

**REQUEST FOR EXPRESSIONS OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS**

GEORGIA

**Project Name: Georgia I2Q - Innovation, Inclusion and Quality
Project No.168481**

**National Consultant – DISBURSEMENT OFFICER
Reference No. IBRD/I2Q/CS/IC/08-2020**

Georgia has received financing from the World Bank to implement the Innovation, Inclusion and Quality Project- GEORGIA I2Q. Project would contribute directly to the CPF's strategic Focus Area 2: Invest in Human Capital and is articulated by Objective 2.1: Support the education system for improved quality and relevance. Moreover, the proposed project would support the GoG's efforts to improve the innovation and provision of quality education throughout the system as embodied in the Government's 2018-2023 Education Reform Agenda. The project development objectives are to: (i) expand access to preschool education; and (ii) improve the quality of education and the learning environments.

The implementation of Project started in 2020 and is scheduled for completion in March 31, 2026.

The Municipal Development Fund of Georgia (MDF) is executing infrastructural rehabilitation part of the project.

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;

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;

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

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

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.

The main objective of the assignment is to support implementation of infrastructure activities under the Project.

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

The assignment will be a full-time, time-based assignment for 5 months period with possibility of downstream extension, subject to satisfactory performance. This is a World Bank project financed Consultancy position.

The Municipal Development Fund of Georgia now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. The selection criteria are:

- a. Minimum 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.

Note: The MDF reserves it's right to verify submitted references/information and use obtained information for evaluation purposes.

The attention of interested Consultants is drawn to paragraph 3.14 "Conflict of Interest" of the World Bank's Regulation: *World Bank's "Procurement Regulations for IPF Borrower, July 2016 revised August 2018"*, setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: The consultant shall not receive any remuneration

in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting or other activities that conflict with the interest of the client under the contract. The contract shall include provisions limiting future engagement of the consultant for other services resulting from or directly related to the firm's consulting services in accordance with the requirements of paragraphs 3.16, 3.17 and 3.18 of the Regulation.

An individual consultant will be selected in accordance with the procedures set out in World Bank's Regulation: *World Bank's "Procurement Regulations for IPF Borrower, July 2016 revised August 2018"* "Selection of Individual Consultants".

The Terms of Reference of the assignment is available as Annex.

Further information can be obtained by email: procurement@mdf.org.ge – attention to Ms. Eka Ezugbaia, Procurement Consultant

Interest expression with CV shall be submitted electronically at the e-mail address provided below not later than **17:00 hours of August 20, 2020.**

Municipal Development Fund of Georgia
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E-mail: procurement@mdf.org.ge