

TERMS OF REFERENCE

for Accountant (1 position)

**for the Agriculture Resilience and Competitiveness Project (ARCP)
and
the Sava and Drina Rivers Corridors Integrated Development Program (SDIP)**

Introduction

Projects to be covered by the Consultancy Contract

I Agriculture Resilience and Competitiveness Project (ARCP)

Government of Bosnia and Herzegovina (B&H) has signed Loan Agreement with the World Bank for Agriculture Resilience and Competitiveness Project. The Project objective is improve agriculture resilience and increase its competitiveness in EU market accession process.

Total value of the Project is 61.4 million EURO, funded from the loan of International Bank for Reconstruction and Development - IBRD.

The Project has four components:

Component 1: Enhancing Public Support for Resilience and Traceability

Sub-Component 1.1: Enhancing Agriculture Information Systems

Sub-Component 1.2: Supporting Climate-Resilient Agriculture

Component 2: Improving Agriculture Productivity, Adaptation to Climate Change, and

Enhancing Linkages with Markets

Sub-component 2.1: Strengthening Value Chains and Developing Productive Partnerships

Sub-component 2.2: Improving Irrigation and Drainage Systems for Climate Change

Adaptation

Component 3: Enhancing Food Quality and Safety

Sub-component 3.1: Food Quality and Safety Standards

Sub-component 3.2: Information Technology (IT) Systems for Food Safety Enhancement

Component 4: Project Management

II Sava and Drina Rivers Corridors Integrated Development Program (SDIP)

Government of Bosnia and Herzegovina (B&H) has signed Loan Agreement with the World Bank for the Sava and Drina Rivers Corridors Integrated Development Program. The Project objective is to strengthen transboundary water cooperation and improve navigability and flood protection in the Sava and Drina Rivers Corridors. (Phase I of the Program).

Project comprises of 4 components as follows:

Component 1: Integrated Management and Development of the Sava River Corridor

Subcomponent 1.1: Flood protection and environmental management

Subcomponent 1.2: Waterway improvements

Component 2: Integrated Management and Development of the Drina River Corridor

Subcomponent 2.1: Flood protection and environmental management

Subcomponent 2.2: Integrated development of Drina watershed

Component 3: Project Preparation and Management

Subcomponent 3.1: Project preparation

Subcomponent 3.2: Institutional strengthening and project management

Component 4: Regional Activities

III Scope of work

The Accountant will have the following duties and responsibilities:

- Coordination and following up on activities with commercial banks as part of projects; preparing reports as required by the Government of the Federation of Bosnia and Herzegovina, the World Bank and other project financiers;
- Preparation and processing of accounting and bookkeeping documentation;
- Management of the incoming invoice books and control of invoices upon receipt, processing and payment, keeping records of payment requests. Keeping monthly records of invoice payments per project;
- Preparation of data and documents for audit purposes;
- Archiving and storage of documentation;
- Correspondence with institutions (Federal Ministry of Finance, Ministry of Finance and Treasury of BiH, Tax Administration of FBiH, Federal Statistical Office, Cantonal Health Insurance Institutes, Federal Pensions Institute, local banks, World Bank);

- Management of PIU operating costs for projects implemented by PIU:
 - Processing and payment of consultants fees and the related expenditures, calculation of tax expenses, sick leave, etc.
 - Processing of tax obligations and preparation and delivery of required forms to the Tax Administration of FBiH
- Collection, delivery and updating of data on:
 - Payment of PIU's current obligations
 - Management of cash registers, cash transactions, preparation of cashier's reports, processing and payment of consultants fees, travel expenses
 - Preparation of semiannual and annual accounts, quarterly Information on Project/Programme (IP forms – PIMIS)
- Staying up-to-date with and application of regulations from the scope of accounting. Interpretation of obligations and rights related to tax allocations, benefits, use of sick leave and vacations. Staying up-to-date with regulations, amendments in regulations in the field of finance and labor law, following up on amendments in regulations and laws in the Official Gazette of the Federation of Bosnia and Herzegovina, keeping informed about consultancy services in the field of finance, labor and social policy, such as Revicon, Tax Advisor. Familiarity with local and international legal regulations on financial operations and on keeping business books and accounting documents, familiarity with tax regulations and internal regulations;
- Preparation of documentation and request for VAT refund;
- cooperation with local banks;
- Attending relevant seminars in the field of finance and labor law;
- Archiving and maintenance of financial and non-financial documentation;
- Other related tasks identified by the Project Coordinator and Financial Management Specialist.

III Duration

The Accountant will be hired for the period until December 31, 2025, with the possibility of extension until the day the civil servants start working in the Ministry's organizational unit for project management tasks.

IV Experience and Qualifications

- A minimum of a Bachelor's degree in Accounting, Finance, Economics or Business Administration;
- Professional accounting/auditing certificates would be considered an advantage;

- Minimum 5 years of relevant professional experience in accounting and finance;
- Proficiency and experience in Project financial management including budgeting, accounting and audit;
- Good understanding of Government financial management regulations;
- Knowledge and experience with financial management procedures under World Bank-financed projects for loans will be considered an advantage;
- Demonstrated ability to work in a team;
- Proficient computer skills (MS Office);
- Excellent written and verbal communication skills in Bosnian and English;
- Ability to work under pressure and meet deadlines.

V Reporting

The Accountant is subordinate to and will report to the Financial Management Specialist and Project Coordinator.

VI Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

VII Selection method

The Consultant will be selected in accordance with the Limited Competitive Selection of Individual Consultants as set out in the World Bank's Procurement Regulations. The type of contract will be time-based contract.

The candidates will be evaluated applying the following evaluation criteria:

- Qualifications and Competences relevant to the assignment (40 Points)
- Specific experience and skills relevant to the assignment (60 Points)

The application for the Public Call, which includes the submission of a Motivation Letter and a Curriculum Vitae, should be sent to the following address:

Federal Ministry of Agriculture, Water Management and Forestry

Hamdije Čemerlića 2

71 000 Sarajevo

With the mandatory note: For the Public Call _____ (insert the full title of the project being applied for)

The deadline for submitting applications is fifteen (15) days from the date of publication of the Public Call in the daily newspaper "Oslobođenje."