

**National Committee for Sub-National Democratic Development Secretariat
(NCDDS)
Improving Social Accountability at District, Municipality and Khan (DMK)
Level Project**

Terms of Reference

Position : **Project Finance Assistant (PFA)**
Duty Station : NCDD Secretariat, Phnom Penh
Duration : 12 months (subject to satisfactory 3 months' probation and annual performance review)
Contract Type : Individual Consultant Time Base Contract

1. BACKGROUND

National Program on Sub-National Democratic Development

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee that has key roles in assisting the Royal Government of Cambodia to lead, coordinate, formulate and implement policies related to Decentralization and Deconcentration reform or so-called Sub-National Democratic Development Reforms. The Secretariat of the NCDD (NCDDS) is responsible for assisting the NCDD in the daily management, preparation and implementation of the National Program for Sub-National Democratic Development, which is a long-term plan for the implementation of Decentralization and Deconcentration policies and the Organic Laws, including the Law on Capital, Provincial, Municipal, District and Khan Administration Management and Law on Commune/Sangkat Administration Management.

Within the framework of Decentralization and Deconcentration reform, so far, the NCDD has been leading and coordinating the implementation of the 10-year National Program for Sub-National Democratic Development Phase 2 (NP-2: 2021-2030) after the National Program for the Sub-National Democratic Development Phase 1 has successfully completed its implementation by the end of 2020. The NP-2 has goal to "promote democratic development, inclusive, equitable and justice through the modernization of sub-national governance and improved access, quality, and utilization of public service delivery. This will contribute to the elimination of poverty and the improved quality of life for all citizens."

The NP-2 also focuses on cross-cutting issues related to gender equality, social equity, and inclusiveness. Sub-National Administrations (SNA) will recruit and manage staff, and prepare plans and resources to administer public services and foster local development without discrimination based on gender, religion, disability, ethnicity, or other social characteristics. SNAs will work proactively to assist women and disadvantaged groups in an equitable and inclusive manner to overcome the challenges they face in utilizing public services and fully engaging in local development, the economy, and society.

Social Accountability

Social accountability is an essential mechanism 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 (2019-2025). 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 I-SAF represents an integral component of the NP-2. The both phases of I-SAF specify activities to be undertaken by the supply side-by government entities at national and sub-national level and the demand side – coordinate by civil society organizations. During I-SAF Phase II, World Bank through multi-donor trust fund on Social Accountability and Service Delivery (SDSD-TF) has designed projects including: (i) Integration of Social Accountability into National and Sub-National Systems Project phase I and Phase II which NCDDS is an implement agency to coordinate and support I-SAF supply side and (ii) Engaging Citizens to Improve Service Delivery Through Social Accountability Project which World Vision International-Cambodia is an implement agency to coordinate and support I-SAF demand side.

Besides, other effort on social accountability also implemented through the commitment of the government resource for the supply side, and the support from other NGOs on the demand side including CARE, FHI360, Oxfam as well as CSOs are contracted at the ground level through funded from various Development Partners, USID, EU, BMZ/GIZ etc. To date, a total of 1,545 communes and sangkats (C/S) out of 1,652 are implementing the Social Accountability (93%), while 37 Districts/Municipalities/Khans (DMK) are in piloting (17%).

After focusing on Communes and Sangkats and experiences for years, as well as piloting at DMK level, the rollout implementation at DMK level should be started with aim at providing a process and approach rolling out the Social Accountability Implementation at DMK level, particularly the collaboration with the Improving Service Delivery (ISD) Programme to develop relevant guidelines to support Social Accountability operations or called operational guidelines and tools for Social Accountability at DMK level while the government is currently expanding Social Accountability to include all SNAs (CS and DMK) across the country, in particularly to permanently anchor this approach in the governance system, ensuring Social Accountability implementation sustain by end of NP2 at 2030.

2. ROLES OF THE PROJECT FINANCE ASSISTANT

The Project Finance Assistant (PFA) will work under the overall supervision of Project Manager, and with direction supervision from Finance Officer. The PFA will work closely with other the officials and consultants/advisers of the MEID/NCDDS, SNA and relevant civil society as appropriate to assists 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 ISD, 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.
- a) Assist in preparation of financial report, consolidated in accounting system, as required by development partners;
- b) Ensure archive system all finance documents regularly updated easily access for audit purposes;
- c) Filing documents, to ensure all relevant document are well manage;
- d) Support Finance Officer during both of internal and external audit to ensure for provide effective supporting documents as needed;
- e) Perform other duties assigned by the ISAF Management.
- f) Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders.
- g) Assist in preparation documents and processing payment of the vehicle technical inspection; and the annual vehicles road tax.
- h) Assist in collecting the working monthly report of consultants.
- i) Assisted to record and update inventory of office equipment and supplies.
- j) Ensure that all project equipment is recorded correctly and up to date entered to the inventory work sheet or to NCDDS Inventory Database (NID).
- k) Ensure that the annual inventory is reconciled with Finance records.
- l) Perform other duties assigned by the SA Management.

3. REPORTING

The PFA is expected to prepare: monthly reports on their own activities in accordance with procedures established under the NCDDS 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 SA management; and other reports as requested by SA management.

4. QUALIFICATION AND WORK EXPERIENCES

Required qualification and experiences:

- At least having bachelor's degree in Accounting, Finance and Banking or Business Administration, and other related filed

- At least 2 years working experience related to 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;
- Demonstrates commitment to NCDD's mission, NP2 objectives and the SA;
- Displays gender, religion, race, nationality and age sensitivity and adaptability and;
- Ability to travel to provinces and fields.