



REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DA EDUCAÇÃO, JUVENTUDE E DESPORTO
OFFICE OF THE MINISTER



Rua deTuanalaran, Telp: 3339661

BASIC EDUCATION STRENGTHENING AND TRANSFORMATION (BEST) PROJECT

Basic Education in Timor-Leste

Terms of Reference (TOR)

Financial Management Specialist

Job Title:	Financial Management Specialist
Position Number	BEST/INDV/002
Category:	Individual Consultant
Duty Station:	Dili, Timor Leste
Expected Starting Date:	January 2021
Duration of Assignment:	Initially Two Years (one year probation period), extendible until the completion of the project, based on assessment of performance

1. BACKGROUND

The BEST Project is aligned with Timor-Leste's Education Sector Plan (ESP) 2020–2024 medium- and long-term goals of expanding access to quality basic education for all and improving the efficiency of basic education.^{1 2} The key strategies and activities proposed by the ESP for achieving these goals include, among others, building new classrooms based on ranked priorities, developing minimum standards for educational infrastructures, providing training to improve school management, improving the teaching performance evaluation system, ensuring that school directors and other school officials are trained and equipped to use classroom observation tools to monitor classroom processes and provide feedback to all teachers, implementing training programs of excellence, improving printing and distribution systems for teaching learning materials (TLMs), making all learning materials available through an e-library, ensuring

¹ More specifically, the ESP's goals for basic education include ensuring that 98 percent of all children, boys and girls alike, have access to a full course of quality basic education (quality and equity in access) and reducing basic education dropout rate (efficiency).

² The ESP was elaborated under the leadership of the MOEYS and was endorsed by the Local Education Group in late 2019. The preparation of the ESP included multiple levels of consultations with the donor community and other local stakeholders, covering all topics in education, from ECED to higher education. Consultations were held in all the municipalities.

that book corners exist and are properly used in Cycle 1 and 2 classrooms, and developing national assessment frameworks and evaluating learning outcomes of students using international quality test instruments. The ESP also includes strengthening school system management, which ultimately contributes to the goal of improving efficiency and enhancing quality and equity of educational outcomes: The activities under the different components and subcomponents of BEST are fully consistent with the above strategies and activities. BEST is also aligned with the World Bank's Country Partnership Framework (CPF) 2020–2024 with Timor Leste. The 2020–2024 CPF is consistent with the Government's Five-Year Implementation Plan (2018–2023) that supports Timor-Leste's Strategic Development Plan (SDP) 2011–2030. The focus areas of the CPF include (a) strengthening Timor-Leste's foundation for private sector-led growth and economic stability, (b) investing in human capital and service delivery, and (c) raising productivity through investments in connective infrastructure. This project will support interventions aimed at improving areas of quality, equity, and efficiency of education outcomes.

2. PROJECT DESCRIPTION

The project supports the implementation of a subset of activities from the ESP, which is in line with the development framework for Timor-Leste as envisaged in the government's Strategic Development Plan 2011-2030.

The project will be implemented over a five-year period of 2020-2025 and is co-financed by the International Development Association (IDA) and the Global Partnership for Education (GPE). The BEST project development objective is to improve the learning environment of basic education schools and increase the efficiency and equity of basic education programs.

The project has five components:

- **Component 1: Developing 21st Century Learning Spaces** which will support the transformation of how school infrastructure investments are made through two sub-components: **Subcomponent 1.1: Standards for 21st Century Schools** to improve the MOEYS's ability to manage the planning, budgeting, designing, financing, construction, and maintenance of basic school infrastructure projects, and **Sub-component 1.2: 21st Century Classrooms and Schools** which will finance the construction and rehabilitation of classrooms, schools, and associated non-academic infrastructure.
- **Component 2: Improving Teacher Effectiveness** which will support the provision of required training to teachers combined with effective observation of the classroom teaching-learning process by school directors, peers and other officials through **Subcomponent 2.1: Classroom and School Diagnostics** that will support upgrading of a classroom observation tool; **Subcomponent 2.2: Supporting School Leaders Training** that supports strengthening of school instructional leadership, and **Subcomponent 2.3: Supporting Teacher Quality Improvements** that will support teacher-focused interventions.
- **Component 3: Improving Teaching-Learning Material and Assessment** through **Subcomponent 3.1: Teaching-Learning Material** which supports the distribution of Cycles 1 and 2 materials and Cycle 3 curriculum revision and the development of its TLMs, and **Subcomponent 3.2: Strengthening Learning Assessments** which supports periodic national student learning assessments on a sample basis, and development of an assessment policy and strategy for enhancing the quality of the national examinations.

- **Component 4: Data Driven Planning, Budgeting, Financing and Implementation** will support the MOEYS to use data more effectively in decision making and program implementation through **Subcomponent 4.1: Integrated Sistema de Gestão Escolar** that will support the development of the system core for an integrated education monitoring and data management system and **Subcomponent 4.2: Strengthened EMIS and Personnel Management Information System.**
- **Component 5: Project Management and Implementation** will support the overall management of the project and put in place mechanisms for monitoring and evaluating the program.

3. CORE RESPONSIBILITIES:

The Financial Management Specialist (FMS) will be a part of the Project Implementation Management Unit (PIMU), and will be responsible for maintaining financial records, providing financial information to the Project Manager and ensuring compliance with the financial management policies.

The FMS will work for the PIMU, which has been established to support the implementation of the project. She/He will report to the Project Manager. Under the direct supervision of Project Manager, the key responsibilities of the FMS shall include, but will not be limited to the following:

- Monitor flow of funds, organizational structures, budget, accounting policies and procedures, financial reporting and audit effectiveness (internal and external).
- Ensure compliance of project with financial management and reporting requirements of the World Bank.
- Assist the Project Manager in preparing annual work plans and budgets.
- Manage Project expenditures, ensuring full compliance with project rules and procedures (as per the Project Operational Manual (POM), IBRD/IDA Project Guidelines)
- Prepare quarterly interim financial reports for submission to the World Bank, and other financial reports for internal purposes.
- Establish and maintain suitable systems of internal controls
- Maintain an up-to-date computerized (and paper) accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Assess reports received from internal/external auditors and follow up on any audit queries/management letters.
- Review and check withdrawal applications prepared for withdrawing funds from World Bank.
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors.
- Review, verify and certify monthly and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- Assist in updating the POM as needed.

4. COMPETENCIES:

The Consultant will possess the following minimum qualifications and experiences :

- A Bachelor's degree in Accounting, Business Administration, or related field
- At least 7 years of experience in public financial management or accounting
- Experience with the government accounting procedures. Preferably, direct working experience with the government or international organizations.

- Experience in preparing annual cash plans, work plans and budget of projects.
- Experience in the use of computerized accounting systems.
- Good knowledge of Timor Leste's financial and audit regulations, public sector accounting and reporting procedures, and international accounting and auditing standards.
- Proficiency in the use of office software packages (Word, Excel, and Power Point), and experience in using computerized accounting systems and information management systems.
- Strong interpersonal and communication skills, and report writing skills.
- Commitment to teamwork, and ability to work with people from different backgrounds.
- Ability to work effectively, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas.
- Able to speak and write well in English and Tetum, knowledge of Portuguese is an added advantage

OTHER NOTES:

1. Timorese national and permanent resident are eligible to apply
2. Women and people with disability are highly encouraged to apply

APPLICATION DOCUMENTS REQUIRED:

1. Letter of Application clearly mentioning job title and position number
2. Latest Curriculum Vitae with at least two traceable references
3. A copy of the latest academic diploma/certificate obtained
4. A copy of national ID

SUBMISSION OF APPLICATION DOCUMENTS:

Direção Nacional de Recursos Humanos

Ministério de Educação, Juventude e Desporto

Vila-Verde, Dili

Attention: Mr. Jacob Ribeiro / Chefe Departamento Personnel