

# SAVA AND DRINA RIVER CORRIDORS INTEGRATED DEVELOPMENT PROGRAMM

## TERMS OF REFERENCE

### PROJECT FINANCIAL AND TAX COORDINATOR

#### **1. Background**

Sava and Drina River Corridors Integrated Development Program (SDIP) aims to accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate. SDIP will be implemented through a sequential and simultaneous two-phased programmatic approach with five participating countries: Serbia, BiH, Montenegro, Croatia and Slovenia. The objective of the Phase I of the Project is to improve flood protection transboundary water cooperation in the Sava and Drina River Corridors. The proposed SDIP Program Phase I comprises of the following components:

- (i) Component 1: Integrated Management and Development of the Sava River Corridor – this component will finance investment in renovation and upgrading of flood protection infrastructure to reduce the risk and impact of floods, thereby increasing the resilience of the riparian countries to climate related threats.
- (ii) Component 2: Integrated Management and Development of the Drina River Corridor – this component will support multipurpose investments along the Drina River to reduce the risk of flood in Phase I. It will facilitate the implementation of actions, management measures and investments identified by the Drina River Strategic Action Plan being prepared under the ongoing Western Balkans GEF-SCCF Drina River Basin Management Project.
- (iii) Component 3: Project Preparation and Management – this component will support preparation of Phase II activities and operational costs, consultancies, non-consultancy services and goods required for the establishment and operations of the PIUs.
- (iv) Component 4: Regional Activities – this component aims to strengthen strategic regional dialogue, joint planning and sustainable management and development of the shared water resources in the Sava and Drina River Basin, including building resilience to climatic shocks.

#### **2. Scope of Services**

The objective of hiring a Financial and Tax Coordinator is to act as a focal point for all financial and tax related matters under the project within Ministry of Agriculture Forestry and Water Management - Republic Directorate for Water (RDW) and cooperation with Central Fiduciary Unit (CFU) within the Ministry of Finance, and any other stakeholder involved in the Project implementation.

- Maintain accounting records (including the systematic filing of all underlying documentation) and at the request of producing quarterly reports and prepare quarterly and annual project-level financial reports/statements for internal/external distribution required by the Republic Directorate for Water and review of financial performance against budgets;
- Manage the Project Financial Administration system which includes control procedures upon loan disbursements to enable adequate monitoring and advise the PIU Director on potential issues relating to availability of funds;
- Collect and submit required documents to CFU (request for payments with supporting documents, Bank Statements after payments execution, etc.);

- Maintain and manage the Designated Account, adhering to Bank procedures, for operating and reporting on activities associated with the accounts and assemble the necessary information to support the special account replenishment and direct bank payments process;
- Prepare and carry out the tax exemption procedure for all contracts signed under the Project, as well as other eligible costs, including submission of the tax return form through the Tax Information System (ePorezi);
- Prepare and execute payment orders through the Business Information System (NexTBIZ) and the Budget Execution Information System (ISIB);
- Organize the filing and archiving of financial documentation;
- Monitor compliance with agreed Financial Management procedures in the PIU and reporting to the PIU Director on updates and potential issues;
- Monitor PIU expenditures and reviewing compliance with agreed budgets;
- Review financial and other pertinent documentation;
- Manage, control and follow up Bank Guarantees submitted by Bidders;
- Check and keep record of mandatory purchase of Project tender documentation;
- Maintains regular communications with the Contract Management Officer to ensure that information related to procurement / contract implementation procedures is well coordinated with other documents related to planning, budgeting and reporting on the financial operations of the Project;
- Maintains regular communications with the Monitoring and Evaluation Consultant/Monitoring and Evaluation Junior Consultant to ensure that all information is available for monitoring and evaluation of the project in order to keep project on the track and identify potential problems in advance.
- Act as the primary contact within MoAFWM -RDW with CFU and external financial auditors;
- Assist to Contract Management Officer related to procurement aspects and contract implementation to be in correlation with financial budget and request;
- Assist in the preparation, annual Project budget and any periodic budget revisions, including liaising with finance staff of other implementing agencies and the RDW to ensure full inclusion of all anticipated Project expenditures.
- Operational monitoring and realization of financial obligations of each contract on procurement of goods, services, etc. for the Project realization needs;
- Liaise with the finance department of the RDW;
- Review financial and other pertinent documentation;
- Report to CFU, PIU Director and the RDW about the realization of the financial part of the Project;
- Any other duties supporting the implementation of the Project, as directed by the PIU Director and/or officials of the RDW.

### **3. Institutional Arrangements**

The Project Financial and Tax Coordinator will be a member of the Project Implementation Unit established in the Ministry of Agriculture, Forestry and Water Management – Republic Directorate for Water and will work under the authority of the PIU Director in close cooperation with the CFU.

### **4. Reporting requirements**

The Consultant is obliged to report to the PIU Director.

Minimum reports to be prepared:

- Monthly Reports-The Consultant shall prepare the monthly reports describing tasks performed. This report will form a basis for payment and should be submitted at the end of each month to the PIU Director for approval.
- Ad hoc reports requested by the PIU Director and or RDW.

All reports should be submitted in English and /or Serbian language, as needed.

## **5. Terms and duration of the Assignment**

This is a full-time position during the lifetime of the project. The Consultant shall not have other full or part-time assignment during the engagement under this contract.

The Contract will be the Standard World Bank Time-Based Contract for Small Assignments, entered into between the Consultant and the Ministry of Agriculture, Forestry and Water Management – Directorate for Water, as Client.

## **6. Qualifications**

- Education: University degree in Economics, Finance or related field;
- At least seven years of experience in the field of financial execution and accounting record – keeping;
- Previous experience in similar assignments, preferably with International Financing Institutions and/or donor funded projects;
- Excellent communication, interpersonal, organization and team working skills;
- Computer literacy and ability to use MC Office applications;
- Excellent knowledge of Serbian and English language, both written and spoken;
- Preference will be given to candidates with experience in using Budget Execution Information System (ISIB) and NexTBIZ software.

## **7. 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.

## **8. Selection of Consultant**

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the Regulations (July 2016, revised November 2017 and August 2018).

The evaluation criteria for this assignment are:

- Specific Experience relevant to the Assignment (60) Points)
- Qualifications and Competence relevant to the Assignment (40) Points).

The Consultant is eligible and her/his selection does not create any conflict of interest as provided in the Bank`s Procurement Regulations.