

Terms of Reference
Multi Donor Trust Fund for Justice Sector Support for Serbia
Reform Facilitation Unit – Ministry of Justice

Consultant for Financial Management and Project Coordination (Long Term Consultant)

Background and Objective of Assignment

1. Serbia intends to further accelerate its justice sector reform process based on promising results achieved during the past years. This process aims at strengthening the rule of law and improving the capacity, performance, efficiency, integrity, accountability and professionalism of its justice sector and justice sector officials. The judicial reform process in Serbia has been supported by resources from the state budget and by Serbia's development partners. Programs and projects providing support to the reforms have been financed by a wide range of multilateral and bilateral donors and Civil Society Organizations.

2. To support this evolving reform agenda a Multi Donor Trust Fund for Justice Sector Support (MDTF-JSS) has been established with contributions from key international development partners. The MDTF-JSS, jointly executed by the World Bank and the Ministry of Justice (MOJ) of the Republic of Serbia, provides targeted support to Serbia's justice sector to advance justice sector reform and modernization. The main focus areas pertain to different aspects of Serbia's EU accession process in the justice sector, strengthening institutional capacity and resource management functions in justice sector institutions and ensuring donor coordination and aid effectiveness.

3. As part of Government-executed activities, the MDTF-JSS will support the establishment of a Reform Facilitation Unit (RFU) to assist the MOJ and judiciary institutions in planning, implementing and evaluation justice sector reform activities. This facility will fund long term consultants, legal experts and short term consultants, to provide expert advice, recommendations and technical assistance – including drafting technical and policy notes/papers, strategic planning documents, improving aid coordination and effectiveness, and facilitating project design and implementation.

4. The establishment of the RFU is also envisioned to contribute to longer-term capacity building at the MOJ and the Judiciary, and lay sustainable foundations for in-house capacity within the Serbian justice sector institutions to plan, sequence, implement and monitor justice sector reform activities in Serbia. It is envisaged that the RFU will stay in operation after the completion of MDTF-JSS and be funded from the state budget.

Scope of Assignment and Key Tasks

5. The Consultant for Financial Management and Project Coordination will be tasked to support different aspects of the Trust Fund work program implementation. The Consultant will play a key role in preparation, implementation and monitoring of different transactions pertaining to the implementation process. The Consultant will also work on issues relating to financial management of the Trust Fund expenditures across the work program for Government-executed components and activities, in line with the World Bank guidelines.

6. The main tasks comprise:

- Support different aspects of the Trust Fund implementation by preparing, implementation and monitoring a variety of tasks and transactions, as agreed with the Assistant Minister at the MOJ;
- Drafting period reports on the implementation process of the Trust Fund work program, in line with World Bank guidelines and requirements. The Consultant will also be tasked with drafting progress reports to the contributing MDTF-JSS donors, in accordance with the timelines and guidelines of each donor;
- Prepare budgets for planning and coordination of Government-executed MDTF-JSS activities, covering implementation of project components as well as the recurrent operational costs;
- Prepare and maintain accounting records;
- Prepare and consolidate monthly Bank reconciliations;
- Prepare payments including checking vouchers and supporting documents;
- Prepare periodic financial and management reports for submission to the MOJ management and the World Bank;
- Maintain the Fixed Assets Register;
- Prepare quarterly Financial Management Reports; and
- Prepare withdraw applications and related disbursement schedules.

All above responsibilities will be executed in compliance with Procurement and Financial Management Guidelines and procedures and regulations of the World Bank.

Deliverables

5. Main deliverables comprise (i) implementation progress reports to the Bank and the contributing MDTF-JSS donors; and (ii) financial management documentation outlined in the section on main work tasks above.

Contract duration, reporting and location

6. The duration of the Contract will be one year. The contract may be extended depending on performance, business needs and resource availability. Expected contract start date will be January 17, 2011.

7. The position will be based at the RFU in the MOJ. The consultant may need to undertake operational travel in Serbia and externally – such travel will be reimbursed in accordance with World Bank operational travel policies and guidelines.

8. The Consultant will report to the Assistant Minister at the MOJ.

Consultant Qualifications and Experience

9. The Consultant will possess the following qualifications and experience:

- Advanced degree in law, business administration, accountancy, financial management, or related discipline;
- At least 5 years of relevant professional experience in financial management and/or project coordination;
- At least one year experience in financial management using World Bank or any multilateral funding agency FM guidelines;
- Demonstrated experience on reporting on project implementation;
- Considerable knowledge of different financial management techniques;
- Familiarity with World Bank financial management and auditing guidelines;
- Ability to work under pressure, with tight deadlines, in a multicultural environment; and
- Excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice;
- Advanced computer skills are essential; and
- High integrity and accountability in all aspects of financial management.