



**TERMS OF REFERENCE
Financial Management Specialist**

**NATIONAL HEALTH SUPPORT PROGRAM
KHYBER PAKHTUNKHWA HEALTH DEPARTMENT**

1. Background

The **National Health Support Program (NHSP) Khyber Pakhtunkhwa (KP)** is an initiative designed to strengthen the healthcare delivery system across the province, addressing both structural and functional aspects to improve public health outcomes. The KP-NHSP aims to achieve comprehensive healthcare improvements by focusing on primary healthcare services, infrastructure development, and community engagement, ensuring equitable and quality healthcare for all citizens of KP.

2. Project Components

The project National Health Support Program aims to improve access to an essential package of quality health services at PHC level for the population of Khyber Pakhtunkhwa.

There are 3 result areas encompassing 09 DLIs i.e. as under;

1. Primary Health Care (PHC) facilities meeting essential health services delivery norms, including in lagging areas and addressing climate risks
2. PHC providers delivering quality essential health services, including in lagging areas
3. Timely and appropriate referral between PHC level and higher levels of care, including in lagging areas.
4. TB case notification
5. Average provincial coverage of Penta- 1 and fully immunized children (FIC) within zero-dose priority districts.
6. Health information systems strengthened through greater integration and use of dashboard, including in lagging areas
7. PHC facilities reporting reductions in stock outs of select FP and nutrition commodities and essential drugs/medicines, including in lagging areas
8. Improved budgeting and budget flow practices
9. Domestic resource mobilization for PHC.

3. Objective

To strengthen equitable delivery and quality of essential health services at the primary health care level in support of Universal Health Coverage.

In particular the project will:

1. Strengthen equitable delivery and quality of essential health services at PHC level.
2. Improving coverage and quality of essential health services.
3. Strengthening Governance and Accountability.
4. Improving Health Financing and PFM.

Specific objectives of this technical assistance are:

1. To enhance the capacity of health managers and healthcare providers, improving the quality-of-service delivery.
2. To provide governance and accountability (M&E) support through the use of information technology and improvement in the capacity of the DGHS.
3. To deliver direct technical assistance for cross-cutting reforms for primary health care by providing consultants and third-party support to the DoH.

4. Structure and Staffing of the Project Management Unit (PMU)

The Department of Health, KP, oversees the NHSP implementation, supported by a Project Management Unit (PMU) led by a **Project Director (PD)**. The PMU includes specialists in health, procurement, finance, monitoring and evaluation, Coordinators and Research Associates to ensure effective project management and execution.

5. Scope of Work for Financial Management Specialist



The **Financial Management Specialist** will provide technical expertise and support for all financial management activities under the KP-NHSP. The specialist will ensure compliance with World Bank financial management guidelines, government financial rules, and relevant accounting standards. The Financial Management Specialist will work closely with the Project Director, PMU team, and other stakeholders to manage financial operations, budgeting, disbursement, and reporting processes efficiently and transparently.

6. Duties and Responsibilities

i. Qualification & Experience:

- An accounting degree preferably CA – 3 years of post-qualification experience or ACCA/ACMA with 7 years of post-qualification experience, M.com/MBA (Finance) - 10 years of relevant experience.
- Knowledge of public sector accounting, financial management of large major donor cooperative agreements.
- At least 3 to 5 years' experience managing funds for development projects (World Bank funded projects experience will be preferred).
- Experience of implementing financial control systems at field level.
- Experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission will be preferred.

ii. Specific Tasks and Responsibilities

The Financial Management Specialist will report to Project Director.

A. Budgeting and Planning

- Support the project team in preparing annual financial work plan of IPF and each related DLI for PforR window
- In accordance with Government of Pakistan budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan. Submit the budget estimates to Planning and Development Department for inclusion in Khyber Pakhtunkhwa Annual Development Program of the relevant year. Follow-up for the release of approved budget for program activities.
- Upload annual budget on National FMIS and prepare monthly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for attention of Project Director.
- Prepare annual and quarterly disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

B. Funds Management

- Prepare cash forecasts on quarterly basis in coordination with the project team and submit to World Bank for advance and replenishment of advance for IPF window.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the projects' assignment accounts.
- Ensure appropriate measures for refund of funds to World Bank (if required).
- Prepare necessary documentation and liaison with relevant department for closure of project account after closing date or grace period, whichever is later.

C. Expenditure/Payment Processing

- Ensure compliance with internal control framework (*Operations Manual, Financial Management Manual, SOPs and the Bank's fiduciary guidelines etc.*) and government rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.



- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Ensure that only eligible payments are forwarded for Project Director's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

D. Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model and CGA's approved Financial Management Manual.
- Maintain PIFRA SAP R/3 (National FMIS) software and work to integrate KP NHSP in the National FMIS as per legal requirements
- Oversee the process of entering transaction level data in National FMIS and generating vouchers from the system
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the projects progress.
- Prepare supplementary record which provides timely and up-to-date financial information of civil works and consultancies.
- Maintain imp rest of petty cash and ensure maintenance of separate petty cash book and petty cash vouchers and compliance with petty cash SOPs approved by the World Bank.
- Prepare monthly bank reconciliation statements of assignment account(s) both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with Accountant General Office on monthly basis.
- Prepare and process monthly payroll and submit to Project Director for approval prior to making any payment under salaries. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Ensure that the fixed assets records are maintained for both the projects identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

E. Financial Reporting

- Prepare Quarterly Financial Summaries and submit to Project Director and the World Bank in time for review and approval.
- Prepare annual financial statements of the KP NHSP PforR and IPF window as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Prepare periodic financial reports specified under the Legal Agreement or as recommended by the World Bank.
- Capacity building of financial management staff at district health offices and facilities through a systematic in-house training program that needs to be designed within 8 weeks of induction as the Financial Management Specialist.
- Ensure that all government financial reporting requirements are complied with, specifically:
 - a. Schedule of Cheques prepared and submitted to Project Director for onward submission to Accountant General, Khyber Pakhtunkhwa.
 - b. Monthly financial reports to AG Office/Treasury Office and regular/ timely reporting in SAP (ensure timely reconciliation).
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.
 - d. Grant/Loan/Credit Disbursement Estimates (Budget and Revised) on EAD format submitted to Project Director for onward submission to EAD.



- e. Share monthly IFMIS report of Government of KP on Primary Healthcare expenditure.
- f. Lead implementation of PFM reforms as outlined in PFM policy note for PHC expenditure.
- g. Lead achievement of PFM related DLIs and Program Actions as outlined in Project Appraisal document and financing agreements.

F. Internal Controls:

- Suggest strengthening of internal control practices towards *Institutional strengthening*.

G. Audit

- Make arrangements for timely initiation and completion audit of projects and ensure that report produced is in compliance with audit requirements of the Government of Khyber Pakhtunkhwa and the World Bank.
- Ensure the projects are adequately reflected in audit plan issued by DG Audit Khyber Pakhtunkhwa and that internal audit is periodically conducted in accordance with the internal audit plan.
- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors along with Project Director, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections.
- Prepare annotated replies or working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.
- Assistance in providing documentation and advice for internal and external audits.

8. Resources and Facilities

The Financial Management Specialist will be provided with necessary resources, office space, and facilities to effectively manage financial activities under the NHSP. Close collaboration with the PMU team, Health Department officials, and World Bank representatives is expected.

9. Reporting Requirements

The Financial Management Specialist will report directly to the Program Director, KP-NHSP and Deputy Project Director, and submit regular progress reports, including monthly, quarterly, and annual updates, on financial management activities to the PMU and the World Bank.

10. Duration and Location

This is a full-time position based in Peshawar, KP, with the requirement to travel frequently to project sites across the province.

These ToRs are intended to ensure effective, transparent, and compliant financial management processes for the successful implementation of the NHSP in KP, contributing to improved healthcare outcomes for the province's population.