

TERMS OF REFERENCE

Position : National Finance Assistant
Project Title : Cambodia Nutrition Project-I and II
Project ID : P162675/P177370
Duty Station : NCDDs (National Committee for Sub-national Democratic Development Secretariat)
Duration : 1 year contract (with annual performance review and renewable contract)
Contract Type : Individual consultancy contract (ICC)

1. PROJECT OBJECTIVES AND COMPONENTS

The Ministry of Health (or hereafter MOH) and the National Committee for Sub-national Democratic Development Secretariat (or hereafter NCDDs) are the implementing agencies (IA) for the Cambodia Nutrition Project I (CNP-I), a five-year Multi-donor Grant project (2019-2024). NCDDs is the sole implementing agency for CNP-II with the extended date from 2024 to 2026. The Project Development Objective (PDO) of the CNP-I and CNP-II 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, New born 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.

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

Component 2 finances 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. Under CNP-II, the targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in nine priority provinces such as Mondul Kiri, Ratanak Kiri, Kratie, Stung Treng, Preah Vihear, Kampong Chhnang, Koh Kong, Pursat, and Banteay Meanchey provinces.

2. KEY RESPONSIBILITIES

National Finance Assistant's primary role is to assist NCDDS' Finance and Admin Division (FAD) to implement Financial Management according to the Supplementary Finance Management Manual (SFMM), Project Operation Manual (OM) and the Project's Annual Workplan and Budget (AWPB) for CNP.

2.1. SPECIFIC RESPONSIBILITIES

National Finance Assistant will work on a full-time basis and under overall supervision of the Project Manager, and the Finance Officer. She or he will report directly to the project manager and indirectly through FAD's director. In addition, the National Finance Assistant will work closely with Finance Consultant on the following specific tasks:

- Assist to manage all Project's funds according to the SFMM and the requirements of the Ministry of Economy and Finance and the WB;
- Assist to ensure that all financial transactions are recorded and carried out in accordance with policies, procedures defined in SFMM and related project documents;
- Assist to ensure sound financial controls, documentation and flow of information of Project's expenditures incurred at national level, and provincial level;
- Assist to ensure obtaining proper authorization and classification of transactions according to the agreed shared percentage and eligibility defined in relevant financing agreements and AWPB;
- Assist in preparing financial reports and other related information for management;
- Follow up and take action on implementation of the internal and external auditor's recommendations and ascertain that all control weaknesses are rectified in a timely and satisfactory fashion;
- Assist in reviewing all financial transactions to ensure conformity with relevant procedures and policies and eligibility of all expenses paid from the project's funds;
- Promptly report to the Finance Officer for any irregularities or suspicion of any acts in all areas of financial management and operations;
- Assist in monitoring performance of approved annual budget and provide sufficient information to the Finance Officer on how to improve budget performance;
- Assist in preparing withdrawal applications and other relevant documents to withdraw funds from the WB according to the relevant procedures and policies;
- Assist Finance Officer to carry out Designated Account Reconciliation Statement to ensure all funds are accountable and cross-check the outstanding amount to be documented with the information in the Client Connection;
- Assist to ensure sufficiency of documents submitted for replenishment and documentation of funds to the government
- Assist to manage bank account of the project and review all supporting documents for payment from bank.
- Assist in preparing Bank Receipt Vouchers to accountable fund receipts from WB, and selling of bidding documents
- Assist to carry out all bank reconciliations, advance reconciliation according to the controls and procedures specified in the SFMM;
- Assist to carry out regular reconciliation of information in the general ledger with the amount in the fixed asset register together with Inventory Officer;

- Assist in (i) preparing applicable voucher for advance clearance and ensure that advance requests are completed with correct codes before making payments, and, (ii) immediate recording of the Expense Report is approved
- Assist in maintaining advance register to ensure all implementing units follow the procedures of advances which are outlined in the SFMM;;
- Assist in regularly reviewing advance register and follow up overdue advance
- Assist to monitor all invoices and request for payments from contractors, suppliers, consultants and other implementing units;
- Assist to ensure timely processing for payments from bank;
- Assist in preparing Payment Vouchers and ensure proper and correct classification of those expenses;
- Assist in updating the contract register to ensure that the payments are in accordance with the terms and conditions of the contracts and to avoid duplicate payment or excess amount of the payment.
- Assist in reviewing all supporting documents for payments for their completeness and accuracy;
- Assist in liaising with the National Bank of Cambodia and other commercial banks to make payments in a timely manner to health facilities, suppliers, contractor;
- Assist in maintaining good filing system;
- Assist to ensure immediate posting of all financial transactions into the accounting software after an approval is obtained;

3. QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Bachelor degree in a relevant field (Financial/Accounting, Management, Economics, etc.)
Experience	<ul style="list-style-type: none"> • At least three years' experience in financial & accounting skills • Working experiences with UN, WB, government counterpart and multi-donor agencies in Cambodia
Competency	<ul style="list-style-type: none"> • Ability to work effectively in a team • Understanding of the Cambodia administrative system, at both National and Sub-National levels • High-level skills in Microsoft Office or equivalent software packages, knowledge of Peachtree accounting systems is an advantage
Other	<ul style="list-style-type: none"> • Ability and willingness to travel to and work in remote areas.
Language Requirements	<ul style="list-style-type: none"> • Proficiency in Khmer and English (orally and in writing).