



**Banadir Regional Administration**  
**Somalia Urban Investment Project (SUIPP) - P150374**

**Country:** Somalia  
**Project:** Somalia Urban Investment Project (SUIPP) - P150374  
**Grant No.:** TF0A1754  
**Assignment Title:** Project Implementation Unit Positions  
**Type of Appointment:** Individual Consultants  
**Duration:** Nine months  
**Duty Station:** Banadir Regional Administration-Office  
**Expected Start Date:** October 2016  
**Reference No.:** FGS/BRA/Serv/2016/01-02

The Federal Government of Somalia through the Banadir Regional Administration (BRA) has secured a grant from the World Bank (WB) administered by the Multi-Partner Fund (MPF) to finance the cost of the Somali Urban Investment Planning Project (SUIPP) which will support feasibility, assessment and preliminary design studies for urban investment activities, in the municipalities of Mogadishu, Hargeisa and Garowe. The SUIPP comprises a “project to prepare a project”. The main project – to be prepared by SUIPP -, called the Somali Urban Development Project (SUDP), has an estimated budget envelope of US\$86.11m intended for support by the MPF.

The Mogadishu Municipality (under the Banadir Regional Administration) shall be responsible for the day-to-day implementation of the Project including financial management, procurement and monitoring and evaluation and the Recipient shall take all necessary steps to ensure that the Mogadishu Municipality project coordination unit is maintained throughout Project implementation with institutional structure, functions and powers, and resources adequate to carry out its responsibilities under the Project.

The activities to be undertaken by the recipient under SUIPP comprise of the enhancement of project preparation and implementation capacity through the hiring, training and equipping core specialists who will be charged with managing the implementation of the SUDP. The Mogadishu Municipality will implement these activities with procurement and financial management support of the EAFS and in accordance with the Grant Agreement between the Federal Government of Somalia and the International Development Association (acting as administrator of the Somalia Multi-Partner

Fund) and the Subsidiary Agreement between the Federal Government of Somalia and the Banadir Regional Administration.

The Banadir Regional Administration invites applications from qualified candidates for the following positions in the Project Implementation Unit

- Post Title: **Project Financial Management Specialist** - FGS/BRA/Serv/2016/01
- Post Title: **Project Engineer** - FGS/BRA/Serv/2016/02

The attention of interested Consultants is drawn to paragraph 1.9 of the *World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (January 2011 and revised July 2014) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. Please visit [www.worldbank.org](http://www.worldbank.org) setting forth the World Bank's policy on conflict of interest.

Expressions of interest/applications and attachments: a CV, two referees and scanned copies of testimonials must be delivered to the address below (in person, or by mail, or by e-mail to [brasuipp@gmail.com](mailto:brasuipp@gmail.com)) by 1600 hours on Saturday, October 8, 2016.

**Attention**

Abdullahi M. Ali

BRA Human Resource Director

Banadir Regional Administration

Mogadishu, Somalia

Email: [brasuipp@gmail.com](mailto:brasuipp@gmail.com)

**TERMS OF REFERENCE**  
**For**  
**SUIPP Project Implementation Unit (PIU) -BRA Financial Management Specialist**

**I. Project Background**

The Somali Urban Investment Planning Project (SUIPP) will support feasibility, assessment and preliminary design studies for urban investment activities, which could be funded from a Multi Partner Fund (MPF), in the municipalities of Mogadishu, Hargeisa and Garowe.

The SUIPP comprises a “project to prepare a project”. The main project – to be prepared by SUIPP -, called the Somali Urban Development Project (SUDP), has an estimated budget envelope of US\$86.11million intended for support by the MPF. Pursuant to relevant Bank Operating Procedures, which specifically allow for such situations, and given that the project has an environmental safeguard categorization of B, the activities to be supported under the SUDP will include both detailed project design and implementation. The activities to be undertaken under the SUDP constitute the rehabilitation and upgrading of primary and secondary/community roads, a potential combination of the upgrading of intra-city roads and/or bridge-building in Garowe, the enhancement of solid and liquid waste management and water supply in Hargeisa, the extension and institutionalization of the Local Development Fund, and institutional strengthening activities focused on the three municipalities and the Hargeisa Water Agency. These activities have been identified through a process of technical work and dialogue the Bank Task Team has undertaken during a number of visits to the three cities and are described in the Project Information Document for the SUDP and in the Aides Memoire produced after each visit. A detailed description of the SUDP is attached the PIM as Annex 1.

Preliminary preparation, which includes feasibility studies and preliminary design for the main infrastructure activities under the SUDP, as well as a number of potential urban infrastructure investments on the Somali territories, and a range of institutional assessments, will be undertaken under the SUIPP also to be supported by the MPF. Some of the output of the technical work undertaken under the SUIPP will provide the basis for the preparation of the SUDP, while the scope of TA should also be applicable to urban development projects in a variety of different funding contexts. It should be noted that final design work itself – e.g. detailed engineering design, social and environmental impact assessments, exploratory drilling and preparation of bidding documents – will not be undertaken as part of the SUIPP. They will be undertaken as part of the SUDP or other projects under different financing arrangements and funding to cover these costs will be included in the project documentation and proposals relating to that operation.

Overall, the SUIPP will support two basic types of activity:

- a) Feasibility and preliminary design studies for the physical investments that will be supported by the SUDP and other urban development projects, and institutional assessments of the agencies that will execute these investments to provide an informational and analytic base for the preparation of institutional strengthening activities that will be supported by the SUDP. In order to facilitate the quick execution of these activities in the fragile and conflict affected environment of the Somali territories, they will be executed by the Bank pursuant to OP 10 (para 12);
- b) Provision of technical assistance to enhance the capacity of the Somali executing agencies to prepare and implement urban development projects, such as the SUDP, effectively and efficiently and to mitigate fiduciary and safeguards risk. These activities will be client executed.

The SUIPP activities briefly described in “b” above will be implemented by three different agencies, namely the Mogadishu Benadir Regional Administration (BRA), the Garowe Municipality (GM) and the Hargeisa Municipality (HM).

In order to establish sufficient capacity to prepare and then implement the SUDP, technical assistance for the BRA will need to be recruited under SUIPP comprising a full-time project coordinator, full-time procurement specialist, full-time financial management specialist, social and environmental specialist, and a monitoring and evaluation specialist, communication specialist, project engineer and Admin & finance officer. Operating and minor equipment costs related to the recruitment and employment of these positions will also be incurred. In addition, some training and capacity building for these individuals and other staff associated with preparation and execution of the SUIPP and SUDP will be required.

The FS will undertake the role and responsibilities as set out above and in the Scope of Work section of these TORs.

## **II. Objective of the Assignment**

The objective of the assignment is for the SUIPP-BRA Financial Specialist (FS) to perform all necessary financial management (FM) activities under SUIPP for the period of the assignment. The FS will work in close coordination with the FGS External Assistance Fiduciary Section (EAFS) within the Ministry of Finance, Office of the Accountant General. The FS will manage the financial management activities of the project in strict compliance with: (i) EAFS Manual (ii) the requirements of the Agreement between the World Bank and the Government; (iii) Project Appraisal Document (PAD) iv) the Project Implementation Manual (PIM) for this project which is based on appropriate financial management best practice and international accounting standards.

## **III. Scope of work:**

1. Maintain all accounting records in line with approved accounting standards and in line with the World Bank's and Government's regulations;
2. Render periodic reports, (i.e. monthly/quarterly/annually) in the formats approved by the World Bank and FGS and in line with the project documents and financing agreement;
3. Ensure that disbursements are made in accordance with approved annual budgets and work plans together with the Project management;
4. Ensure that all payments are done in accordance with good accounting practices and in line with the project objectives and financing agreement;
5. Where applicable, ensure that the required the World Bank No Objection letters relating to an expenditure have been rendered by the Bank before effecting payment;
6. Ensure prompt release of funds once approved to beneficiaries;
7. Ensure that required accounting and submissions of returns by beneficiaries who receive advances are fully supported, complete, accurate and timely;
8. Maintain relevant books and records for the Project that reflects the components and activities;
9. Ensure that the filing system of the accounting records are satisfactory at all times and they are easily retrievable for reviews and audit purposes;
10. Ensure that all accounting records are updated promptly;
11. Prepare monthly bank reconciliations for the project bank accounts, including designated and project accounts;
12. Ensure financial reports are prepared in accordance with agreed formats and in line with the financing agreement;

13. Prepare Unaudited Quarterly Financial Reports (IFRs) and Annual Financial Statements for all Project Funds are prepared and analysed according to the categories and project components as appropriate, and provide timely reporting of any material variances;
14. Together with the SUIPP Coordinator, maintain, develop and update the financial procedures manual on a regular basis;
15. Liaise with the internal/external auditors to get project financial statements audited and follow up any audit queries/management letters
16. Follow up on “No Objection” from the Bank’s Procurement Specialist where not available and ensure they are properly filed as part of the accounting records.
17. Ensure that no project category/component is overspent without proper authorization from the World Bank
18. Working with other project staff, prepare annual work plans and budgets. In addition review all aspects of the Project work plans and budgets based on the results of operations and changing economic conditions and recommend corrective measures to the management
19. Initiate corrective measures to address internal financial shortcomings and irregularities as the need arises
20. Establish and enhance as appropriate, systems of internal control (goods, works, services, fixed assets, civil works)
21. Prepare, monitor and interpret cash flow forecasts in consultation with the Head of the PIU
22. Analyse changes in the forecast and advise the project management accordingly;
23. Ensure compliance with operating procedures of Government and the World Bank, e.g. Procurement, Disbursements, Designated Accounts, SOEs, IFRs, Special Commitments etc.;
24. Monitor, in conjunction with the Procurement Specialist financial management aspects of consulting services and other procurement contracts;
25. Brief the SUIPP Coordinator on capacity development progress being achieved;
26. In conjunction with the SUIPP Coordinator, the SUIPP Procurement Specialist monitor performance against agreed Financial Performance Indicators;
27. Prepare quarterly and final reports at the end of the contract period outlining achievements, challenges and recommendations pertaining to the financial management function;
28. Keep abreast of changes in financial regulations and legislations and ensure the accounting staff is updated on new developments.
29. Identify key emerging gaps and fiduciary risks that inform the need to revise the EAFS manual and PIM.
30. Reports and other documents shall be submitted in English.

#### **IV. Period of Performance**

The SUIPP Project is expected to begin 1<sup>st</sup> October 2016 and close 30 June 2017. The FS contract will be for approximately 9 months. Follow on implementation of SUDP is planned and the FS contract is eligible for possible extension. Contract extensions shall be based on performance that shall be reviewed and cleared by the Bank. All the monthly invoices submitted for payment shall be accompanied by dully approved timesheet by the Project Coordinator.

#### **V. Deliverables**

The assignment will be managed through a work plan process allied to the quarterly program work plan. Reports and other documents shall be submitted in English. Deliverables include:

- Within the first two weeks of the contract and in full consultation with the PIU Coordinator, prepare a clear work plan on financial management and disbursements and share with the implementing entities and the World Bank. The work plan shall be formally approved by the Project Coordinator and submitted to the World Bank. Refer to Annex I for a sample work plan reporting template.
- Report regularly to the PIU, implementing entities and to the World Bank on key issues affecting the operations of the project financial activities;
- Prepare quarterly Interim unaudited Financial Reports (IFRs) which will be submitted to the PIU and the World Bank not later than 45 days after the end of the month or quarter to which the report relates;
- In consultation with the EAFS, prepare Annual Financial Statements for financed projects, within two (2) months after the end of the fiscal year to which they relate. These Annual Financial Statements to be submitted must be ready for audit.
- Prepare summary quarterly progress report on the assignment in the context of the approved work plan. The work plan should identify key milestones and related tasks undertaken within the quarter, emerging risks and challenges, recommendations to mitigate the risks and a projection of the key activities to be undertaken in the ensuing periods. In particular, the report should highlight key financial management knowledge transfer, capacity development and trainings undertaken to the counterpart financial management staff. Refer to Annex II for a sample summary quarterly reporting format. All the quarterly progress reports should be approved by the Project Coordinator and maintained in project files.

## **VI. Qualifications**

- Master's Degree in accounting, finance or business administration (accounting);
- Registered part professional qualification in financial management course that leads to attain financial management qualification from recognized professional body e.g. ACCA, CIPFA, IPFM, CPA etc.
- At least 5 years of experience in audit or financial management;
- Preferably at least 2 years of post-qualification experience in financial management directly relevant to public sector, local authority and/or international development organization ;
- Understand well in local dynamics
- Excellent written and oral communication skills in English & Somali, to deliver technical financial documents, and reports;
- Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required

**ANNEX I Sample Summary Quarterly Reporting Format**

<b>A. Key Tasks completed during the reporting<sup>1</sup> period</b>	<b>B. Key risks and challenges identified/emerging</b>
<b>C. Recommendations to mitigate the identified risks</b>	<b>D. Major Tasks Pending - To be undertaken in the next period</b>

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<sup>1</sup> This should include key capacity building activities.





**TERMS OF REFERENCE**  
For  
**SUIPP Project Implementation Unit (PIU) Engineer**

**I. Project Background**

The Somali Urban Investment Planning Project (SUIPP) will support feasibility studies, preliminary engineering designs (PED) detailed engineering designs (DED) - including Bills of Quantity (BoQ), bidding documents, and estimated engineering costs for urban investment activities, which could be funded from a Multi Partner Fund (MPF), in the municipalities of Mogadishu, Hargeisa and Garowe.

The SUIPP comprises a “project to prepare a project”. The main project – to be prepared by SUIPP -, called the Somali Urban Development Project (SUDP), has an estimated budget envelope of US\$86.11m intended for support by the MPF. Pursuant to relevant Bank Operating Procedures, which specifically allow for such situations, and given that the project has an environmental safeguard categorization of B, the activities to be supported under the SUDP will include both detailed project design and implementation. The activities to be undertaken under the SUDP constitute the rehabilitation and upgrading of primary and secondary/community roads, a potential combination of the upgrading of intra-city roads and/or bridge-building in Garowe, the enhancement of solid and liquid waste management and water supply in Hargeisa, the extension and institutionalization of the Local Development Fund, and institutional strengthening activities focused on the three municipalities and the Hargeisa Water Agency. These activities have been identified through a process of technical work and dialogue the Bank Task Team has undertaken during a number of visits to the three cities and are described in the Project Information Document for the SUDP and in the Aides Memoire produced after each visit. A detailed description of the SUDP is attached the PIM as Annex 1.

Project preparation, which includes feasibility studies, preliminary engineering design, detailed engineering designs for the main infrastructure activities under the SUDP, as well as a number of potential urban infrastructure investments on the Somali territories, and a range of institutional assessments, will be undertaken under the SUIPP also to be supported by the MPF. Some of the output of the technical work undertaken under the SUIPP will provide the basis for the preparation of the SUDP, while the scope of TA should also be applicable to urban development projects in a variety of different funding contexts. It should be noted that final design work itself – e.g. detailed engineering design, social and environmental impact assessments, exploratory drilling and preparation of bidding documents – might not be undertaken as part of the SUIPP. They might be undertaken as part of the SUDP or other projects under different financing arrangements and funding to cover these costs will be included in the project documentation and proposals relating to that operation. The final determination of when the DED will be undertaken is currently in the process of being determined.

Overall, the SUIPP will support two basic types of activity:

- a. Feasibility, preliminary engineering designs, and detailed engineering designs for the physical investments that will be supported by the SUDP and other urban development projects, and institutional assessments of

the agencies that will execute these investments to provide an informational and analytic base for the preparation of institutional strengthening activities that will be supported by the SUDP. In order to facilitate the quick execution of these activities in the fragile and conflict affected environment of the Somali territories, they will be executed by the Bank pursuant to OP 10 (para 12);

- b. Provision of technical assistance to enhance the capacity of the Somali executing agencies to prepare and implement urban development projects, such as the SUDP, effectively and efficiently and to mitigate fiduciary and safeguards risk. These activities will be client executed.

The SUIPP activities briefly described in “b” above will implemented by three different agencies, namely the Mogadishu Banadir Regional Administration (BRA), the Garowe Municipality (GM) and the Hargeisa Municipality (HM). These terms of reference cover the technical aspects of the SUIPP and SUDP described here as they relate to the investments in Mogadishu.

In order to establish sufficient capacity to prepare and then implement the SUDP, technical assistance for the BRA will need to be recruited under SUIPP comprising a full-time project coordinator, full-time procurement specialist, full-time financial management specialist, a social and environmental specialist, monitoring and evaluation specialist, communication & community liaison specialist, project engineer and Admin & finance officer. Operating and minor equipment costs related to the recruitment and employment of these positions will also be incurred. In addition, some training and capacity building for these individuals and other staff associated with preparation and execution of the SUIPP and SUDP will be required.

The PIU Engineer will be responsible for overseeing the preparation of the consultant teams preparing the sub-projects and will oversee preparation of bidding documents and will be involved in the assessment of bids and consultant processes for work related to sub-projects in Mogadishu. The Engineer will also be responsible for assessing quality and progress of sub-projects, and will coordinate with the Monitoring Agent as well as the Monitoring and Evaluation Officer and the Procurement Officer.

The PIU Engineer will undertake the role and responsibilities as set out in the Scope of Work section of these TORs.

## **II. Scope of Work**

The BRA PIU Project Engineer is responsible for:

- a. Working closely with sub-contractors that will undertake the feasibility study of rehabilitation of primary roads in Mogadishu.
- b. Working closely with sub-contractors that will undertake the feasibility study of secondary/tertiary roads in all 17 districts in Mogadishu.

- c. Consult and inform local communities and their political representatives on implementation of infrastructures and facilities.
- d. Working closely with sub-consultants to develop preliminary and detailed engineering designs of primary roads of Mogadishu.
- e. Assisting the Procurement Officer in preparation of bidding document.
- f. Advising the Project Coordinator progress on all implementation sub-contracts.
- g. Identify and manage risks so that maximum benefit to clients and stakeholders is achieved.
- h. Ensuring full engagement with all stakeholders of the Project.
- i. Participate in and advise the *Bid and Tenders Evaluation Committee(s)* on the responsiveness of bids and proposals, particularly in technical matters in line with the World Bank procurement procedures and the BRA procurement procedures.
- j. Support and advise the Project Coordinator as appropriate for the smooth implementation and administration of the Project including appropriate input to the Quarterly Reports;
- k. Reports and other documents shall be submitted in English and in Somali when required.
- l. The PIU Engineer shall undertake additional duties as reasonably directed by the Project Coordinator and Deputy Coordinator for the improved implementation of the Project.

### **III. Capacity Building**

The PIU Project Engineer will serve as mentor to other Engineers in Mogadishu Municipality for supervising the Project implementation, improved performance of the Consultants, Contractors, and BRA staff, and increasing the depth of knowledge in all areas of project management and project design for both the SUIPP and SUDP Projects.

The PIU Project Engineer will also serve as a resource to Mogadishu Municipality by assisting them to better understand World Bank and FGS procedures for project execution.

### **IV. Period of Performance**

The PIU-SUIPP Project began in **August 2016** and is expected to close on **June 31, 2017**. The PIU Project Engineer's contract will be for approximately 9 months. Follow on projects are planned and the Project Engineer's contract is eligible for possible extension.

The PIU office will be established within the BRA however occasion site visits will be undertaken by the Engineer as needed to adequately assist the sub-contractors to perform properly on their duty.

## **V. Qualifications**

- a. Post- Graduate Degree in civil engineering.
- b. Minimum of five (5) years' experience with urban and community infrastructure design, construction, and rehabilitation. Experience executing externally financed projects is desirable.
- c. Experience related to road building /rehabilitation projects / contracts.
- d. Demonstrate ability to work within diverse and demanding environments while maintaining excellent communication and negotiating skills.
- e. Demonstrated experience leading teams and successful ability to work within a team environment.
- f. Evidence of analytical capacity and competence in providing detailed strategies for the successful delivery small infrastructure work in challenging situations.
- g. Show evidence of report writing skills and technical design review.
- h. Knowledge of local dynamics will be considered as an advantage.
- i. Written and spoken fluency in both Somali and English languages.
- j. Experience with World Bank Standard Bidding Documents or FIDIC bidding documents is an advantage.