

TERMS OF REFERENCE FOR FINANCIAL MANAGEMENT SPECIALIST

Contract: PPCR/DHM/S/IND-4			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise: Financial Management Specialist			
Source	National	Category	Independent
1. Background: <p>GoN has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR, Nepal identified five projects for investment. Among them, one of the projects is "Pilot Project for Climate Resilience- Building Resilience to Climate Related Hazards (BRCH). Under BRCH, component A, B and C are being implemented by Department of Hydrology and Meteorology (DHM) under the Ministry of Science, Technology and Environment and component D is being implemented by Ministry of Agriculture Development. A dedicated Project Management Unit (PMU) has been set up in DHM for the implementation of project component A, B, and C. For overall financial management related to World Bank Financial procedure and reporting of the DHM BRCH project activities, DHM requires consulting service from individual consultant with the capacity of Financial Management Specialist.</p>			
2. Objective/Purpose of the Assignment: <p>The specialist will assist and report National Project Director in all financial matters relating to implementation of the project. S/He will be mainly responsible for preparing Trimester Financial Progress, Project Account, Accounting Manual, SOE manual and other related financial reports as required by the world bank and GoN.</p>			
3. Scope of Work: <p>The incumbent will work closely with Project Management Unit (PMU) under the supervision and direction of NPD and National Project Manager of PPCR-BRCH for the attainment of project's goal.</p> <p>Financial Consultant's main responsibility is to assist NPD and NPM on the following:</p>			
4. Duties and Responsibilities of Specialist:			
a. Develop and implement appropriate financial and accounting systems for the project to meet the requirements of the Government of Nepal (GON) and The World Bank at central level; if required at district level also;			
b. Monitor financial disbursements and all administrative procedures in line with GON and The World Bank requirements;			
c. Provide assistance to PMU (Project Management Unit) in compiling and consolidated accounts and preparing Unaudited and Audited Project Account in stipulated date for each Fiscal Year as agreed in loan/credit agreement.			
d. Prepare Accounting Manual as per need of the project and train project staffs in adopting sub-project accounting and financial monitoring system.			
e. Ensure the timeliness of required financial reports to The World Bank on a regular basis;			
f. Integrate financial procedures and systems with the Management Information System (MIS), planning to			

developed in DHM, to track project progress and management performance;

- g. Provide orientation and on the job training to upgrade performance skills of the project staff at the central and district level on all project related financial system such as disbursement and procurement process as per The World Bank procedure and guideline;
- h. Attend and participate in project meetings and give input to financial related matters;
- i. Monitor project progress through field visits, offer feedback and keep regular communication with related field and central level staff, if required;
- j. Assist in the planning and budgeting for the project program, taking the lead role in the financial plan and budgets and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with; and
- k. Review and monitors project performance and make recommendation to improve performance in relation to Financial Management.

5. Required Qualifications

A. Academic qualifications and training

- The specialist must have a minimum of Master's Degree in Accounting or Finance or Business Management, Public Administration or other relevant field.
- Training in relevant fields (management, financial management, accounting (CA, CPA, ACCA).) is preferable.

B. Experience

- a. S/he must have a minimum of seven years of work experience in public sector financial management. The incumbent should have a good understanding of Govt. accounting system. Other experience could be added advantage. Experience in donor funded projects is preferable;
- b. Additional work experience with national and or international non-governmental organizations will be an added advantage,
- c. S/he must have acquired experience, knowledge and be familiar with project planning, procurement process and financial management of the GON;

6. Duration of Service:

The consultant will be assigned initially for 12 month with possibility of extension based on performance evaluation and expected to work full time (office hours) within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley on project related matters.

7. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines. Main criteria for the selection will be relevant work experience and qualifications.

8. Duty Station: Kathmandu, Nepal with field visit as per requirement.

9. Financial Conditions:

- a. The specialist shall be paid a lump sum amount of remuneration per month, which should include all his

overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.

- b. The specialist shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- c. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, specialist shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

10. Output/Reporting Requirements:

The consultant will report to the National Project Director. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- i. Trimester/Interim/Yearly Financial Monitoring Report as per requirement;
- ii. Develop Financial Monitoring and reporting formats as per requirement of The World Bank and GON;
- iii. Guideline/Manual regarding financial management as per need of the project, if required;
- iv. Unaudited and Audited Project Consolidated Financial Statement;
- v. Proceeding of workshop and training; and
- vi. Final Report

All reports should be in English and in Nepali as necessary.

11. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates	Initially for 12 month
TOTAL DAYS (state if Intermittent) Not applicable		