

TERMS OF REFERENCE

Contract:			
Project:	Kyrgyz Republic: Skills Development System Transformation Program		
Expertise:	Disbursement Specialist		
Source:	National	Category:	Independent Individual Consultant
<p>Objective and Purpose of the Assignment.</p> <p>The Government of the Kyrgyz Republic has requested the Small Expenditure Financing Facility (SEFF) to support project preparation activity for the \$39.5 million Skills Development System Transformation Program (SDSTP) planned for ADB Board approval in 2026, namely: (i) project due diligence, including seismic engineering resources and assessments on disaster risk management, climate change, safeguards, and economic and financial aspects; (ii) the detailed engineering design (DED) for civil works; and (iii) project coordination. This will ensure the project's readiness and timely start-up.</p> <p>Scope of Work</p> <p>The project implementation unit (PIU) will engage a Disbursement Specialist to ensure the efficient, timely, and accurate management of all financial disbursement processes for the SEFF Activity: Skills Development System Transformation Program in accordance with ADB guidelines and the legislation of the Kyrgyz Republic. This includes overseeing payment processing for contractors and partners, verifying and preparing relevant financial documentation, maintaining compliance with established financial standards, and keeping comprehensive, up-to-date records in the accounting system. The Disbursement Specialist will play a key role in supporting the PIU by facilitating transparent financial operations, addressing disbursement-related issues, and collaborating with stakeholders to ensure the integrity and accountability of all project expenditures</p> <p>Detailed Tasks and/or Expected Outputs.</p> <p>The primary responsibility of the Disbursement Specialist is to ensure the timely and accurate processing of all financial operations related to payments to contractors and partners. This includes analyzing and verifying payment requests, preparing necessary documents, monitoring the fulfilment of financial obligations, and collaborating with stakeholders to address arising issues. The specialist must ensure compliance with all financial norms and standards and maintain up-to-date records in the accounting system.</p> <p>National Disbursement Specialist will perform the following tasks:</p> <ul style="list-style-type: none"> • Maintain financial records and reporting for the project carried out by the PIU in compliance with financial management and control procedures as per ADB guidelines and Kyrgyz Republic legislation, and provide timely and up-to-date financial information of contracts. • Prepare withdrawal applications following the ADB Loan Disbursement Handbook for drawing funds from the Advance account opened for the activity, verify payment supporting documentation from contractors, suppliers, and consultants, and maintain all supporting documents for project expenditures. • Undertake data entry on the ADB Client Portal for Disbursement (CPD) for creating the Withdrawal Application. • Process consultants' payroll and provide regular reports to the Kyrgyz Republic authorities (MOF, Social Fund, State Tax Service, etc.). • Conduct cash payments and settlements with accountable parties, process reports and primary documents. Handle accounting entries for all temporary and fixed assets and participate in inventory checks. 			

- Perform expenditure reconciliation.
- Assist in preparing project financial statements, financial reports, and project information materials (monthly, quarterly, annual, etc.) for ADB, MOE, MOF, auditors and other relevant institutions.
- Assist in preparing the disbursement forecasts for all components of the activity in line with the activity's procurement plan and work plan.
- Provide comprehensive responses to inquiries from internal and external project auditors, including handling and responding to questions regarding payments and disbursement-related issues.
- Assist the Financial Manager in ensuring that budget allocation for project and operational costs is continuously adequate and can be easily tracked within the system.
- Perform any other duties reasonably assigned by the Project Manager and/or Financial Manager of the PIU.

Minimum Qualification Requirements.

- Bachelor's degree in accounting, finance, or economics.
- In-depth knowledge and practical experience in accounting and financial reporting.
- Familiarity with financial management procedures of international organizations (ADB, World Bank).
- At least 5 years of experience in accounting and 3 years in IFI-financed projects.
- Advanced proficiency in the 1C accounting program, CAP.
- Proficiency in Microsoft Office applications.
- Proficient in Kyrgyz and Russian; English proficiency is preferred.
- Strong teamwork skills, responsibility.

Reporting Arrangements:

The Disbursement Specialist must provide accurate and comprehensive reports detailing all payments made, including amounts, dates, and counterparties. Reports must be submitted within the required deadlines and be clear to all stakeholders. Additionally, the reports must adhere to internal standards and external requirements, ensuring transparency and the analytical nature of the data presented.

Place of Execution:	Duration:	Dates:
Duty station is in PIU, located at the address: Bishkek, Manas ave. 22A.	24 months, with the possibility of extension. Probation period: 3 months.	Contract Commences _____, subject to ADB approval. Contract Validity _____.
Contract Period:	-----	-----