

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title	Technical Consultant – Develop Financial Management Manual
Cluster/Project	Programme Unit
Post Level	Specialist
Contract Type	Individual Contractor (IC)
Duty Station	Phnom Penh, Cambodia
Expected Place of Travel	N/A
Contract Duration	12 working days, from 1 st week of December 2021 to 4 th week of March 2022

2. Project Description

Before the Covid 19 pandemic, Cambodia is undergoing many transitions – an emergent Middle-Income Country, with a growing middle class supported by a rapidly growing economy; and deeper level changes given by societal modernization and the twin processes of industrialization and urbanization. Its development transformation from a near-history of conflict and social dislocation is dramatic. With economic growth topping 7% per year and a relatively equitable income distribution, poverty has declined dramatically to just 13.5% in 2014, and is likely to be below 10% today.

The outbreak of the Covid 19 in the world and in country has reversed development trend in Cambodia as the poverty rate has been double and the economic growth has contracted by -3.1% in 2020. The government in cooperation with development partners and various key actors have been working with great endeavor to contain the virus and return to normalcy as well as building back better.

As such, this is a time of opportunity, but also one of turbulence. Two key social policy challenges are the emergence of: (1) a large group of near-poor and vulnerable households, with incomes just above the poverty line; and (2) a remaining group of hard-to-reach extreme poor, often living in remote areas. The Royal Government of Cambodia (RGC) has recognized these issues with the launch of the National Social Protection Policy Framework (NSPPF).

With the government's support, UNDP has been implementing the Graduation Based Social Protection Project in Rovieng District of Preah Vihear Province and Tuek Phos District of Kampong Chang Province. The project is implementing a large operational pilot under which a Cambodian graduation package would be field-tested, and a rigorous Randomized Control Trial (RCT) methodology is applied to measure development impacts (treatment effects). RCT results and operational learnings will be used to enable and inform the adoption of a similar approach by RGC at scale.

UNDP has cooperated with the Ministry of Social Affairs, Veterans and Youth Rehabilitation to transfer cash to project beneficiaries. Capitalizing from the successful experiences of the current cash transfer program, UNDP and MoSVY has innovated a new digital system which enables for both cash transfer and promoting financial inclusion of those poor households at the same time. With the intertwined goals of social assistance and livelihood improvement, the ministry needs to upgrade their capacity to work on this multi-purpose scheme.

3. Scope of Work

The main objective of this assignment is to produce the financial management manual for MoSVY's project team so that they can perform financial works effectively in compliance with UNDP's rules, regulations, and policies. ***This manual will include/address only key aspects or recommendations raised/suggested in the Harmonized Approach to Cash Transfer (HACT) report, mainly accounting policies and procedure, financial reporting and monitoring.***

Please note that the financial procedure and process should be precisely prescribed, short, and concise, and implementable in the context of the MoSVY. In addition, standard formats and forms should be developed and attached in a good order as needed or not available and accessible by link or click on content. It is important to ensure that each process should embed clear task division, segregation of duties, internal control framework, check and balance, accountability, transparency, performance evaluation and risk monitoring etc. The design concept should focus on users friendly, client based, and meeting acceptable standards. It should consider practices relevant to laws, and regulations of the Royal Government of Cambodia and is in line with relevant international project management and financial management standard and practices.

The technical consultant will perform the following duties:

- Review financial areas which needs to improve as identified in the HACT report;
- Consult with UNDP team about the manual, standard requirements, and key working aspects;
- Collect the government's existing financial management manuals or procedures and assess their relevance and standard consistency;
- Use or amend existing standard manuals or procedures;
- Work with MoSVY to review accounting policies, set up chart of accounts and project/donor code for tracking;
- Draft the Financial Management Manual;
- Present to UNDP and MoSVY, and address/improve the draft report based on comments;
- Finalize the Financial Management Manual; and
- Provide training to MoSVY, especially assigned staff members

4. Expected Outputs and Outputs

Outputs/Outputs	Estimated Duration	Target Due Dates	Review and Approvals Required
Output 1: Inception report including a workflow and detailed workplan to complete the outputs is developed.	1 days	2nd week of December 2021	MoSVY project team, UNDP Project Management Specialist, Programme Analyst and Head of Programme and Results Unit
Output 2: Solutions/ideas to improve financial areas identified in HACT.	2 days	4 th week of December 2021	
Output 3: The full fledged financial manual is drafted	6 days	4 th week of January 2022	
Output 4: The financial management manual is finalized based on comments.	2 days	2nd week of February 2022	
Output 5: Training is delivered to MoSVY and assigned implementers/users.	1 day	4 th week of February 2022	
Total working days	12 days		

5. Institutional Arrangement

The Technical Consultant will be working under the direct supervision of Project Management specialist in close consultation with Programme analyst. The consultant will work closely with MoSVY project team and be responsible to deliver all outputs stated above at the expected quality. Each output will be subsequently approved by the Head of Programme and Results Unit (to release the payment) upon satisfactory confirmation of the MoSVY project team, Project Management Specialist and Programme Analyst. The Technical Consultant is responsible to provide technical expertise, facilitate with local stakeholders and build partnership as necessary, and train and supervise local agents as assigned to produce the outputs. The Technical Consultant needs to inform, consult, and maintain communication with UNDP Project Management Specialist and when problems emerge during the assignment period, especially if they affect the scope of the work.

6. Duration of the Work

The Technical Consultant will work from 1st week of December 2021 to 4th week of February 2022. The consultant is expected to be on board on 1st week of December 2021 and deliver all outputs no later than 4th week of March 2022.

7. Duty Station

Given the nature of the assignment, the Technical Consultant should have their own workplace at their own expense or homebased. The consultant may require working at the MoSVY office as needed.

8. Minimum Qualifications of the Individual Contractor

Education	Advance university degree (Master's degree or equivalent) in Finance/Accounting or a professional accounting qualification from an international institute of accountancy. Professionally qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
Professional Experience	<ul style="list-style-type: none"> • Five years experiences in finance/accounting with an organizational development of the government ministries or agencies. • Substantial knowledge on UN's operation system, preferable UNDP; and the Cambodian government's operation system, especially project administration/finance for development projects. • Previous assignment on the government's organizational developments for development projects related to financial management and accounting system
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing outputs) • Team management • Professionalism, courtesy, patience • Outstanding inter-cultural communication, networking, and coordination skills. • Ability to work with people from different backgrounds to deliver quality products within short timeframe. • Be flexible and responsive to changes and demands. • Be client oriented and open to feedback.
Language Requirement	Fluency of English language and Khmer is essential. Ability to moderate a high-level meeting in English and Khmer.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
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Advance university degree (Master's degree or equivalent) in Finance/Accounting or a professional accounting qualification from an international institute of accountancy.	20
Five years experiences in finance/accounting with an organizational development of the government ministries or agencies.	30
Substantial knowledge on UN's operation system, preferable UNDP; and the Cambodian government's operation system, especially project administration/finance for development projects.	20
Previous assignment on the government's organizational developments for development projects related to financial management and accounting system.	30
Total Obtainable Score	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered technical qualified offerors.

10. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Output 1, 2 and 3	4 th week of January 2022	50%
2	Upon satisfactory completion of Output 4 and 5	4 th week of February 2022	50%