

**PROCUREMENT SERVICE UNIT
MINISTRY OF MARINE AFFAIRS AND FISHERIES**

REQUEST FOR EXPRESSION OF INTEREST

Loan No. 9498-ID

Reference No. ID-MMAF-420930-CS-INDV

**INDIVIDUAL CONSULTANT FOR
FINANCIAL MANAGEMENT (FM) SPECIALIST
FOR PROJECT MANAGEMENT OFFICE (PMO)
Oceans For Prosperity Project - LAUTRA**

**Procurement Unit
Selection Committee of Project Management Office
(PMO) Oceans For Prosperity Project - LAUTRA
Ministry of Marine Affairs and Fisheries**

**MINISTRY OF MARINE AFFAIRS AND FISHERIES
2024**

REQUEST FOR EXPRESSION OF INTEREST
INDIVIDUAL CONSULTANT
NATIONAL EXPERT
FINANCIAL MANAGEMENT (FM) SPECIALIST
FOR PROJECT MANAGEMENT OFFICE (PMO)

Loan No. 9498-ID
Reference No. ID-MMAF-420930-CS-INDV

The Ministry of Marine Affairs and Fisheries has received financing from the World Bank toward the cost of the Infrastructure for Coral Reef Areas - Oceans for Prosperity Project (INSAN TERANG – LAUTRA, henceforth LAUTRA). To support the project implementation effectiveness, transparency, and accountability, the LAUTRA Project Management Office (PMO) will be established as part of Component 4 (Project Management) to support project coordination and management in accordance with the project's objectives and fiduciary procedures. This component, led by the Ministry of Marine Affairs and Fisheries (MMAF), will provide goods, training, consulting services and incremental operating costs to strengthen the capacity of the PMO, PIUs and Provincial Project Supporting Unit (PPSU) to manage, implement, monitor, and report on project activities.

The individual consulting services ("the Services") include:

1. Provide general technical assistance to PMO, PIUs, and PPSU to coordinate and guide the implementation of financial management system and resolving issues pertaining to financial management and accountability;
2. Develop SOP for financial management and disbursement;
3. Carry out quality review and assurance to the project financial management systems implementation phases including but not limited to the following:
 - a. Assist PMO, PIUs, and PPSU Secretariat during the startup of project
 - b. Assist in independent FM verification
 - c. Assist in the preparation of Annual Budgets and Work Plans for the Project, including preparing supporting data for DIPA allocation
 - d. Assist the Accountant in the day-to-day financial management operations of the project according to World Bank procedures through:
 - 1) Review Bank Statements for the Designated (Special) Accounts and reconcile them with the transactions recorded in the project financial accounts, including monitor and manage backlogs;
 - 2) Monitoring timely replenishment of the Designated (Special) Accounts, and the Project Accounts; maintenance of the Bank Control Books; and timely and proper posting of the accounting transactions into the accounting systems of the projects;
 - 3) Reviewing the monthly balance and bank reconciliation statements for Expenditure Treasury Bank Account and ensuring that all cash transactions are accurately and completely posted in the general ledger;

- 4) Review accountability reports and completeness of the supporting documents.
- 5) Ensure that withdrawals applications and replenishment requests for the Designated (Special) Account for INSAN TERANG - LAUTRA are properly prepared, authorized, comply with Government of Indonesia and Bank procedures and are supported by proper documentation;
4. Monitor and review the proper usage of the accounting forms, ensuring that there are adequate built-in internal controls, the reporting and monitoring features built into the accounting systems are capable of tracking the usage of project proceeds. Propose revision, if any;
5. Assist in monitoring proper compliance with the Project's financial guidelines and the Bank's financial management and disbursement policies and procedures;
6. Assist in preparation of the Interim Financial Reports (IFRs) for the Project as required by the World Bank and the Government of Indonesia and assist in ensuring that the IFRs are submitted on a timely basis;
7. Provide training, advice and assistance to the PMO, PIUs, and PPSU Finance staffs in financial accounting and financial management procedures, internal controls, recording of transactions, preparing financial reports, etc;
8. Accompany PMO, PIUs, and PPSU officials on visits to project offices from time to time to ensure that accounting and payment transactions are carried out in accordance with the Accounting Manual and World Bank disbursement procedures;
9. Assist with providing advice and information on the financial status (including cost by components) of the projects to the PMO, PIUs, and PPSU heads, Heads of project components regularly.
10. Assist PMO, PIUs, and PPSU during audit process by BPK, inspectorate general, and/or other agencies including follow up on audit findings.
11. Prepare Project Annual Financial Statements completed with Notes to the Financial Statements.
12. Undertake any other accounting/financial management/disbursement related duties as requested by the PMO, PIUs, PPSU, and the PMO Project Leader.

The activity will be executed by 1 (one) Individual Consultant for 12 months from the start date. Further detailed Terms of Reference (TOR) for the assignment can be found at the following link: <https://bit.ly/TORFMSpecialist>.

The Ministry of Marine Affairs and Fisheries now invites eligible individual consultant ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc. including a Cover Letter and reference letter). The qualification criteria are as follows:

1. Bachelor's degree in a relevant discipline (public sector finance, economics, accounting, tax);
2. At least 10 years of experience in financial management, 5 years of which in the position of a financial management officer or equivalent for projects financed by

multi-lateral donor (such as the World Bank, ADB, and other multi-lateral development Banks).

3. Experience with training, coaching and/or mentoring in a cross-cultural environment
4. Excellent communication skills, including good oral and written English, report writing and presentation skills to a variety of stakeholders
5. Demonstrated ability to work in a challenging environment
6. Demonstrated ability to lead a cross-cultural team as well as being a team player
7. Demonstrated ability to meet set deadlines and deliver outputs/results.
8. Able to travel to project sites if required

Attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers dated September 2023 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours (08.00 to 16.00 GMT+7).

Expressions of interest must be delivered in a written form along with Curriculum Vitae to the address below by e-mail no later than Monday, 23 September 2024 at 16.00 WIB.

Jakarta, 13 September 2024

**Selection Committee of Project Management Office (PMO) Oceans For Prosperity
Project - LAUTRA
Ministry of Marine Affairs and Fisheries**

Email: pokmilwb@gmail.com