



EMA

Euro-Mediterran-Arabischer Länderverein

المنظمة العربية الأورومتوسطية للتعاون الاقتصادي

Euro-Mediterranean-Arab Association

## Consulting, Buchhaltung und Finanzen (Gesundheitsprojekt)

05.07.2021

EMA-Referenznummer: 2021\_07\_05\_1

### Interessenbekundung

Land: Libanon  
Abgabetermin: 21.07.2021  
Finanzierung: Weltbankgruppe (IBRD)  
Referenznummer: P163476; WB-P774372-07/21  
Betreff: Lebanon Health Resilience Project; Selection of a Financial Assistant

Vorgesehen:

- **im Rahmen des o.g. Gesundheitsvorhabens wird ein "Financial Assistant" gesucht; Aufgaben: u.a. Vorbereitung von Zahlungen, Unterstützung der Kontenaufsicht, Ausarbeitung eines Kontenabgleichentwurfs, Prüfung von Transaktionen, Unterstützung bei der Vorbereitung des Projektbudgets**

Weitere Details entnehmen Sie bitte dem nachfolgenden Originaltext:

REQUEST FOR EXPRESSION OF INTEREST

Republic of Lebanon

Ministry of Public Health

Lebanon Health Resilience Project (P163476)

Consultancy Services for Financial Assistant

(Loan No. 87710-LB; Contract Code: LB-MOPH-ICS-002)

The Lebanon Health Resilience Project (LHRP) is a five-year project funded by the World Bank. The project is designed to support the Ministry of Public Health (MoPH) strategy to establish a pro-poor Universal Health Coverage program. The project aims to increase access to quality healthcare services to poor Lebanese identified by the Ministry of Social Affairs (MoSA) through the National Poverty Targeting Program (NPTP), based on a proxy-means testing targeting mechanism. All identified individuals will benefit from comprehensive packages of defined health services delivered at 204 Primary Health Care Centers (PHCCs) selected from the MoPH PHCCs network.



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The Ministry of Public Health is seeking to recruit a Financial Assistant to assist in overall project implementation. The tasks of Financial Assistant will include: (i) Prepare all payments related to the project, including: Payment by checks from the Designated Account, Replenishment Application; (ii) Assist the financial officer in the monitoring of the Project Designated Account by verifying all payments made from/ to the Designated Account against the payment requests prepared by the Project Management Unit (PMU); (iii) Prepare the draft bank reconciliation for the replenishment of the Designated Account; (iv) Follow up on the clearance of Petty Cash payment and ensure that all supporting documents are available; (v) Ensure proper record is in place for audit purposes; (vi) Assist in coordinating with the external and internal auditor as needed; (vii) Provide data and inputs for the quarterly project financial statements; (viii) Assist in forecasting projected disbursements of the project; (ix) Assist in resolving financial queries or other related work as and when required; (x) Follow up on all financial and disbursements procedures with relevant concerned governmental institutions: of Ministry of Finance, Central Bank, Court of Accounts etc; (xi) Maintain a fixed Asset Register. (xii) Verify the Financial Transactions and enter these transactions in the accounting system; (xiii) Regularly update the disbursement plan; (xiv) Assist in preparing the project budget; and (xv) Assist in drafting and updating financial inputs for project's related documentation (progress report, Project Operations Manual, among others); Perform other relevant duties as required.

The MoPH hereby invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information indicating that they are qualified to perform the Services.

A Financial Assistant will be selected in accordance with the procedures set out in the World Bank's Procurement in Investment Project Financing Goods, Works, Non-Consulting, and Consulting Services (dated July 2016 and revised in November 2017, August 2018 and November 2020).

Interested Consultants are requested to provide the following information:

- A CV showing relevant similar experience, previous academic and professional achievement.
- A motivation letter explaining the consultant's relevant experience, as well as previous academic and professional achievements.

Expression of Interest must be delivered electronically to the address below not later than July 21, 2021 at 13:00 Local Time. The subject of the e-mail should be: "Lebanon Health Resilience Project – Financial Assistant".

Ministry of Public Health

*Attention: Lebanon Health Resilience Project (LHRP)*

*Title: Project Management Unit (PMU)*

*Tel: 961 1 830300 Ext: 274*

*E-mail: [lbr.covid19@gmail.com](mailto:lbr.covid19@gmail.com)*



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Lebanon Health Resilience Project

Terms of Reference

Financial Assistant

PROC REF: LB-MOPH-ICS-002

## BACKGROUND AND OBJECTIVES

The Government of Lebanon (GoL) has received financing from the World Bank toward the cost of *Lebanon Health Resilience Project (LHRP)*. The LHRP is a five-year project that aims to increase access to quality healthcare services to poor Lebanese and displaced Syrians in Lebanon and to strengthen the Government's capacity to respond to CO-VID-19. This project will: (i) provide subsidized packages of essential healthcare services to 250,000 poor Lebanese identified by the National Poverty Targeting Program; (ii) strengthen the technical and organizational capacities of the Ministry of Public Health (MoPH), Primary Healthcare Centers (PHCCs), and public hospitals; and (iii) strengthen the capacity of the GoL to respond to the COVID-19 outbreak.

## RESPONSIBILITIES

The MoPH is seeking to recruit a Financial Assistant. The Financial Assistant will carry out all financial management (FM) activities of the project in accordance with Lebanese law and regulations, and the World Bank Guidelines for FM. The tasks of the Financial Assistant will include:

- Prepare all payments related to the project, including: (i) Payment by checks from the Designated Account; (ii) Direct Payments; (iii) Replenishment Application;
- Assist the financial officer in the monitoring of the Project Designated Account by verifying all payments made from/ to the Designated Account against the payment requests prepared by the Project Management Unit (PMU);
- Prepare the draft bank reconciliation for the replenishment of the Designated Account;
- Follow up on the clearance of Petty Cash payment and ensure that all supporting documents are available;
- Ensure proper record is in place for audit purposes;
- Assist in coordinating with the external and internal auditor as needed;
- Provide data and inputs for the quarterly project financial statements;
- Assist in forecasting projected disbursements of the project;



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- Assist in resolving financial queries or other related work as and when required;
- Follow up on all financial and disbursements procedures with relevant concerned governmental institutions: of  
  
Ministry of Finance, Central Bank, Court of Accounts etc;
- Maintain a fixed Asset Register.
- Verify the Financial Transactions and enter these transactions in the accounting system;
- Regularly update the disbursement plan;
- Assist in preparing the project budget; and
- Assist in drafting and updating financial inputs for project's related documentation (progress report, Project  
  
Operations Manual, among others);

## DURATION

The contract period is for one year, extendable upon satisfactory performance and mutual agreement. The first three months will be considered as probationary period, based on which the consultant's performance will be evaluated.

The contract may be terminated with no remedy if the performance was evaluated as not satisfactory.

## REPORTING REQUIREMENTS

The Financial Assistant will report to the Financial Officer and the Project Manager of the Project Management Unit (PMU) and will be expected to work closely with the PMU and coordinate with MoPH departments and other stake- holders as needed.

## QUALIFICATIONS

Education:

- Bachelor's degree in Business Administration, Finance, Accounting, Economics or any related field;
- Master's degree or professional accountancy qualification (CPA, CMA, etc.) is a distinct advantage.

Knowledge and Experience:

- A minimum of 3 years of experience in the field or responsibilities with a substantial content in the financing and accounting area;
- Knowledge of all concepts, principles and approaches of financial management;



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- Experience in working on projects financed by international organizations is a plus;
- Knowledge of the public sector in Lebanon and its overall structure and policy objectives is preferable; and
- Knowledge of World Bank financial management procedures is advantageous.

#### Skills & Abilities:

- Strong communication skills, both written and verbal, in both English and Arabic;
- Excellent knowledge using computer software (Word, Excel, PowerPoint, and Microsoft Project) and project planning software;
- Ability to work under pressure and ensure availability upon emergency;
- Demonstrated analytical, problem-solving and negotiation skills with ability to balance project objectives and financial management requirements with client needs;
- Availability, dependability, and willingness to be flexible; and
- Maintain an enthusiastic and positive attitude toward helping others.