# TERMS OF REFERENCE
# FINANCIAL MANAGMENT SPECIALIST – NHSP SINDH

**Background**

Background: Sindh Essential Package of Health Services on Primary Health Care (EPHS–PHC) under UHC-benefit package was approved by the Sindh Universal Health Coverage Steering Committee on 22nd June, 2021. To materialize EPHS–PHC under UHC benefit package, World Bank is extending assistance is to strengthen equitable access to quality essential health services at the primary health care level in line with UHC.

To achieve universal health coverage in light of localized EPHS-PHC of following core components are taken to execute:

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| Component-1: | Improving Quality & Equitable Coverage of Health Services (Service Delivery, Health Workforce, Medical Products, Vaccines, and Technologies). |
| Component -2: | Improving Governance & Accountability (Leadership/Governance, Digitization & Automation, Health Information Systems) |
| Component -3: | Strengthening Public Financing Management & Health Financing for PHC Service Delivery (Health System Financing) |
| Component -4: | Communication for Demand Creation. |

The project activities include Service Delivery, Health Workforce, Medical Products, Vaccines, and Technologies (Component 1), comprising mainly of primary health care services (Basic Health Units/Rural Health Centers), and strengthen leadership/governance, digitization & automation, Health Information Systems & accountability(Component 2) in selected districts. Component 3 of the Project is to improve health system financing. Component 4 of the project is to create demand for service utilization in Sindh.

Program Development Objective(s) (PDO):
The Program Development Objective (PDO) of the National Health Support Program (NHSP) is to strengthen equitable delivery and ensure quality of essential health services at the primary health care level, in line with UHC-benefit package.

NHSP will support the following Results Areas: (RA1) improving coverage and quality of essential health services; (RA2) enhancing governance and accountability; and (RA3) improving health financing and public financial management. Special attention will be given to districts that are falling behind in various health indicators, ensuring they receive top priority when implementing initiatives through NHSP.

**Job Functions of the Financial Management Specialist (FMS):**

- Reporting to and appraisal by Program Director
- Prepare and support the project team and DOH in preparing the annual Work Plan and annual Cash Plan for primary healthcare including preventive programs.
- In accordance with Government of Sindh and World Bank, where applicable, budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan for the Investment Project Financing and Program-for-Results window.
- Prepare annual and quarterly disbursement forecasts for all components of the program
- Prepare and process withdrawal applications in accordance with the Bank's Disbursement Guidelines
- Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders, taxation, duties, clearance etc.

- Prepare supplementary record which provides timely and up-to-date financial information on community contracting and consultancies
- Maintain 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
- 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
- Managing and maintaining budgets, as well as invoicing
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors
- Prepare quarterly financial summaries and submit to Program Director and the World Bank in time for review and approval
- Maintain PIFRA SAP R/3 (National FMIS) software and work to integrate Program components in the National FMIS as in accordance to financial requirements
- Oversee the process of entering transaction level data in National FMIS and generating vouchers from the system
- Prepare regular project reports like Interim Unaudited Financial Reports (IUFRs), Bank Reconciliation Statements as per the World Bank requirements.
- 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
- 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. He/She will also liaise with the PAO and develop plan to address audit matters noted in the department audit reports issued by the Auditor General of Pakistan.
- The FMS will be responsible for the PFM related DLIs and Program Action Plans (PAP), liaise with relevant stakeholders, and report to the Bank on its progress on monthly basis.
- The FMS will also provide its support to improve fiduciary capacity at DOH, for example, improve budgeting, planning and internal controls practices.
- The FMS will lead the capacity building initiatives for the district health offices and primary healthcare facilities to improve their fiduciary capacity.

***Qualifications and Experience***

- Master Degree in Finance/Economics preferably ACCA/CA/ICMA
- He / She should have a 10 years of related experience in government financial management, audit or accounts
- Prior experience of donor funded and public sector projects will be accorded due weightage
- Good command of written and spoken English with an equally good command over communication, report writing and analytical skills.

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**Selection Process**

The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” dated July 1, 2016 (revised in November 2017 and August 2018 and November 2020).