

TERMS OF REFERENCE FOR FINANCIAL MANAGEMENT SPECIALIST

Contract: NP-DOCR-24725-CS-INDV			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: Financial Management Specialist			
Source	National	Category	Individual

1. Background:

SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID and Civil Registration (DONIDCR) under the Ministry of Home Affairs (MoHA) and supported by the World Bank. The project supports the DONIDCR’s Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.

The DONIDCR is the agency charged with the responsibility of managing CR and administering the SSAs in Nepal. The SSA is the largest of the social assistance programs in Nepal. The five SSA schemes on old-age pension, single woman’s pension, the child grant, disability grant, and endangered ethnicity grant together reach more than 2.2 million individual beneficiaries. For the SSA program, MOHA has relied on manual recording of beneficiary information and benefit payments by local officials. The manual and decentralized record keeping of beneficiary information is a major hurdle for addressing issues of duplication, under-coverage, and weak oversight facing the administration of the SSA program.

Nepal’s CR system started operating in the late 1970s and captures five vital events—birth, death, marriage, divorce, and migration. Besides its linkages to the SSA program, the CR system would also be a foundation for people’s legal identities and their access to a range of public and private services. However, Nepal’s CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local body offices have led to low registration rates and coverage. Transitioning to a digital CR system that is linked to a population register and the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.

The project would contribute to the Government’s long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal’s social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people’s access to legal identity and public services beyond SP (for example, primary education).

The implementing agency of this project will be the DONIDCR. Because the project supports the DONIDCR’s core mandates of delivering CR and SSA services, its implementation arrangements will also leverage the DONIDCR’s existing structure as much as feasible. The DONIDCR will set up a Project Management Unit to be headed by the DONIDCR Director-General as the Project Director. The existing Directors (at the level of Under-Secretaries) at the DONIDCR will support the Project Director in line with their regular portfolio of responsibilities and existing personnel while also being responsible for their designated component activities. Besides, the PMU will include a number of consultants for financial management, procurement, and specific technical areas such as payment, social protection, civil registration, procurement, governance/institutional strengthening, survey, communications, management

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information system (MIS), monitoring and evaluation (M&E), and others, as needed. For the overall financial management of the SSSPCR project activities, SSSPCR/PMU/DONIDCR will need to hire an individual consultant with the capacity of a Financial Management Specialist.

2. Objective/Purpose of the Assignment:

The consultant will assist and report to the Project Director in all financial management matters relating to implementation of the project. He/ She will be responsible for overall financial management including preparing Trimester Financial Progress, Project Account, Accounting Manual, SOE records and other related financial reports as required by the GoN and the World bank.

3. Scope of Work:

The incumbent will work closely with Project Management Unit (PMU) under the supervision and direction of NPD and Project Manager of SSSPCR for the attainment of project's goal.

4. Duties and Responsibilities of Specialist :

Financial Management **Specialist** 's main responsibility is to assist NPD and NPM on the following

- a. Assist in the planning and budgeting for the project program, coordinating in preparation of the financial plan and budgets.
- b. Provide assistance to PMU in maintaining required records, compiling and consolidating accounts and preparing trimester reports, Unaudited and Audited Project Account within stipulated date for each Fiscal Year as agreed in loan/credit agreement.
- c. Monitor financial disbursements and all administrative procedures in line with GON and The World Bank requirements
- d. Field visit of the Social Security EEP implemented project district and submit financial monitoring reports.
- e. Submit trimester report of World Bank designated account transaction to World Bank and PMU.
- f. Assist to prepare Social Security EEP beneficiaries payment report.
- g. Ensure the timely submission of required financial reports to The World Bank and PMU on a regular basis.
- h. Prepare required records/reports of disbursements from the World Bank - reimbursement, advance payment and direct payment of the project.
- i. Prepare work plan for financial management risk mitigation and Internal Control Mechanism of SSSPCR program me.
- j. Develop and implement appropriate financial management and accounting systems for the Project to meet the requirements of the Government of Nepal (GON) and The World Bank.
- k. Prepare Accounting Manual as per need of the project
- l. Train project and relevant staffs in accounting, financial reporting, internal controls and other financial

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management aspects as required.

- m. Provide orientation and on the job training to upgrade performance skills of the project staff on all project related financial system such as disbursement and procurement process as per The World Bank procedure and guideline.
- n. Attend and participate in project meetings and give input to financial management related matters;
- o. Assist in coordination for ensure timely internal and external audits
- p. Provide assistance in preparation of PMU on financial part; and
- q. Review and monitor project performance including EEP/SSA and make recommendation to improve performance in relation to Financial Management.
- r. Monitor and ensure compliance with prevailing policies, procedures, manuals and guidelines in terms of financial management
- s. Comment and Suggestion as a Finance expert to PMU for procurement Service, Goods and Non-consulting service
- t. Other assistance as required in maintaining effective financial management of the Project.

5. Required Qualifications & Experiences

A. Academic qualifications and training

- a. The consultant must have a minimum of Master's Degree in Accounting or Finance or Business Management or Charter Accountancy or Public Administration or another relevant field.

B. Experience

- a. S/he must have a minimum of Five years of work experience in government Entity and /or donor funded project with in the area of financial management.
- b. Financial management work experience in The World Bank/ADB/UN Agency or other development partner funded project will be added advantage.
- c. S/he must have acquired experience, knowledge and be familiar with project planning, procurement process and financial management of the GON;
- d. Computer proficiency in standard office applications, excellent communication, interpersonal and team working skills.

6. Duration of Service:

The consultant is expected to work full time during office hours within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley within Nepal on project related matters. The estimated duration of services is 21 months for the entire project period, unless extended by the DONIDCR, and is expected to commence on August 2019. The selected consultant will provide full time inputs for 1st 12 months and intermittent inputs as required and agreed between consultant and client. Contract for the assignment will be signed for entire project period subject to renewal in each fiscal year based on need of the project and satisfactory performance of consultant. **7. Selection Criteria:**

A consultant will be selected in accordance with the procedures set out in the World Bank's 'Guidelines: Selection

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and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers', published by the World Bank in January 2011, revised July 2014."

8. Duty Station: Kathmandu (SSSPCR-PMU/DONIDCR), Nepal with field visit as per requirement.

9. Financial Conditions:

- a) The consultant salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- b) The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- c) In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses as per actual and DSA will be paid equal to section officer, Government of Nepal.

10. Output/Reporting Requirements:

The consultant will report to the Project Director. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- a. Trimester/Interim/Yearly Financial Monitoring Report as per requirement;
- b. Develop Financial Monitoring and reporting formats as per requirement of The World Bank and GON;
- c. Guideline/Manual regarding financial management as per need of the project, if required;
- d. Unaudited and Audited Project Consolidated Financial Statement; and
- e. Proceeding all over reports regarding financial matters.

All reports should be in English and in Nepali (if necessary).

11. Facilities to be Provided by SSSPCR-PMU/DONIDCR:

PMU shall provide following facilities to consultant during his tenure of service:

- a. Office space with computer and furniture
- b. Email and internet access
- c. Required office stationary
- d. Photocopier