
Terms of Reference
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Project Accountant
for
Mizoram Health Systems Strengthening Project

Background

Health and Family Welfare Department, Government of Mizoram is implementing a project titled - Mizoram Health Systems Strengthening Project (MHSSP) with financial and technical assistance from the World Bank. The proposed project aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram.

Project Objective

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

- I. Strengthen management and accountability through Internal Performance Agreements (IPAs)
- 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

Project Duration: 5 years

Consultancy Service duration: 48 months

Function and Responsibilities:

Function:

Under the supervision of the Project Director, MHSSP, the Project Accountant will carry out accounting and procurement work. The Project Accountant is responsible for maintaining the budget, recording and reflecting fully, accurately, clearly and in a timely manner funds allocated and disbursements made to support project implementation. These must be done in

accordance with the approved documents. He/she will be responsible for liquidation of expenditures on an annual and quarterly basis as well as upon project termination. The Project Accountant will ensure the use of standard financial and accounting procedures in line with the latest/applicable World Bank regulations and the State Government rules.

Responsibilities:

A. Accounting Work

- i. Assist the Project Director in preparation of disbursement plans in accordance with the World Bank Procurement regulation and the State Government rules;
- ii. Prepare quarterly financial forecasts and requests for advancement of funds;
- iii. Review and revise project budget when required and periodically in coordination with the Procurement Team, MHSSP and World Bank Team;
- iv. Prepare budget estimates for all project activities, trainings/workshops/seminar;
- v. Review, arrange payment and record all the project expenditure's vouchers in accordance with financial regulations of World Bank and the Government;
- vi. Carry out procedures regarding VAT and personal income taxes;
- vii. File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required;
- viii. Provide guidance and update other project staff at the PMU on financial and accounting procedures and regulations;
- ix. Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for World bank funding in the applicable format;
- x. Participate in quarterly work planning and progress reporting meetings with the Project Management Unit (PMU);
- xi. Establish a robust project accounting system, including reporting and filling systems, in accordance with the project document and the World Bank procedures;
- xii. Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
- xiii. Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- xiv. Reconcile all balance sheet accounts and maintain records on file;
- xv. Prepare project financial reports for agreement by the Project Director of MHSSP and acquire NOC from the World Bank.

B. Procurement Work

- i. Involve in preparation of procurement plan for all project assets;
- ii. Draft TORs, bidding documents for all project tender packages;
- iii. Carry out procedures regarding procurement, bid evaluation and selection in accordance with the World Bank regulations;
- iv. Participate in the Project Procurement;
- v. Advise relevant persons on financial aspects of the bids.

C. Other tasks:

In addition to two main areas of work, the Project Accountant is expected to carry out all specific tasks related to accounting and procurement of the Project as assigned by the Project Director, MHSSP.

Key performance indicators:

- i. Annual and quarterly Project budget plans timely developed and approved to ensure good project progress;
- ii. The PMU timely get quarterly advance to implement the endorsed work plan as scheduled;
- iii. Project disbursement strictly follows relevant regulations as issued by the Government of Mizoram and the World Bank;
- iv. Budget estimation and advance are made available for timely implementation of project activities;
- v. Project financial reports prepared and approved as required;
- vi. VAT and personal income tax procedures carried out as requested by the Tax Agency;
- vii. No critical audit findings in project finance management;
- viii. Requests for ad-hoc financial reports or project disbursement explanations from the donors or authorized state agencies timely granted;
- ix. Equipment and service needed for project implementation procured in compliance with regulations.

Working relation and reporting arrangement:

In coordination with other project consultants and staff, the Project Accountant will function under the direct supervision of, and report directly to the Project Director/Additional Project Director, MHSSP.

Qualifications:

- i) Bachelor degree (Good and above) in either accounting, finance or economics;
- ii) At least 02 years working experience in accounting and finance, preferably in large government or non-government organizations is required.
- iii) Familiar with accounting software(s);
- iv) English reading, writing and speaking skills (highly desirable);
- v) Previous working experience at national execution or international funded projects is an asset.
- vi) Able to carry out his/her work in an organised manner;
- vii) Able to work independently and in a team;

viii) Demonstrated interpersonal and communication skills

Assignment arrangement:

This post will be selected through Limited competitive process. The successful candidate is expected to work in the PMU as soon as formalities are completed.

Emoluments:

Consolidated Pay of Rs. 40,000/- (Rupees Forty thousand) per month with 5 percent increment annually on extension of contract.

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.