

**Council of Ministers of Bosnia & Herzegovina
Directorate of Economic Planning**

Bosnia & Herzegovina Enterprise Sector Recovery Fund

EXECUTIVE DIRECTOR, PROJECTS
ESRF SECRETARIAT

TERMS OF REFERENCE

1. Background

The Enterprise Sector Recovery Fund (ESRF or the project) is a harmonised technical assistance fund with up to EUR 15 million of financing provided by the Governments of the Netherlands (RNE), Sweden (Sida) and the United Kingdom (DFID). Additional donors will be sought to expand the harmonised financing available to support the objectives of the ESRF. The Directorate for Economic Planning (DEP) is establishing a Secretariat to support the administration of the ESRF.

A full copy of the Joint Project Memorandum (JPM) which provides further information regarding the ESRF and Secretariat can be found at: <http://www.dep.gov.ba>

It is strongly recommended that potential candidates for this position review this document before applying.

Objectives of the ESRF

The primary objective of the ESRF is to alleviate poverty by assisting the transformation of the BiH economy according to the priorities defined in the Medium Term Development Strategy (MTDS).

The second objective of the project is to encourage the development of a single market within Bosnia. This will be achieved through: (a) the reform of pension and health care financing and administrative systems to create uniform record keeping and information technology which would facilitate the movement of labour between the Entities; and, (b) improvements to the business environment (primarily business licensing and regulatory procedures) to facilitate cross-country commercial operations. This has further been emphasized by the medium term priorities of the EU Partnerships for Bosnia and Herzegovina, under "Existence of the Free Market and Structural Reforms" section.

The third objective of the project is to encourage dialogue and co-operation between the Entities and the State in the economic sphere. This will be achieved through the BiH governance structure of the ESRF which will include a strong

role for a Steering Committee composed of two representatives from each of the Entities and the State, plus the Director of DEP, in setting policy for the use of the ESRF's resources; and, to supervise the day-to-day operations of the ESRF and to select the management of the ESRF's secretariat.

Role of the Secretariat

The Secretariat is responsible for administering the pooled TA funds in the ESRF. This role includes establishing strong lines of communication between the Secretariat and the Entity-level Project Implementation Units (PIUs) channeling Entity and State-proposed projects to the ESRF, regular communication between the Secretariat and the Donor Council, and between the Secretariat and the Steering Board. The Secretariat is responsible for: helping the Entities and the State to develop projects which can be financed by the ESRF; co-ordinating with other bilateral donors to ensure that the ESRF's efforts are not duplicative; overseeing and providing technical inputs for the procurement process administered by project implementation units (PIUs) in each Entity; monitoring project implementation and providing reports to the Donor Council; and, preparing the annual budget of the ESRF.

The satisfactory performance of these multiple responsibilities requires skilled technical advice to support the project development, project oversight, and donor co-ordination aspects of the Secretariat' work. To provide this advice, the services of three resident advisers (one each for the social sector, business environment reform, and enterprise restructuring) and one part time (donor co-ordination) adviser will be provided to the Secretariat.

2. Terms of Reference

A qualified BiH citizen is now required to serve as the Executive Director, Projects (EDP) of the Secretariat. The EDP reports to the General Director (GM) of the Secretariat. Contractual and financial management of ESRF-financed projects will be outsourced to Project Management Units (PIUs) in each Entity but responsibility for the assessment of project proposals and monitoring of project implementation will remain the responsibility of the Projects Department (PD) of the Secretariat. The Secretariat main office will be in Sarajevo with an office in Banja Luka.

The EDP will be responsible for:

- Managing and supervising the operation of the PD and its staff and consultants in line with policies and objectives established by the ESRF Steering Board and the ESRF Donor Council. The PD will have approximately 4 employees, three full time resident international advisers (respectively, for enterprise restructuring, business environment, and

- social sector), and a part-time international adviser (for donor co-ordination and harmonization);
- Supervising the project proposal preparation activities of the PIUs;
 - Reviewing and making recommendations to the GM and Donor Council regarding the financing of projects proposed to the ESRF. This process will include active liaison with Entity and State ministries preparing project proposals;
 - Monitoring and reporting on the implementation of ESRF-financed projects;
 - Preparing the annual projects budget of the ESRF, and amendments to the budgets as required from time;
 - Liaising with members of the ESRF donor co-ordination committee and other members of the donor community to facilitate co-operation and co-ordination between the ESRF and other donor-financed projects;
 - Drafting the annual report of the ESRF with respect to project and donor co-ordination activities;
 - Liaison between the PD and external consultants advising the Donor Council regarding the compliance of proposed projects with the policies and objectives of the ESRF; and,
 - Undertaking such other tasks relevant to the purposes, objectives and operations of the ESRF and Secretariat as may be directed by the GM.

3. Qualifications Required

Candidates for this position should meet the following minimum criteria to be considered for selection:

- Citizen of Bosnia & Herzegovina;
- Possession of a degree in from a recognized institution of higher learning. A degree in a subject relevant to the objectives of the ESRF (e.g. public health, public administration, business, economics, or public finance) is desirable but not mandatory;
- Write and speak English (competence at a level required for professional activities) and fluency in local languages;

- At least 10 years of work experience, not less than 3 years of which should have been in a middle or senior financial management role with an organization or firm of the same or larger staff size as the Secretariat. Experience directly managing international consultants is desirable but not mandatory;
- Experience in the preparation, monitoring and evaluation of donor-financed projects in sectors relevant to the objectives of the ESRF;
- Strong oral and written presentation skills; and,
- Experience with, and knowledge of, World Bank procurement procedures, preferably gained working in a World Bank-financed project management or implementation unit in BiH.