



**Da Afghanistan Bank
Central Bank of Afghanistan
Financial Sector Strengthening Project**

**Request for Expressions of Interest
Account Consultant- Individual
(Prepare an Accounting Manual including operational policies and procedures of DAB and
conduct training in using the manual)**

Islamic Republic of Afghanistan
Financial Sector Strengthening Project
Consulting Services: Account consultant (Individual Consultant)
Grant No: H484-AF
Project ID No.: P110644
EOI No.: FSSP/DAB/C-2
Closing Date:

Expression of interest must be delivered to the address below by [1600 hours on 26 September 2009].

Expressions of Interest

The Government of Afghanistan is implementing a World Bank supported Afghanistan Financial Sector Strengthening (AFSSP) aimed at improving the financial services in Afghanistan. One component of the project is support to the Account office and Comptroller General Department to address the current lack of capacity which is hindering the development of the banking and financial services sector in Afghanistan. This component of the FSS project is aimed at preparing well-documented and updated operational procedures and guidelines of the respective departments; provide training and expose staff of the department to modern practices in international banking and international accounting requirements and finally take risk based audits. It will help DAB produce better quality and more timely financial data. The component will support the provision of technical assistance to strengthen the accounting and capacity of DAB and formulate the Accounting Policy; Accounting Manuals; and Operational Procedures to implement the Accounting and Auditing Manuals in order to gradually move the departments towards internationally accepted accounting and audit standards. Assistance will be also provided for training needs and professional and career development of the staff.

Objectives of the Consultancy

To accomplish the above, DAB has decided to hire a consultant

Scope of the Work and Description of Tasks

Specifically the consultant will-

1. Work closely with the Accounts Department and Project Implementation Cell to enable DAB employees to carry out day to day financial management of the project. (Preparation of M16 forms, project coding sheet, B27 allotment forms etc...). Specifically the consultant will be expected to:
 - a. Prepare a Financial Management (FM) Manual for the project in accordance with World Bank requirements. The Manual must include (i) roles and responsibilities for all FM staff; (ii) documentation and approval procedures for payments; (iii) project reporting requirements, and (iv) quality assurance measures to help ensure that adequate internal controls and procedures are in place and being followed.
 - b. Supervise preparation of supporting documents for expenditures;
 - c. Prepare payment order forms (M16s);
 - d. Obtain approval for M-16s by the Governor depending on the payment amount;
 - e. Submit M16s to the Treasury Department at the ministry of Finance for verification and payment.
2. Familiarize themselves with the background, current status and procedures of Accounts Department of DAB;
3. Review DAB strategy and its Account Department current documents and database;
4. Conduct needs assessment of Accounts Department, identify issues and weakness in the system and prepare a detail work plan for solving these issues and capacity building of the department;
5. Based on work plan, for each problematic areas, prepare procedures, train staff and implement the new procedures.
6. Review the USAID work on the Accounting Manual and complete it in close conjunction with USAID consultants if they are in place. The Accounting Manual will include procedures already implemented (as per 4) and procedures regarding proper verification of the integrity of the data input into the system. Reconciliations, preparation of management reports and other topics relevant for a fully functioning Accounting Department in a Central Bank.
7. Develop the IFRS compliant accounting policies so that other operational departments can customize their procedures accordingly;
8. Assist the Accounts Department in preparing monthly financial reports which would enable them to improve the financial controls and reliability of information and also expose the staff to the period-end closing procedure more often;
9. Assist the Accounts Department staff in capacity building in order for successful implementation of the Accounting Manual, policies and procedures;
10. Assist Accounts Department in IT development to facilitate the effective performance of CBS and also its ultimate replacement with ERP system.
11. Prepare final report of the consultancy and present it to the leadership of DAB.

Time schedule for the proposed Work:

The work will commence immediately after the selection of the candidate and is expected to take at a maximum 12-18months.

Location of the assignment:

The consultant will be based in Kabul, Afghanistan, and will be able to undertake most of the work in DAB Accounts Department, bar visits to the World Bank offices for background information. The consultant will be based at the Accounts Department, to work closely with the management and the staff of the department.

Reporting

The consultant will be part of the Project Implementation Cell (PIC) of the Financial Sector Strengthening Project (FSSP) of DAB. He will provide regular progress reports on his consultancy to the chairman of the cell (Governor or his first Deputy)/ the Project Director of FSSP.

Qualifications Required:

Education:

University degree in Accounting, business administration, financial management, or any other relevant fields. or a member of a recognised Professional Accounting Body.

Experience:

- More than 8 years of progressively responsible experience in accounting preferably in a Central Bank, or any other banks;
- Experience in preparing Financial Management manuals for World Bank projects and supervising the financial management of World Bank projects;
- Posses strong analytical skills;
- Excellent It skills;
- Excellent English writing skills;
- Efficiency and results-orientation in a multi-tasking environment;
- Excellent organizational and strategic planning skills;
- Ability to establish good working relationships with national and international interlocutors.
- Prior experience in a developing country.

DAB now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, and description of similar assignments, experience in similar conditions and availability of appropriate skills).

A consultant will be selected in accordance with the procedures set out in section V of the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (October 2006).

Interested consultants may obtain further information at the address below during office hours i.e. 0900 to 1600 hours.

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