

*To apply to any of these positions, please send your CV and a motivation letter (no more than 500 words) to [moiwr.mobiunit@gmail.com](mailto:moiwr.mobiunit@gmail.com) by August 26, 2021*

## **TERMS OF REFERENCE (ToR)**

### **FOR THE RECRUITMENT OF SENIOR FINANCIAL MANAGEMENT EXPERT & SENIOR SOCIOLOGIST/ SOCIAL SAFEGUARDS EXPERT**

#### **Background:**

The Government of Sudan received funding from World Bank through national and regional allocations to support a series of projects that aim to address critical water challenges for water supply, irrigation services and sustainable use and management of groundwater. The series of these projects aim to increase access to basic services and improve the livelihoods of selected communities across Sudan. These interventions also aim to lay the foundation for sector development and build capacities of various water-related institutions at all levels to enable effective planning and management of water services and coordination with relevant productive sectors such as agriculture (including livestock development), energy.

To effectively implement these projects; it was decided to establish a “Water Sector Development Unit (WSDU)” within the MoIWR to be responsible for the projects’ implementation. The Unit consists of nine senior positions. Listed as below:

1. Director of the WSDU.
2. Deputy Director Irrigation
3. Deputy Director Water Supply.
4. Deputy Director Water Resource Management.
5. Senior Environmental Impact Assessment Expert.
6. Senior Procurement and Contract Management Expert
7. Senior Monitoring and Evaluation Expert
8. Senior Financial Management Expert.
9. Senior Social Impact Assessment Expert.

The Ministry of Irrigation and Water Resources managed successfully to fill out the first seven positions. Yet, there was a need to re-advertise for the last two positions of **Senior Financial Management Expert & Senior Social Impact Assessment Expert** based on the interviewing results. For more detailed information, kindly refer to the ToR of the two remaining positions.

#### **Deadline and submission of expression of interest:**

The Ministry of Irrigation & Water Resources invites interested applicants to submit the following documents in English language latest by 26<sup>th</sup> August 2021 to [moiwr.mobiunit@gmail.com](mailto:moiwr.mobiunit@gmail.com)

- Curriculum Vitae (CV) outlining relevant qualifications and experience.
- Motivation Letter (no more than 500 words).

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## **8. SENIOR FINANCIAL MANAGEMENT EXPERT**

The senior financial management expert will be responsible for the overall financial management of the Integrated WSDU including overseeing the accounting and financial reporting systems. The FM expert will lead a team of FM staff also serves as an extended arm of the MoIWR to perform most of the activities at federal and state level and providing on job and refresher trainings. **On the basis of the role described above, the specific areas of responsibility of the Senior Financial Management Expert include, but are not limited to:**

### **Requested Services**

- Reports to and work closely with the Integrated WSDU Director and coordinates with MoIWR's financial management coordinator.
- Gets acquainted with the proposed projects' legal documents, the appraisal documents, implementation manuals, etc.
- Review and gets acquainted with all of the projects' implementation documents:
- Review the financial management manual, prepare training materials and provide training to the federal, state level and selected stakeholder on the application of the financial manual.
- Conduct frequent travel to the states to review and ensure the quality of the financial management performance and reporting including review of financial supervision reports.
- Ensure that the program budget and disbursement schedules are updated and maintained.
- Visit states or project related sites (if funding is disbursed to this implementing agency) to review the financial management (FM) system application and get feedback for the FM manual and the project implementation manual (PIM).
- Provide input to the WSDU quarterly report on FM.
- Ensure the proper integration of the financial information into the overall project monitoring and evaluation system.
- Aid the independent auditors at all level.
- Responsible for preparation of consolidated financial reports to be submitted to the World Bank.
- Conduct on job training for staff, project offices and financial experts involved in the implementation of the projects that are under the supervision of the integrated WSDU.
- Maintain sequential filing system of National or/ and International consultants, suppliers etc., of UWSSP project contract agreements to be possible to give account code for each contract agreement upon receipt.
- Keep records for the details of contract amount of each local or /and international consultants, suppliers, which entered contract agreement with the project managed by the

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Integrated WSDU for supply of services or goods and use these data for subsequent payment and follow up.

- Administer and controls use of approved budget.
- Carries out budget utilization comparison periodically as per the directives thereon & Controls expenditure against budget.
- • Report to immediate supervisor, about long outstanding staffs, debtors, and creditors accounts balances and make follow up for fresh staff and debtors balance to be settled within a week after completion of work or field trip.
- In addition to the above-mentioned activities, the Sr. FM expert performs other related and relevant assignments.

**Qualification:** The Specialist to be hired shall have of work experience in accounting shall have MA in accounting/finance or hold relevant professional certificate (e.g ACCA, CPA, CMA) with minimum 3 years' experience after receipt of accreditation or master's degree. Proven familiarity with World Bank financial management guidelines and procedures is an asset. Strong capability of communication on the subject matter, and capacity to offer trainings.

### **Time Frame and Contract Arrangement**

The Senior Financial Management expert will be working with the other WSDU staff and will have responsibilities in all financial matters and a lead responsibility for the outputs in that area and will be reporting to the WSDU Director who will be charged to ensuring the operationality of the accounting and financial management duties including supervision of additional financial management staff recruited to the unit.

The Consultancy is full time assignment and will be contracted for a period of one year with the understanding that the contract will be renewed every year based on evaluation of performance.

### **Reporting**

- The specialist reports to the WSDU.
- Submits reports of the field visits, workshops and meeting results (minutes) within agreed time frame
- Reports monthly, quarterly, and yearly project status.

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## **9. SENIOR SOCIOLOGIST/ SOCIAL SAFEGUARDS EXPERT**

The Senior Social Safeguard specialist will be responsible for the provision of technical support to projects managed by the Integrated WSDU at federal, state and local levels. The senior Social Safeguard specialist will be fully engaged in advising on, facilitating and ensuring (i) the effective implementation of the Environmental and Social Management Framework (ESMF) and Resettlement Policy Framework, and (ii) the creation of adequate awareness and capacity building at all levels for management of the environmental impact aspects of the projects.

The responsibility of the safeguard specialist also includes the monitoring and follows up of the social management plans that mitigate potential impacts of the project.

The Social Safeguard specialist will work in close collaboration with WSDU staffs in partnership-oriented approach, harmony and team spirit. The safeguard specialist is particularly expected to backup and provide technical support to state and local level focal points in the implementation of the ESMF and relevant safeguards tools (checklists, assessments, etc.).

### **Specific duties and responsibilities**

The Senior Social Safeguard specialist will be accountable to the national WSDU Coordinator and will undertake the following duties and responsibilities:

- Provide technical assistance to the state-level environmental and social safeguard focal points jointly with other social safeguard experts.
- Conduct environmental and social safeguard training to the regional environmental and social safeguard experts jointly with other social safeguard experts.
- Monitor and follow up the implementation of safeguard activities at regional level.
- Coordinate environmental safeguard activities at federal level.
- Conduct public consultation meeting jointly with regional environmental and social safeguard experts.
- Review environmental and social safeguard instruments/tools like ESMF (Environmental and Social Management Framework), RPF (Resettlement Policy Framework), ESIA, jointly with other social safeguard experts.
- Prepare ToRs for socio-economic studies for civil works schemes to be financed by projects under the Integrated WSDU
- Evaluate and review socio-economic studies for water related civil works sub-projects that are managed by the Integrated WSDU
- Prepare materials and guidance on procedures for appraising community project proposals
- Conduct Training of Trainers for state and local focal points involved in the implementation of the proposed projects
- Prepare and consolidate quarterly, semiannual and annual environmental safeguard work plan at federal level.

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- Prepare and consolidate quarterly, semiannual and annual environmental safeguard report at federal level.
- Arrange and facilitate the disclosure of ESMF (Environmental and Social Management Framework) and RPF (Resettlement Policy Framework) in the Ministry's website.
- Prepare environmental screening documents /guidelines, completing them and attesting that they are correct to assist implementing Agencies (IAs) to ensure that World Bank regulation and procedures are strictly adhered to during sub project preparation, implementation, monitoring and evaluation.
- Visit the project sites as and when necessary and undertake field inspections and critical evaluations of actions needed to ensure the safety of the program; and give feedback to the national WSDU coordinator.
- Assess the adequacy of the implementation of the safeguard measures and the capacity of institutions and agencies responsible for social safeguards.
- Work closely/jointly with World Bank environmental safeguard experts.
- Assist the WSDU Director and Deputy Directors in the identification of safeguard issues and preparation as well as review of TORs, Papers, Studies, Reports, and undertake other assignments' given by the coordinator.
- Work closely/jointly with World Bank Social Safeguard experts.

### **Required educational qualification and work experience**

MA or BA degree in Sociology and Social administration or other related fields, with 10 years of relevant work experience for BA degree holders and 8 years of work experience for M.A degree of which the candidate should have at least 3 years of working experience on infrastructure projects. The candidate should have knowledge of Government of Sudan's policies and procedures and tangible experience in social assessments, stakeholder consultations and management of grievance redress mechanism. Familiarity with the World Bank financed project guidelines and procedures in social safeguards, social assessment, resettlement action plans, social analysis, as well as World Bank Environmental and Social Safeguard Policies is preferred. Fluency in Arabic and English languages (spoken, and written) is required.

### **Reporting:**

The Sr. Social Safeguards Expert will report to the Integrated WSDU Director. WSDU would confirm that work plans drawn by the Social Safeguards Expert in order to discharge his contracted duties are logically compatible with their respective job descriptions and would monitor that the planned services are delivered by the expert in a manner in line with the objective and requirement of the projects/program.