

TERMS OF REFERENCE FOR SENIOR ACCOUNTS ASSISTANT

Contract: NP-DOCR-24727-CS-INDV			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: Individual Senior Accounts Assistant			
Source	National	Category	Individual

1. Background:

STRENGTHENING SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of Civil Registration (DOCR) under the Ministry of Federal Affairs and Local Development (MoFALD) and supported by the World Bank. The project supports the DOCR'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 DOCR 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, MOFALD 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 DOCR. Because the project supports the DOCR's core mandates of delivering CR and SSA services, its implementation arrangements will also leverage the DOCR's existing structure as much as feasible. The DOCR will set up a Project Management Unit to be headed by the DOCR Director-General as the Project Director. The existing Directors (at the level of Under-Secretaries) at the DOCR 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 information system (MIS), monitoring and evaluation (M&E), and others, as needed. For the overall financial management of the SSSPCR project activities, SSSPCR/PMU/DOCR will need to hire an individual consultant with the capacity of a Senior Account Assistant.

2. Objective/Purpose of the Assignment:

The consultant will assist and report to the Project Director and FM Specialist 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, Collect Financial Report from Service Unit, SOE records and other related financial reports as required by the GoN and the World bank.

3. Scope of Work:

- a. 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.
- b. Senior Account Assistant Consultant's main responsibility is to assist NPD, NPM and Account Officer on the following:

4. Duties and Responsibilities of Consultant:

- a) Assist overall financial management including preparing Trimester Financial Progress, Project Account, Accounting Manual, Collect Financial Report from Service Unit, SOE records and other related financial reports Assist in the planning and budgeting for the project program, coordinating in preparation of the financial plan and budgets.
- b) Assist regular work of accounting with direct coordination with section chief of Account Section.
- c) Assist to prepare Bank Reconciliation and Accounting Report of project activities.
- d) Assist to account section and FM Specialist for reimbursement process and documentation and its report.
- e) 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.
- f) Assist to prepare and submit trimester report of World Bank designated account transaction to World Bank and PMU.
- g) Assist to timely submission of required financial reports to The World Bank and PMU on a regular basis.
- h) Assist to prepare required records/reports of disbursements from the World Bank - reimbursement, advance payment and direct payment of the project.
- i) Assist to 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.
- j) Assist in coordination for ensure timely internal and external audits
- k) Assist and report to the Project Director and FM Specialist in all financial management matters relating to

implementation of the project.

- l) Any other duty as may be assigned by the Project Director, Account Officer and FM Specialist.

5. Required Qualifications

A. Academic qualifications and training

- The consultant must have a minimum of Bachelor's Degree in Accounting or Finance or Business Management or another relevant field.
- Training in relevant fields (management, financial management,) is preferable.

B. Experience and Skills

- S/he must have a minimum of Five years of work experience in Account Assistant. Experience in public sector and/or donor funded project;
- Additional work experience with World Bank/ADB/UN etc. funded project will be an added advantage,
- Computer proficiency in standard office applications, excellent communication, interpersonal and team working skills.

6. Duration of Service:

The consultant will be assigned for full time basis for period during project period and the contract will be renewed annually before the beginning of each new fiscal year of the GoN and possibility of extension during project period in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley within Nepal on project related matters.

7. Selection Criteria:

A consultant will be selected in accordance with the procedures set out in the World Bank's 'Guidelines: Selection 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/DoCR), Nepal with field visit as per requirement.

9. Financial Conditions:

- 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.
- The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- 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, FM Specialist, Account Officer. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.
- Trimester/Interim/Yearly Financial Monitoring Report as per requirement;
- Develop Financial Monitoring and reporting formats as per requirement of The World Bank and GON;
- Guideline/Manual regarding financial management as per need of the project, if required;
- Unaudited and Audited Project Consolidated Financial Statement; and
- Proceeding all over reports regarding financial matters.
- All reports should be in English and in Nepali as necessary.

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

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

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities