

Terms of Reference

Position : Financial Management Consultant
Project Title : Cambodia Nutrition Project (CNP)
Budget Line : Credit no. 5807-KH
Duty Station : NCDDS
Duration : 1-year contract (renewable for 3-year period)
Basis : Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee mandated to oversee the policy reform of the decentralization and deconcentration and implementation of 10 years national program. The Secretariat (NCDDS) is responsible for facilitating in policy formulation and program coordination, responsible for daily works of NCDD, implementation of three-year Implementation Plan (IP3), program management and coordination, through its four Divisions: the Policy Development and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division.

NCDDS is the implementing agency (IA) of the WB-financed Cambodia Nutrition Project. The project development objective (PDO) is to improve utilization and quality of priority maternal and child health and nutrition services for targeted groups in Cambodia.

The project will finance ‘priority maternal and child health and nutrition services’, a subset of interventions drawn from the MOH Investment Case (IC) for Reproductive Maternal Newborn Child and Adolescent Health and Nutrition (RMNCAH-N) in Cambodia. These priority services are aimed at reducing neonatal mortality, improving maternal and child nutrition, and improving routine immunization coverage. The priority services were defined in accordance with the expectation of the Royal Government of Cambodia (RGC) to converge interventions with known effectiveness to increase sustainability and efficiency of RMNCAH-N financing. Targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

The project has three components: Component 1: Strengthening the Delivery of Priority Health Services; Component 2: Stimulating Demand and Accountability at the Community Level; and Component 3: Ensuring an Effective and Sustainable Response.

Component 1 leverages the HEF and SDG systems—existing results-based health sector platforms—to improve the supply-side delivery of priority interventions. The component will aim to improve the accessibility, affordability, and quality of these priority services. The component has two sub-components outlined below.

Component 2 will finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; (ii) create demand and increase access to priority health and nutrition services; and (iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services ; and (iv) use performance-based grants to improve (Sub National Authority) SNA delivery and sustainable financing of relevant social service activities linked with the project’s priority services.

Component 3 will finance: i) central level actions needed to enhance the effectiveness and sustainability of project investments; ii) development and delivery of modernized social and behavior change communication (SBCC) campaigns; iii) comprehensive monitoring, evaluation and adaptive learning; and iv) project management.

Component 1 and 3 will be implemented by the Ministry of Health and component 2 will be implemented by NCDDS.

B. Implementation of CNP respects the following principles:

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

The Implementing Agency for component 2 of the CNP is the National Committee for Sub-National Democratic Development Secretariat (NCDDS), which has overall responsibilities for operational aspects of the component 2 at the sub-national level including contract administration, financial management and operational monitoring and evaluation, as well as for overseeing implementation within the framework of decentralization and de-concentration reforms. CNP will implement for the period of 5 years (2019-2024) in 7 target provinces such as Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

C. Duties and Responsibilities:

The national Financial Management Consultant's primary role is to build capacity of the government finance staff in financial management (FM) to enable them to fully implement the project's financial management, as well as to ensure knowledge and skills handover to the government staff in financial management. Further, the Consultant will support the NCDDS' CNP Finance Team to build sub-national capacity in financial management.

To achieve the objective of and institutional capacity building in FM, the FM consultant shall not carry out or assume responsibilities on day-to-day FM tasks. Daily FM tasks should be carried out by the respective CNP's FM staff with coaching and guidance from the FM consultant. As a strategy to attain this kind of capacity building, the Consultant will jointly carry out the work with the government FM staff for the first six months of the contract and s/he will slowly coach and hand over starting from the seventh month onwards.

The continuation of the employment over the contract period is subject to satisfactory annual performance review in capacity building and coaching rather than on direct execution of FM work.

Main duties:

Main tasks of the Financial Management Consultant are:

1. To provide coaching, advises, and mentoring to the Finance Team of CNP to enable them to effectively carry out the following financial management tasks:
 - Prepare activities plan related to FM to include in Annual Work Plan Budget of CNP-Component 2 and disbursement projection,
 - Perform proper procedures for good budgeting, disbursement (withdrawal of funds from World Bank), payments, advances management, reconciliations, fixed asset management and financial reporting, especially for reviewing Commune/Sangkat Service Delivery Grant (C/S SDG) requests and payment etc.,
 - Carry out FM related activities to achieve Disbursement Link Indicator (DLI-B) to sustain timeliness of C/S-SDG payments and fiduciary oversight and report on the progress and achievement of DLI-B
 - Maintain proper financial management system, control procedures, the computerized accounting system,
 - Prepare Withdrawal Applications, together with the relevant supporting documentation including Statements of Expenditures, and follow up the disbursement status,
 - Prepare necessary financial reports required in the FM manual and provide good financial variances (actual vs. budget) analysis,

- Coordinate with each project province on internal and external audit, mission and documentation review of project's operations,
- Collaborate with the Ministry of Economy and Finance (MEF) and the appointed external auditor for timely completion of the project audit report for CNP-Component 2 and
- Ensure timely submission of the interim unaudited financial report and audit report to the WB
- Carry out other FM related tasks.

2. To provide other FM related supports as follows:

- Carry out the training need assessments in financial management for CNP's FM staff at the national and SNA level and develop short and medium term capacity building plan on FM;
- Prepare necessary training materials, including slide presentation, case studies, practice exercises, for carrying out trainings for CNP's FM staff at national and sub-national level;
- In consultation with the World Bank, update Financial Management Manual, SDG Manual and other manuals, where necessary, for implementing component 2 of CNP to provide more controls and guidance in FM in case the NCCDS's Administration and Finance Manual is not clear
- Develop the project's C/S FM readiness certification criteria and provide training and guidance on financial management and FM readiness certification to provincial administration (PA) and district/municipality administrations (DMA) focal points and Commune/Sangkat (C/S), to finance staff at PA, DMA, and C/S levels, to enable them to successfully carry out financial management tasks
- Carry out monitoring visits to provinces to ensure that financial management procedures are properly understood and being performed and to identify areas where additional training is required,
- Support the Finance Staff of CNP on FM issues and propose solutions and consult with the WB on those issues.
- Perform other tasks as requested

D. Supervision and Reporting

The Consultant reports directly to CNP's Project Manager under the guidance and direct supervision of the Head of FAD. The Consultant works closely on a day to day basis with the CNP's FM team in order to ensure knowledge transfer.

The Consultant will prepare and submit a monthly timesheet containing daily tasks in the ToR and the plan on the tasks performed by him/her for upcoming monthly to Project Manager via FAD director.

E. Qualifications and Experience

The applicant must have the following qualifications:

- At least a bachelor degree in financial management/accounting or related field,
- At least 10 years of work experience in financial management (preferable with development partner funded projects such as WB, ADB, or UN Agency),
- At least 5 year of work experience in carrying relevant capacity building activities in FM;
- Familiarity with Standard Operating Procedures and Financial Management Manual of the Government,
- Strong background on decentralized financial management at sub national administrations
- Demonstrated ability to work well in teams
- Understanding of, ability to work within government system
- Ability to network with a range of agencies/stakeholders
- Able to work with the minimum of guidance, take initiatives, and follows through with all tasks
- Knowledge of ACCPAC, Sage/Peachtree, QuickBooks or other similar accounting software,
- Demonstrate experience in conducting training and knowledge/skill transferred to the Finance Teams,
- Demonstrate ability to work as a team, and extensive travel to project sites,
- Fluent in Khmer and very good in English.