



Maldives Pension Administration Office
Republic of Maldives
Pension and Social Protection Administration Project
IDA Credit No.: 4611-MV
Date: 29 October 2014
Terms of reference
Budget and accounts coordinator (local)

A. Background

1. The Government of Maldives (GoM) has undertaken a major initiative to introduce a modern social protection system for the population. This system includes health insurance programs along with targeted social assistance for the vulnerable and the poor. The GoM aims to consolidate the Social Protection programs and deliver a comprehensive social protection system via the National Social Protection Agency (NSPA).
2. With the implementation of the Social Protection Act (2/2014) the National Social Protection Agency (NSPA) is aiming towards introducing a more streamlined financial record keeping and accounting process for the Maldivian social protection system. This comprehensive system will take into consideration all existing social protection programs and new programs that are being planned for the year 2015.
3. The impact of any change affects multiple stakeholders due to the cross-cutting nature of social protection and hence, requires evidence based timely decisions when reforming social protection programs, which can only be facilitated by proper financial reporting and forecasts of expenditures for different social protection programs. The necessary reforms initiatives are being supported under the World Bank's Pension and Social Protection Administration Project.

B. Objective

4. NSPA requires an immediate standardization of its financial record keeping and reporting function. Simultaneously it is in need of a systematic mechanism to process payments for the monthly cash transfer programs and also ensure swift payments especially for urgent and immediate cases under medical welfare. NSPA also requires to generate and provide timely reports to the CEO of NSPA and other relevant authorities on its financial status and forecasts for policy making and planning purposes. The Budget and account coordinator will be responsible to plan and implement necessary changes to enhance the functionality of the budget section of NSPA.

C. Scope of Services

5. Standardization of the financial record keeping.

The National Social Protection Agency (NSPA) is planning to build a systematic benefit administration and management mechanism for a comprehensive social protection system.



This role will be instrumental in driving various components of this strategy largely providing necessary data on expenditure for social protection programs. The Budget and Accounts coordinator will be responsible to design and introduce standard financial record keeping and systematize the processing of payments. The SOP's for the functions of the budget section also needs to be prepared during the tenure. Records of the payments for health insurance scheme as well as medical welfare and other social protection programs need to be filed in a way that data on expenditure as well as aging summaries are available for the senior management of NSPA to assist them in planning as well as facilitate clearance of pending payments. Discuss and advise the CEO and management of NSPA on the finance and budget related matters pertaining to administration of social protection programs and the health insurance scheme via NSPA.

6. Design and implement timely financial reporting mechanism

Appropriate changes to existing social protection programs and the National Social Health Insurance Scheme is highly dependent on information available on the delivery of the programs. There is an imperative need for real-time expenditure reports and financial forecasts. Facilitating the budget section to prepare such reports and enhancing their capacity to deliver them is a key requirement of this assignment.

7. Develop capacity within NSPA budget section.

The budget and accounts coordinator will be responsible to undertake an evaluation of the existing staff in the budget section and identify areas for necessary skill development and training as well as identifying any recruitment requirements. The plan for training should be prepared in consultation with NSPA management and be implemented within the project period.

D. Schedule of Completion of Tasks

8. Preparations of periodic reports during the course of the work, including field work, the budget and accounts coordinator will be required to complete timesheets or other document used to identify time spent and completion of tasks.
9. To carry out these tasks, a budget and accounts coordinator is required for the period from November 2014 through June 2015. Work must be conducted onsite, stationed at the premises specified by the NSPA. Based on the performance during the tenure the consultant may be retained at NSPA.

E. Services and facilities to be provided by the client

10. The NSPA ensures that office space, office facilities, local calls, internet connection, general stationery, support staff and all other relevant information for the completion of the task is made available to the selected Consultant in timely manner.

F. Timetable and Deliverables:

11. Duration of the assignment is 8 months and the deliverables include the following.

• Standardize and introduce a	• First draft of the process design should be
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systematic record keeping mechanism for budget section of NSPA	communicated within 2 weeks of the assignment and continue to refine the process and facilitate the utility of the new mechanism via daily interactions with the budget staff.
• Prepare the standard operating procedures for the budget department.	• First draft to be submitted within 5 weeks from the commencement of the assignment.
• Design a financial reporting framework and develop a financial reporting mechanism.	• First draft of the reporting framework to be submitted by 3 week of the assignment.
• Train and develop capacity within budget section of NSPA to continue the enhanced record keeping and reporting mechanisms.	• Begin training NSPA staff after a plan for training is developed and approved by NSPA no later than 2 weeks from the commencement of the assignment.
• Monthly updates on the status of work to the CEO of NSPA and the PMU.	• Monthly reports on progress to NSPA and report to PMU when requested
• Timely completion of tasks assigned and follow-up reports.	• All tasks to be completed as per the timings agreed to by NSPA and the PMU
• Documented details of tasks carried out.	• Details of tasks undertaken to be documented on a regular basis

G. Procedure for Review of Outputs

12. During the course of the assignment the Consultant shall report to the CEO and Project Coordinator at NSPA, and will work closely with the technical team responsible for Budget related activities. The project coordinator would communicate the progress to the PMU, which then would be communicated to all other involved parties. The progress will be assessed against the detailed work plan approved by NSPA management.

13. The Consultant's final handover documentations at the end of the project will be reviewed by the Senior Management of NSPA within two weeks after submission. After driving at a conclusion by the management, the consultant will finalize the respective output which, based on the necessity, would be communicated to all the parties involved

H. Minimum Qualifications:

- Bachelor's Degree in Finance/ Accounting / financial management /or any other relevant bachelor's degree in a related field accredited by Maldives Qualifications Authority.
- A post graduate degree is preferable
- Three years' experience in a relevant field.
- Experience in SAP and Maldivian government budgeting is preferable.
- Experience in analytic and reporting tools is highly desirable.
- Familiarity with reporting via Microsoft Office programs.
- Appropriate supervision and training skills.
- Good communication skills both in Dhivehi and English.



- Time and task management skills.
 - Experience with design development or training on financial record keeping and reporting is strongly preferred.
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