

**CARIBBEAN DIGITAL TRANSFORMATION PROJECT**

**DEPARTMENT OF THE PUBLIC SERVICE**

**TERMS OF REFERENCE**

**FOR**

**SHORT TERM CONSULTANT - FINANCE OFFICER**

**1. Project number: P171258**

**2. Organization name: Department of the Public Service**

**3. Project name: Caribbean Digital Transformation Project**

3.1. Position: Short-Term Consultant - Finance Officer

**4. Contract duration: Beginning: January 1, 2025 End: April 15, 2025**

4.1 This position reports to: Project Coordinator

**5. Project Background:**

The Government of Saint Lucia is implementing a digital transformation project, financed by the World Bank Group.

The Project is being implemented in Dominica, Grenada, Saint Lucia and St. Vincent and the Grenadines. The objective of the Project is to increase access to digital services, technologies and skills by governments, businesses and individuals in the participating Eastern Caribbean countries. The Caribbean Digital Transformation Project (called “The Project” going forth) comprises four components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation and improved service delivery. It aims to ensure that every individual and business within the region is empowered with the access to broadband, digital financial services, and skills needed to actively participate in an increasingly digital marketplace and society. It leverages public sector modernization and digitization to improve service delivery and to drive creation of a digital culture across the region.

To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve productivity of flagship industries and create demand for digitally enabled jobs. It aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase impact and value for money of the project interventions and to create a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms.

Saint Lucia’s Medium Term Economic Development Plan identified digital development as a driver of economic growth and competitiveness. As part of its efforts at modernizing the public Sector, providing a more efficient service to the citizenry through a digital experience Government of Saint Lucia launched the DigiGov Project. To further support this the CARDTP program’s national CRDTP program’s national level activities in St. Lucia fill key gaps identified in the implementation of the DigiGov program and aim to promote economy-wide digital transformation.

This includes a combination of digital infrastructure enhancements, enabling environment improvements, and support for digitization of the private sector and greater adoption of digital services. Given the ongoing DigiGov project, the CARDTP program does not directly support the development of additional digital services.

Furthermore, the project is seen as a key driver of private sector digitization and digital skills development and will adopt a sector-focused view towards the process. Note that the sub-component numbering aligns with the overall regional program framework (not all sub-components will have a national level implementation.

**6.0 Objectives**

The objectives of this engagement are to ensure that the Caribbean Digital Transformation Project maintains a financial management system and prepare financial management statements in accordance with consistently applied accounting standards acceptable to the Bank and the Government of Saint Lucia. This will be done in a manner to adequately reflect operations, resources and expenditures related to the project.

**7.0 Scope of Services**

The Finance Officer will be responsible for maintaining financial records, providing timely financial information to the Project Coordinator and to ensure compliance with GoSL Financial Rules and the Bank’s Fiduciary requirements as referred to in the Project Agreement.

**Duties of Assignments/Deliverable**

The Finance Officer shall be responsible for:

**Specific Tasks and Responsibilities**

*Budgeting and Planning*

* Support the Project Team in preparing annual work plan for the project
* Prepare project’s annual cash flow on the basis of the work plan and related procurement plan
* In accordance with the GoSL budgeting rules and regulations, prepare annual budget estimates and revise estimates based on work plan/cash plan. Submit the estimates to Department of Finance for inclusion in the annual budget of the relevant year. Follow-up and periodically report on the release of funds for the approved budget.
* Verify and ensure the availability of funds before checks are written.
* Prepare monthly monitoring reports comparing actual expenditure against budget for submission to Project Coordinator for necessary action for weak performing areas.
* Prepare timely annual and quarterly disbursement forecasts for all components of the project in line with the project’s procurement plan.
* Assist in the updating of the Operational Manual for the project which serves as a reference guide for project implementation.
* Participate in the development of accounting policies and procedures for project implementation.

*Expenditure/Payment Processing*

* Update the financial management system for the project, utilizing standard accounting procedures and ensuring that the chart of accounts including revenues and expenditures posted are consistent with Project components and Procurement Plans which will ensure full documentation and recording of sources and uses of funds.
* Ensure compliance with the internal control framework (Operations Manual and the Bank’s Fiduciary guidelines etc.) and GoSL’s rules and procedures when processing payments.
* Review payables and ensure prompt settlement of payables to vendors (suppliers and contractors).
* Apply pre-audit checks on all payments before payment from designated accounts including budget availability, sanction of competent authority and compliance with applicable financial rules and regulations.
* Prepare payment vouchers in support of payments being processed.
* Ensure that only eligible payments are forwarded for the Project Coordinator’s approval and drawing funds from the designated account.
* Ensure the completeness of all payments prior to filing and the inputting of all transactions into the financial management system.
* Prepare monthly reimbursement using the Accountant General records for payment of salaries and other project expenditures paid from the consolidated fund (GoSL funds) via SmartStream by the 28th of each month.
* Maintain an approved filing system for Financial Management documents, records and transactions including but not limited to Bank Reconciliation Statements, Statements of Expenditure, Reconciliations of project accounts against SmartStream, Sale of Tender Documents, Withdrawal Applications, Payment Vouchers and Payroll.
* Write receipts for Sale of Tender Documents and prepare records for review and certification for depositing cash received.
* Ensure that all cash received is secured and deposited with 24 hours.

*Monitoring*

* Prepare monthly Statements of Expenditure and Revenues for preparation of journals and posting of expenditures in SmartStream by the 15th of each month
* Monitor the posting of journals and statement of expenditures to determine the accuracy of expenditures and revenues on SmartStream on a quarterly basis
* Reconcile monthly expenditure and revenue reports of Project Accounts against the records maintained on the SmartStream by the 25th of each month.
* Reconcile statements of outstanding invoices received from suppliers.
* Prepare Bank Reconciliation Statements by the 7th working day of each month.
* Reconcile project payroll records against the records maintained on SmartStream.
* Maintain payroll registers for the project assigned.
* Participate in and present at Project Team Meetings, World Bank Missions and meetings with agencies.
* Participate in quarterly budget and Audit meetings
* Meet quarterly with Department of Public Service Accountant to ensure that actions are taking following the reconciliation of Project Accounts against the Project Accounts on SmartStream.
* Make presentations on the financial status of Projects to the Budget Office, the World Bank, Project Team and Department of Public Service.

*Financial Reporting*

* Prepare Interim (unaudited) Financial Reports quarterly for assigned projects by the 30th day following the end of the quarter.
* Prepare Summary Sheets for reimbursement from World Bank / GOSL.
* Preparation of Annual Financial Statements for assigned project by the 30th day following the end of the financial year.
* Prepare quarterly reports on performance of work assigned.

Any other specific tasks within the competence of the incumbent as may be required under the Project.

**Working Arrangements**

**Client’s Responsibilities**

The Department of Public Sector Modernization will provide the Finance Officer with office space, office equipment including computers, access to printing and photocopying and all necessary software for discharge of duties, and mobile telephone with other communication equipment.

**Consultant’s Responsibilities**

* Declare any conflict of interest if and when they arise.
* Maintain cordial working relations with the PIU, DOPS, WB and all stakeholders.
* Execute the duties and tasks with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity.
* Execute the services in accordance with the Bank Guidelines, Financing Agreements, and Operations Manual for the Projects and laws of Saint Lucia.

**Requirements**

Specific knowledge, skills and overall competencies required to successfully carryout the functions of the position. The following information will be considered alongside the specific duties and responsibilities in order to assess the incumbent’s performance:

1. Knowledge of:
2. Government of Saint Lucia (GOSL) Finance Act and Regulations, Procurement and Stores Regulations, Procurement Organizational Structure, Procurement Processes.
3. GOSL Finance Administration Act and Finance Regulations. Able to provide accurate, practical advice on the application and risk mitigation measures related to GOSL Finance Regulations.
4. GOSL Labor laws, National Insurance Contribution (NIC) and Income Tax regulations, and other pertinent regulations with an ability to provide advice as applicable.
5. Basic Planning, Forecasting and Problem Solving skills.
6. Department of Finance as it relates to monitoring government projects.
7. Understanding of:
   1. Financial Reporting guidelines for the World Bank; and the ability to provide quality and practical advice on applicable accounting and financial reporting practices.
   2. Financial Management and Accounting principles.
   3. Accounting and Auditing Standards issued by IFAC.
8. Professionalism:
   1. Knowledge of accounting principles, procedures and standards.
   2. Ability to apply conceptual, analytical and evaluative skills in accounting operations.
   3. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations.
   4. Shows pride in work and in achievements;
   5. Demonstrates professional competence and mastery of the subject matter;
   6. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
9. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
10. Accountability
    1. Takes ownership of all responsibilities and honors commitments;
    2. Delivers outputs as assigned within the prescribed time, cost and quality standards;
    3. Operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the unit, where applicable.
11. Analytical skills – Ability to analyze overall information, including facts and data to support sound, logical decisions regarding own work. Proactively identifying and assessing linkages between policies and potential issues, potential problems that may need attention and raising them as necessary to the supervisor in order to prevent challenges at a later time.
12. Oral and Written communication skills - Ability to communicate orally and in writing in a collaborative and professional manner. Possesses ability to write clear and accurate reports.
13. Integrity and Confidentiality -Ability to handle highly sensitive matters in a highly confidential manner.
14. Client Orientation-Takes personal responsibility for timely and professional response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
15. Time Management and ability to multi-task -Takes personal ownership and accountability to meet deadlines and has the personal organization to do so. Demonstrates ability to organize own work in accordance with priority and deadlines, communicating with others as necessary in order to prevent delays.
16. Results Orientation - Takes personal ownership and accountability to meet agreed upon results. Follows up and coordinates with others as necessary. Proactively identifies solutions to obstacles that affect deliverables.
17. Teamwork and interpersonal skills - Works collaboratively with colleagues to achieve organizational goal; solicit genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda over personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts responsibility for team shortcomings.
18. Learning and Knowledge Sharing - Actively seeks information needed to complete assignments and shares knowledge with others.
19. Conflict Management skills – Able to seek solutions that support peaceful resolution of disagreements, respecting different points of view.
20. Proficiency in Computer Software - necessary to carry out functions, including: QuickBooks, Microsoft Office, knowledge of Microsoft Project and Access.

**Qualifications and Experience**

1. Level 2 ACCA or Bachelor’s Degree in Accounting, Finance, Business Administration, or related field
2. At least five years working experience in financial management, accounting
3. Knowledge of Government Accounting Integrated Financial Management System
4. Knowledge and ability to use Accounting Software including Quick Books.

Performance Assessment

The Contract inclusive of the Terms of Reference, Project Operational Manual, the quality of Financial Reports prepared and timeliness of submission of Reports will be used as the basis to evaluate performance.

D. CONTRACT DURATION

The duration of the consultancy service rendered will be 4.5 months.

Note: Individuals will be expected to pay tax in accordance with the Income Tax of Saint Lucia Cap 15.02.