



**Financial and Procurement Technical Advisor
Ministry of Education, Culture and Higher Education
Terms of Reference (ToR)**

I. General Information	
Post/Title:	Financial and Procurement Technical Advisor – Ministry of Education, Culture and Higher Education
Department	Admin & Finance Department –Federal Ministry of Education, Culture & Higher Education (MOECHE)
Reporting Lines	Permanent Secretary(PS/Director General(DG))
Key Internal Contacts:	Ministry leadership (Permanent Secretary, Director General), Director of Finance, Technical Advisors (Program Director, MoECHE GPE Coordinator, Teacher development), CARE Area Managers, Education Technical Advisor and Senior Grants Officer.
Key External Contacts:	Federal Member states Ministries of Education (Jubaland, South West, Hirshabelle, Galmudug and Banaadir Regional Administration). CARE Area Managers, Education Technical Advisor and Senior Grants Officer and Concern Worldwide
II. Background Information	
<p>The Global Partnership for Education (GPE) funded Education Sector Program Implementation Grant (ESPIG) is aligned with the priorities of the Federal Government of Somalia’s new ESSP and with GPE strategic objectives. The project focuses on the primary education subsector and seek to expand equitable access to quality primary education opportunities, improving learning outcomes, ensuring the acquisition of foundational skills at the expected level for each grade, and enhance system capacity at the central MOECHE and Member State Ministries. The ESPIG grant aim to address the needs of large numbers of out-of-school children in South Central Somalia, with a focus on children from marginalized groups such as IDPs, pastoralists/nomads, urban poor, minority clans, and children with disabilities, and with a particular emphasis on girls. The grant will be implemented by the Federal Government of Somalia ministry of education, culture and Higher Education (MoECHE) in collaboration with the federal member states ministries of education in Jubaland, South west, Galmudug, Hirshabelle states and Banaadir regional administration with CARE as grant agent and Concern Worldwide as sub-contractor.</p>	
III. Position Summary	
<p>The Ministry of Education, Culture and Higher Education (MoECHE) is seeking to recruit a Technical Advisor – Finance and Procurement to support building the capacity of the department of Admin and Finance. The incumbent will also support the work of the GPE program. He/she will work very closely with the Ministries of Education of the Federal Government of Somalia, Jubaland State of Somalia, Galmudug, Hirshabelle and South West States of Somalia, and with Concern Worldwide as sub-contractor. Reporting to the PS/DG, the TA will be a member of the Project Management Unit that is embedded in the FGS office in Mogadishu. He/she will support the Ministry of Education to assist with, and advice on, the planning, development and implementation of an effective and transparent accounting, budgeting and financial planning system, auditing and procurement within the MoECHE.</p>	
IV. Key responsibilities (Measurable results)	

1. Support the implementation of the project (30%)

- Support the Effective coordination and implementation of the program in line with the Grant Agreement, Partnership Agreements and CARE's policies, standard operating procedures and ESPIG Program Manual;
- Contribute to the development of work plans and budgets for effective implementations
- Support the preparation of quarterly and annual narratives, results and financial reports including the GPE ESPIG annual implementation status report
- Support the management of MOEs staffs deployed to the program at the MOECGE and Regional States
- Support the Regular review and update of the Program Manual
- Liaise with the relevant line education officers to ensure efficient and timely implementation of project activities
- Establish and maintain regular contact with the MoECHE, States and Regions, ESC members and GPE-funded programs in Puntland and Somaliland
- Provide oversight and monitoring of activities implemented across the various geographical locations;

2. Technical Support - Financial (40%)

- With MoECHE staff carry out a detailed review of the existing accounting, budgeting and financial management systems
- Support the MoECHE and ensure that a detailed development plan for establishing an effective and Financial Management Unit within the MoECHE including organizational structure for the Finance department at the federal and at the regional states
- In consultation with the PMU and the MoECHE identify staffing requirements, skills and competencies and training needs
- Design implementation plan for a computerized budget preparation and accounting system (Financial Management Information System);
- Provide recommendations for compliance with Government (public) financial procedures and international good practice and standards
- Develop a strategy for the strengthening of Ministry, departmental, regional and sub-sector level budget preparation processes and procedures
- Procedures for the programming of education investment and the estimation of recurrent costs
- Generally advise the senior-management of the MoECHE and the program as required and appropriate on matters within the scope of the assignment.

3. Technical Support- Procurement (30%)

- Support the Grant and the MoECHE at the Federal and Regional Members States level with all matters related to procurement in line with government and organizational policies
- Supervise activities and work relating to procurement and supply for the programs including specifications, quotes, orders, packaging, storage and transportation of supplies
- Undertake Due Diligence checks (supplier references, site visits, historical data and anti-terrorism compliance) for Authorized Suppliers and Contracted Suppliers.
- Liaise with PMU and relevant stakeholders including procurement officers to ensure timely processing of procurement requests and delivery to the required destinations while complying with the laid down procurement procedures and donor regulations
- Provide support through coaching, mentoring and training opportunities to departmental staff to enable them meet challenging performance objectives.

V. Authority

The TA –Finance and Procurement will report directly to the PS/DG –Ministry of Education, Culture and Higher Education.

VI. Key Qualifications

- Master’s degree in Finance or in a relevant field;
- Minimum of seven years’ experience working in Somalia or in the Horn of Africa and a good understanding of sound programming principles;
- Experience in management of Grants & contracts with different donors, including preparation and monitoring of budget
- experience in financial and operational management of governmental offices;
- Knowledge of GPE and/or other donors programmatic and financial regulations;
- Experience in management of compliance and fraud prevention.
- Experience in managing and mentoring staff and promoting teamwork;
- Good interpersonal and cross-cultural skills;
- Facilitation and training skills including development of training materials and facilitation of participatory program development and capacity building
- Experience in managing and working with procurement systems
- Excellent verbal and written English skills, particularly communication and presentation skills for diverse audiences
- Ability to establish and maintain effective partnerships and working relationships with ministries of Education both federal and states, donors and other development partners
- Computer proficiency (including word processing, spreadsheets)
- Experience in the design and use of Financial systems
- Willingness and experience to work independently in politically unstable security situations in security sensitive areas;
- Knowledge of Somalia, its’ culture and political background.

VII. Core Values & Critical Key Competencies

Respect, Integrity, Commitment, Diversity, Stress Tolerance, communicating with Impact, Excellence and Building Partnerships.

VII. How to Apply

Send your CV and cover letter to somconsultant@care.org by 30th September 2018