

# National Program for Sub-National Democratic Development Integration of Social Accountability into National and Sub-National Systems Project

## Terms of Reference

**Position** : **Project Finance Assistant (PFA)**

**Duty Station** : NCDD Secretariat, Phnom Penh

**Duration** : 26 months (subject to satisfactory of annual performance review with 3 months of probation)

**Contract Type** : Individual Consultant Time Base Contract

### **1. BACKGROUND**

#### *National Program on Sub-National Democratic Development*

The Royal Government of Cambodia has committed to improve Sub-National Democratic Development (SNDD). The National Committee for Democratic Development (NCDD) was established by Royal Decree to undertake the Organic Law and Decentralization and Deconcentration reform through Democratic Development. To implement these legal documents, NCDD developed a 10-year National Program (NP-SNDD) which is divided in 3 phases, or platforms. The first 4-Year Implementation Plan (IP3) of the NP, which ran from 2011-14, focused on developing SNA operational systems and procedures. The second phase (the IP3-II), which covers the period 2015-2017, aims to apply the new structures, systems and procedures developed during the first and second phase to improve Sub-National Administration (SNA) service delivery and governance. The third (the IP3-III), which covers the period 2018-2020 focuses on key priorities wish to achieve in the final phase of the NP and includes the continuing to strengthen the transfer of functions and to increase financial resource to SNAs.

#### *Social Accountability*

Social accountability is an essential component for improving SNA service delivery and governance. Therefore, the Social Accountability Strategic Plan was approved by NCDD on July 11, 2013 and Frameworks for Implementation of the Social Accountability Strategic Plan have been developed and approved twice which are ISAF-I (2016-2018) and ISAF-II (2019-2023). The Strategic Plan and its frameworks have been implemented through the cooperation between the NCDDs, development partners and civil society organizations in order to enhance the constructive engagement between citizens and government as an integral element of governance arrangements – through which public decision-making and action takes place. It includes all those activities in which citizens and their representatives can advocate for their interests (voice) and thereby check the performance of officials and service providers (accountability) as they make, implement and enforce public decisions (collective choices) relating to rights, regulations, investment/resources and service delivery.

The ISAF represents an integral component of the NP-SNDD; and for the second phase of ISAF, it is developed as a project named as Integration of Social Accountability into National and Sub-National Systems. The both phases of ISAF specifies activities to be undertaken by the demand side – led by civil society organizations and the supply side-by government entities at national and sub-national level.

## *NCDDS Structure*

The NCDD Secretariat, responsible for overall IP3 program management and coordination, is comprised of four divisions as follows: The Policy and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division. The responsibility for management of the ISAF has been mainly assigned to the Monitoring and Evaluation and Information Division (MEID).

## **2. ROLES OF THE PROJECT FINANCE ASSISTANT**

The Project Finance Assistant (PFA) will work under the overall supervision of ISAF Project Coordinator, Manager and with direction supervision from Finance Officer. The PFA will work closely with other ISAF officials and consultants/advisers of the NCDDS Divisions, SNA and relevant civil society as appropriate to assist all financial aspects and other related tasks. The PFA will be subject to probation period and annual performance evaluation processes as established by the NCDDS.

### *Overall responsibilities*

The Project Finance Assistant will work closely with the Finance Unit and collaboratively with the finance team: (a) assist the Finance Unit in maintaining accurate project financial records and transactions and in monitoring budget implementation of project; (b) assist the Finance Unit in updating and reconciling project financial records; (c) assist the finance team and in preparation of statement of expenditures, withdrawal application and other financial reports; (d) Assist and review all aspects of project accounting and financial reporting including maintaining proper books of accounts on the computerized accounting system.

### *Specific responsibilities and tasks:*

- a) Assist team in preparation of the annual work plan and budget and consolidate the work plan and budget from sub-national levels, and prepare disbursement projection,
- b) Assist the FM team in preparing request, processing for payments, cash advances, expenditures for training workshop and travel missions,
- c) Assist FM team to keep track of project expenditures, monitoring of expenditures by components and by categories,
- d) Support in reviewing budget request/liquidation report and process of fund transfer to sub-national,
- e) Assist the visit to the province and provide hands-on support and coaching to the FM team at SNA,
- f) Assist FM in preparation related materials/documents and reproduction of the report and presentation materials for the project supervision mission,
- g) Assist FM team Prepare withdrawal applications, and statement of expenditures to be submitted for approval of the Ministry of Economy and Finance, and the disbursement of funds from the World Bank, and
- h) Liaise closely with SNAs as necessary on all matters pertaining to financial management to ensure effective coordination.
- i) Assist in monitoring and support visits to target provinces and communes.
- j) Prepare correspondence letters related to financial matters to concerned institutions.
- k) Assist in preparing Financial report monthly/Semester Report;
- l) Ensure all payments are complied with procedures and in transparency way, including review of supporting documents or reports;
- m) Assist FM for preparing payroll/withholding Tax; and deal with taxes and duties for all the contract agreements financed by the project.

- n) Assist in preparation of financial report, consolidated in accounting system, as required by development partners;
- o) Ensure archive system all finance documents regularly updated easily access for audit purposes;
- p) Filing documents, to ensure all relevant document are well manage;
- q) Support Finance Officer during both of internal and external audit to ensure for provide effective supporting documents as needed;
- r) Perform other duties assigned by the ISAF Management.
- s) Demonstrates commitment to NCDD's mission, IP3 objectives and the ISAF;
- t) Displays gender, religion, race, nationality and age sensitivity and adaptability and;
- u) Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders.
- v) Ability to travel to provinces and fields.

### **3. QUALIFICATION AND WORK EXPERIENCES**

Required qualification and experiences:

- At least having bachelor's degree in Accounting, Finance and Banking or Business Administration.
- At least 3 years working experience in accounting and financial management;
- Having experiences working with the government project funded by the World Bank, ADB, External Funded project, or the International organizations, and having knowledge of Government SOP/FMM;
- Experience in support and operating computerized accounting software,
- Computer literacy with knowledge of general Microsoft Applications (MS-Word, MS-Excel, MS-PowerPoint), Email and Internet and accounting software (Sage 50)
- Understanding the concept of D&D development and good experiences with the coordination with SNA.
- Good report writing skills, and oral English communication skills;

### **4. Reporting**

The PFA is expected to prepare: monthly reports on their own activities in accordance with procedures established under the IP3 personnel management guidelines; and is capable to support the preparation the financial report and substantive reports on progress and constraints for inclusion in the NCDDS Progress Reports and for ISAF management; and other reports as requested by ISAF management.