

## **ATTACHMENT 1**

### **Recruitment of Project Coordinator**

#### **Terms of Reference**

#### **1. Background**

1.1. The Ministry of Finance (MoF) has received financing from the World Bank toward the cost of the Ghana Financial Sector Development Project, and it intends to apply part of the proceeds for consulting services. The project objective is to promote financial sector soundness and access to financial services by individuals. This objective will be achieved by upgrading the regulatory framework for Specialized Deposit-Taking Institutions (SDIs) and credit unions and building supervisory capacity; promoting market transparency and discipline; upgrading systems used by Rural and Community Banks (RCBs), Microfinance Institutions (MFIs), and credit unions; increasing access points; linking informal groups with formal financial services providers; and educating and protecting consumers of financial services.

1.2. The project is comprised of four components:

- (i) improving financial sector regulatory oversight and market transparency and discipline;
- (ii) increasing the outreach of RCBs and MFIs and linking Village and Savings and Loans Associations (VSLAs) to formal financial service providers;
- (iii) bolstering financial capacity and consumer protection; and
- (iv) enhancing the capacity for financial sector policy implementation and monitoring and supporting project implementation.

1.3. Project implementation is mainstreamed within the institutional structure of the MoF. Therefore, the MoF, through the Financial Sector Division (FSD), has the institutional responsibility for coordinating and managing the project, including procurement of consultancies and goods and services, financial management and reporting, Monitoring and Evaluation, and providing implementation guidance to all implementing agencies (ARB Apex Bank, Bank of Ghana, Credit Union Association, GHAMFIN, National Insurance Commission, and Securities and Exchange Commission). The Director of the FSD is the Project Director and will supervise day-to-day project implementation. A Project Steering Committee (PSC) will be established to oversee the overall implementation of the project, and will include high level representatives of the implementing agencies, as well as other relevant stakeholders. The PSC will provide strategic guidance on all aspects of project implementation, with the aim to ensure the achievement of project objectives. In addition, a Project Technical Committee (PTC) will be established to facilitate project implementation and coordination. It will comprise representatives (technical focal points) from the implementing agencies.

1.4. To supplement its capacity and ensure successful project implementation, the MoF intends to recruit a full time Project Coordinator. Under the direct supervision of the Project Director, the Project Coordinator will be supported by a full-time procurement specialist, a financial management specialist, two procurement assistants, and M&E specialists.

## **2. OBJECTIVES OF THE ASSIGNMENT**

2.1. The Project Coordinator will provide day-to-day coordination of project administration to support the FSD ensure efficient and timely implementation of the project activities and to achieve the project development objectives and outcomes. The selected individual will supervise the work of the procurement specialist, financial management specialist, procurement assistants, and M&E specialists.

## **3. SCOPE OF THE ASSIGNMENT**

### **3.1. Strategic planning and project management**

- a) Develop and implement (in collaboration with implementing agencies) project implementation plans, including detailed activity work plan for each project component and submit PSC approval;
- b) Administer of all project activities and ensure effective quality control;
- c) Develop appropriate responses to variations in project performance.

### **3.2. Reporting and Monitoring and Evaluation**

- a) Undertake regular monitoring of project activities;
- b) Collect data and report on project implementation progress, ensuring that all relevant activity and financial reports are produced on time and the results are synthesized into regular quarterly and annual reports to the PSC and IDA/World Bank;
- c) Oversee the monitoring and evaluation framework specified in the Project Appraisal Document and Project Implementation Manual, tracking overall performance of the project against defined outcomes and results indicators, as well as against specific targets and milestones in the project implementation plans;
- d) Provide clear explanations of project performance and variations against plan (including causes and possible remedies), in relation to achievement of defined project milestones, targets, results and outcome indicators, together with budgets;
- e) Ensure the completion of mid- and end-project evaluations.

### 3.3. Oversight of procurement and financial management

- a) Be ultimately accountable for the procurement and financial management functions of the project, ensuring that procedures related to procurement and financial management are consistent with all requirements of the Government of Ghana and IDA/World Bank;
- b) Oversee the performance of procurement specialist, in particular the preparation and monitoring of procurement plans, bidding documents, bid evaluation reports, and contract documents;
- c) Convene tendering meetings as required to evaluate tenders and ensure that clear minutes are written and kept on file for review by the PSC and IDA/World Bank;
- d) Oversee financial management and accounts of the project as well as the performance of the financial management specialist;
- e) Ensure that project accounting and internal control systems have been established for the safeguard and efficient use of project resources; payments are in accordance with arrangements spelled out in the Project Implementation Manual and Government of Ghana and IDA/World Bank requirements; management of project cash flows and submission of withdrawal to IDA/World Bank are done timely appropriately; periodic financial reports and annual audits are prepared in accordance with Government of Ghana and IDA/World Bank requirements and submitted timely.
- f) Ensure that the Government of Ghana meets all agreed financial covenants and disbursement conditions;
- g) Inform the Project Director of any deviations from agreed policies, procedures or conditions.

### 3.4. Relations with PSC and IDA/World Bank

- a) Prepare necessary materials for PSC meetings, focusing on quantitative and qualitative aspects of project progress;
- b) Signal any issues delaying project implementation and recommend corrective measures;
- c) Act as the contact person of the IDA/World Bank Task Team Leader, including to obtain non-objections where required;
- d) Ensure the implementation of all recommendations of the PSC and IDA/World Bank's missions.

### 3.5. Overall Coordination and Communication

- a) Support the Project Director in ensuring that the project activities are communicated to relevant Ministries, Government agencies, and other stakeholders;

Hold consultations with project beneficiaries to ensure ownership, relevance, and effectiveness of project activities and reform efforts.

## 3.0 QUALIFICATIONS

The Project Coordinator should fulfil the following criteria:

- A Postgraduate academic qualification in Business, Economics, Accounting, Public Administration/Management, Project Management, Social Sciences or other related discipline;
- Strong track record in the management and coordination of World Bank or other donor-funded development projects as evidenced by at least 8 years of professional experience;
- Experience working at a senior level is required;
- Familiarity with procurement procedures of the World Bank or similar donors;
- Drive for results and ability to coordinate multiple stakeholders;
- Excellent verbal and written communication skills in English language;
- Demonstrated ability to work in cross-disciplinary teams and constructively solve conflict situations;
- A very good knowledge of Microsoft Office applications, particularly Word and Excel, and good presentation skills.

## **6.0 Duration and reporting**

The appointment will be for an initial period of 24 months, subject to a six-month probation period, with the possibility of an extension subject to satisfactory performance. The Project Coordinator will report to the Project Director.

## **7.0 Undertaking**

This is a full-time position and the Project Coordinator for this assignment must not be engaged in any other on-going assignment in Ghana or elsewhere at the time the employment contract comes into force. Non-compliance would lead to cancellation of the contract by the Ministry of Finance.

Falsifying personal data will also lead to disqualification.