

**Terms of Reference for
National Immunization Support Project (NISP)
Financial Management Specialist-Consultant**

Background

National Immunization Support Project (NISP) is a five year (31st August 2016 to 31st Dec 2021) Project. The project aims to support the Pakistan national EPI to immunize all children below 23 months against eight vaccine preventable diseases. Children under two years of age in Pakistan are to be the primary beneficiaries of NISP – particularly children in the lowest wealth quintiles in which immunization coverage is lowest. In addition, children aged under 5 years are targeted during Pakistan’s supplementary immunization activities (SIAs) for polio and under 10 years for measles. The success of these activities depends substantially on the presence of a strong routine immunization system. Children aged under 10 years are thus secondary beneficiaries under the project. Pakistan is one of the last two countries globally in which polio is endemic. This project aims to strengthen EPI in Pakistan at the critical endgame stage of polio eradication, and therefore its ultimate beneficiaries also include all children globally.

Core EPI Program activities include provision of immunization services, management and operational support, the purchase and supply of vaccines, maintenance of an effective vaccine supply chain, surveillance for outbreaks of vaccine-preventable diseases and demand generation. EPI services are provided almost exclusively through the public health delivery network through fixed centers and outreach and mobile services. Centers manned by vaccinators have been established in health facilities supported by facility staff; vaccinators with lady health workers (LHWs) undertake outreach services.

The Federal and Provincial governments have prepared and endorsed the 2014-18 National Comprehensive Multi-Year Plan (cMYP) for the Pakistan National EPI Program, which outlines a new resolve to improve program performance and rebuild the system. The cMYP envisages a) Enhancing equitable coverage of immunization services, b) Strengthening routine immunization and c) introducing a systems strengthening approach.

OBJECTIVE OF CONSULTANCY

The objective of the consultancy is to ensure that National Programme Manager Federal EPI shall maintain a financial management system and prepare financial statements (“Financial Statements”) in accordance with consistently applied accounting standards acceptable to the Bank and Government, both in a manner adequate to reflect the operations, resources, and expenditures related to the Project

Number of Position: 1

Location: . (EPI- Baluchistan)

SCOPE OF WORK

The Financial Management Specialist will be responsible to maintain financial records, to provide timely financial information to National/ Provincial Programme Manager and to ensure

- Ensure timely releases of funds from Finance Division/Departments for recurrent and development budget.
- Liaison at Federal and Provincial level with Planning and Development Department, CGA/AG, EAD and Finance Division/Finance Department in connection with Budget, releases, disbursement and other issues of project financial management.
- Prepare cash forecasts on quarterly basis in coordination with the project team and submit to the donor for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines
- 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.
- Ensure appropriate measures for refund of funds to World Bank (if required).
- Prepare necessary documentation and liaison with relevant department for closure of project account after closing date or grace period, whichever is later.

Expenditure/Payment Processing

- Develop FM policy framework for EPI is available at national or provincial level.
- 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 accounts 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.
- Ensure that only eligible payments are forwarded for Project Director'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

- Ensure that expenditure at Federal, provincial and district level are recorded at the DDO level.
- 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 and CGA's approved Financial Management Manual.
- Maintain PIFRA SAP R/3 (National FMIS) software being implemented at the project.
- Oversee the process of entering transaction level data in National FMIS and generating vouchers from the system
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.

- b. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director

Internal Controls:

Strengthen internal control practices of EPI cell. Develop control matrix and ensure effective controls are implemented in respective Federal and Provincial EPI cells.
Ensure regular reconciliation for fixed assets and vaccines.

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 Bank
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan.
- 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 NATIONAL PROGRAMME MANAGER in meeting audit objections.
- 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

- Nationally/ internationally recognized Professional accounting qualification/certification (ACCA/CA/ICMA) or Master degree in finance and accounting.
- 10 years experience including minimum 5 years' relevant experience with World Bank / ADB in areas of financial management, audit or accounts, after acquiring stipulated qualifications
- Good communication skill and have experience of working with Finance Department, Auditor General Office, Office of Accountant General and Planning Department.
- Prior experience of 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).

CONTRACT DURATION

The consultant shall be hired initially for a period of 6 Months extendable to the life of the project based on satisfactory performance.