on monthly financial progress of the project for the attention of the Coordinator and further discussions.
- Upload annual budget of the project/s on National FMIS (FABS); compare actual performance against the budget and underline weak performing areas for attention of Coordinator.

[1] Pandemic Response Effectiveness in Pakistan Project, Actions to Strengthen Performance for Inclusive and Responsive Education Program, and COVID19 Response, Recovery and Resilience in Education Project

- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project/s in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Ensure timely releases of funds from Finance Division for Project/Program and Grants to Provinces
- Liaison with Planning Commission, Accountant General Pakistan Revenues and Finance Division in connection with budget, releases, disbursement and other issues of financial management.
- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Internal Controls

FMS will perform internal control assessment of the project/program and will identify/define key controls. The FMS will be responsible for designing and maintaining internal control system as per COSO framework. FMS will develop control matrix and identify control owners to ensure effective controls are implemented in respective areas. FMS will assess the need of other monitoring controls, such as internal audit and suggest it to the management accordingly.

Expenditure/Payment Processing

- Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Prepare request for payment and forward to Coordinator for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded Coordinator's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts *(both in Pak Rupees and US$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.

- Maintain FABS (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General Pakistan Revenues on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to Coordinator for approval prior to making any payment under salaries.
- Ensure that the fixed assets and inventory records are maintained for the project identifying location and user of each asset/inventory and arrange for the annual and periodical inventory of the assets/consumables.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- Prepare quarterly financial reports and submit to Coordinator and Bank in a timely fashion for review and approval.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreements and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS 'Financial Reporting under Cash Basis of Accounting'.
- Prepare Annual financial statements of the three project/program and submit for review and approval to Coordinator.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate Coordinator in decision-making process.
- Ensure that all government financial reporting requirements are complied with:

    a. specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
    b. Schedule of Cheque to be prepared, submitted to Coordinator for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
    c. Statement of Receipts and Payment as per CoA prepared and submitted to Coordinator.
    d. Prepare Disbursement Estimates (Budget and Revised) on EAD format and submit to relevant Government Departments for onward submission to EAD on annual basis.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of Auditor General of Pakistan and that audit is periodically conducted.
- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of MoFEPT in settling audit observations.
- Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

QUALIFICATION AND EXPERIENCE

- ACA, ACMA, ACCA, MBA (Finance), Masters in Accounting and Finance, or MS Finance, M.Com.
- 10 years' relevant post-qualification experience in financial management, including minimum 5 years' experience of working in Foreign-Aided Development Projects in a similar role.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff.
- **Communication Skills:** Well developed written and oral communication skills.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances and stress. Works and lives with a flexible, adaptable and resilient manner.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.
- **Knowledge and skills**: knowledge of government and the Bank policies and procedures
- Command on English and Urdu desirable

REPORTING

FMS shall report to the Coordinator.

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