



## **TERMS OF REFERENCE**

<b>POST TITLE:</b>	<b>Project Finance Advisor</b>
<b>AGENCY/PROJECT NAME:</b>	<b>UNDP-SCIWC</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Thailand</b>

### **1) GENERAL BACKGROUND**

In line with the UN Partnership Assistance Framework with the Royal Thai Government (2012-2016), the project document of ‘Strengthening Capacity and Incentives for Wildlife Conservation in the Western Forest Complex (SCIWC)’ was developed by the Department of National Parks, Plants and Wildlife Conservation (DNP), under the Ministry of Natural Resource and Environment (MONRE) in close collaboration with UNDP, for the funding support from the Global Environment Facilities (GEF).

The four-year, 7.34 million USD project aims to overcome threats to wildlife and habitats in the World Heritage Sites of Huai Kha Kaeng and Tung Yai Naresuan Wildlife Sanctuaries, by looking into effective management to protect the last resources of wildlife habitats and increasing number of key species i.e. Indochinese Tiger which is the indicator of biodiversity in the World Heritage Sites.

The project will also build the confidence and capacities of the World Heritage protection system by providing resources and manpower to increase protection coverage and prove effectiveness of such investment via verifiable indicators such as increasing number of tigers with scientifically proven evidence. In addition, the project also enhance the transition and transformation of enclave communities and buffer zone areas towards conservation-oriented livelihoods to reduce threats of poaching and encroachment. In addition, it will support development of appropriate incentives, establishment of an effective monitoring system, and community participation in conservation efforts.

Systemic barriers will be addressed at the national level, while demonstrations of strengthened action on the ground through sustainable financing will be done at demonstration sites. These demonstrations will include, for example, developing models of network-centric operation of the protection system, adaptive management of habitat improvement due to climate change impact, testing of autonomous institution with full participation by local communities and key stakeholders, and mobilization of diversified revenue sources via carbon compensation schemes and wildlife premium.

Financial management capacity weaknesses and systemic barriers to effective management and budgeting will be addressed at the national level, while demonstrations of capacity strengthening and incentives will be pursued at the project sites of Huai Kha Kaeng Wildlife Sanctuary, Tung Yai East and Tung Yai West Wildlife Sanctuaries.

The project administration and coordination between central and field divisions/ offices within DNP and relevant organizations will be carried out by a PMU under the overall guidance of the Project Board. The PMU will be composed of an overall Project Director, from within DNP, who will be the focal point to provide overall guidance to the Project Management Unit members who are hired on the project budget.

The PMU members include (1) a project manager, (2) a project field coordinator (3) project assistants/ financial Officers; (4) short term consultants

According to the Letter of Agreement (LOA) duly signed by executives of UNDP and DNP, the Description of UNDP Country Office Support Services is attached. It indicates categories of support services to be provided by UNDP, with reference to the project Annual Work Plan. In addition, the LOA also provides description of implementing partner's commitment to long term support to sustain the interventions undertaken in the project sites including enclave and adjacent communities. The nature of combined modalities of DIM and NIM, has stipulated needs for an experienced Finance Advisor who can help finding solution on agreed processes and administrative rules which will enhance the continuation and progress of the project implementation.

## **2) OBJECTIVES OF THE ASSIGNMENT**

This TOR is for the position of Project Finance Advisor. S/He will support the project management unit to provide advisory functions on the agreed processes and administrative rules including the development of Standard Operation Procedures for the project implementation, budgeting, disbursement and auditing.

## **3) SCOPE OF WORK**

Key duties and responsibilities will include:

- Give advice to SCIWC financial staffs especially on the financial management of the Advance Cash Transfer to DNP i.e. quarterly request of budget, tracking project spending, justifying cash management and disbursement.
- Give advice on the documents of project-related payments and cash advance requests to ensure that all of the documents are prepared and proceeded correctly and accurately in line with government and UNDP rules and regulations.
- Give advice on development of guideline for Standard Operation Procedures in implementing project activities under the National Implementation Modality – with the Advance Cash Transfer
- Give advice to SCIWC financial staffs on document filing system either in paper or in electronic.

## **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

Duration: 1 April 2017 – 31 March 2018 with maximum of 96 working days.

Duty Station: Home-based with no travel required

In the event of unforeseen travel, the travel costs shall be reimbursed upon submission of a travel claim and the consultant shall receive living allowance and terminal expenses in locations as assigned according to

SCIWC's rate approved by the Comptroller General's Department.

## 5) DELIVERABLES

The consultant is expected to submit a monthly working report on tasks undertaken for review and approval.

Payment schedule	Deliverables	Description	Approximate date of output
1 <sup>st</sup> payment – 8%	1	Monthly working report of April	30 April 2017
2 <sup>nd</sup> payment – 8%	2	Monthly working report of May	31 May 2017
3 <sup>rd</sup> payment – 8%	3	Monthly working report of June	30 June 2017
4 <sup>th</sup> payment – 8%	4	Monthly working report of July	31 July 2017
5 <sup>th</sup> payment – 8%	5	Monthly working report of August	31 August 2017
6 <sup>th</sup> payment – 8%	6	Monthly working report of September	30 September 2017
7 <sup>th</sup> payment – 8%	7	Monthly working report of October	31 October 2017
8 <sup>th</sup> payment – 8%	8	Monthly working report of November	30 November 2017
9 <sup>th</sup> payment – 9%	9	Monthly working report of December	31 December 2017
10 <sup>th</sup> payment – 9%	10	Monthly working report of January	31 January 2018
11 <sup>th</sup> payment – 9%	11	Monthly working report of February	28 February 2018
12 <sup>th</sup> payment – 9%	12	Monthly working report of March	31 March 2018

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

A consultant will report to Programme Specialist, Inclusive Green Growth and Sustainable Development Unit through Project Manager of Strengthening Capacity and Incentives for Wildlife Conservation in the Western Forest Complex.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### I. Academic Qualifications:

- Thai National only with Bachelor's degree in Accounting, Finance or Business Administration or equivalent work experience.

### II. Experience:

- At least 10 years of financial or accounting experiences.
- Experience in working with the government administrative system, DNP in particular, is preferred.
- Basic understanding of UNDP rules and regulations is assets.
- Good communication and facilitation skills;

### III. Language:

- Fluency in Thai both written and spoken. Some knowledge of written English.

#### **8) REVIEW TIME REQUIRED**

1 week after the submission of monthly working report to authorizing payments.

#### **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE      ☒ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

#### **IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION**

If the assignment requires full time presence on UNDP premises, a sound justification on why a full time presence is required.

#### **10) PAYMENT TERMS**

The payment of professional fee shall be made based on approved monthly working report.