

Terms of Reference (TOR)

Financial Management Specialist (Local) (C 4.2) For Myanmar Telecom Sector Reform Project

BACKGROUND

The Government of Myanmar has applied for support from the World Bank or International Development Agency (IDA) for the Telecommunication Sector Reform project. The project development objectives are to:

- (i) improve the enabling environment for the telecommunications sector and extend coverage in selected remote pilot locations; and
- (ii) establish priority eGovernment technological foundations and institutional capacity for Government to embark on its public sector reform program

The Project takes an integrated approach to the development of the ICT sector in Myanmar. It has four substantive and interrelated components. Creating an enabling policy, regulatory and legal environment will facilitate the establishment of a competitive telecommunications market. This will lead to an expansion of good quality and affordable communications in Myanmar. Institutional reform of the Government-owned incumbent, Myanmar Post and Telecommunications (MPT), will enable appropriate separation of the policy and operational functions of the Government, facilitating the establishment of a level playing field in the sector. The development of a universal service strategy and implementation of pilots will ensure the expansion of services to extremely remote communities. Finally, the establishment of key priority eGovernment foundations will allow for common technical horizontal/shared services that government agencies will have access to in order to facilitate the use of ICT for governance reforms and public sector modernization.

The MCIT now proposes to hire a Financial Management Specialist to work in the project.

OBJECTIVE AND SCOPE OF SERVICES

The Financial Management Specialist (FMS) Consultant will be a member of project management and implementation team. The main objective of the FM service is to provide financial management support, directly reporting to the Project Director (PD). His/her duties will be to have overall financial management responsibility for the project; ensuring that the project has a satisfactory and adequate FM system; is able to prepare accurately record accurately all transactions undertaken by the project; prepare timely and accurate financial reports for the projects. Specifically his/her tasks will include but not be limited to the following:

- Providing support and sound technical advice to PD on all aspects of finance, internal control and accountability.
- Supervising all budget preparation and implementation, finance reports and accounts recording required under the project are actually carried out in timely manner and provide guidance to the project on same.

- Ensuring timely and efficient administration of allocated funds in accordance with the approved work plans and the applicable financial regulations, rules and resolutions. Also monitor to ensure smooth flows of funds from Bank to the project and recommend improvements where required, also ensure that appropriate procedures are followed.
- Assisting with the preparation of the annual and quarterly disbursement forecasts.
- Assisting with the preparation of the projects consolidated financial reports for inclusion in the Financial Statements and Reports to be submitted to Project Steering Committee, PD and the World Bank as per the terms of the Financing Agreement.
- Assisting the PD to implement and update the project implementation manual (PIM) incorporating all financial control and segregation duties for the project activities related to financial transactions and reporting.
- Oversee the preparation of an IT needs assessment considering user requirements and specifications for an FMIS system for the medium term that is aligned with what is planned for computerization under the broader PFM reforms. It is expected that at least initially the accounting for the project itself can utilize the existing manual systems. However, it is likely that some PC's and standard office software will need to be procured.
- Carrying out assessments and provide necessary advice and guideline to PD on financial management capacity of the other institutions that are proposed to receive any funds flow from the project under non consulting services for the purpose of the project.
- Assessing the need for additional financial monitoring reports under the project, and track project progress in relation to overall budget allocations and spend under each components/subcomponents.
- Continually assess fiduciary risks and report any concerns to the PD.
- Assisting the PD to ensure compliance with the laws, rules and regulations of the concerned Ministries, Governments and the Financing Agreement with the World Bank.
- Supervising the work of other personnel to be engaged for dealing with financial matters of the project.
- Carrying out training needs assessment for MCIT/PTD FM staff, develop a training program and help train the staff as part of the capacity development of MCIT/PTD.
- Preparing or ensuring that the required annual financial statements are prepared and liaising with Office of the Auditor General of the Union to ensure the audit of project are done on timely basis and copies submitted to the Bank.

QUALIFICATIONS and SKILLS

Financial Management Specialist (FMS):The FMS should be a qualified Accountant (CPA or ACCA) experienced in a supervisory position on financial management in any government/semi government organization or development projects. The FMS should have IT knowledge including thorough understanding on government accounting, budgeting and auditing system.

- Knowledgeable in Government of Myanmar (GOM) budgeting, fund release and reporting formalities, World Bank's financial management and disbursement procedures.

- Have had hands on experience in MS office and economic accounting software available in the market.
- Proven track record of ability to design accounts hierarchy table and development of charts of accounts.
- Strong organizational and planning skills with ability to work independently as a team player and under stress.
- Strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
- Ability to develop financial management guidelines and impart training to the project staff on financial management system.