



**Ministry of Communications and Information Technology (MCIT);
Islamic Republic of Afghanistan**

**Request for Expressions of Interest (REOI) and the
Terms of Reference (TOR)**

Individual Consultancy Services: Finance Officer in PMO of ICT Sector Development Project

COUNTRY:	Afghanistan
NAME OF THE PROJECT:	Afghanistan ICT Sector Development Project
SECTOR:	Information Communications Technology
CONTRACT TYPE:	Individual Consultancy Contract-Time based
DURATION OF ASSIGNMENT:	24 months
DUTY STATION:	Kabul, Afghanistan
CONTRACT REFERENCE NO:	MCIT/ICTDP/PMO/P121755/IDA-H-665-AF/C 4.21
WORLD BANK GRANT NO:	IDA-H-665-AF
PROJECT ID NO:	P121755
IMPLEMENTING AGENCY:	Project Implementation and Coordination Unit (PICU) of MCIT

1) Background:

- a) The Ministry of Communications and Information Technology (MCIT), Islamic Republic of Afghanistan has received financing from the World Bank towards the cost of the ICT Sector Development Project and intends to apply part of the proceeds to hire a qualified Individual Consultant to provide Consultancy Support as “Finance Officer” in the PMO of ICT Sector Development Project of MCIT. This Consultancy Support will be provided to the PMO of the Project at Kabul, under the World Bank funded Project of MCIT “Afghanistan ICT Sector Development Project”.
- b) The aim of the ICT Sector Development Project of MCIT(as funded by the World Bank) is to expand broadband connectivity, mainstream use of mobile applications across the Government and develop the capacity of the IT sector to facilitate improved service delivery across Afghanistan while accelerating job creation and economic growth. The project will do so by: (a) Creating the enabling environment and making strategic investments for the development of Afghanistan’s backbone and broadband infrastructure; (b) Supporting the mainstreaming of

mobile applications across Government by supporting innovations and creation of cross cutting enablers; and (c) Developing local IT infrastructure and capacity in the public and private sectors.

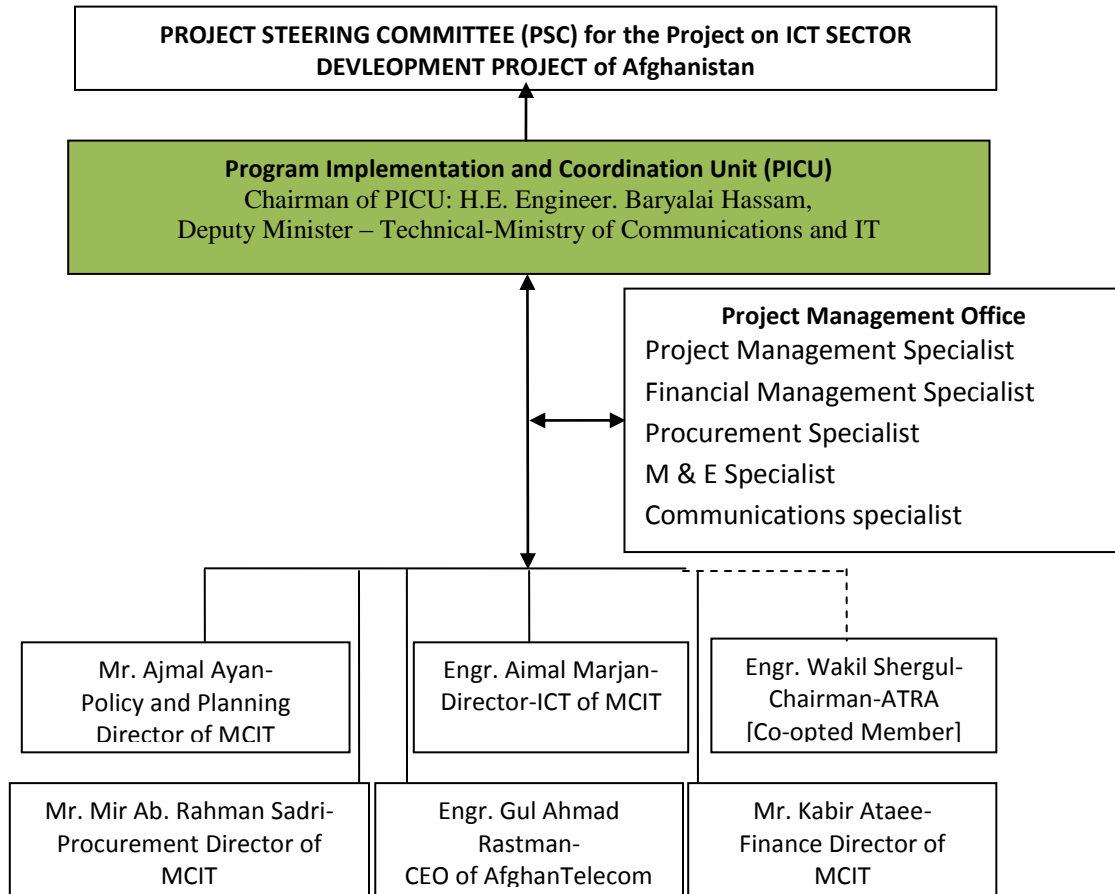
- c) Project Development Objectives with their Output Indicators for each Project Component of the World Bank funded ICT Sector Development Project of MCIT are listed below:

The PDO-level results indicators are as follows:	Output Indicator(s)	Baseline (2010)	Proposed targets (2016)
Impact of Consultancy Support	Revised ICT policy adopted by the Government of Islamic Republic of Afghanistan	2003 telecom and Internet policy; 2003 ICT policy	Revised policy adopted
<i>Component 1: Expanding connectivity</i>			
Expanded reach and availability of telecommunications services and specifically broadband Internet services	Access to internet services (number of subscribers per 100 people)	3	10
	Access to telephone services (number of subscriptions per 100 people)	55	80
	Length of fibre optic network built under the Project (km)	0	1000
<i>Component 2: Mainstreaming mobile applications</i>			
Use of mobile applications across Government for public services and program management	Number of Government agencies or programs using m-apps for public service delivery or program management	0	10
Improved capacity of Government to use IT strategically	Number of ministry CIOs and other officials trained under the Project	0	100
<i>Component 3: IT industry development</i>			
Growth of local IT Individual Consultants and job creation in the IT based services sector	Number of people trained under the Project	0	1500

2) Project Implementation Arrangements:

- a) The Project has a centralized management structure. The Ministry of Communications and Information Technology (MCIT) is the implementing agency for the project. MCIT is implementing a number of sectoral projects funded by the government and other development partners. To manage its portfolio of investment projects better, MCIT has established a program implementation and coordination unit (PICU) that the Deputy Minister (Technical) of MCIT chairs. A Schematic of PICU is below:

Schematic of Project Implementation and Coordination Unit



b) The Directors of the Planning and Policy Department and ICT Department are the core members of the PICU. The Finance and Procurement Directorates of MCIT provide support to the PICU. This is to ensure further strengthening and sustainability of program management capacity that has been developed over the last few years within MCIT. Core financial management and procurement functions for the project are handled by the respective departments within MCIT. A Project Management Office (PMO) supports MCIT in implementation of the IDA project. This PMO is part of the established PICU.

3) Brief on ATRA and Rapid Growth of Telecommunications Sector in Afghanistan:

a) The Afghan Telecom Regulatory Authority (ATRA) was established in 2006 for issuance of licenses, monitoring of quality of services provided by the licensees and taking measures towards developing the sector by encouraging private sector investments. Activities of ATRA are mainly based on the Telecom policy developed and adopted by the Minister of Communications and IT on 03 July, 2003 with the vision to develop the Telecom and Internet sector in order to provide affordable and quality services to the citizens of Afghanistan on a nationwide basis.

- b) In July 2003, two licenses for GSM Services (in 900 MHz) were issued to Afghan Wireless Communications Company (AWCC) and Telecom Development Company Afghanistan (Roshan). Pursuant to the Policy, they were provided a duopoly on GSM Services until the end of 2005. Based on the fact that the three year term of the two original licenses was about to come to an end, on 21 May 2005, ATRA officially launched an international competitive tender for two additional licenses for GSM Services (and any other services in the assigned 900 and 1800 MHz bands). As a result, two additional GSM licenses were issued in May 2006, one to MTN and another to Etisalat.
- c) The former Telecommunication Department of the Ministry of Communications of Afghanistan was taken out of the Ministry of Communications and became a government owned Telecommunications Company which also received a Unified Services license from ATRA in 2005. It was named Afghan Telecom (AfTel). AfTel also inherited Fixed Line and Fiber Optic networks. In addition, AfTel also provides Internet services through its fixed line facilities as well as through WiMAX frequencies allocated to it by ATRA.
- d) Since private entry into the Telecom market in 2003, the telecom sector in Afghanistan has grown at a remarkable rate and now approximately 18 million Afghanistan businesses, government entities and consumers have mobile telephone service and over one million users have Internet service. And, the current installation of an AfTel Fiber Optic ring throughout Afghanistan is connecting Afghanistan with the rest of the World at lower costs for voice and data services. Now, that the basic needs of the people in Afghanistan have been fulfilled, MCIT and ATRA are considering the introduction of 3G (Third Generation) and Broadband Wireless Services in the country, all of the current mobile operators in Afghanistan have expressed interest in acquiring 3G spectrum frequency licenses.
- e) Afghan Telecom (AFTEL) is a Telecom Operator, 100 % owned by Ministry of Communications and IT (MCIT). It is a Government owned Corporation and planned to be privatized in due course of time. In 2006, Optical Fiber Cable Ring Project was funded by the Government from the Core Development Budget, to establish an OFC Ring of 3100 Kms and again in 2010, another 500 Kms have been funded. AFTEL is the only Operator in Afghanistan currently permitted to own the OFC based Backbone of the Country. The Company is selling Internet Bandwidth by bringing the same from neighboring Countries (Pakistan, Iran, Tajakistan and Uzbekistan) through OFC Backbone. Telecom Operators and ISPs are hiring the OFC based Internet Capacities and the Fiber Capacities from Afghan Telecom.
- f) Under the World Bank funded ICT Sector Development Project as approved in May, 2011, upto 27 Million USD will be spent to connect 05 Provinces and 13 Districts to the existing OFC Ring of Afghan Telecom. Within next 02 years, it is estimated that all the 34 Provincial Capitals and many Districts will be served by the OFC based Backbone Network.

4) Objective of the Consultancy Assignment:

Under the Project, a qualified Consultant will function as Finance Officer to assist PMO's Financial Management Specialist to achieve overall efficient Financial Management of the Project. The objective of this assignment is to support the PMO of ICT Sector Development

Project in the financial management and disbursement areas and to assist the finance department staff members of MCIT to perform related tasks of the ICT Sector Development Project.

5) Scope of Work:

- a) The consultant will work under the guidance of the Financial Management Specialist (FMS) of the PMO and coordinate with other staff in Finance Directorate of MCIT. He/She, in coordination with the FMS, will be accountable for ensuring that the project will have in place an adequate financial management system that can provide, with a reasonable assurance, accurate and timely information on the project status in a reporting format agreed with the project as required by the Bank.
- b) Detailed tasks include:
 - Establishing and maintaining appropriate project financial management system;
 - Maintaining up-to-date project accounting books and records for all project activities;
 - Preparation of the project financial statements and related project reports on a regular basis;
 - Consolidating project financial statements and related project reports when required;
 - Monitoring and reporting the disbursement status and progress to the Project Director as and when required;
 - Ensuring that disbursement procedures are in accordance with the PMO's requirements;
 - Managing and maintaining the Designated Account (DA), with due coordination with MOF, SDU and the DAB;
 - Preparing withdrawal applications and monthly bank reconciliation statement in a timely manner;
 - Assisting and working with external auditors to complete the annual audit for the project in a timely manner;
 - Keeping and filing all accounting vouchers, records, forms, supporting documents and other relevant financial documents in a systematic manner;
 - Follow up with concerned government departments on financial management and disbursement issues when required.
 - Training staff from the Finance Directorate on financial management of projects.

6) Qualification Requirements:

The Consultant should have the following qualifications and experience:

- Afghan National ;
- Bachelors degree/Diploma in Finance, Business Administration or Accounting;
- At least 5 years of direct relevant work experience in finance and accounting field;
- Knowledge of Financial Reporting Systems;
- Basic understanding of information systems, including previous work experience using financial and accounting software;
- Good understanding and previous work experience in preparation of financial statements;
- Knowledge of/experience with the World Bank financed projects or other international organizations is desirable;

- Fluency in English and Dari or Pashto (listening, reading, writing, speaking);
- High integrity and accountability, good team work spirit.

7) Deliverables, Time Schedules and Reporting Requirements:

- a) The Consultant will report to the FMS of PMO and he will be based at Kabul, Afghanistan.
- b) The Consultant shall prepare monthly progress reports on all the Tasks as assigned to him.
- c) The project language is English. However, the Consultant shall make provision that all the documents requested by the Client, including the monthly reports will be translated into Dari / Pashto.

To ensure impartiality, the consultant (including his home office, if any) must not, in any way, be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

An Individual Consultant will be selected in accordance with the procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (January, 2011 edition).

8) Timelines and payment schedules:

The selected Consultant will be paid on monthly basis, after the monthly Reports have been submitted to the Project Director of ICT Sector Development Project. All the agreed upon Milestones and the Reports of the Consultant will be considered complete only upon the acceptance and formal approval of the Chairman-PICU. All payments will be made within 30 days from the date of submission of approved and signed Invoice, Monthly Activity/Time Sheet and the Monthly Report, both in English and Pashtu/Dari languages.

9) Facilities to be given by MCIT:

The following services and facilities will be provided by MCIT at Kabul, without any cost to the Consultant:

- suitable office space;
- Shared Telephone in office;
- Internet access in office;
- Transport for execution of the official Tasks during working hours.

10) Request for Expressions of Interest (REOI) by MCIT:

The Ministry of Communications and Information Technology (MCIT) now invites eligible Individual Consultants to indicate their interest in providing the services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV, Brochures, Description of similar assignments, experience in similar conditions and availability of appropriate skills etc.).

For further details, Interested Consultants are requested to contact GM-FPD of MCIT, at the address given below, during office hours from 0800 to 1600 hours:

Foreign Procurement Department (FPD) (Attn: Mr. Samimullah Samin)
General Manager for External Procurements;
Procurement Department, Ministry of Communications and IT (MCIT)
Mohammad Jan Khan Watt; Kabul, Afghanistan
Phone: Office: +93 20 210 37 41; Cell: +93 700 222 009;
Email: fpd@mcit.gov.af
Web site: www.mcit.gov.af

Any queries on the position may also be addressed to the above mentioned email address (fpd@mcit.gov.af), with CC to mi.bhat@mcit.gov.af and b.hassam@mcit.gov.af, latest one week before the deadline for submission of expression of interest.

Expressions of interest, including detailed Resumes must be delivered (by E-Mails) by 11th February, 2012, to the addresses as given below:

- 1) Foreign Procurement Department (FPD) (Attn: Mr. Samimullah Samin)
General Manager for External Procurements
Procurement Department, Ministry of Communications and IT (MCIT)
Mohammad Jan Khan Watt; Kabul, Afghanistan
Email: fpd@mcit.gov.af
- 2) Engineer Baryalai Hassam;
Deputy Minister-Technical; Ministry of Communication and IT;
Islamic Republic of Afghanistan; Mohammad Jan Khan Watt, Kabul Afghanistan
Email: b.hassam@mcit.gov.af
- 3) Mohammad Ismail Bhat; Project Director of ICT Sector Development Project-MCIT
Email: mi.bhat@mcit.gov.af