



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

**Request for Expressions of Interest
Account Consultant- Individual (Re-advertised)**

(Complete an Accounting Manual, review the existing internal control system, develop comprehensive operational manual and conduct training in using the manual)

Islamic Republic of Afghanistan

Financial Sector Strengthening Project

Consulting Services: Account consultant (Individual Consultant) **(Re Advertised)**

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 05 July 2010.

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 department of DAB to address the current lack of capacity which is hindering the development of the banking and financial services sector in Afghanistan. In General the main tasks done by the consultant will include:

- Completing the Accounting Manual: Develop the comprehensive accounting manual taking into account the existing approved accounting policies.
- Reviewing the existing internal controls and procedures and identifying improvements on the operating procedures including flow charts, check and balances for each process related to the core banking solution functions; carrying out periodic internal reviews and verification and reconciliation of data between different departments to ensure accuracy and completeness of the financial information throughout the year.
- Develop the comprehensive Operating Manual (policies and procedures) for other departments of DAB, such as Banking Operations , Market Operations, IT , General Services and Branches.;
- Reviewing and improving the Financial Management Manual; and

- Providing intensive training to DAB staff

Details of the tasks:

1. Establishing and strengthening Internal Controls and procedures Issue:

As observed by our external auditors, the KPMG Afghanistan, in their 1387 audit, the DAB's system of internal controls including IT controls over authorization, recording and processing of transactions whether in core banking system or in memorandum records were either not fully implemented or were not fully effective for whole of the year. Further, there is no role/profile matrix developed and approved by the management on the basis of which roles and groups can be defined and assigned in the Core Banking System application. In the absence of such matrix, users are assigned rights on adhoc or need basis after approval from relevant departmental heads.

Auditors observed also that the system of periodic internal reviews, verification and reconciliation of data of accounts department with the respective operating departments to ensure accuracy and completeness of the financial information implemented last year was not followed throughout the year.

Strengthening of internal controls:

- Review the existing internal controls and internal procedures and recommend the improvements on the operating procedures including flow charts, check and balances for each process related to CBS functions; periodic internal reviews and verification and reconciliation of data between different departments to ensure accuracy and completeness of the financial information throughout the year.

2. Reviewing and improving the Financial Management Manual for the project:

Work closely with the Accounts Department and Project Implementation Cell (PIC) and Project Steering Committee (PSC) 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. Make sure the Financial Management (FM) Manual of the project is in accordance with World Bank guidelines and meet the necessary requirements including (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.

3. Preparing and conducting training programme for the staff of Account department in implementation of the account manual:

Following completion of the manual by the USAID consultant the FSSP consultant will prepare a training plan for training of the account staff in implementation of the new policies and procedures.

- a. Work closely with the internal audit department in developing and documenting internal control procedures to cover accounting, banking and other operational areas.
- b. Assist the Accounts Department staff in capacity building in order for successful implementation of the Accounting Manual, policies and procedures;
- c. Assist Accounts Department in IT development to facilitate the effective performance of CBS and also its ultimate replacement with ERP system.
- d. 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 and should be a qualified member of a recognized 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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