**TERMS OF REFERENCE**

**Financial Management Specialist (Consultant)**

**Contract Identification No.: M4Y-4-CS-INDV**

**Municipalities for Youth in Kosovo Project**

1. **Background**

The Government of Kosovo (GoK) has received a grant in the amount of US$ 2.79 from the Japan Social Development Fund, administered by the World Bank, to support socioeconomic inclusion of marginalized youth in Kosovo. The grant is being implemented by a Project Management Unit (PMU) in the Ministry of Local Government (MLG). The Municipalities for Youth (M4Y) in Kosovo project aims to improve cooperation and trust between youth and local governments by enabling local governments to address youth socioeconomic needs through better-targeted youth initiatives and services. Building on the Municipal Performance Management System (MPMS) – a performance-based incentive grant system implemented by MLG to provide financing for municipal capital investments, the M4Y project will earmark funds to selected municipalities for youth-driven and youth-selected subprojects with the purpose of improving the delivery of youth-related small infrastructure and services at the community level.

The M4Y is predicated on a demand-driven approach to local youth programming. All initiatives prioritized for funding will be identified by youth through a participatory planning process that involves targeted beneficiaries, community stakeholders and local governments. **The objective of the M4Y is to improve the socioeconomic inclusion of at least 3,000 marginalized youth in vulnerable communities in Kosovo through youth-driven civic engagement and skills building activities.** The project will be implemented in minimum 10 municipalities across Kosovo and include municipalities from minorities. Within selected municipalities, the project will target about 50 vulnerable communities to benefit from the positive and productive engagement of local youth. The project will complement the IDA-funded Connecting Youth Project (CYP) with a proposed budget of US$20 million. The two projects will have geographical overlap in 10 municipalities (CYP will cover all 38 municipalities), coordinated outreach activities and M&E systems with aligned indicators.

The project is structured around 3 components, implemented over a period of 3 years.

**Component 1: Subgrants for Youth-Driven Community Development Initiatives** finances subprojects prioritized by youth to improve youth-friendly facilities and services. The component will finance two rounds of subgrants to establish youth-driven community development initiatives that support youth inclusion and livelihoods at the community level. Through these subgrants, the project will finance about 200 youth-driven initiatives. Through these community-level activities, minimum 5,000 youth will gain greater access to youth-related services or community infrastructure. This component will also finance an objective community needs and mapping assessment to identify target communities.

**Component 2: Youth Stakeholder Training** will support youth mobilization, skills development, training of 3,000 youth, and coaching activities to support the engagement of young women and men in the subgrants described in Component 1. This will include: (i) community mobilization and outreach activities; (ii) soft skills training and project preparation/management training for youth in target communities; (iii) technical support for youth groups and CBOs; and (iv) follow-up support for youth throughout subproject implementation, including opportunities for work experience.

**Component 3: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination** will cover the costs of a PMU, establishment of operational support mechanisms (MIS and website), travel, telecommunications, printing and other office expenses, processes to respond to beneficiary feedback, as well as managerial oversight and external audits.

1. **Objective of assignment**

The key objective of this assignment is to support the MLG Budget and Finance department in carrying out the financial management function of the Municipalities for Youth (M4Y) project in compliance with Bank policies and requirements and to strengthen financial management capacity of institutions involved in the Project implementation.

1. **Duties and responsibilities**

The Financial Management Specialist will be responsible for the following tasks:

* In cooperation with MLG Budget and Finance Department, establish and maintain the financial management systems as required in the Grant Agreement.
* Execute all necessary work related to planning, disbursements, payments, accounting and financial reporting in coordination with MLG and the Ministry of Finance (MoF).

The specific functions and responsibilities of the Financial Management Specialist include, but are not limited to:

* Monitor and ensure effective use of Project funds in line with Grant Agreement, the World Bank Procedures and the Legislation of Kosovo;
* Contribute on matters related to Financial Management in the preparation of the Project Operational Manual and Grants Manual
* Ensure that reliable and effective internal control environment is maintained within MLG, the PMU, around project expenditure and in line with the Project Operational Manual and Subgrants Manual.
* Contribute in planning and budgeting process for the Project activities, and preparation of related forecasts;
* Review, verify and process for approval all request for payments of project expenditures financed from Grant.
* Verify that invoices and supporting evidence for project expenditure comply with terms of contracts and agreements;
* Ensure timely execution of payments to suppliers, contractors and consultants, or other beneficiaries in accordance with contract and agreement conditions
* Ensure that accurate project accounting records are maintained in the Free Balance Treasury system, verifying accuracy and completeness of all transactions;
* Properly file all financial documents (commitment and payment forms, invoices, acceptance and approval documents, other supporting evidence, deliverables and reports for all types of project expenditure, including matching grants and business trips);
* Prepare Withdrawal Applications based on the requirements of the Disbursement Letter and Credit agreement;
* Conduct the periodic physical inventory of fixed assets procured during the project;
* Prepare of the quarterly Interim Un-audited Financial Reports and annual project financial statements and submission of these reports to the World Bank on a timely basis;
* Drafting inputs related to financial management to the Project progress report;
* Prepare monthly and quarterly financial reports for the project operations, required by the MLG, Ministry of Finance, Tax Authority of Kosovo and to other government institutions;
* Participation in evaluations of bids and proposals: review of financial aspect of bidding document; provides timely input for the preparation of the contract payment terms; ensures conformity with project budget.
* Advise PIU and MLG on issues related to local taxation, banking and other pertinent regulations that affect financial activities.
* Regular review and control (desk and in the field) of Grant Scheme financial records to ensure the proper implementation of the financial procedures; Document the evidence of such review; present findings in the narrative part of the IFRs.
* Contribute on matters related to financial management in the periodic grant monitoring report.
* Assistance to external auditors during their audit by ensuring an effective audit of project financial statements and their timely submission to the WB; and follow up on the implementation of audit recommendations.
* Fulfilling other instructions issued by the project Coordinator, and MLG Head of Finance and Budget Department, that are relevant to Officer’s functional obligations under the mentioned Project.

1. **Reporting**

The Financial Management Officer will report to and work under the direction of the Project Coordinator and the Project Director/MLGA General Secretary or a person, to whom these authorities delegated. S/he will deliver: a) quarterly Interim Un-audited Financial Reports b) monthly progress reports; c) Financial Management Report as part of the Procurement Status Report; d) Project Disbursement Report; e) Project Disbursement Plan; f) Contract and Credit monitoring report and g) annual financial statements, and any other ad hoc reporting requirements in coordination with the Project Coordinator and the Project Director/MLGA General Secretary or a person, to whom these authorities delegated.

1. **Qualifications**

* Minimum Bachelor degree in economy, accounting and finance; Master’s Degree or Professional Certification is an advantage.
* Demonstrated at least three (3) years of recent (last 5 years) professional experience in accounting, finance and financial management positions;
* Working experience with donor financed projects and Kosovo Public Institutions in financial positions is an advantage;
* Sound and good knowledge of Government accounting, financial management systems, and budgeting system, and tax and legal requirements in Kosovo.
* Skills in keeping accounts and making financial transactions and in preparing various financial monitoring reports;
* Computer literate: Very good knowledge of MS Office applications. Other software is an advantage;
* Fluency in Albanian and English is a must. Knowledge of Serbian languages is an advantage;
* Be able to travel throughout Kosovo.

**VI. Type and engagement period:**

The Financial Management Specialist is a part time position in MLG Central Office in Pristina with frequent travel to the field, whose engagement will last until 30 January 2023.