

REQUEST FOR EXPRESSION OF INTEREST

Country: Lao People's Democratic Republic
Project: Early Childhood Education Project (ECE)
Sector: Education
Description: **02 Project Accountant Assistants (Individual National Consultant)**
Funded: Grant No.: H910-LA and Credit No.: 5370-LA

The Ministry of Education and Sports is currently implementing the World Bank funded Early Childhood Education Project and preparing for implementation of the second Global Partnership for Education Project. The objective of these projects is to support the Government of Lao People's Democratic Republic to increase the coverage and improve the quality of education with a focus on the most educationally disadvantaged children. In order to meet this objective it is also essential to strengthen education management at the central, provincial, district and school levels to efficiently and effectively implement the projects.

Financial Management System maintenance and update

- Maintain and monitor the integrity of the Project's Financial Management System (including the Chart of Accounts) by ensuring that the procedures and internal controls as set out in the Project Financial Manual are implemented correctly and managed efficiently;

Monitoring Accounts (Designated Account, Project Account and Operational Account)

- Monitor the flow of funds in the financial management cycle which comprises :
(a) Payments requested from implementing units; (b) advances provided to implement activities; (c) Timely reporting on completed activities; (d) Consolidated reporting of all payments and requests for replenishment.

Disbursements:

- Prepare the requests for replenishment of the central IUs and the monthly PESS' expenses to DOF/MOES with the necessary supporting documentation.

Supervise and Control payments:

- Control and supervise the day to day financial activities of the project at the central, provincial, district and school levels, including inspections of provincial and school financial activities, systems and records; Ensure Project assets and financial resources are properly safeguarded; Ensure that all vouchers and supporting documentation are in order and available for the annual audit; Review and check that all cash payments are supported by proper documentation; Other Project-related duties required by ESDF Coordination Unit.

The 02 Project Accountant Assistants will be a full-time position for 24 months based in ECE Project Director. The contract shall be reviewed and approved annually for continuation based on satisfactory performance assessment. In order to be considered for the position, the candidates should meet the following qualifications and experience requirements:

- University degree or professional diploma related to the field of assignment.
- Familiarity with MoF Standard Operating Finance Procedures Manual for Externally Financed.
- Project or/and World Bank Finance Procedures and Guidelines.
- A minimum of 1 year of finance and accounting experience.
- Computer skills in Word, Excel, etc.; Good communication skills including fluency in Lao and a basic English.
- Punctuality, honesty, trustworthiness and good inter-personal skills

The attention of interested Consultant is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected based on Individual Consultants selection method set out in the Consultant Guidelines.

Interested eligible candidates in this position may obtain further information and the detailed TOR from the **Ministry of Education and Sports, ESDF Coordination Unit (ECU)** at the address below during office hours 08:00 to 16:00 hours or by e-mail. Please submit CVs and a letter of interest by **3rd – 23rd April, 2018** to the address below. Only short listed individual candidates will be contacted for an interview.

To: Ministry of Education and Sports
Department of Planning
Lane Xang Avenue, P.O Box 67, Vientiane, Lao PDR
Attn: Ms. Khampaseuth KITIGNAVONG
Deputy Director General of Department Planning
ECE Project Director
Tel/Fax: 021 243672
E-mail: ecu.moes.laopdr@gmail.com cc: skhamfong@yahoo.com ; ps.phisitxay@gmail.com and chintana.xbd@gmail.com

Terms of Reference
The Project Accountant Assistant (PAA)
(Individual National Consultant)
“Early Childhood Education Project [ECE]”
ESDF Coordination Unit in the Department of Pre-Primary and Primary Education
Ministry of Education and Sports

Background Information

Lao People’s Democratic Republic (Lao PDR) has sustained robust economic growth over the past decade. The economy has expanded on average by 7.1 percent per year between 2001 and 2010 and the growth rate is projected to increase to 7.5–8.0 percent per year during the 2011–2015 period. Per capita income has more than doubled since 1990, reaching US\$1,260 in 2012, thus, Lao PDR has graduated from low income country status to a lower-middle income country.

Despite the remarkable economic growth and poverty reduction achieved in recent years, significant economic disparities still exist. Less than 8 percent of children from the lowest income quintile, from rural areas without roads or from non-Lao-Tai communities have access to ECE services. This lack of access undermines prospects for early learning/school readiness which is, in turn, compounded by poor nutrition. A characteristic feature of rural areas in the upland and highland areas is food insecurity and malnutrition. Chronic malnutrition resulting in stunting (44.2 percent), wasting (5.9 percent) and underweight (26.6 percent) affects large proportions of children living in the high poverty districts and their educational outcomes. This in turn impacts their educational outcomes.

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The National Project Accountant Assistant Post.

Purpose:

In the context of funding received, Lao PDR is striving to build its Financial Management (FM) capacity at all levels with the aim of enabling decentralized educational management and monitoring. A team of three Assistant Accountants will work with the Project Accountant to support the financial management function during the implementation of the project activities from central to village levels. The Assistant Accountants will work within the Project Office, under the supervision of the Project Director. They will also work closely with the Department of Finance and collaboratively with all the implementation units of the ECE.

Specific Key Tasks

Financial Management System maintenance and update

- Maintain and monitor the integrity of the Project’s Financial Management System (including the Chart of Accounts) by ensuring that the procedures and internal controls as set out in the Project Financial Manual are implemented correctly and managed efficiently;

Monitoring Accounts (Designated Account, Project Account and Operational Account)

- Monitor the flow of funds in the financial management cycle which comprises:
 - (a) payments requested from implementing units;
 - (b) advances provided to implement activities;
 - (c) timely reporting on completed activities;
 - (d) Consolidated reporting of all payments and requests for replenishment.

Provincial Reporting

- Ensure proper financial records are maintained to support the financial transactions and

reporting of the program at provincial level;

- Collect the monthly reports from the provinces in accordance with the agreed procedures.

Disbursements

- Prepare the requests for replenishment of the central IUs and the monthly PESS' expenses to DOF/MOES with the necessary supporting documentation.

Supervise and Control payments

- Control and supervise the day to day financial activities of the project at the central, provincial, district and school levels, including inspections of provincial and school financial activities, systems and records;
- Ensure Project assets and financial resources are properly safeguarded;
- Ensure that all vouchers and supporting documentation are in order and available for the annual audit;
- Review and check that all cash payments are supported by proper documentation.
- Other Project-related duties required by ESDF Coordination Unit.

Duration of the Consultancy

The Assistant Accountant will be a full-time position for 24 months to be confirmed annually depending on annual performance assessment.

Qualifications and Experience Required

- University degree or professional diploma related to the field of assignment.
- Familiarity with MoF Standard Operating Finance Procedures Manual for Externally Financed.
- Project or/and World Bank Finance Procedures and Guidelines.
- A minimum of 1 year of finance and accounting experience.
- Computer skills in Word, Excel, etc.;
- Good communication skills including fluency in Lao and a basic English.
- Punctuality, honesty, trustworthiness and good inter-personal skills

SUPERVISION: The National Accountant Assistant will work under the direct supervision of the Project Director and work closely with the Department of Finance staff.