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## **OAS Executing Agency for GEF IABIN Project- PO 77187-**

### **Request for no objection for Procurement and Financial Management TORs preparation for PAD and PIP**

#### **TERMS OF REFERENCE**

##### **Background**

Initiated at the Santa Cruz Presidential Summit on Sustainable Development and reiterated at the Quebec Summit (2002), the Inter-American Biodiversity Information Network (IABIN) establishes cooperative linkages with national, regional, and global initiatives; recommends standards for network adoption; evaluates software tools for possible network-wide use; develops pilot projects; and seeks support for projects that build capacity within participating countries and institutions. The Global Environmental Facility (GEF) through its implementing agency, the World Bank, provides funds for this project. The GS/OAS is the executing agency.

IABIN will provide the infrastructure and biodiversity information content required by the countries of the Americas to improve decision-making. The objectives of this regional initiative include developing an Internet-based platform to provide greater and more useful access to scientifically credible biodiversity information currently existing in individual institutions and agencies in the Americas, and also, providing the tools necessary to draw biodiversity knowledge from existing databases. IABIN is helping to fulfill the mandate of the Clearinghouse Mechanism of the Convention on Biological Diversity by providing the mechanism in the Americas to promote and facilitate technical and scientific cooperation in the biodiversity arena.

##### **Responsibilities of the Specialist:**

The Specialist performs the following duties in the Unit for Sustainable Development and Environment of the Organization of American States.

- Design Financial Monitoring Report, according to World Bank standards that include 1) sources and uses of funds, and 2) uses of funds by project component, activity and type of expenditure. FMR should show disbursed amounts - under each separate instrument - together with all year-end balances in OAS bank accounts pertaining to Bank-financed operations for this project (i.e. disbursed amounts for which the corresponding expenditure has not yet materialized).
- Draft a Financial Management Procurement Plan, to be ready for submission by **February 15**. Seek guidance and discussion with World Bank personnel on procurement and disbursement guidelines and selection procedures.

- Incorporate comments provided by procurement officer, the financial management specialist, and the disbursement officer of the Bank, and prepare final version of the Plan by April 10 in order to meet the Submission to World Bank Board date.
- Provide technical, operational, and research support at OAS/USDE to the IABIN project.
- In collaboration with the technical counterparts in recipient countries, prepares/reviews drafts terms of reference, participates in the selection of consultants, and is directly involved in the follow-up and monitoring of programmed project activities.
- Prepares periodic financial reports and applications for withdrawal to present to the Bank. Collaborates with semi-annual IABIN report that summarizes plans of operation, progress and financial status.
- Prepares and follows-up various administrative actions for field personnel and consultants, establishing contact with the pertinent OAS offices in the member states and other staff at headquarters, including the preparation of performance contracts and amendments, contract payment requests, travel authorizations, and workshops and seminars.

### **Period of work**

The Specialist will work for a total of three months starting on February 2, 2004 through April 30, 2004. The work does not involve any travel. The Specialist will report to Richard M. Huber at the GS/OAS.

**Qualifications of the Consultant:** The consultant must have a Master in Finance with experience in biodiversity and natural resource management projects. At least 5 years working in budgeting and financial reporting. At least 3 years experience in IT focusing on relational data bases and content management preferably in LAC. The consultant must be fluent in Spanish and English.