

**Georgia Innovation,  
Inclusion and Quality  
Project (I2Q) (P168481)**

**TERMS OF REFERENCE**

<i>Assignment Title: Disbursement officer under Innovation, Inclusion and Quality Project-GEORGIA I2Q</i>			
<i>Project Management Team (PMT) at Municipal Development Fund (MDF)</i>			
<b>Project</b>	<b>Loan Number: 8955-GE</b>		
<b>Source</b>	<i>National</i>	<b>Category</b>	<i>Individual</i>
<b>Expertise</b>	Disbursement Officer	<b>Type of contract</b>	Full-time

**A. Background**

The Municipal Development Fund of Georgia (MDF) established by the Government under the Ministry of Regional Development and Infrastructures (MRDI) is in charge of the reconstruction and rehabilitation of public infrastructure on the whole territory of Georgia. In its work towards supporting the infrastructure development across the country, the Fund actively cooperates with various international donor institutions. The financial support extended by these donors along with the state budget resources are used to finance various infrastructure projects of MDF.

The Government of Georgia has signed Loan Agreement for financing the implementation of Georgia **Innovation, Inclusion and Quality Project (Project)** with the World Bank. The Project development objectives are to (i) expand access to preschool education; and (ii) improve the quality of education and the learning environments. The project became effective on November 27, 2020 and is scheduled for completion on March 31, 2026.

The Municipal Development Fund of Georgia (MDF) is one of the implementing partners for the project, in charge of the infrastructure related components.

The Project consists of the following key components and subcomponents:

**Component 1- Improving Quality of and Access to Early Childhood Education and Care:** support to facilitate expanded access to quality pre-school education in selected pre-schools;

Subcomponent 1.1. Improving the quality of ECEC programs across the country

Subcomponent 1.2 Increasing equitable access to Pre-school education for successful transition to school

Subcomponent 1.3 Improving infrastructure to support innovative primary education, including Pre- school

**Component 2 – Fostering Quality Teaching and Learning in General Education:** Support to provide a learning environment that is conducive to quality education in selected general education schools.

Subcomponent 2.1. Improving the educational infrastructure to support learning  
Subcomponent 2.2. Supporting the scaling up of the whole-school improvement pilot

Subcomponent 2.3. Supporting capacity-building of teachers and school leaders to adapt, develop, and implement school-based curriculum

Subcomponent 2.4. Development of a national assessment framework

**Component 3 – Strengthening Financing Options and Promoting Internationalization in Higher Education:** Support to improve the quality and international competitiveness of higher education;

Subcomponent 3.1. Development of new options for higher education financing, including performance-based options to support the Borrower’s strategic objectives

Subcomponent 3.2. Establishment of a competitive innovation fund for public and private universities

Subcomponent 3.3. Promoting Internationalization of higher education

Subcomponent 3.4 Strengthening the quality of pre-service teacher education programs for all levels of education professionals from the inception

**Component 4 – System Strengthening and Stakeholder Communication:** Support to facilitate a shift in attitude towards learning;

Subcomponent 4.1. Supporting data-driven decision-making accessible to the entire education system

Subcomponent 4.2. Communication and stakeholder consultations for education reform to help the Borrower craft an effective communication strategy on the current education reforms.

**Component 5 – Supporting Project Management, Monitoring, and Evaluations:** Support capacity building for effective management and monitoring of the Project including provision of Operating Costs, Training, outreach and awareness campaigns, consulting services, M & E and Project audits for:

(a) Project Management Team (PMT); and (b) Project Management Unit (PMU).

The Project will be implemented over a six-year period by the Ministry of Education, Science, Culture and Sport of Georgia (MESCS) and its subordinate government agencies and by the Municipal Development Fund of Georgia (MDF).

The Project Management Unit (PMU) will be created within MESCS to support the implementation of the Project and Project Management Team (PMT) will be created within MDF to support implementation of infrastructure activities under the Project.

## **B. Scope of work**

The specific functional responsibilities of the **Disbursement Officer** shall include but not limited to:

- Receive, verify and process the operations under the Georgia Innovation, Inclusion and Quality Project (I2Q) according to the accounting principles and practices acceptable to the World Bank and Georgian legislation
- Serve as responsible person for dealing with activities related to transfer execution through State Treasury;
- Ensure that all payments are made on a timely basis and according to contract terms and conditions as well as the World Bank's relevant guidelines, regulations, legal agreements and other applicable documents
- Ensure that all executed operations are reflected in the Accounting System and Management Information System of the MDF
- Ensure the accurate and timely closing of the year end books
- Follow the principles and mechanisms described in Financial Management Manual for all financial and accounting operations
- Under direct supervision of the Financial Manager ensure that all project accounts are maintained in accordance with the World Bank relevant guidelines and regulations
- Ensure accounts payables and receivables under World Bank financed projects are processed accurately, efficiently and in a timely manner, reporting any concerns/discrepancies
- Assist audit processes and cooperate with the auditors; reviewing findings and implementing changes.
- Under the direct supervision of the Financial Manager prepare Withdrawal Applications for further submission to the WB.
- Assist the Financial Manager in developing the annual budget
- Assist Financial Manager in preparation of the IFR and other reports
- Upon request, provide all necessary documentation to the Financial Manager and Program Manager
- Cooperate with the World Bank missions during regular financial management supervisions of the project and address the observations and recommendations provided
- work in close coordination with a counterpart at MDF (disbursement officers working under the other WB funded Projects implemented by MDF) and PMU

### **C. Required Qualifications**

- a. Min. Bachelor's degree in the field of finance, project management, business administration, economics or other relevant field; ACCA and proficiency with WB guidelines and regulations will be considered as preferable.
- b. Minimum 5 years of relevant professional experience in project finance and at least 3 years of experience in FM and Disbursement in IFI financed Projects. Experience in FM and Disbursement in WB financed Project will be considered as an asset. Excellent analytical and writing skills - experience in preparation of reports and project documents, as required by donor guidelines;
- c. Proven ability to prepare Withdrawal Applications (SOEs, Summary Sheets, Direct Payments, Special Commitments), Disbursement Forecasts, undertake analysis on defined tasks, collect and organize required data and information, apply appropriate knowledge of WB guidelines and regulations related to Disbursement and Financial Management under WB financed Projects; computer skills in organizing and analyzing the data; and prepare notes, papers, presentations and reports.
- d. Good knowledge and experience in interacting with state agencies, authorities and systems;
- e. Fluency in Georgian and English (will be tested);
- f. Excellent Computer skills (MS Office applications (Excel)), the knowledge of MS Project will be considered as advantage.
- g. Excellent communication (verbal and written), interpersonal skills, and an ability to work in a team environment and under strict deadlines.

### **D. Implementation arrangements and reporting requirements**

The employment contract with the Disbursement Officer will be signed for 5 months period with possible extension subjected to satisfactory performance.

The Disbursement officer will directly report to the Financial Manager of the World Bank funded projects and Program Manager, CFO of MDF.

MDF will provide:

- (i) all relevant documents and materials related to the assignment;
- (ii) suitable office in the MDF premises;
- (iii) project related transportation;
- (iv) health insurance;

The Client shall pay to the Consultant reimbursable expenses (such as hotel accommodation, per diem and travel costs) at actual cost reasonably incurred by the Consultant in the performance of the Services upon submission invoices and/or reports accompanied by the receipts or other appropriate supporting documents.

**E. Expected Output/Deliverables and Reporting Format**

The Consultant shall submit reports on monthly basis. Monthly reports shall include the list of services carried out during the reporting period. Reports should be prepared in Georgian language and will be provided in two hard copies. English summaries should be provided upon request.

<b>Deliverables</b>	<b>Submission Date</b>	<b>Language</b>
Monthly Report	Within 10 days from the end of reporting period	Georgian/English*
Monitoring Reports	As requested by the PM	Georgian/English*