



REQUEST FOR EXPRESSIONS OF INTEREST

# INDIVIDUAL CONSULTANT



## Government Digital Transformation to Strengthen Competitiveness: Financial Specialist

Country: The Commonwealth of The Bahamas

Supporting Institution: Inter-American Development Bank

Programme: Government Digital Transformation to Strengthen Competitiveness

Project Number: BH-L1045

Loan Number: LO-4549 / OC-BH

Sector: Reform / Modernization of the State

Sub-Sector: E-Government

Deadline: **8 July 2019**

Post: Financial Specialist

Reports to: The Programme Coordinator

The Office of the Prime Minister (OPM) of the Commonwealth of the Bahamas has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness Project and intends to apply part of the proceeds for the consulting services of a Financial Specialist. The consulting services ("the Services") include responsibility for the overall financial administration and control of the resources of the Programme, including the effective operation of the financial reporting systems, related to accounting, budgeting administration, treasury, and asset management activities, and for ensuring the presence of the necessary control environment for effective and transparent, financial reporting in compliance with IADB and national regulations. The Financial Specialist will have a key and pivotal responsibility in the design and implementation of the financial mechanisms and controls for the electronic platform, so as to ensure the proper disbursements, accounting and financial reporting, following the Project Operational Manual (POM) of the Facility, and in direct integration with the PEU financial management system. The duration of the contractual position is 12 months renewable annually based on satisfactory performance.

### Main responsibilities include:

- Managing, in an effective and transparent manner, the financial resources of the Programme and undertaking the corresponding fiduciary responsibilities as well as the implementation and operation of the necessary internal and external controls by ensuring that appropriate financial and accounting systems and controls are implemented so that all Programme activities are executed in accordance with the applicable GoBh and the Bank's financial and accounting requirements. In particular, establishing and maintaining adequate financial, accounting, and internal control systems to ensure the integrity, compliance and transparency of all transactions undertaken by the PEU.
- Leading the implementation and operation of an Enterprise Resource Planning (ERP)/Accounting Software to conduct the integrated cash management, accounts payable, general ledger (GL), bank reconciliation and financial reporting, and directly linked to commitments and corresponding purchase orders.
- Providing for the integration and/or parallel deployment of the GoBh "Financial Accounting System", as required by the OPM, Ministry of Finance, and the Bank including developing and implementing the Chart of Accounts (CoA) of the Programme to provide for the proper recording and tracking of all Programme revenues, expenditure, assets and other financial information.
- Creating, maintaining, reviewing and conducting internal audits for Standard Operating Procedures
- Facilitating the activities of the Internal Audit Department of the OPMMU with respect to the periodic monitoring of the financial administration system (budget, accounting, treasury and asset management), the preparation of the financial statements, and the operation of the internal control systems of the Programme, by providing all pertinent information, and undertaking the necessary corrective actions based on Internal Audit's recommendations.
- Facilitating the discharge of the internal audits by the OPMMU, as PEU, to ensure that recommendations made from such reviews are assessed and acted upon within an agreed timeframe including participating in the selection of the Programme's external auditors, coordinating and preparing for the independent financial audits and providing the necessary information and documentation, and ensuring that audited financial statements are prepared to meet the Bank requirements and that the final reports are available for subsequent stakeholder review.
- Assisting the Programme Manager with Financial monitoring activities and the preparation of periodic financial and physical implementation reports, including the Programme Annual Operational Plan (AOP) along with supporting documentation in accordance with the POM and as required by the OPMMU, Ministry of Finance and the Bank.

### The successful candidate should have the following

- A minimum of a Bachelor's Degree in Finance, Accounting, Economics, or Business Administration (with a concentration in Accounting or Finance), and must be a CPA or the equivalent.
- A minimum of 5 years of work experience in accounting/bookkeeping and/or auditing. Previous knowledge and exposure to IDB's fiduciary, procurement, financial administration and project management policies and procedures is desired.

The Office of the Prime Minister now invites eligible 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. Consultants will be selected in accordance with the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and is open to all eligible bidders as defined in these policies. Consultants will be selected in accordance with the National Competitive Bidding Selection method set out in Selection and Contracting of Firms Policies. Further information can be



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obtained by E-mail: [opmodernizationunit@bahamas.gov.bs](mailto:opmodernizationunit@bahamas.gov.bs). Submit all CVs and qualification documents  
Re: Financial Specialist to E-mail: [opmodernizationunit@bahamas.gov.bs](mailto:opmodernizationunit@bahamas.gov.bs) on or before 5:00 pm on **8 July 2019**