

TERMS OF REFERENCE FOR CONSULTING SERVICES
OCR/ADF FINANCIAL PROJECTION MODEL
– Financial Analyst –

Background

1. The ordinary capital resources (OCR) and Asian Development Fund (ADF) are the two major lending modalities of the Asian Development Bank (ADB).
2. To further enhance the financial management of OCR and ADF resources, the Financial Policy and Planning Division in the Treasury Department (TDFP) plans to upgrade the existing Financial Projection System (FPS) and asset and liability management (ALM) models that have been developed internally using Excel-based spreadsheets. To this end, TDFP has obtained Board approval to purchase a third party vendor software and expects to begin the implementation process sometime in 2010.
3. TDFP believes the new system will enhance its financial analytical capabilities as well as provide a platform that is consistent with current best market practices.
4. To ensure the successful and expeditious implementation of the system, TDFP would like to engage a consultant ahead of the system purchase. Sufficient lead time is needed as initial analysis and work are required to prepare for the implementation and will also provide added benefit by providing the consultant familiarity with ADB's systems (primarily data sources), TDFP's processes and models (FPS and ALM). During the implementation and testing phases, the consultant will assist with various analyses relating to data integrity and the correct translation of ADB policies, processes and operations into the new systems framework. The consultant will also help evaluate existing processes (whether they may be related to IT, data, calculation, etc.), and redesign or re-engineer these practices as needed.
5. With respect to financial policy, the consultant will assist in a number of areas which warrant further study. These include analyses of peer multilateral development banks' (MDBs) financials such as loan approval, liquidity usage, financial constraints and financial ratios, and the application of these metrics to ADB.
6. The consultant will also be requested to provide technical and financial analysis requested by the ALM team.
7. This position will report to the Principal Treasury Specialist of TDFP.

Scope and Duration of Services

8. The primary tasks of the consultant are the following:
 - (i) develop ad hoc financial analytic models,
 - (ii) provide business analysis to the inputs of the current FPS model scenarios,
 - (iii) run the FPS model for timely output,
 - (iv) evaluate peer MDBs' financials and ALM practices,
 - (v) undertake business evaluation of the FPS model,
 - (vi) assist in the implementation of the new ALMS as requested,

- (vii) support analysis on ALM-related discussions with meaningful studies and analyses as required, and
- (viii) work closely with other members of the Financial Policy team and others as needed to achieve desired results.

9. The term of the engagement for the Financial Analyst will be for 11 months, but may need to be extended as implementation may last longer.

Expertise Required

10. The consultant should have
- (i) At least 3 years of relevant professional work experience in the areas of financial analysis, risk management, treasury, ALM and other finance-related areas.
 - (ii) Preferably with postgraduate degree in finance, economics, accounting, engineering or related fields.
 - (iii) Excellent analytical and modeling skills using spreadsheet and database; experience in Visual Basics and Access will be a plus.
 - (iv) Knowledge of capital markets and investment principles.
 - (v) Familiarity with strategic agenda, financial planning and financial policy architecture of multilateral institutions.
 - (vi) Excellent report writing and English communication skills.
 - (vii) Ability to work effectively in a team environment.
 - (viii) Self-motivated, dedicated, efficient and results-driven.