

Terms of Reference (ToR)

Budget Tracking Officer, Line Ministry Budget Information System (LMBIS) (Planning and Budget Management Division)

1. Position Description

Post Title:	Budget Tracking Officer (LMBIS)
Level:	Individual Consultant/Contract (IC)
Project:	Capacity Strengthening of NRA for Resilient Reconstruction
Supervisor:	Foreign Aid Coordination Section Head
Duty Station:	NRA, Singh Durbar, Kathmandu
Duration:	3 Months (15 November 2017 – 15 th February 2018-extendable based on performance and fund availability)

2. Background Information

I. Background

Nepal was hit by two devastating earthquakes on 25 April 2015 with a magnitude of 7.8 Richter scale and on 12 May 2015 with a magnitude of 7.3 Richter scale. As of 10 September 2017, a total of 996,162 households were surveyed in 31 districts and 765,618 households were identified eligible for private housing grant. NRA signed contract with 637,240 households. The earthquakes destroyed 2,656 government buildings and 19,000 school class rooms. Large portions of the affected population are still living in very basic temporary shelters with limited access to safe water supply and sanitation facilities. Damaged offices interrupted many frontline government services like health, education and agricultural extension services and the livelihoods of more than 10 millions of people have been affected. Nepal prepared a Post-Disaster Needs Assessment in June 2015 and it estimated that the total value of damages and losses caused by the earthquakes was NPR 706 billion (US\$7 billion). Government of Nepal formed an autonomous "National Reconstruction Authority" (NRA), chaired by the Rt. Hon. Prime Minister as an apex

body to oversee post-quake reconstruction work across the country in December 2015. It is a legal entity governed by the Reconstruction Act of Nepal. It is mandated to manage fund flow to sectoral ministries/implementing agencies, adapt implementation requirements, and oversight of accounting and spending for activities explicitly recognized as post-earthquake reconstruction. It is also NRA role to ensure effective coordination and facilitation with the implementing agencies, donors and earthquake affected communities following the post-earthquake disaster in 2015.

II. Problem Statement

Among others, one of the main assigned roles of NRA is coordination and facilitation for resources mobilization for all reconstruction works of private house, public building, heritage building and monument, archaeological site, infrastructure and economic rehabilitation of community implemented by line ministries of the government through CLPIUs and DLPIUs. For this function, NRA has a Planning and Budget Management Division and Foreign Aid Coordination Section. However, the Division and Section are trying their best for foreign aid coordination and resource mobilization but still there are gaps in effective coordination and budget tracking in government financial systems (LMBIS). As NRA has to mobilize budget in 21 sectors, this is a huge task to properly manage and track the budget. Therefore, deputation of a Budget Tracking Officer (LMBIS) in NRA Planning and Budget Management Division, Foreign Aid Coordination Section has been necessary to strengthen the NRA budgetary system.

3. Objectives and Scope of Work

I. Objective

Main objective of this position is to help NRA for strengthening its budget management systems through regular budget tracking in LMBIS.

II Scope of Work

Under the immediate supervision of the Planning and Budget Management Division, Foreign Aid Coordination Section Head, the Budget Tracking Officer will perform his/her tasks as follows:

I. NRA Budget Tracking in LMBIS of the Ministry of Finance

- a. Help for budget entry of NRA and other government agencies (CLPIUs and other) who received reconstruction budget from NRA in LMBIS (Line Ministry Budget Information System) of the Ministry of Finance
- b. Update/amend/modify the budget data in LMBIS as per NRA decision on budget amendment

- c. Assist to NRA for data verification pertaining in LMBIS with the Ministry of Finance, Financial Controller General Office, CLPIUs and other government agencies receiving reconstruction budget from NRA
- d. Coordinate with the Ministry of Finance and Financial Controller General Office for the consistency of budgetary figures and facilitate CLPIUs and other NRA sub-ordinate entities receiving reconstruction budget from NRA
- e. Provide technical support to NRA and its sub-ordinate entities in budget preparation, analysis, release, expenditure management and other related matters

II. Grant/Loan Chain Tracking and Management

- a. Assist to develop an inventory/record/ledger of grant and loan already received or planned to receive from development partners, bilateral and multilateral agencies, civil society organizations and private sector by sector of reconstruction and rehabilitation support
- b. Assist to prepare a follow up plan for receiving the committed grant and loan from development partners
- c. Assist for follow up to receive the committed amount
- d. Track to deadline of 'agreed actions' with DPs and support section head to achieve it

III. Disbursement Chain Tracking and Management

- a. Assist to develop an inventory/record/ledger of reconstruction budget already disbursed or planned to disburse at present and in the future to CLPIUs and other sub-ordinate entities of NRA by sector e.g. private house, public building, heritage building, monuments and gumbas, archaeological site, settlement development, resettlement and infrastructure
- b. Track the disbursement of NRA budget to CLPIUs, sub-ordinate entities and beneficiaries
- c. Update the disbursement chain at the end of each month
- d. Assist NRA in budget authorization and transfer to implementing agencies

IV. Financial Management Report Preparation

- a. Assist to prepare financial management report to individual development partners
- b. Assist to prepare a consolidated financial management report of NRA
- c. Assist to prepare other finance related reports as and when required
- d. Assist DPs to feed the progress report into NRA's Project Monitoring Information System (PMIS)

V. Other Role and Responsibility

- a. Perform other role and responsibility as directed by Division/Section Head as and when required

Deliverables

- a. Grant chain management reports
- b. Reconstruction disbursement chain management reports
- c. Monthly report of works performance reports
- d. End of Assignment Report

4. Impacts of Results

The key results have an impact on effective grant and loan chain management and disbursement chain management which will contribute to accomplish the reconstruction of private house, public building and heritage sites and economic recovery of community people

5. Competency

- a. Demonstrates commitment and dedication towards NRA reconstruction mission, vision and values
- b. Proven organizational and inter-personal skills, and ability to work in a multi-cultural team environment
- c. Ability to work under pressure and according to tight deadlines
- d. Essential computer skills in particular competency in the use of Windows MS Office programs (Word, Excel, Power Point etc.)
- e. Fluency in oral and written Nepali and English is essential

II. Operational Effectiveness

- a. Results-driven and initiative-taking behavior
- b. Ability to plan and organize work and establish priorities
- c. Remains calm and in control even under pressure, and consistently approaches work with energy and a positive and constructive attitude
- d. Informed, sound, and transparent decision-making Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors of his/her own initiative

III. Orientation and Communication

- a. Good interpersonal and networking skills
- b. Ability to establish and maintain effective working relations colleagues and seniors
- c. Supports and encourages open communication in the team and facilitates team work
- d. Ability to work under minimum supervision
- e. Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both NRA center and districts, Central Level and District Level Project Implementation Units and having diverse and competing views and interests

6. Qualification and Experience

I. Education qualification

- a. Bachelor degree in Commerce and five year experience in government budget tracking and analysis, especially in LMBIS based budgeting and expenditure management system
Or
- b. Master degree in Information Technology (IT) and at least three year experience in government budget tracking and analysis especially in LMBIS based budgeting and expenditure management system

II. Knowledge and experience

- a. Sound understanding and knowledge on government budgetary and financial management system is essential. Knowledge on Ministry of Finance LMBIS Budget tracking is mandatory

III. Language requirements

Proficiency in spoken and written both Nepali and English language

7. Quality Assurance

The incumbent will work under the direct supervision of the Foreign Aid Coordination Section Head. S/he will also report to the Section Head, who will monitor the quality of deliverables. The payments will be made on monthly basis based on verifying the deliverables and approval by the NRA Foreign Aid Coordination Section Head.