

TERMS OF REFERENCE

CONSULTANT - Technical support & Advisory services (Finance)

Duty Station :	Yangon, Myanmar
Application Deadline :	4 May 2015
Expected starting date:	15 May 2015
Type of Contract :	Individual Contract
Expected Duration of Assignment :	5 months

Background

UNDP Myanmar's Finance unit supports the development clusters of the country office by providing timely and high quality financial administrative services, including board activities like disbursements, budgeting, cost recovery and oversight activities and also handling payroll and disbursement services for both resident and non-resident UN Agencies.

Organizational context :

Under the overall guidance of the Deputy Resident Representative and the direct supervision of the Officer-in-charge of Finance Unit, the consultant oversees the financial resources of the UNDP Myanmar, accurately and adequately documents financial information, effectively delivers financial services, and ensuring transparent utilization of financial resources and effective financial controls in the CO. The consultant also analyses and authoritatively interprets the UNDP financial rules and regulations, provides solutions and advises on a wide spectrum of complex financial management and financial control issues.

The consultant coordinates with the financial management team consisting of local professional and support staff in providing the financial services. S/he works closely and actively fosters collaboration between the various CO units and the project teams, HQ staff and government officials, ensuring a successful financial performance of the UNDP country office.

Scope of work

Under the direct supervision of OIC, Finance unit, the Individual Contractor performs the following duties:-

- Prepare payment vouchers for UNFCU savings and staff association contributions.
- Process payments for International entitlements (Assignment, Reassignment, Repatriation travel, Relocation grant, Lump sum Home leave, etc).
- Process travel claims for international travels for both national and international staff
- Calculate local office cost to prepare letters for Government contributions for GLOC and voluntary contributions etc.
- Run medical claim receipt query(MIP) in ATLAS weekly for payment to the staff

- Proper control of the supporting documents for payments and financial reports for UNDP projects; preparation of all types of vouchers and payments execution on behalf of UN Agencies: UNODC, UNHABITAT, UNOCHA etc. ensuring proper receipting of goods and services.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Record USD/Kyats deposits in Atlas for refunds/contributions made by Agencies; prepare direct journals and APJVs for proper accounting.
- Record Central bank rate and market exchange rates daily for use by Finance Associate and OIC; advise OIC exchange rate fluctuations.
- Replenish Petty cash submitted by custodians; ensure petty cash transactions in line with UNDP rules and regulations; ensure proper documents are attached and receipts kept in order and up to date.

Expected Deliverables

1. Payments processed accurately and timely.
2. Payment vouchers processed are posted properly and errors addressed.
3. Exchange rates fluctuations reported punctually.
4. Knowledge shared to the staff.

Duration and location of Assignment

The consultant is expected to start work on 15th of May till end of September 2015. The assignment is based in Yangon with 5 working days per week.

Travel

The nature of work does not involve travelling outside Yangon. In the event of unforeseen travel, UNDP shall pay the per diem not to exceed DSA as per UNDP rules and regulations.

Schedule of Payment

Consultant has to submit financial proposal in lump sum and UNDP will pay on monthly pro-rata basis upon completion of deliverables as prioritized by supervisor.

Proposal

Individuals are requested to submit a proposal including the following key elements:

1. Application letter explaining why the Consultant is the most suitable for the work
2. Updated CV together with UNDP P11 form
3. Financial proposal for the duration of whole assignment

Competencies

- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Proven skills and ability to identify issues, formulate opinions, draw conclusions and recommend solutions;
- Strong understanding of regulatory frameworks and instruments;
- Strong financial management and accounting skills;
- Knowledge of the financial frameworks, programme policies & procedures of the UNDP and/or UN entities;
- Thorough & proven understanding of common business and project management practices;
- Analytical capabilities, interpersonal, verbal and written communication skills.
- Builds and promotes effective teams
- Shares knowledge across the organization and builds a culture of knowledge and sharing

Required Skills and Experience

Education and Experience :

- Secondary education with minimum 10 years of progressive experience in Finance and accounting field.
- Knowledge of UN rules and regulations preferable.
- Prior Country office experience would be highly desirable.
- A sound and detailed understanding of the UN environment, and the Finance and Accounting policies of UNDP;
- Strong excel skills and Experience with ERP systems, PeopleSoft an advantage.

Language Requirements:

- Fluency in English is essential.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70

* Financial Criteria weight: 30

Only candidates obtaining a minimum of 49 (70%) points on technical part would be considered for the Financial Evaluation

Technical Criteria	Score	Weight
Experience in Treasury Services	10	10
Knowledge of UN/UNDP Financial rules and regulations	10	10
Strong skills in spreadsheet and knowledge of web-based management system (ERP,ATLAS)	20	20
Experience in processing of international staff entitlements	20	20
Experience in processing payments of UN Agencies	20	20
Prior CO Finance Experience	20	20