

TERMS OF REFERENCE AND SCOPE OF SERVICES

Macedonia Social Insurance Administration Project (SIAP) and Social Services Improvement Project (SSIP)

Financial Officer

I. OVERVIEW

The Government of the Republic of North Macedonia has received Loans from the International Bank for Reconstruction and Development, for implementing the Macedonia Social Services Improvement Project (SSIP) and the Macedonia Social Insurance Administration Project (SIAP).

The SIAP project activities will address specific functional and technical areas within the administration of social insurance. The project will support the Government's efforts to continue the process of improving the quality of services delivered by the social insurance administration. The SIAP project will make investments in:

- (a) developing a central single unified registry of socially insured individuals (SURS)
- (b) improving the Pension and Invalidity Fund's (PIOM) capacity and business processes
- (c) establishing a Central Disability Certification Coordination Unit (CDCCU)
- (d) revising the list of hazardous occupations eligible for early retirement with extended service period (ESP), and,
- (e) supporting implementation of the legal and institutional framework for employment and professional rehabilitation of persons with disabilities.

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups. The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services. By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

II. OBJECTIVE OF THE ASSIGNMENT

Assisting the Financial Manager within the Ministry of Labour and Social Policy Project Management Unit (MLSP PMU) in performing all SIAP and SSIP financial related operations

III. SPECIFIC TASKS

The Consultant shall assist the MLSP PMU Financial Manager in performing the following tasks related to the SIAP and the SSIP:

- accounting and disbursement activities related to the SIAP and SSIP project;
- financial management functions, including financial reporting, disbursement, consolidation, budgeting, planning, accounting and auditing aspects of the SIAP and SSIP;
- ensuring that all projects transactions are recorded in the consolidated project's financial statements, meet the World Bank (WB), the Ministry of Finance and the Ministry of Labor and Social Policy (MLSP) financial requirements;
- establishing and maintaining close links with the National Bank of the Republic of North Macedonia (NBRM), Ministry of Finance and the Ministry of Labor and Social Policy and to ensure that all sources of financing are available for the project;
- preparing and submitting for approval to the Project Manager, MLSP and Ministry of Finance (MOF) all financial statements, budgets, financial projections, cash flow forecasts and all other Project reports as requested by the World Bank and the Macedonian Government;
- cooperate closely with the Project management Unit (PMU) Procurement Manager to ensure that all accounting, procurement and disbursement aspects are properly linked;
- preparing financial statements, budgets, financial projections and cash flow, as well as all project reports;
- in a cooperation with the Procurement Manager participate in the preparation of the annual work plans and budget formulation process with selected PMU staff and the loan end-users staff, and prepare final plans for approval by the Project Director, Project Manager and the Minister of Labor and Social Policy;
- ensuring that payments are made in a proper and timely manner, that all sources of financing are available for the Project and that a contract payments' monitoring system is operational, working in close cooperation with the procurement specialist;
- preparation of documents required for audit of the projects accounts;
- controlling incoming invoices and preparing documents for payments;
- keeping and updating accounting records, essential for the generation of reports;
- Any other activities in correlation with the implementation of the SIAP and SSIP project;

IV. REPORTING OBLIGATIONS

The consultant shall regularly debrief the Project Director, Project Manager and the and Financial Manager on the progress in respect to the contract obligations performed.

V. EXPERIENCE AND QUALIFICATIONS

- University-level degree in economics or similar;
- Minimum 2 years experience in accounting and finance ;
- Excellent verbal and writing communication skills in Macedonian and English.

VI. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT

The Consultant will be provided with suitable office space, appropriate equipment such as PC and printer.

Selection method and contract: The selection method is Selection of Individual Consultants and the contract shall be Time based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017 and August 2018, www.worldbank.org.

VII. DURATION OF ASSIGNMENT

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in Macedonia.

The contract for this assignment will be until April 30, 2023, subject to satisfactory performance during 6 months probation period. In addition a downstream work might be needed, subject to Client's business needs under the project and subject to consultant's satisfactory performance.