



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity and Prosperity

Terms of Reference

Job Title:	Project Financial Management Consultant
Project Title:	Lao PDR Financial Sector Safety Net Strengthening Project (FSNP) Project No. P169194
Contracting Authority:	Project Implementation Unit (PIU), Deposit Protection Office, Bank of the Lao PDR
Location:	Deposit Protection Office, Vientiane Capital
Duration:	12 months renewable (subject to satisfactory performance)

1. Background

The Government of Lao PDR has received funding from the World Bank Group for the Financial Sector Safety Net Strengthening Project (US\$35 million). The objective of the Project is to strengthen the financial and institutional capacity of the Deposit Protection Office (DPO) to fulfil its deposit insurance mandate.

The project is part of a broader strategy to strengthen the overall financial safety net, through strengthening the supervision and resolution of deposit-taking financial institutions, as well as the mechanism for timely payouts of depositors in the case of bank failures. In light of the existing vulnerabilities in the banking sector, it is imperative to bolster the DPO's financial and institutional capacity with World Bank (WB) support. As demonstrated by the lessons from the global financial crisis, the establishment of a credible deposit insurance system is critical for financial sector stability, including maintaining public confidence and protecting less sophisticated and small depositors.

The Project includes two components: (i) Capitalization of Deposit Protection Office Equity Fund using Performance-based Condition (PBCs)¹, whereby the WB funds are disbursed in tranches based upon verification of achievement of the pre-agreed PBCs.; and (ii) Institutional capacity building for DPO and project management so DPO is empowered to perform its legally-mandated function (deposit payout), as evidenced by progress towards compliance with International Association of Deposit Insurers (IADI) Core Principles.

The Project is implemented by the DPO. Other agencies involved in project implementation include Bank of the Lao PDR (BOL) and Ministry of Finance (MOF). Detailed information on the project can be found in the Project Appraisal Document (PAD) and other project documents which are available on BOL or the WB website.

2. Objective of the assignment

The principle objective of the assignment is to ensure overall efficient support to the Project Implementation Unit (PIU), DPO in supporting the Financial Safety Net Strengthening project and

¹ Formerly referred to as IPF with Disbursement-Linked Indicators.

day to day operation of financial management for the project. The service will be provided by an individual consultant to be selected by the DPO based on the World Bank Procurement Guidelines.

3. Scope of work

Specific duties and responsibilities include:

- Assist the Project to implement its financial management system and ensures that day to day financial management functions are carried out effectively to facilitate effective project management;
- Assist and work with project management in the preparation of annual budgets;
- Assist and work with the project management to prepare and monitor cash flow, disbursement forecasts and ensure funds sufficiency for the smooth operations of the Project;
- Review financial transactions and invoices from service providers and suppliers to process payments according to project procedures;
- Prepare documents for request for payments for PBCs.
- Assist in operationalizing the internal controls and ensuring expenditure are incurred in line with the approved work plans and budgets and for the project purposes;
- Record project transactions either manually or in accounting software;
- On a periodical basis, assist in evaluating cash handling, carrying out bank account reconciliations, inventory counts;
- Prepare the withdrawal application and Statement of Expenditure (SOE) and other supporting documents for disbursement, including communication with the World Bank on disbursement and financial management matters;
- Ensure that financial documents are retained in a systematic and easily retrievable manner;
- Prepare the required interim unaudited financial report, annual financial and other consolidated financial reports required for by project management, the World Bank and other stakeholders;
- Liaise and work closely with assigned staff of the PIU- DPO
- Liaise closely and provide assistance during external audit process;
- Assist with or management of project assets as required;
- Assist with monitoring and follow up of project advances;
- Review and revise the Financial Management Manual as and when required;
- Transfer of knowledge to PIU-DPO staff
- Any other tasks reasonably related to the above and as may be requested/assigned by project director in furtherance of project FM work.

4. Duration and Reporting

This will be a full-time position for a period of 12 months, with the possibility of extension. The Consultant will work under the day-to-day supervision and report to the Project Director/Project Manager.

5. Qualifications and Experience

- At least Bachelor degree in accountancy or finance, banking, management, business administration, or related field;
- At least 5 years of professional experience in accounting and finance;
- Experience in development project accounting and finances of major development partners (such as the World Bank, Asian Development Bank and other major development partners);

- Knowledge in government financial management system will be an advantage;
- Knowledge and experience in using computerized accounting software and Microsoft products;
- Fluent in English and Lao, with strong report-writing and oral presentation ability;
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, and diverse team;
- Willingness and capacity to perform fieldwork, and in-country travel when required; and
- Dynamic, ability to manage and control the work.