

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT SELECTION)

PROJECT NO.: 2024-PMS3(012)-BVI-INDV-038

PHILIPPINES

TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROJECT (TEACEP)

Loan No./Credit No./ Grant No.: IBRD-94810

Assignment Title: Financial Management Specialist
Reference No. : TEACEP-CS-3-ICS

The Department of Education (DepEd) *has received* financing from the World Bank toward the cost of the Teacher Effectiveness and Competencies Enhancement Project (TEACEP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include one-year contract for the Financial Management Specialist for TEACEP renewable every year for five years. The TEACEP Financial Management Specialist will be responsible for all financial aspects of the project, including budgeting, expenditure tracking, financial reporting, and ensuring compliance with DepEd and World Bank financial management policies. This role requires a meticulous and detail-oriented individual with strong financial management skills and experience handling project funds for education initiatives. Upon completion of the contract, the Financial Management Specialist will be formally onboarded, integrating them into the project with necessary resources and support to begin their role effectively.

QUALIFICATIONS	Means of Validation (MOV)
<p>Education</p> <ul style="list-style-type: none"> • Certified Public Accountant Professional. 	<p>Transcript of Records Diploma/Certificate issued by PRC</p>
<p>Experience</p> <ul style="list-style-type: none"> • At least 5 years of experience in financial management preferably in the public and/or development sectors and/or foreign assisted projects 	<p>Personal Data Sheet (PDS)/Curriculum Vitae, Certificates and Project documentation/ financial documents showcasing the candidate's involvement in specific financial tasks.</p> <p><i>*Notarized Personal Data Sheet (PDS) may be submitted during the Invitation of identified/selected consultants.</i></p>

<p>Training:</p> <ul style="list-style-type: none"> • Preferably with training relevant to financial management or accounting within the last 5 years, demonstrating continuous professional development 	<p style="text-align: center;">Certificate of Participation</p>
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The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The DepEd now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultant should provide information demonstrating that s/he has the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

The attention of interested consultants is drawn to Section III, paragraphs 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers”, dated November 2020) (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by January 2, 2025.

Bids and Awards Committee I

Attn: Assistant Secretary Malcolm S. Garma

c/o Procurement Management Service-BAC Secretariat Division

Rm. M-512, 5th Floor, Mabini Bldg., DepEd Central Office Complex,

Meralco Avenue, Pasig City, Philippines, 1600

Tel: 8633-9432 or 8636-6542

E-mail: depedcentral.bacsecretariat@deped.gov.ph

Teacher Effectiveness and Competencies Enhancement Project (TEACEP)

Project Management Service

TERMS OF REFERENCE

Financial Management Specialist

I. PROJECT BACKGROUND

The Department of Education (DepEd), together with World Bank (WB), developed the Teacher Effectiveness and Competencies Enhancement Project (TEACEP) with loan financing of USD 110 million comprised of USD70 million allocation for Performance-Based Conditions (PBCs), and USD40 million allocation for Investment Project Financing (IPF) which is implemented from Fiscal Year (FY) 2023-2028. TEACEP is designed to support the government's priority education reforms, focusing on enhancing teaching quality for literacy, numeracy, and socioemotional skills for kindergarten to grade 6, and ultimately to improve reading and math learning outcomes among elementary students in selected regions in Mindanao. Moreover, the identified Project Development Objective (PDO) is to improve the quality of and equitable access to teaching in Kindergarten to Grade 6 (K-6) in project-supported areas, namely Region IX, Region XII, and Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).

TEACEP is composed of three (3) components to achieve its PDOs:

- 1) Component 1 – Supporting teachers and school leaders in improving teaching practices;
- 2) Component 2 - Providing adequate materials for effective teaching and learning; and
- 3) Component 3 - Project management, monitoring and evaluation.

In terms of project management, monitoring, and reporting of activities and milestones, the Project Management Service (PMS) as the lead implementing office, will collaborate with the Project Implementation Units (PIUs) within DepEd Central Office (CO), Regions IX and XII, and the Ministry of Basic, Higher and Technical Education (MBHTE). A Project Integration Coordination Office (PICO) will be established comprising of technical staff to be deployed at the CO and at the project-supported regions. The PICO will generally support coordination among the Project Steering Committee (PSC), Project Management Committee (PMC), and Technical Working Groups (TWGs), providing guidance on project outputs and schedules. Further, the PICO and concerned PIUs will work directly with a procured consultancy firm in carrying out the implementation of project activities. The structure of PICO is in Attachment 1.

In support of the achievement of the project objectives, it is necessary to secure various deliverables for the project including goods, non-consulting services, and consulting services through procurement processes. As stipulated in the project's loan agreement, all procurement of goods, non-consulting services, and consulting services funded under the loan whether as part of PBC component or the expenditure-based component pertaining to IPF must adhere to the WB's Procurement Guidelines for Implementing Agency.

In relation to this, a Financial Management (FM) Specialist will be procured to work with the PICO to provide consulting / technical expertise on the financial implementation of the project.

II. OBJECTIVE

The FM Specialist will provide financial expertise, and collaborate closely with PMS and Finance Service (FS) throughout the project's implementation.

The FM Specialist will also engage directly with the project supported areas, allowing for hands-on involvement in financial aspects and fostering seamless cooperation with both the project team, FS and PMS. This approach ensures a well-rounded and coordinated implementation of the project's objectives.

III. SCOPE OF SERVICES

Under direct supervision of the Head of the PICO, the FM Specialist which will be stationed at the PMS will undertake the following tasks related to the implementation of the TEACEP:

- a. Ensure that funds intended for TEACEP are properly managed and utilization of which are compliant with the government and WB guidelines;
- b. Collate, consolidate, and review financial information collected from the field;
- c. Consolidate and review financial information for accuracy, consistency, and compliance;
- d. Ensures prompt submission of reports in coordination with FS to oversight agencies (e.g., COA, DBM, DOF, NEDA), PMS, Project Manager, PIUs, and the accounting division (AD);
- e. Prepare project physical and financial implementation plan and other financial documents and/or requirements by the oversight agencies and development partners;
- f. Consolidate financial reports for submission aligned to the standards and requirements of WB;
- g. Ensure prompt disbursement of loan proceeds of various projects and recommend actions in anticipation of issues and concerns;

- h. Prepare withdrawal applications and statement of expenditures chargeable against loan proceeds;
- i. Ensure accurate documentation of expenditure-related information for auditing and reporting purposes;
- j. Provide technical assistance and inputs to project teams on finance-related matters;
- k. Assist in clarifying financial processes, regulations, and reporting requirements to enhance team understanding;
- l. Participate in the periodic meeting, focus group discussion (FGD), mission and other relevant project activities to provide financial insights and expertise (if necessary);
- m. Furnish Head of the PICO the project's financial accomplishment (input to ODA Reports and Project Completion Report);
- n. Collaborate with relevant stakeholders to accurately document financial achievements for reporting purposes;
- o. Perform other tasks as may be assigned by the PMS head of office, Chief Accountant and Head of Budget Division related to the project; and
- p. Collaborate with other project team members and stakeholders to ensure financial alignment with project goals.

IV. DELIVERABLES/EXPECTED OUTPUTS:

The provision of FM Specialist to the PICO at DepEd CO is expected to generate the following outputs.

- Detailed analysis and documentation of compliance findings with government and WB guidelines, highlighting any deviations and recommending corrective actions.
- Organized and accurate reports containing consolidated financial data.
- Accurate and comprehensive financial reports that align with regulatory requirements.
- Documented financial implementation plan that aligns with project goals and guidelines.
- Efficient disbursement processes that ensure funds are utilized as intended.
- Comprehensive documentation of withdrawal applications that align with loan guidelines.
- Effective guidance and support provided to project teams to enhance financial management practices.
- Detailed financial accomplishment reports contributing to overall project reporting.
- Timely and effective execution of additional tasks as required.

V. REQUIRED QUALIFICATIONS

In order to carry out the roles and responsibilities, the Financial Management Specialist must have the following:

QUALIFICATIONS	Means of Validation (MOV)
<p>Education</p> <ul style="list-style-type: none"> • Certified Public Accountant Professional. 	<p>Transcript of Records Diploma/Certificate issued by PRC</p>
<p>Experience</p> <ul style="list-style-type: none"> • At least 5 years of experience in financial management preferably in the public and/ or development sectors and/or foreign assisted projects 	<p>Personal Data Sheet (PDS)/Curriculum Vitae, Certificates and Project documentation/ financial documents showcasing the candidate's involvement in specific financial tasks.</p> <p><i>*Notarized Personal Data Sheet (PDS) may be submitted during the Invitation of identified/ selected consultants</i></p>
<p>Training:</p> <ul style="list-style-type: none"> • Preferably with training relevant to financial management or accounting within the last 5 years, demonstrating continuous professional development 	<p>Certificate of Participation</p>

VI. WORKING ARRANGEMENT

The FM Specialist shall work closely with the PICO/PMS and FS in providing coordination support to the PSC, PMC, and TWGs and advise the respective entities on their required outputs and schedules. The PICO will provide a specific office space within DepEd CO for all individual consultants. Thus, the FM Specialist must report to the office at the least once a week or as often as may be required.

VII. TERMS OF PAYMENT

The contract of the FM Specialist is renewable every year for the duration of 5-years subject to the availability of allotment and performance evaluation.

The payment of salary shall be made monthly upon the submission of accomplishment report, certificate of service rendered signed by the Head of Office or End User following all prescribed accounting rules and regulations.

RELATED COURSES FOR THE INDIVIDUAL CONSULTANTS

POSITION	REQUIRED COURSES	RELATED COURSES/FIELDS
Project Manager	Social Science	<ul style="list-style-type: none"> ● Sociology ● Psychology ● Social Work ● Community Development ● Peace Studies ● Human Services
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting ● Economics
	Economics	<ul style="list-style-type: none"> ● Mathematics ● Statistics ● Law ● History ● Political Science ● International Studies ● Policy Science ● Public Administration
	Education	<ul style="list-style-type: none"> ● Social Sciences ● Mathematics ● Technology ● Humanities ● Filipino ● Social Studies
Procurement Specialist	Accounting	<ul style="list-style-type: none"> ● Business Administration & Management ● Advertising ● Agri-business ● Business Entrepreneurship ● Commercial and Mercantile Law ● Customs Administration

		<ul style="list-style-type: none"> ● Educational Administration/Management ● Entrepreneurial Management ● Hotel and Restaurant Management ● Legal Management ● Marketing Management ● Office Administration/Management ● Public Administration/Management ● Real Estate Management ● Tourism ● Travel Management
	Financial Management	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Political Science	<ul style="list-style-type: none"> ● International Relations/Studies ● Political Economy ● Public Administration/Policy ● Development Studies
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
Financial Management Specialist	Accountancy	<ul style="list-style-type: none"> ● Business Administration & Management ● Advertising ● Agri-business ● Economics ● Public Administration/Management
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management

		<ul style="list-style-type: none"> ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
Project Advisor for BARMM	Social Science	<ul style="list-style-type: none"> ● Sociology ● Psychology ● Social Work ● Community Development ● Peace Studies ● Human Services
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
	Economics	<ul style="list-style-type: none"> ● Mathematics ● Statistics ● Law ● History ● Political Science ● International Studies ● Policy Science ● Public Administration
	Education	<ul style="list-style-type: none"> ● Social Sciences ● Mathematics ● Technology ● Languages ● Humanities ● Filipino ● Social Studies ● Values Education