

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**MINISTRY OF INTERIOR
LIVELIHOOD ENHANCEMENT AND ASSOCIATION OF THE POOR PROJECT
(LEAP)**

Terms of Reference

Project Title : Livelihood Enhancement and Association of the Poor (LEAP) Project
Position : National Financial Management Consultant (FM Consultant)
Location : Project Coordination Office (PCO), Ministry of Interior (MOI), Phnom Penh
Duration : The duration of the contract is 12 months from the contract signing date subject to the annual assessment of the consultant performance, and project fund availability and the business needs of the project for extension contract.
Basis : Individual Consultant's Contract

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. The project is a 5- year funded by the World Bank with IDA Credit number 5960-KH with the project code P153591. The project has a total budget of SDR 15,100,000, approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure, and to provide immediate and effective response in case of an eligible crisis or emergency. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other peoples groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

The project is divided into four components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation
- Component 4: Contingent Emergency Response

The organizational structure of the project involves government implementing agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Team (SMT) located at Siem Reap and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/GDA will be the technical

Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) supports and facilitates executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

II- OBJECTIVE OF THE ASSIGNMENT

The National FM Consultant (NFMC) will be based in Project Coordination Office (PCO), Ministry of Interior (MOI), and will work under the overall direction of Finance Unit in the concept of the Project Director/ Manager and under the supervision of the Finance Officer of PCO-LEAP. In carry out this assignment, he/she shall work as a team and collaboration/ cooperation with PCO staff, and all concerned entities of LEAP.

III- SCOPE OF THE CONSULTING SERVICES

The National Finance Management Consultant will work closely with the Finance Unit to (a) support the Finance unit in maintaining accurate project financial data and in monitoring budget implementation of each department/ entity; (b) assist the LEAP Finance unit with the establishment and smooth implementation of project financial managements, policy and procedures including budgeting, accounting, internal controls, funds flows, financial reporting and auditing arrangements; (c) assist LEAP Finance unit with capacity building and strengthening financial management capacities of the finance team in order to fulfill the financial management and accounting functions effectively and efficient manner and help SMTs and implementing agencies to adhere/ comply with the approved FM manual; and (d) provide other support services including budget monitoring, disbursements of fund from the World Bank and prepare financial reporting.

FM and accounting tasks for the position are include:

1. Maintain an updated accounting of the Project's expenditures by working closely with the PCO-LEAP Accounting staff in charge of the Peachtree accounting system;
2. Ensure that journal entries to the computerized accounting system are accurate in terms of classification by category, by components, by sub-components, by implementing units and by budget codes;
3. Maintain contract payment registers for goods, works and services and ensure accuracy of entries at all times;
4. Maintain cash advance registers for advance payments and fixed assets register, which the assets have been procured from the project proceeds;
5. Prepare/ generate the Statement of Expenditures or Summary sheet and assist the PCO-LEAP Accounting Officer in preparing the Withdrawal Application for the DA replenishment and other disbursement of funds from the World Bank;
6. Assist the LEAP Finance unit in preparation of the annual budget and work plan and provide monitoring the implementation of LEAP budget execution by keep tracking each budget request and compare it against the approved activity budget;
7. Prepare monthly budget performance report for each implementing department and a consolidated monthly LEAP budget performance report;
8. Assist the LEAP FU Officer to carry out month-end accounts reconciliation – subsidiary registers against the General Ledger particularly for the following accounts: Designated Account, cash advance, civil works payments, goods payment,

remuneration, reimbursable payments to consultants, and this rule and procedures shall be implemented by all concerned entities of LEAP expenditures;

9. Ensure the prompt liquidation of cash advances by monitoring cash advance register and ensure due dates of liquidation and providing reminders to relevant departments and staff;
10. Assist the PCO-LEAP Finance unit in reviewing Petty Cash replenishments and reporting from implementing entities;
11. Prepare periodic Unaudited Interim Financial Report (IFR) and other reports to be submitted to PCO-MOI, MEF and WB;
12. Assist in the Finance Officer in collaboration with internal auditors including providing information requested, discuss any issues and findings with the internal auditors, help implementing any agreed recommendations as a matter of priority;
13. Assist the Chief of Finance and Finance Officer in preparation of the project account for audit, including preparation of draft annual project financial statements, pre-audit arrangement, during the audit, and post audit arrangements;
14. Provide on the job-training/ mentoring to the Government finance staff working for the project as part of the knowledge and skills transfer;
15. Promote and help strengthening compliance of internal control activities, control of soft expenditures, and managing project assets,
16. Perform other tasks as may be requested by the Chief of Finance and Finance Officer and or project director and manager;
17. The consultant is expected to work extra hour after business times and willing to travel to remote areas when necessary; and
18. Prove to be well-developed planning and organizational skills to execute multiple works in short time frames.

IV- OUTPUTS

The Consultant is expected to produce the following reports during the assignment period:

1. Inception Report two weeks after mobilization, defining the Consultant's work plan (inception report) outlining the scheduled activities under the assignment and advising on any issues that may affect timely progress;
2. The financial management system of the Project was established and the FMM updated;
3. A report on financial progress and contract management to be submitted to finance officer and for further submission to the project management on a monthly basis and before each project meeting;
4. Weekly updated finance tracking Activities;
5. A monthly activity report and time sheet to be submitted to project finance officer and send to the Project Manager and the Project Director, detailing the tasks carried out by the Consultant, including achievements, constraints and next activities planned;
6. A final report identifying all outputs of the consultancy, lessons learned and recommendations for sustainability and further development in the future;
7. Training/ capacity building plan was established and numbers of hands-on training/ mentoring or on-the job-trainings to staff involved in the financial activities of the Project as part of knowledge and skills transfer; and

8. Findings and recommendation of internal auditors and external auditor will be discussed and implemented, documented and recorded.

V- CONTRACT TIMING/ DURATION

The duration of the contract is 12 months from the contract signing date subject to the annual evaluation of the consultant performance, availability of funds and the business needs of the project. The consultant performance evaluation will be carried by MOI-LEAP for the first six months of the service and annually based on the *criteria for performance assessment* in annex 1 below.

VI- SUPERVISION AND REPORTING LINE

The National Finance Management consultant will work under the overall direction of FU in the concept of Project Manager and Project Director and under daily supervision of the LEAP Chief of Finance unit, submitted the report to the Project Director and Project Manager and copy to the chief of finance unit.

VII- CAPACITY BUILDING AND KNOWLEDGE TRANSFER

Develop and implement a finance capacity building program for training of relevant government staff of the departments and ministries under the Project, particularly the PCO-MOI finance unit, to enable them to successfully carry out finance activities. Develop a 'learning culture', including regular learning opportunities and application of the learning and on-the-job training in the workplace.

VIII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Ministry of Interior (MoI) with pre-approved visits to the provinces. Phnom Penh to monitor project progress as required;
2. The Leap Project shall make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
3. The Leap Project will support in all communications (email, telephones and internet services) related to the project activities in the course of the assignment;
4. The consultant can access to filing system and project records are available and retrieval, and its depository or discard of any form of intervention;
5. The Employer will provide official transportation for official travel/missions during the course of the assignment; and
6. Provide support staff to enable the effective and efficient operation of the services.

IX- KEY MINIMUM QUALIFICATIONS REQUIRED

1. At least Master Degree in Accounting or Financial Management;
2. At least 10-year working experience in accounting and financial management system;
3. At least 5-year working experience in the field of finance and accounting disciplines with development partners (bilateral and multi-lateral agencies);
4. Have good knowledge of MEF's standard operating procedures, financial management manual for all externally financed projects/programs in Cambodia;
5. Familiar with computerized accounting software and its operation;
6. Good knowledge on international accounting standards, cash basis of accounting and demonstrated ability to apply those standards to financial operations and activities;
7. Experience in designing, developing chart of accounts, and implementing and operating computerized financial management systems and reporting systems;

8. Strong accounting skills and have knowledge of the Government new Chart of Accounts and the Law on Taxation of the Kingdom of Cambodia;
9. Good written English communication skills to deliver complex technical documents, reports, papers and recommendations to the project;
10. Evidence of capacity building experience, i.e. on-the-job training for counterpart staff/peers; and
11. Computer literate with a, thorough knowledge of the standard computer programs such as MS-Word, MS-Excel, Ms-PowerPoint, Email and Internet etc.

X- PAYMENT PROCESS

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.

Annex 1: criteria for performance assessment

Performance evaluation will be based on the following results areas agreed with the consultant. The below criteria for performance evaluation that were developed based on the responsibilities included in the TOR.

A- Technical Performance

No.	Description of Result Area	Result Indicator	Performance
1	Implement the finance capacity building for LEAP staff in Section III. Scope of Services of the TOR	Assigned finance staff are trained according to agreed training plan.	
2	Support Finance function to be carried out by LEAP in points 1 to point 21 of Section III. Scope of Services of the TOR	At least the key activities listed in point 1 to point 18 of the section III are implemented in satisfactory manner on the judgment of PCO-LEAP and the World Bank	
3	<i>Fulfill the performance report required in Section III. Scope of Services of the TOR</i>	All required reports are produced by the consultant and submitted to PCO-LEAP on time.	

B- Behavioral Performance

No.	Description of performance area	Result Indicator	Performance
I	Team work- collaborates with other consultants, and LEAP's staff	Positive performance feedback received other consultant and LEAP staff	

2	Learning and knowledge sharing-open to new ideas, transfer and share knowledge and applies knowledge in daily work	Positive performance feedback received other consultant and LEAP staff	
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