

Terms of Reference

Position:	Administrative and Finance Assistant (AFA) – 3 Persons
Project Title:	Land Allocation for Social and Economic Development II (LASED II)Project
Budget line:	Credit 5807-KH
Duty Station:	One Assistant base at NCDDS, Phnom Penh One Assistant base at GDH-MLMUPC, Phnom Penh One Assistant base at GDA-MAFF, Phnom Penh
Duration:	3years contract (with possibility extension annually subject to satisfactory of annual performance review).
Basis:	Individual Consultant Contract.

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. Under project design

documents GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, TbongKhmum, Kampong Chhnang and Kampong Speu.

To support the project operation at national level, LASED II is seeking for 3 qualified candidates for the post Admin and Finance Assistant.

C. Duty and Responsibility:

Administrative and Finance Assistant's primary roles is to provide support to and capacity building of the government staff in administration and financial management as well as support to admin and finance unit in order to maintain good administrative and financial management system for LASED II. He/she will oversee to all office procedures and other tasks as assigned by the management. He/she is responsible for the following tasks:

◆ Administration:

1. Maintain and ensure the project documents;
2. Maintain the office work flow;
3. Coordinate works and meetings;
4. Interact with government officials, vendors and visitors.
5. Distribute incoming correspondence, including faxes and email.
6. Coordinate and direct office services, such as records, preparation of payment vouchers for the suppliers;
7. Compile data and prepare documents for consideration and presentation to the management;
8. Assist in arrangement for coordinate meetings, workshops;

9. Attend project meetings, PRC committee meetings or other meetings as requested in order to record and prepare minutes;
10. Make travel arrangements/mission for project staff and advisers;
11. Collect and maintain inventory of office equipment and supplies;
12. Arrange for the repair and maintenance of office equipment and other equipment in the project office;
13. Liaise closely with the Admin and Finance unit at National and sub-national level as necessary on all matters pertaining to Administration and financial management to ensure effective coordination.
14. Assist the Administration and Finance Unit in all aspects of daily works;

◆ **Finance:**

1. Attend and support on preparation Project Annual Work Plan and Budget;
2. Ensure all payments are complied with procedures and in transparency way, including review of supporting documentation or reports;
3. Assist in preparation of financial report, from consolidated accounting system, as required by MEF and World Bank;
4. Collaborate with internal and external auditors as required.
5. Collaborate in reviewing the existing procedures and system of the project, identify gaps, shortcoming;
6. Recommend specific improvement to increase efficiency;
7. Assist to review and give necessary advices and comments on the accounting, financial, and internal audit procedures and policies with other consultants which have been accepted as current practice;
8. Coordinate with Finance Officers of NCDD, GDH and GDA on Financial Management Issues and propose solutions;
9. Help ensure that all procedures under the LASEDII Project are consistent with national policy, MEF and the WB;
10. Support to maintain proper books of accounts on the computerized accounting system;
11. Perform other duties as required by the management;

D. Qualification and Experience Requirement

The applicants shall have the following qualifications:

1. Education: Relevant University degree, preferably in Accounting and Business Administration and/or combination of appropriate experience in financial management/ accounting.
2. At least three (3) years experience in general office procedures and finance of World Bank or ADB Projects or other development partner projects.
3. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators and copiers machines.
4. Knowledge of computer use (Excel, Word processing, Peachtree Accounting System or other similar Accounting System) and willingness to learn computerized accounting system.
5. Fast learner and work well with either alone or as part of the LASED team.
6. Good communication skills, written and spoken, in Khmer and English.
