

TERMS OF REFERENCE

A. General

1. The Asian Development Bank (ADB) funds are pooled with those from other development partners and managed by the International Monetary Fund (IMF). The IMF is responsible for the managerial, technical, and administrative arrangements of the Caucasus, Central Asia, and Mongolia Technical Assistance Center (CCAMTAC). The IMF (i) assigns the center coordinator (full-time staff member); (ii) selects the resident advisors; (iii) hires short-term experts using IMF procedures; (iv) provides supervision and backstopping services; (v) provides administrative support; and (vi) manages contributions of the development partners. The IMF is, therefore, responsible for the terms of reference for the resident advisors. The following are an indicative synopsis of the activities for a number of possible advisor positions. Additional advisors may be added.

2. All resident advisors are expected to provide direct technical assistance (TA) on a range of issues for their specialist areas covered by the CCAMTAC. They will also supervise the TA work of short-term experts financed by the CCAMTAC in their areas.

B. Scope of Services

1. Public Financial Management (PFM) Advisor

3. Working closely with staff from IMF headquarters, the advisor will support senior officials and technical staff in ministries of finance and related institutions with all aspects of PFM reform, including fiscal frameworks, budget formulation, budget execution, accounting, fiscal reporting, cash and debt management, public investment management, fiscal risk management and fiscal transparency. The advisor is expected to be appointed for an initial period of one year. This is renewable potentially up to a total of 3 years subject to satisfactory performance. S/he will work under the general administrative direction of the center coordinator, while on technical supervision and substantive issues s/he will report to the IMF's Fiscal Affairs Department (FAD) staff in Washington D.C.

4. The PFM advisor is expected to: (i) define and implement the CCAMTAC PFM work plan in close coordination with the CCAMTAC coordinator and FAD; (ii) contribute to headquarters-led capacity development (CD) activities; (iii) recruit and supervise short-term PFM experts; (iv) prepare and deliver training events such as regional workshops and seminars; (v) participate in outreach activities; and (vi) coordinate with other CD providers and donors.

2. Revenue Administration Advisor

5. Reporting to FAD, the advisor is responsible for managing the regional revenue administration CD activities for CCAMTAC member countries (Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan). The appointment term will initially be for a period of one year, with an extension option subject to satisfactory performance.

6. FAD is already supporting several of the CCAMTAC member countries with their revenue administration reforms and the advisor will assist members with the ongoing development and implementation of their reforms. The advisor's general responsibilities will be to deliver the regional component of the IMF's overall CD program, designed in coordination with the

CCAMTAC member countries and FAD. Specifically, the advisor's responsibilities are to: (i) consult with revenue authorities of member countries on their CD needs; (ii) develop, manage, and deliver the agreed revenue CD workplans for each country and the regional training program according to the agreed CCAMTAC budget; (iii) organize and deliver tax administration capacity building events such as workshops and training programs; (iv) organize and provide support and quality control to short term revenue administration experts visiting the CCAMTAC member countries to work on targeted reform activities; (v) provide direct CD to member countries; (vi) coordinate on CD issues with other development partners for CCAMTAC member countries; and (vii) report on progress in delivering the revenue administration workplan and achieving results to various audiences (including the CCAMTAC center coordinator and steering committee) at regular intervals.

3. Monetary and Foreign Exchange Operations Advisor

7. The advisor will help identify and address the capacity building and other TA needs of the designated beneficiary countries in the areas of monetary and foreign exchange (FX) operations and provide training programs to these countries. He/she will also support and supervise (backstop) short-term experts, when required, on specific TA in the areas of monetary and FX operations for the beneficiary countries. Specific duties include:

- Providing training to officials at central banks in the CCAMTAC member countries, as requested by the beneficiary countries and reflected in work plans, on the building blocks, conceptual rationales and operational procedures for monetary and FX operations, including the liquidity management framework.
- Preparing TA workplans and providing bilateral TA to central banks in CCAMTAC member countries focusing on monetary and FX operations topics, such as:
 - A forward looking liquidity management framework, including the preparation of liquidity tables for liquidity monitoring and the calibration of open market operation, coordination and information sharing with the government, development of market-based instruments and open market operations, upgrade of reserve requirement frameworks, strengthening money market infrastructure, particularly the unsecured interbank market, and assisting central bank staff in drafting regulation for the secured money market;
 - FX spot and FX-risk hedging market development and market-based, including rule-based, intervention policy.

8. The advisor should shape his/her TA workplan in the individual countries taking into account their differential progress regarding monetary and FX operations frameworks and build on the results achieved by previous TA, also in consultation with IMF's Middle East and Central Asia Department, to ensure strong integration of capacity development and surveillance. The advisor should be cognizant of the work of and coordinate with monetary and capital markets (MCM) resident advisors in CCAMTAC member countries and other advisors working in related areas and work closely with them, as well as with experts at the IMF headquarters and with other organizations delivering TA in relevant areas. The selected individual would initially be hired for one year (contractual appointment), with possible extension of up to three years.

4. Financial Supervision and Regulation Advisor

9. The main responsibility of the advisor will be to help identify and address the capacity development—TA and training—needs of CCAMTAC member countries in the area of financial supervision and regulation, taking into account the individual countries' differing levels of supervisory effectiveness. The resident advisor will assist country and regional authorities covered by CAMTAC in developing and implementing actions plans to strengthen capacity in banking regulation and supervision. His/her primary responsibilities will be to: (I) support CCAMTAC coordinator and steering committee (SC) in developing and monitoring the CCAMTAC work plan in those areas; (II) consult with banking supervisory authorities of recipient countries with a view to develop a TA action plan to be delivered by CCAMTAC; (III) identify and develop new TA projects; and (IV) actively coordinate with other TA providers and their experts. To this end, the main duties of the advisor will be to:

- Develop an action plan to be discussed with the backstopper at the IMF headquarters and approved by the steering committee and deliver TA in line with the action plan. Over time, the advisor will prioritize and update, as deemed necessary, the list of TA needs for each country and regional institutions covered by CCAMTAC.
- Contribute to CCAMTAC annual budget preparation and monitoring of budget usage throughout the year.
- Coordinate, as needed, the delivery of TA for non-bank financial sector (such as microfinance institution, insurance, and security markets).
- Observe the policies and procedures of the IMF and CCAMTAC, exercising the utmost discretion regarding all matters of official business; in addition, observe the IMF's MCM Department policies and procedures on delivery of TA, including timely and formal review, clearance and documentation requirements.
- For each TA mission, prepare draft terms of reference and submit them for review to the backstopper at the IMF headquarters and the CCAMTAC coordinator one to two months in advance of the mission.
- Within one month of the end of the mission, submit mission report for review to the backstopper at the IMF and the CCAMTAC coordinator. The mission report will have to be submitted to the relevant authorities within two months of the end of the mission.
- Gather information on alternative sources of TA in the field in order to coordinate the delivery of such assistance and avoid duplication of efforts and inefficient use of resources.
- Identify and propose for hiring short-term experts needed to complement his work in implementing the work plan; backstop these short-term experts.
- Liaise with donor representatives active in the field, as needed.
- Make contributions to the annual report of the CCAMTAC in his area of responsibility.
- Organize events such as training, workshops, seminars or secondments for the recipients.
- Prepare results-based frameworks (logframes) to design and deliver TA in line with the Fund's Results-Based Management (RBM) framework. Discuss and agree with authorities on the milestones expected from TA. Use the Fund's RBM system to track and update TA results.
- Carry out outreaches in line with CCAMTAC's strategy.
- Work under the guidance of the CCAMTAC Coordinator on day-to-day operational matters, while being responsible to the MCM TA and the Financial Supervision and Regulation Divisions on policy and analytical matters. In particular, the advisor will confer with the MCM backstopper and with the MCM Financial Supervision and Regulation Division management on questions and actions of substantive importance in financial sector supervision.

10. The selected individual would initially be hired for one to two years (contractual appointment), with a possible extension up to a maximum of five years.

5. Real Sector Statistics Advisor

11. The advisor will provide and oversee capacity development support in real sector statistics to the countries covered by CCAMTAC. These areas of work include: (i) to help develop an annual work program and manage support on statistical capacity building in national accounts, price indices and real sector statistics, including to monitor Sustainable Development Goals progress; (ii) to facilitate activities carried out by, and promote interaction of, regional and government agencies in the development of such macroeconomic statistics; and (iii) to coordinate capacity development activities with the relevant IMF departments and, where appropriate, with other international institutions and bilateral agencies involved in capacity development in statistics. He/she will work under the general direction of the coordinator of CCAMTAC and the technical direction of the Statistics Department (STA) at IMF headquarters. He/she should expect to travel extensively within the region and to interact frequently with country authorities, including remotely during the initial phase of the assignment. The advisor will undertake TA missions and provide training primarily in national accounts and price statistics but also in other areas of real sector statistics if needed. He/she will also be responsible for managing and backstopping missions by short-term experts, ensuring that the appropriate mission documentation is produced following STA's guidelines, and will contribute to the preparation of the annual report for the steering committee.

12. The Advisor's initial appointment would be for a period of one year with the possibility for extension up to three years, contingent on performance, ongoing budget/business need and management approval.