**Terms of Reference**

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| **Contract** | **#CS9-FM-ICS-2023** |
| **Project** | ADB Grant #0553-KGZ: Skills for Inclusive Growth Sector Development Program |
| **Qualification** | Financial Manager |
| **Source** | National | **Category** | *Independent* |
| **1. Background**The Asian Development Bank (ADB) provides support to the Government of the Kyrgyz Republic to implement the Skills for Inclusive Growth Sector Development Program (SIGSDP) Project. The executing agency is the Ministry of Education and Science of the Kyrgyz Republic. The Project aims to strengthen vocational education in the Kyrgyz Republic. SIGSDP components include strengthening the management and financing of the VET system, improving the quality and conditions of training, and expanding industry cooperation and entrepreneurship training.**2. Scope of work**The Financial Manager contributes to the effective SIGSDP implementation through the organization and implementation of financial activities in accordance with the regulatory legal acts of the Kyrgyz Republic and ADB procedures.**3. Tasks and responsibilities**The Financial Manager performs the following functions, tasks and responsibilities:* Timely implementation of SIGSDP financial transactions, payments of Project costs, maintaining records of all invoice payments;
* Operational interaction with MoES, MoF, and ADB using Project bank accounts (advance, program);
* Under the PIU Manager's guidance and in cooperation with the PIU staff, planning annual budgets (by months) for the SIGSDP implementation based on contract award projections for various cost categories;
* Preparing periodic financial plans and budget requirements for approval by the PIU Manager and Project Director, monitoring the implementation of approved financial plans on a monthly, quarterly and annual basis;
* Preparing and submitting periodic Project reports to financial, tax, social, and statistical authorities in accordance with the legal and regulatory requirements of the Kyrgyz Republic and based on standard accounting principles, with all necessary qualification documentation;
* Forming and sending financial applications for account replenishment in accordance with the ADB Disbursements and Loans Manual;
* Maintaining a financial database of Project activities;
* Providing effective internal financial controls to ensure transparency and proper financial reporting;
* Arranging for annual external audits of the financial statements in accordance with the provisions of the Loan Agreement and ADB requirements;
* Facilitating effective audits by the Chamber of Accounts of the Kyrgyz Republic and, if necessary, other audit bodies;
* Performing other Project financial functions, tasks and responsibilities, as may be requested by the PIU Manager.

**4. Outputs / reporting**Monthly written reports to the PIU Manager:Contribution to the SIGSDP periodic reporting to ADB, MoES KR, and other bodies, as needed.The work results will be:* Timely implementation of the SIGSDP financial plan;
* Positive external audit report;
* Positive Chamber of Accounts report.

**5. PIU contribution**The PIU will provide all necessary information and documents related to the assignment as well as a workplace, computer equipment, and other conditions related to the duties.**6. Qualifications and evaluation*** Higher education in economics, financial management, accounting (10%);
* At least 5 years of financial management experience using national accounting (including 1-S accounting software) and tax legislation; experience in Projects financed by the ADB or World Bank is an advantage (70%);
* Excellent knowledge of Kyrgyz, Russian and English (10%);
* Computer skills (Windows, MS Office, Internet Explorer) (10%).
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