

ADB Loan No. 4143-CAM: Livable Cities Investment Project

TERMS OF REFERENCE Finance Management Specialist (National)

A. Background

1. The Royal Government of Cambodia (RGC) has received a loan from the Asian Development Bank (ADB) towards the cost of Livable Cities Investment Project. The Project was approved on 18 November 2021 by the ADB Board of Directors, signed on 08 December 2021 between RGC and ADB, and became effective on 24 February 2022.

2. The Project will support the inclusive and sustainable development of the secondary cities of Bavet, Kampot and Poipet. It will support the Government to provide: (i) 26,850 people with access to improved wastewater services; (ii) 91,130 people with benefits from improved solid waste management services, (iii) 23,960 people with benefits from reduced flooding through improved urban stormwater and drainage systems; and (iv) capacity development to strengthen the institutional capacity of the municipal administration in the operations and maintenance of public services.

B. Purpose of the Assignment

3. The Financial Management Specialist (Consultant) is required to assist the Project Director and the project management unit (PMU) on financial matters related to the Project. He/she will be responsible for ensuring that project accounting, financial reporting, and financial management requirements are complied with, and are in accordance with the RGC Standard Operating Procedures (SOP), Procurement Manual and Financial Management Manual (FMM) for Externally Funded Projects:

C. Scope of Work

4. The Consultant will assist the Project Director on the following:

- (i) project accounting and financial reporting including maintaining proper books of accounts using the computerized accounting system, managing all bank accounts and petty cash transactions and ensuring all payments for eligible expenditures are reviewed and processed on a timely basis, timely submission of withdrawal application, safeguard Project assets, facilitate both internal and external audits of all the Projects being implemented by the PMU;
- (ii) application of the RGC Standard Operating Procedures (SOP), Procurement Manual and Financial Management Manual (FMM) as references to implement the project;
- (iii) strengthening the financial management capacity and providing oversight, monitoring and supervision of the project financial management team; and establishing a safeguard mechanism for the project assets; and
- (iv) advising on, and working closely with the project Management team and the project consultants in preparing the Annual Work Plan and budget (AWPB) to be submitted to the Ministry of Economy and Finance (MEF) for approval.

5. The Consultant will assist the PMU in monitoring and managing financial aspects of contracts under the project as well as general financial management matters. He/she will be responsible for the following:

- (i) overall management of the project accounts in accordance with the FMM) SOP, and Procurement Manual for the Externally Funded Projects;
- (ii) development of an accounting system to record and to report the transaction, including a Chart of Accounts, disbursement voucher, receipt vouchers, petty voucher that may be required from time to time for any changes in approved project activities;
- (iii) ensuring all fund receipts and expenditures are authorized in line with established financial procedures and loan agreement with proper supporting documents and are properly recorded in the accounting system;
- (iv) review and endorsement of Interim Payment Certificates (IPCs) from contractors of civil works for Project Director's approval,
- (v) review applications together with the relevant supporting documents including Statement of Expenditures (SOE), Summary Sheet (SS), obtaining MPWT's approval on the application and forwarding the signed WAs to MEF, and updating payment

- tracking of WA registers;
- (vi) management of and reporting the update of all the contracts of civil works, goods, and consultants to the project management on a monthly basis;
 - (vii) monthly, quarterly Financial Monitoring Reports and Annual Reports in the agreed formats and submitting them to the Project Director for approval then to MEF;
 - (viii) monitor project cash flow and undertake appropriate actions to ensure both safe and efficient management of funds;
 - (ix) prepare and consolidate the budget/disbursement plan based on the procurement plan for the approval of the project management, MEF, and ADB for the reliable implementation of the annual work plans;
 - (x) liaise effectively with auditors to ensure effective annual audits in accordance with the ADB requirement;
 - (xi) maintain close coordination with ADB to ensure timely submission of documents relating to audit and withdrawal applications and resolution on issues relating to withdrawal application documents submitted by EA.
 - (xii) maintain, update, and periodically monitoring the inventory in accordance with ADB and Government rules/procedures, and prepare a periodic report of purchase/ disposal of the property;
 - (xiii) transfer knowledge on financial management to be delivered for project staff under the workshop arrangement or on the job-training;
 - (xiv) regularly monitor progress and update status of the Project's financial management action plan (FMAP), and as may be required, follow up on completion of actions in the FMAP;
 - (xv) assist the Project Director on preparations for, and during Project Reviews and ADB missions;
 - (xvi) assist the Project Director in coordinating with other agencies; and
 - (xvii) perform other relevant tasks as required by Project Director.

D. Minimum Qualification Requirements

E. The consultant must meet the following minimum requirements:

- (i) At least a Bachelor's Degree in Accounting, Public Finance, Business Administration or equivalent degree
- (ii) Having a professional accountancy qualification (CA/CPA/ACCA) is preferred
- (iii) At least 10 years general working experience with five years of experience in financial management and accounting for the projects funded by ADB or the World Bank
- (iv) Familiar with the Government's FMM, SOP, and PM, and ADB's Disbursement Procedures;
- (v) Good communication skills, with fluency in written and spoken English and Khmer Computer skills related to computerized-accounting systems are desired, and
- (vi) Capacity to work both independently as well as in a team setting.

F. Period

6. The period of this assignment is 24 months.

G. Deliverables

7. The consultant will produce Monthly, Quarterly Financial Monitoring Reports and Annual Reports