

Terms of Reference
for Financial Management Specialist
for
the Agriculture Resilience and Competitiveness Project (ARCP)
and
the Sava and Drina Rivers Corridors Integrated Development Program (SDIP)
(1 position for both projects)

Introduction

The Consultancy Contracts for Financial Manager Specialists shall include the following two projects:

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 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

Agriculture Resilience and Competitiveness Project - ARCP and The Sava and Drina Rivers Corridor Integrated Development Program - SDIP

The Financial Management Specialist will have the following duties and responsibilities:

- Assist the PIU management staff in carrying out financial management tasks essential for the successful implementation of the project;
- Contribute to the planning and budgeting process of the Project, compiling related financial forecasts and analyses;
- Prepare the annual budget for the Project and assist in the preparation of the annual work plan;
- Collaborate with the Ministry's finance and accounting department to establish and maintain the required financial management systems;
- Execute all necessary tasks related to planning, disbursements, payments, accounting, and financial reporting in coordination with the Ministry;
- Act as a support and reference point for all financial management tasks related to the Project;

- Oversee all financial aspects of the Project and provide timely administrative and financial information to the PIU Head/Project Coordinator and staff;
- Set up and maintain disbursement arrangements for the Project, ensuring compliance with IBRD procedures;
- Manage the Designated Account, conducting regular bank reconciliations and ensuring timely availability of loan proceeds;
- Prepare Withdrawal Applications and ensure compliance with Disbursement Guidelines and Financial Information Letter;
- Prepare Review and process payment requests for project-related expenditures in collaboration with the PIU Head/Project Coordinator;
- Verify that invoices and supporting evidence comply with contract terms before processing payments;
- Maintain accurate accounting records and systems, ensuring they are up to date;
- Prepare quarterly Interim Unaudited Financial Reports (IUFRs), including monthly, bi-annual, and annual cost accounting statements;
- Develop and implement internal control rules and regulations, updating the Financial Management sections of the Project Operations Manual as needed;
- Manage the preparation of the personnel payroll for consultants hired under the Project;
- Establish and maintain communication with auditors during the annual audit of the Project, reviewing and addressing audit observations;
- Review the financial aspects of bidding documents and provide input for the preparation of contract payment terms, ensuring conformity with the project budget;
- Undertake any other activities related to the implementation of the Projects as assigned by the PIU Head/Project Coordinator.

Reporting obligations

The Financial Management Specialist will be responsible for generating quarterly financial reports, semi-annual progress reports, annual budgets, and work plans, alongside providing ad hoc financial analyses and reports as necessitated by the project's demands.

IV Experience and Qualifications

- University degree or equivalent Diploma in Economics, Business Administration, Finance, Accounting; Master degree would be considered an advantage
- Professional accounting/auditing certificates would be considered an advantage
- Minimum 5 years of relevant professional experience in finance and accounting
- 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 credits will be considered as 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 Duration

The financial management specialist 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.

VI Input by the Ministry

The Ministry will provide the Financial Management Specialist with access to any documentation and information necessary for the performance of his / her tasks.

VII 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.

VIII Selection of Consultant

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."