



Federal Republic of Somalia
Ministry of Interior, Federal Affairs & Reconciliation

Terms of Reference – ToR for Financial Management Specialist (FM Specialist).

Name of the Project: Bulsho Program - Strengthening Community Institutions for Social Cohesion, Inclusion and Resilience.

Project ID: P508408

Position Title: Financial Management Specialist (FM Specialist)

Reporting to: Bulsho National Project Coordinator

Type of Appointment: Individual Consultant

Ref No: SO-MOIFAR-498737-CS-INDV

Duration: 12 months with 3 months of probationary period) and renewable upon satisfactory performance.

Duty Station: Mogadishu, Somalia (with potential travel to the Federal Member States)

Background

A Financial Management Specialist is required to support the Ministry of Interior, Federal Affairs and Reconciliation of the Federal Government of Somalia - FGS in the implementation of a World Bank-funded Program, the Bulsho Program – Strengthening Community Institutions for Social Cohesion, Inclusion and Resilience (P508408). The main objective of the BULSHO program is to strengthen community and local institutions for improved social cohesion, inclusion, and resilience. The Project effectiveness was by August 8, 2025. In support of activities under Bulsho Project the Federal Government’s Ministry of Interior, Federal Affairs and Reconciliation – MOIFAR is seeking to hire a Financial Management Specialist as part of the National Project Coordination Unit - PCU.

Project Overview

Under the lead of the Ministry of Interior, Federal Affairs and Reconciliation – MoIFAR of the Federal Government of Somalia has designed a national program called Bulsho, the Somali word for society. The Bulsho program puts citizens and communities at the center of the government’s action. The Bulsho Program is a Somali government-led initiative designed to strengthen community and local institutions, fostering social cohesion, inclusion, and resilience. As Somalia continues its recovery from two decades of civil war, the program places a strong emphasis on enhancing service delivery, rebuilding the social contract, and promoting community-centered governance. This uniquely Somali-owned and -driven initiative underscores government ownership and leadership at federal, member state, and district levels, ensuring institutional sustainability and the realization of key policy outcomes.

The Bulsho Program will be anchored in the government’s "triple-nexus" objectives, focusing on three interrelated policy priorities:

1. Supporting the realization of the Federal Government of Somalia (FGS) and Federal Member States’ (FMS) Decentralization Policy and Local Government laws/Wadajir Framework, which aim to strengthen the roles of community institutions and local governments.
2. Advancing the National Stabilization Strategy (NSS) policy objectives by prioritizing stabilized districts, including those with interim or permanent district councils.
3. Contributing to the revised National Reconciliation Framework, focusing on social reconciliation, restoring the social contract, rebuilding trust between people and the government, promoting social recovery, and fostering environmental peacebuilding

The **development objective** of the Bulsho Program is to reinforce community and local institutions for improved social cohesion, inclusion, and resilience. The program will contribute to:

- **Social cohesion:** Enhancing the citizen-state social contract.
- **Social inclusion:** Empowering marginalized groups, including women and youth.
- **Social resilience:** Strengthening collective capacity to respond to local conflicts and climate-induced shocks.

The Bulsho Program operates within a “**continuum**” framework, spanning recovery, stabilization, reconciliation, and sustainable local governance. This phased approach ensures seamless transitions from immediate recovery efforts to long-term governance and institutional strengthening. The program prioritizes hard-to-reach and remote districts but remains inclusive of all regions to ensure comprehensive national coverage and impact.

Key Bulsho Project Support Areas

The Bulsho Project will provide support to achieve its objectives through:

1. **Technical support and capacity building** for community and local governments.
2. **Matching grants** for investments in basic services and livelihoods.
3. **Innovations** promoting empowerment, inclusion, accountability, and resilience, such as:
 - Collective action allowances for women and youth.
 - Financial transparency platforms.
 - Digital planning tools for communities.

1. Scope of Services

The scope of the assignment is for the Project FM Specialist to: (i) perform all necessary FM activities under BULSHO Project for the period of the assignment, (ii) coordinate the financial management functions with government counterparts located in the implementing Ministries, Departments and Agencies (MDAs), and (iii) provide technical assistance and build the capacity of FM staff within the MDAs.

Detailed responsibilities for the position are outlined below:

2. Key responsibilities:

The overall responsibility of this position is to provide overall BULSHO project guidance and assistance in financial management and accounting procedures in compliance with the World Bank financial management regulations and accounting procedures for Borrowers and as appropriate with the Federal Government of Somalia financial management policies, regulations and procedures specifically:

a) Financial Management Capacity Building and Compliance

- i) Conduct financial management training needs analysis and develop structured capacity-building plans for PCU, State /PIU FMS and District Focal Point Finance Officers.
- ii) Provide periodic financial training to implementing MDAs and ensure staff remain updated on regulatory changes.
- iii) Maintain accounting records in line with approved operation manuals: EAFS manual, PIM, and COAPM procedures.

b) Financial Reporting and Oversight

- i) Prepare and submit periodic financial reports (monthly, quarterly, annually) in approved formats, ensuring compliance with the financing agreement.
- ii) In collaboration with EAFS, prepare Unaudited Quarterly Financial Reports (IFRs) for submission to the WB at most, 45days after end of the quarter and Annual Financial Statements, ensuring adherence to international reporting standards.
- iii) Ensure timely identification and reporting of material variances for financial oversight and strategic decision-making.
- iv) Follow up with State PIU's to ensure implementation and financial reporting on the component 3 implemented at eligible districts is consistent with the Project Appraisal Document, POM, Grants Manual and other project documents.
- v) Ensure internal audit on the project is carried out at least annually and the internal audit report submitted to the Bulsho Project Coordinator, DG MoIFAR, DG MOF FGS, EAFS and the World Bank.
- vi) Ensure together with other PCU staff, Independent Monitoring Agent executes their work professionally for timely submission of reports to the Bulsho Project Coordinator, MoIFAR, EAFS, and the World Bank.

c) Budgeting and Financial Planning

- i) Develop and review annual work plans for the PCU and consolidated BULSHO budget in collaboration with PCU and PIU project staff, ensuring alignment with the standard chart of accounts, and in compliance with the Government budgeting calendar.
- ii) Prepare, monitor, and interpret cash flow forecasts to support financial planning.
- iii) Ensure disbursements align with approved budgets, work plans, and financial agreements.

d) Fund Disbursement and Payment Processing

- i) Verify payments adhere to accounting practices and financing agreements, obtaining No Objection letters where applicable.
- ii) Facilitate prompt fund release to beneficiaries while ensuring proper accountability measures are in place.

- iii) Develop and maintain a disbursement schedule aligned with project milestones and cash flow forecasts, ensuring documentation of advances is periodically done to allow for timely replenishment of Designated Accounts.
 - iv) Ensure disbursements adhere to the Project Appraisal Document (PAD), Project Operations Manual (POM), Grants Manual, and World Bank guidelines.
 - v) Maintain comprehensive financial records for audits, reviews, and compliance verification.
- e) Subledger Reconciliation and Documentation**
- i) Conduct timely and accurate monthly bank reconciliations for the designated accounts.
 - ii) Prepare Statements of Expenditure (SoEs) to ensure accurate financial tracking and timely documentation in client connection.
 - iii) Ensure timely and regular updates to the Fixed Assets Register, conducting physical verification of assets at least twice a year.
 - iv) Ensure regular update the Contracts Disbursement Register, ensuring proper reconciliation of new contracts and supplier payments.
- f) Audit Coordination and Risk Management**
- i) Work with auditors to facilitate timely annual financial audit in compliance with the financing agreement and address queries.
 - ii) Ensure compliance with internal control systems, EAFS manual, POM, COAPM, and other regulatory procedures.
 - iii) Identify emerging fiduciary risks that inform revisions of the EAFS manual and PIM.
- g) Procurement and Financial Oversight**
- i) Monitor financial management aspects of consulting services and procurement.
 - ii) Ensure compliance with procurement and disbursement procedures under World Bank and Government regulations.
- h) Regulatory Compliance and Updates**
- i) Keep abreast of changes in financial regulations and ensure accounting staff remain updated.
 - ii) Ensure no project category or component is overspent without proper World Bank authorization.

3. Statement of Qualifications and Experience:

This senior management position requires a solid financial management professional of unquestionable integrity. The right candidate will be a team player with the following qualifications:

- a) Bachelor's degree in accounting, finance or business administration (accounting). A master's degree in finance will be considered an added advantage
- b) Professional qualification in financial management, registered by and attained final qualification of any financial management related recognized professional body e.g. CIPFA IPFM, ACCA, CPA etc.

- c) At least 8 years of experience in accounting and finance.
- d) Preferably at least 3 years of post-qualification experience in financial management directly relevant to public sector and/or international development organization. Familiarity with the World Bank Accounting Guidelines will be an added advantage.
- e) Experience of project financial management in a developing country; experience in a fragile state is preferable.
- f) Excellent written and oral communication skills in English, to deliver technical financial documents, and reports; candidates familiar with Somali language will have an added advantage.
- g) Knowledge of computerized accounting systems such as Enterprise Resource Planning (ERP) systems such as PASTEL etc., or QUICKBOOKS.
- h) Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required.
- i) Familiarity with public sector financial management would be a distinct advantage.

4. **Conduct of Work:**

- a) **Reporting:** The FM Specialist will work and report on a day-to-day basis to the PCU National Project Coordinator. He/she will be expected to technically work in close coordination with the FGS Accountant General and EAFD Unit and also provide technical backstopping and support to the Public Financial Management – PFM Specialists at the Project Implementation Units - PIUs of the Federal Member States - FMS's Interior Ministries.
- b) **Work plans:** The assignment will be managed through a work plan process allied to the quarterly program work plan. The FM Specialist will need to be available for quarterly project reviews either in country or in Nairobi.
- c) **Deliverables** include:
 - Within the first two weeks of the contract and in full consultation with the National Project Coordinator, prepare a clear work plan on financial management and disbursements and share with the implementing entities and the World Bank. The work plan shall be formally approved by the National Project Coordinator and submitted to the World Bank.
 - Report regularly to the Bulsho National Project Coordinator, implementing entities and to the World Bank on key issues affecting the operations of the project financial activities.
 - In collaboration with the EAFS, prepare quarterly Interim unaudited Financial Reports (IFRs) which will be submitted to the Bulsho Project Coordinator and the World Bank not later than 45 days after the end of the month or quarter to which the report relates.
 - Prepare Annual Financial Statements for financed projects, within two (2) months after the end of the fiscal year to which they relate. These Annual Financial Statements to be submitted to the Office of the Accountant General (EAFS Section) for review and readiness for the audit by the Auditor General.

- Prepare summary quarterly progress report on the assignment in the context of the approved work plan. The work plan should identify key milestones and related tasks undertaken within the quarter, emerging risks and challenges, recommendations to mitigate the risks and a projection of the key activities to be undertaken in the ensuing periods. All the quarterly progress reports should be approved by the Project Coordinator and maintained in project files.

Input/facility provided by the Client:

The client will provide office space with necessary furniture and other facilities such as printing facility etc. to enable the consultant to perform day-to-day work. The Client shall also provide soft and hard copies of any existing procurement manuals if any on signing of the contract.

Language Requirements

Excellent command of Somali and English language (oral and written)

Interested candidates should submit their applications, including a detailed updated CV and cover letter, outlining their experience and qualifications in relation to the role marked with the subject title of the position by the following email address: info@moifar.gov.so and copy to Abdirahman.ahmed@moifar.gov.so latest by **19th November, 2025 at 4:00 PM Mogadishu time.**

Attention:

Bulsho Project

Ministry of Interior, Federal Affairs and Reconciliation

Federal Government of Somalia

Mogadishu, Somalia