

KINGDOM OF CAMBODIA
NATION RELIGION KING

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MINISTRY OF INTERIOR
LIVELIHOOD ENHANCEMENT AND ASSOCIATION OF THE POOR PROJECT

Terms of Reference

Project Title: Livelihood Enhancement and Association of the Poor (LEAP) Project
Position: Two positions of Project Finance and Administrative Assistant
Location: One position is based in Phnom Penh Capital Hall and one position is based in Siem Reap Provincial Administration
Basis: National Individual Consultants' Services

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit fund from International Development Associate (IDA) of the World Bank to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project for five-year. The project has a total budget of 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 three main components as follows:

- 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

The organizational structure of the project involves government implementing agency oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Teams (SMTs) located at the Siem Reap Provincial Administration (SRP) and Phnom Penh Capital Hall (PPCH) with Khan and Commune/Sangkat level facilitators. General Department of Agriculture of Ministry of Agriculture, Forestry and Fisheries (MAFF/GDA) is a technical Implementing Agency (IA) and responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

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

II- OBJECTIVE OF THE ASSIGNMENT

The Project Finance and Administrative Assistant will work under supervision of Finance Officer (head of finance) in the concept of Project Director and the Project Manager. She or he will be part of a team that comprises of government officials and Consultants and will be working closely with FM team, Procurement team and the Technical/ Program Team.

The Project Finance and Administrative Assistant is responsible for, but not limited, effective financial support, administrative and logistic arrangements for each implementing agency.

III- SCOPE OF WORKS

The Project Finance and Administrative Assistant is to provide effective supports with minimum supervision of the following responsibilities:

1. Finance and Accounting Function:

Petty Cash Book and Cash Book:

- Maintain records of petty cash transactions
- Prepare vouchers for petty cash receipt and disbursement
- Prepare/Produce petty cash replenishment when the cash on hand reaches the replenishment level.
- Ensure that cash securely keep in safe box at the end of the day
- Conduct cash count and cash reconciliation on monthly basis
- Maintain records of cash book transactions
- Prepare vouchers for payments, cash receipts, and payment/ disbursements
- Perform bank reconciliation statement for the month-end
- Perform month-end and year-end account closure and open a new book for the month
- Update advance register and report to Finance Officer for overdue advances
- Update contract register (payment register) for goods, works, consulting services
- Prepare paper works and processing it for management's approval before of payments to suppliers, contractors and consultants, etc
- Ensure physical cash, cheque book, bank guarantee and bank security are maintained in safe iron
- Ensure that accounting records and project documents are maintained in good order for filing and retrieving.

Financial Reports

- Assist finance officer (head of finance) to prepare periodic financial report
- Prepare a replenishment report and furnish it to PCO every month in order for POC to release of payments to the project accounts
- Assist Finance Officer (head of finance) to review budgeted versus actual

Banking and Taxation

- Withdrawal and deposit cheque payment into the Bank
- Collect bank statements and perform Bank reconciliation
- Prepare monthly tax payment, tax calculation and file taxable payments to the GDT

2. Administration

Office Support

- Assist in maintaining an effective filing system
- Assist in managing day-to-day office operational needs, such as utilities, supplies, stationeries, and equipment, etc.
- Manage and keep record and update inventory list of office stationaries monthly
- Manage and ensure office supplies/stationaries are sufficient and available for uses
- Check printers, photocopiers and scanners and load papers ready for use

Management of project fixed asset

- Maintain and update project fixed asset and inventory list of PCO.
- Assist in conducting physical count of all fixed assets at all project implementing agencies.
- Ensure that fixed assets are coded and labelled properly.
- Distribute project assets to project staff at PCO.

Transport and Travel Arrangements

- Management of Project Vehicles/Transportation
- Manage the schedule of the vehicle/transportation for the mission, meeting, training and workshop.
- Ensure that the project vehicle logbooks are recorded by driver, signed by passenger and approved by the administrative officer on monthly basis.
- Assist Administrative officer in monitoring vehicle maintenance and repairing
- Provide logistic arrangements for both local and international travel.

Training and Workshops

- In close coordination with project staff, assist in preparing budget for the project events, request for cash advance and cash advance clearance.
- Work closely with project staff in order to provide logistic arrangements in organizing workshop/ conference, seminar, meetings such as distribution letter of invitation and agenda, booking room, refreshment arrangements, handout preparation and photocopy, and the set-up IT and sound equipment for the events.

IV. QUALIFICATIONS

- A Bachelor's degree in accounting & finance, business administration, economics and/ or related field.
- At least two years' experience in related fields
- Working experiences with development agency or others
- Knowledge in using computerized accounting **software (Sage 50) will be given special consideration**
- Computer literacy: Word processing, Excel, and other MS applications is an advantage
- Good written and oral communication skills in both Khmer and English.

V- CONTRACT DURATION AND PERFORMANCE ASSESSMENT

- The duration of the contract is approximately 50 months from the contract signing date and subject to the annual revaluation of the consultant performance, availability of funds and the project's needs.
- The consultant performance evaluation will be carried by each individual implementing agency and the procurement committee during the probationary period of the first three-month of the service and annually based on the Scope of Services described above.

VI- PAYMENT PROCESS

Payment shall be made in United States Dollars and transfer directly 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 per man/month spent (30 calendar days) with a maximum of eight hours per day and five days per week in accordance with the agreed rate.

VII. PERFORMANCE MEASUREMENT

- Effective support in financial managements
- Clear and accuracy of periodic financial report
- Effective logistic arrangements and supports
- Effective communication skills in both written and spoken
- Well-managed of vehicle pool and schedule.
- Timely conduct physical count of fixed assets.
- Well-managed of office supplies/stationeries and day-to-day operation
- Effectiveness of filing system (filing and retrieving)
- Demonstration of team work and facilitation skills.