



REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES
Financial Specialist
West Bank and Gaza (WBG)

Avian Influenza Prevention and Control Project

Grant No. TF057369

This request for Expressions of Interest (EOI) follows the General Procurement Notice for this project that appeared in Development Business, Issue No. 689 of October 2006.

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) has received a grant from the International Development Association (IDA) and intends to apply part of the proceeds of this grant to payments under the contract for *Avian Influenza Prevention and Control Project* Financial Management Specialist position.

The main objective of the **Financial Specialist** assignment is to carry out the financial management functions of project including but not limited to (i) accounting, (ii) budgeting, (iii) cash management, (iv) preparation and production of financial reports and statements and management oversight of the external auditors' interventions in conformity with the terms of the Memorandum of Understanding (MOU) between UNDP and the World Bank.

Duties and Responsibilities

Under the general direction of the PIU Director, the Financial Specialist will be responsible for: Ensuring the financial management work during project implementation. This will include accounting, internal control, budgeting (preparation, execution and ex-post review) procedures for the conduct of the annual external audits. More specifically, the Financial Specialist will (i) establish and maintain the accounting system and Project Account/s, (ii) finalize the budget and monitor its execution and analysis, (iii) produce the quarterly Financial Monitoring Reports (FMRs) in accordance with the World Bank reporting requirements, (iv) prepare and issue the annual financial statements and organize their audit by external auditors, (v) organize the recruitment of the external auditors and carry out the implementation of the audit recommendations and, (v) ensure the Manual of procedures is in place and up to date. He will also advise the PIU Director and keep him informed on the availability of resources in the relevant account/s as required to the Procurement Specialist that funds are available and ensure that financial regulations and Procurement guidelines are complied with by all parties engaged in receipt and payment of funds in connection with the Project. His/her day to day function

will cover (a) supervising, maintaining and verifying any account which may be set up for the Project; reviewing the internal control system to ensure that appropriate mechanisms, procedures, and systems are in place and functioning; to that end, he will initiate, prepare, and issue standard practices related to financial management. The coordination of systems throughout the project, including clerical and office records, reports, and procedures will be part of her/his duties as well. Performing any other duties as may be assigned by the PIU Director will also be necessary.

Qualifications

2. Qualifications include the following:
 - (a) Advanced degree(s) in a field relevant to the work profile, economics, public finance and management or business administration;
 - (b) Proven conceptual, analytical and technical skills with at least five years of relevant experience in development work;
 - (c) Knowledge of and experience in budget processes and public expenditure management for health sector;
 - (f) Proven ability to work with partners, senior government officials and representatives of international agencies; and
 - (g) Excellent oral and writing communications skills; good command of English language (reading, writing and speaking) and excellent computer skills.

The duration of the position is one year.

The UNDP/PAPP now invites eligible individual consultants to indicate their interest in providing the services. Interested individual consultants must provide information indicating that they are qualified to perform the services (CV, cover letter, and other supporting documents).

The individual consultant will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers*, May 2004.

Interested consultants may obtain further information at the address below from 8:30AM to 3PM Jerusalem time, or by visiting the **UNDP/PAPP Website "Vacancies"** – www.undp.ps.

Expressions of interest must be delivered to the address below by 18 October 2006.

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