

**Terms of Reference**  
***Financial Management Specialist***  
***for***  
***Mizoram Health Systems Strengthening Project***

**Background**

The Department of Health and Family Welfare, Government of Mizoram is implementing Mizoram Health Systems Strengthening Project (MHSSP) with financial and technical assistance from the World Bank. The Project with support from World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram. The Project Management Unit (PMU) established under the Project Director is responsible for overall supervision, overseeing day to day project implementation and co-ordination with other stakeholder agencies.

**Project Objective**

The Project Development Objective (PDO) is “to improve management capacity and quality of health services in Mizoram.” The project aims to improve the quality of and access to health delivery system as well as strengthening of governance and management capacity. The project will target investments towards health facilities and interventions across the state over the five-year project duration. The project will accomplish these objectives through implementation of four components:

- I- Strengthen management and accountability through Internal Performance Agreements.
- II- Improve the design and management of the state health insurance programs
- III- Enhance the quality of health services and support innovations.
- IV- Contingent Emergency Response Component.

**Objectives of the assignment**

The objectives of the consultancy are to ensure that MHSSP shall maintain or cause to be maintained a financial management system and prepare financial statements (“Financial Statements”) in accordance with consistently applied accounting standards acceptable to the Bank, both in a manner adequate to reflect the operations, resources and expenditures related to the Project.

**Scope of Work**

The Financial Management Specialist will be responsible to maintain financial records, to provide timely financial information to PD and to ensure compliance with Government of Mizoram a) Financial Rules, b) Delegation of Powers c) Finance Department’s standing

orders/ instructions circulated from time to time and World Bank's Financial/ Procurement and Consultants Guidelines as referred to in the Finance and Project Agreement Devise and implement modern methods of financial management of project in line with the requirement of World Bank funded projects.

### **Duties of Assignment / Deliverables**

The Financial Management Specialist shall be responsible for Specific Tasks and Responsibilities

#### ***Budgeting and Planning***

- Support the project team in preparing annual Work Plan of the project. Prepare project's annual Cash Plan on the basis of Work Plan.
- In accordance with Government of Mizoram budgeting rules and regulations, prepare annual budget estimates and revise budget estimates based on Work Plan/Cash Plan. Submit the budget estimates to Planning and Development Department for inclusion in Annual Development Plan of the relevant year. Follow-up for the release of approved budget.
- Upload annual budget on National FMIS and prepare monthly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for attention of Project Director.
- Prepare annual and quarterly disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

#### ***Funds 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 India and the World Bank to ensure timely credit of funds into the project's assignment account.

#### ***Expenditure/Payment Processing***

- Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- Analyse, 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***

- Record all transactions timely and accurately in the books of accounts (both in Indian Rupees and US\$) and ensure that no expenditure remain unaccounted.
- Maintain accounts on cash basis as per government accounting procedure.
- 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 analysing the financial information for monitoring the project progress.
- Prepare supplementary record which provides timely and up-to-date financial information of community contracting and consultancies.
- Maintain imprest of petty cash and ensure maintenance of separate petty cash book and petty cash vouchers and compliance with petty cash SOPs approved by the World Bank.
- Prepare monthly bank reconciliation statements of assignment account both in Indian Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly payroll and submit to Project Director for approval prior to making any payment under salaries.

- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

### ***Financial Reporting***

- Prepare quarterly financial summaries and submit to Project Director and the World Bank in time for review and approval.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Prepare periodic financial reports specified under the Legal Agreement or recommended by the World Bank
- Review periodic Interim Financial Reports (IFR)
- Ensure that all government financial reporting requirements are complied with, specifically:
  - Schedule of Cheques prepared and submitted to Project Director for onward submission to the office of Accountant General.
  - Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.

### ***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.
- Co-operating 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 PDMA 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.

**Other responsibilities:**

- Guide, monitor and coordinate the Accountant Specialist in finance related activities according to the TOR.
- Any other tasks related to finance and as per the requirement of the project and assigned by the Project Director, MHSSP.

**Qualification and Experience**

The Financial Management Specialist shall have:

## a) Education:

- Qualified Chartered Accountant (prefer fellow member of ICAI)

b) General Experience: Minimum 10 years of working experiences in the institutions related to the public/private sector after Bachelor's degree;

## c) Specific Experience:

- Minimum of 6 years of specific continuous working experiences in various financial management and control process in public sector/State Government/Central Government.
- Working experience of at least 5 years with International agencies.
- Availability at Aizawl, Mizoram as and when services required for the project.
- Familiar working experiences in the North - east region is an added advantage.
- Proficient in English and ability to operate Microsoft Office related applications in computer for financial management.

**Salary and Contract term:**

- The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. The contract will be for one year at a time, and extended based on satisfactory performance.
- Consolidated Pay of Rs. 80,000/- (Rupees sixty thousand) per month with 5 percent increment on extension of contract.
- Duration of the assignment is for 48 months.