

TERMS OF REFERENCE

Position	: Program Assistant (PA)
Project Title	: Support to the Direct Access Entity in Cambodia to meet accreditation Conditions
Project Number	: KHM-RS-005
Duty Station	: NCDD Secretariat
Duration	: 24 months

A. Background

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee established in 2008 to implement the Law on administrative Management of the Capital, Provinces, Municipalities, Districts and Khans (2008), Law on Administrative Management of Commune/Sangkat and D&D reform policy through formulation of the national program on sub-national democratic development.

NCDD Secretariat (NCDDS) established in 2009, assists NCDD in day-to-day management and implementation of the National Program in close collaboration with ministries, institutions, SNAs, DPs, CSOs, private sector and other relevant stakeholders.

The NCDDS is structured into four divisions:

1. Policy Analysis and Development Division (PADD)
2. Program Management and Support Division (PMSD)
3. Monitoring, Evaluation and Information Division (MEID) and
4. Administration and Finance Division (AFD)

The NCDD is the first Direct Access Entity (DAE) accredited for Cambodia in November 2019 to Green Climate Fund (GCF), with an essential role to channel climate change grants to sub-national level (provinces, districts and communes) and the Accreditation Master Agreement (AMA) between the NCDD and GCF was signed on 8 May 2020.

The capacity analysis done during the accreditation process has highlighted some remaining gaps and the accreditation is conditional on addressing these remaining gaps. In this regard, NCDDS has allocated some of its own resources and with financial support from some development partners such UNCDF and World Bank to overcome some specific issues of accreditation conditions.

As a part of the Stage 2 accreditation review assessment, the GCF Accreditation Panel (GCF AP) reviewed NCDD documents and identified the following areas for improvement such as NCDD policies and procedures fully or partially met the GCF basic fiduciary standards, but the capacity to implement its policies and procedures is not demonstrated. Many of the governance structures described in the Operations Policies and Procedures (OPP) Manual need to be implemented and their effectiveness demonstrated. Based on these findings, the GCF AP laid out conditions for NCDDS, including periodic (semi-annual) verifications by an external auditing firm on NCDDS' capacity and performance. This external audit is needed to verify:

- Whether the execution of the 'Implementation Plan' and the implementation of the actions contained in the 'Roadmap for enhancing NCDDS to manage funding from Green Climate Fund' are appropriate, and
- Whether the Audit and Ethics Committee functions effectively
- The GCF AP refers this Implementation Plan as detailed implementation plan with specific milestones and implementation dates for all the policies and procedures contained in the applicant's Operational

Policies and Procedures Manual, the Internal Audit Manual, the project risk management framework, the Monitoring and Evaluation Manual and the Manual for Performance-Based Grants to Sub-National Administrations.

The goal of the readiness support is that NCDDS meets the accreditation conditions and fully performs its role and responsibilities as DAE and to produce a high-quality pipeline for GCF.

Specifically, the objectives of the readiness proposal are:

- (i) addressing some key remaining conditions required under the conditional accreditation of NCDDS as a direct access entity,
- (ii) developing NCDDS staff capacity to implement the new policies and procedures and
- (iii) developing an initial pipeline of project proposals for NCDDS. stakeholders.

The main beneficiaries of the readiness proposal are NCDDS staff, selected SNAs and relevant stakeholders.

In this context, NCDDS seek to recruit a candidate suited to the post of **Program Assistant (PA)**.

B. Principle to Follow in Implementation of Project

NCDDS assists the NCDD on day-to-day management of the national program on sub-national democratic development aimed to promote democratic development at sub-national administrations in accordance with the principles determined in the Organic Law (2008) as followings:

- Public representation
- Local autonomy
- Consultation and participation
- Responsiveness and accountability
- Promotion of quality of life of local population
- Promotion of gender equity
- Transparency and integrity and
- Measures to fight against corruption and abuse of power.

NCDDS is also facilitating and developing policies on climate change and disaster and e-governance. These policies and regulations serve as core values and principles for NCDDS in managing and executing the national programs and programs and projects under its coordination and management.

- Good governance
- Transparency and accountability
- Gender equity
- Sustainable Development.

As part of facilitating the Climate Change activities, NCDDS was accredited by the Green Climate Fund (GCF) Secretariat through the GCF Board Decision B.24/11 on 14 November 2019. The Readiness Proposal was later formulated and approved to support NCDDS to meet GCF accreditation conditions and fully perform its role as DAE.

C. Duties and Responsibilities

Finance/Accounting

- Create and Operate project financial/accounting system.
- Coordinate with project management in process and submission fund request in time and according to the schedule.
- Review payment request with supporting documents to make sure completeness, accuracy and compliance to the procedures.
- Record and maintaining project financial transactions on time and in order, and produce vouchers including receipt, payment and adjustment for management approval.

- Make payment by deliver cheque/cash or bank transfer to the payee.
- Review and adjustment (if need) of recorded financial transactions prior generate regularly financial report. from accounting system on time and upon requested by Management.
- Periodic preparation of financial progress report for submission to GCF on time and according to schedule with accurate figures.
- Follow-up and alert on submission of advance clearance and process clearance on time.
- Forecase cashflow and monitor budget versus actual expenses, propose budget revision if need.
- Communicate with the bank and collect monthly bank statements, follow up fund and payment transfer.
- Process payroll, transfer and manage of withholding taxes.
- In close coordination with project staff, assist in preparing budget for the project events, request for cash advance and clearance.
- Assist and cooperate with external and internal audit to conduct audit.
- Perform other tasks as requested by Management.

Administrative

- Provide administrative and organizational support for coordination meetings, training workshops and other events set out in project AWPB.
- Assist in managing day-to-day office operational needs, such as utilities, supplies, stationeries, and equipment, etc.
- Distribute incoming correspondence; invitation and agenda for meeting or workshop, quotation and booking, refreshment arrangements and prepare necessary information for reply/action.
- Develop and maintain a filing system of both hard and soft copy. Ensure project documents are maintained in good order for management and retrieving.
- Prepare travel authorization and make travel arrangements.
- Work closely with project staff in order to provide logistic arrangements.
- Carry out administrative duties such as typing, copying, binding, scanning, take minute of meeting etc.
- Assist with day-to-day operations of the HR functions and duties of project staff
- Supporting administrative affairs with NDA (Ministry of Environment).

D. Supervision and Reporting

During the contracted period, the Assistant shall work closely with staff in the Finance and Administrative Division of NCDSD to provide support of project daily operation.

The selected Assistant will work full time on a daily basis under the supervision of the Project Manager via the director of the Administration and Finance Division, who will facilitate contacts with concerned stakeholders and make any arrangements. He/she will report to Project Manager/Director of Administrative and Finance Division.

The Administrative and Finance Division will provide office space. Access is available to office utilities.

E. Deliverables

The assistant is expected to deliver outputs as follows:

1. Project finance and accounting tasks were effectively and satisfactory managed including financial report regularly produced on time and accurate in line with OPP
2. Program administrative, human resource and logistical support activities implemented promptly, accurately and efficiently in compliance with OPP.
3. Other program activities implementation was supported with efficient and timely;
4. Provided assist to external and internal audit;
5. Project filing system was maintained in order and chronological.

F. Qualifications Required

- **Experience**

- Bachelor's degree in accounting & finance, business administration and/ or related field.
- At least 5 years' experience in administration, finance and HR of project support services.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge in using computerized accounting software (Sage 50) will be given special consideration.
- Good organizational skills with attention to detail and accuracy;
- Good written and oral communication skills in both Khmer and English.
- Knowledge/experience related to the GCF's fiduciary requirements would be a strong asset.
- Experience working with government counterparts

- **Language**

- A good level of written and spoken English is essential.

- **Competency**

- Work prioritization and ability to perform multi-task;
- Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files;
- Proven ability to effectively deliver program operation activities on-time;
- Excellent interpersonal skills; shares knowledge and experience;
- Teamwork – proven ability to work effectively as part of the team and develop constructive working relationships with stake holders, positive, constructive attitude;
- Ready to work independently, under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

G. Application

The candidate who is interested in performing this assignment, please submit his/her document containing a cover letter briefly describing and justifying how they meet the above-mentioned requirements, an updated CV, and financial offer, in separate files and PDF format, with email subject.

Female candidates are encouraged to apply