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Deputy Chairman of the National Statistical Committee of the Kyrgyz Republic

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**Kyrgyz Republic**

**Tax Administration and Statistical System Modernization Project financed under the agreement between the Kyrgyz Republic and the International Development Association ( TASSMP - P163711 )**

**Technical assignment for the Financial Manager of the Project Management Department at the National Statistical Committee of the Kyrgyz Republic**

1. **Introduction**

The International Development Association (IDA) is providing concessional financing for the Tax Administration and Statistical Modernization Project, which is included in the World Bank Group’s Country Partnership Framework for the Kyrgyz Republic for Fiscal Years 2019–2022.

The objective of the statistical components of the Project is to modernize the national statistical system to produce timely and reliable data for the purpose of effectively measuring the country's economic and social development, improving public administration practices and increasing the sustainability of policies.

The implementation of the statistical components of the project will make a significant contribution to achieving the main goals and objectives of the National Development Strategy of the Kyrgyz Republic for 2018-2040 in terms of modernizing the statistical system to use alternative data sources, including administrative data, improving the information technology infrastructure for the production and dissemination of timely, high-quality official statistical data and their provision for the development of economic and social policy measures of the state.

Within the framework of the National Development Strategy of the Kyrgyz Republic for 2018-2040 (Strategy 2040), the Government of the Kyrgyz Republic aims to reduce the shadow economy and improve the practice of mobilizing domestic resources to finance socio-economic priorities. Strategy 2040 emphasizes the key role of digital transformation in the reform process and puts forward a requirement for the mandatory inclusion of all conceptual and strategic foundations in the digitalization agenda. Considering that official statistics are a key element of evidence-based policymaking and digitalization, the national statistical system is faced with the need to implement digital transformation at all stages of its production. In addition, Strategy 2040 emphasizes the growing need for high-quality statistical data on topical issues of economic and social development, including in the field of healthcare, agriculture and forestry, biodiversity, tourism, information and communication technologies (ICT) and other areas.

The key indicators of the results of the implementation of the statistical components of the Project are:

- reducing the time between the completion of data collection and the publication of key statistical indicators (such as GDP, price indices, poverty and income, etc.);

- openness and accessibility of high-quality official statistics.

The following statistical components will be implemented within the framework of the Project:

*The first component “Institutional development” involves:*

- development and bringing into compliance with the Law of the Kyrgyz Republic “On Official Statistics” of regulatory acts (guidelines, regulations, instructions governing the activities of the national statistical system);

- reform of the system of the National Statistical Committee of the Kyrgyz Republic (NSC) and transition to a two-tier statistical system;

- improvement of business processes based on uniform standards;

- implementation of the transition to international standards of methodology for collecting and recording data in all areas of statistics, including the 2008 System of National Accounts, tourism, digital economy, development of indicators of the Sustainable Development Goals (SDGs) and other areas of statistics;

- improving the human resources management system of the NSC, increasing the potential of personnel and training young specialists.

*The second statistical component, “Data Improvement,” involves:*

- transition to electronic collection of all forms of statistical reporting;

- use of all available administrative data through the Interdepartmental Electronic Interaction System “Tunduk” (in order to reduce the burden on respondents);

- transition from continuous registration to sample surveys (in order to increase the efficiency of statistical work and save budget funds);

- preparation and implementation of agricultural and economic censuses;

- improving municipal statistics;

- strengthening technological potential and infrastructure;

- creation of a single data warehouse.

The main beneficiaries of the Project are the National Statistical Committee of the Kyrgyz Republic, interested government agencies, a wide range of users, as well as international development organizations.

To implement this Project, NSC, on a competitive basis, creates a Project Management Department (PMD) consisting of the following members:

- OUP Manager;

- Financial manager;

- Senior Purchasing Specialist;

- Purchasing specialist;

- Payments Specialist;

- Monitoring and Evaluation Specialist;

- Office manager (translator).

The task of the OUP is:

(a) Ensuring proper management of the Project, including reporting, auditing, procurement, withdrawal of funds, financial management, monitoring and evaluation, effective implementation of all Project activities, including, but not limited to, logistics, administration and coordination within the NSC, between government agencies and the World Bank;

(b) Ensuring compliance with the World Bank Procurement Regulations, preparing Terms of Reference, bidding documents in coordination with working groups, evaluation reports, draft contracts, ensuring compliance with the World Bank financial management and reporting requirements;

(c) Preparation of work plans and budgets, consolidation and submission of the annual budget of the Project for all components, including data received from the PMO at the State Tax Service (STS) [[1]](#footnote-2), its submission for approval through the state budget system.

1. **Target​**

The main objective of this assignment is to provide services to the NSC KR in financial management of the project implementation, by providing professional consulting services in the field of financial management, accounting to ensure compliance of financial procedures with the Financing Agreement, the World Bank Disbursement Guidelines, international standards and the legislation of the Kyrgyz Republic.

1. **Scope of work**

The Financial Manager shall provide the NSC KR with services for the creation and management of the financial management system of the Project, including the preparation of accounting and financial reports and ensuring proper financial management of the Project, including:

1. Overall responsibility for the financial management of the Project, including budget formation and execution, Project cash flow, accounting, internal control, financial reporting and audit;
2. Maintaining adequate accounting systems (including software) and internal controls in accordance with current accounting principles and practices to ensure efficient and effective use of Project funds;
3. Monitoring the expenditure of funds in accordance with the procedures and requirements of the World Bank;
4. Overseeing the preparation and timely submission to the World Bank of applications for disbursement of funds, as well as all necessary supporting documentation in accordance with the relevant disbursement procedures;
5. Prepare annual project budgets (including operating budget) in collaboration with the PMO Manager, component coordinators and procurement specialists;
6. Maintaining financial records and exercising financial control over the Project’s resources;
7. Managing the Project accounts, including special accounts, in accordance with procedures established by the World Bank to ensure effective internal controls over bank accounts and, in particular, timely reconciliation of bank account statements;
8. Reviewing applications for disbursements of funds to ensure that they are accurate, complete and eligible for expenditure in accordance with the relevant financing agreement;
9. Preparation of financial reports and ensuring timely submission of these reports to the management of the NSC, the Government of the Kyrgyz Republic and the World Bank;
10. Primary responsibility for the preparation of quarterly, interim and annual financial reports and for providing all necessary information that may be requested by external auditors and other agencies;
11. Strict adherence to financial management procedures and training of the OUP Manager on financial management, accounting and auditing issues, as well as timely replenishment of special accounts;
12. Assistance in preparing reports on project implementation and budget execution to the Government of the Kyrgyz Republic, the Ministry of Finance of the Kyrgyz Republic and the World Bank;
13. Ensuring that the financial management portion of the project's operational management is kept up to date and consistent with the ongoing work of the PMO;
14. Preparation and timely submission to the World Bank of interim (quarterly) unaudited financial reports ( IFRs ) on the statistical components of the Project ; Consolidation and submission of the annual budget of the Project for all components, including on the basis of data received from the State Tax Service Office, its submission for approval through the state budget system.
15. Ensuring the safety, correctness and validity of bank guarantees, insurance certificates (or other guarantee obligations), checking the accuracy, veracity and acceptability of bank guarantees (unconditional and irrevocable), insurance certificates (or other guarantee obligations), checking them against the relevant terms and conditions in contracts and ensuring that these documents are kept in a safe place. Registration of bank guarantees, insurance certificates (or other guarantee obligations) in the register and monitoring the validity period so that appropriate action can be taken, if necessary, before the expiry date.
16. Developing terms of reference for and participating in the selection of an auditor acceptable to the World Bank;
17. Effective interaction with all Project participants.
18. Preparation of the section on financial payments and participation in the preparation of the procurement section in the semi-annual report on the implementation of the project for the Project Coordinator and the Statistical Council of the Kyrgyz Republic in a format acceptable to the NSC and the World Bank within 2 weeks after the end of the reporting period;
19. Preparation of a project completion report in terms of financial payments, in a format acceptable to the NSC and the World Bank, within 1 month after completion of the project;
20. Preparation of any other reports as requested by the Project Coordinator from the NSC, the PMO Manager and/or the World Bank.
21. All reports must be prepared in Russian and English, submitted for information (by e-mail) to all members of the Statistical Council of the Kyrgyz Republic and the World Bank. Annual work plans must be approved by the Statistical Council of the Kyrgyz Republic , after review and approval by the Project Coordinator from the NSC.
22. **Deadlines**

This assignment is a full-time, pay-for-time assignment and is scheduled to commence on March 14, 2025. The probationary period for this assignment is 3 months. Upon successful completion of the probationary period, the contract will be signed for 12 months, renewable annually until the end of the project, subject to satisfactory performance of the Consultant .

1. **Reporting procedures**

During the implementation of this TOR, the Financial Manager will work under the direct supervision of the PMO Manager and will be accountable to him/her on all technical and coordination aspects of this TOR. The Consultant will report to the PMO Manager, the Chairman and the Deputy Chairman. (Project Coordinator) NSC KR.

1. **Employer-provided resources**

Premises, office and technical equipment, and basic office supplies required to fulfill this specification.

1. **Qualification requirements for candidates**
2. Higher education in accounting, economics and finance or other related field **(10 points)**;
3. Practical experience in the field of financial management and accounting - at least 5 years **(20 points)** ;
4. Experience as a financial manager, payment specialist, accountant in projects financed by international financial institutions for at least 3 years, experience in the World Bank will be an advantage **(30 points)** ;
5. Having professional certificates ( ACCA , CPA , CIPA ) in the relevant field is an advantage **(10 points )** ;
6. Proficiency in Kyrgyz and Russian languages (written and oral), working level of knowledge of English **(10 points)** ;
7. Ownership computer (Windows, MS Office, Internet Explorer) **(5 points )** ;
8. Experiencewith the accounting program 1C is mandatory **(15 points)** .
1. The State Tax Service of the Kyrgyz Republic is the agency responsible for the implementation of the Project components aimed at modernizing tax administration. [↑](#footnote-ref-2)