Terms of Reference (TOR) for Individual Consultant
Financial Consultant

A. Project Title: Institutional Assistance for Economic Policy and Trade (Phase III)

**Project ID:** 00077082

B. Project Description

The overall objective of the UNDP project at the Ministry of Economy and Trade (MoET) is to build-up and strengthen the institutional capacities of the Ministry of Economy and Trade with respect to economic policy formulation, public sector management and control, private sector development and other related matters falling within the competences of the Ministry.

Based on the request of the Minister and Director General, the UNDP project will be providing support to the Ministry of Economy and Trade at the level of policy advice and putting appropriate mechanism for the development of financial capacities at the MoET.

The expected activities of the project are designed to fit the latest institutional and operational needs foreseen by MoET in the short to medium term and fall under activity two of the new Project Document; namely: *Capacity of the Ministry of Economy and Trade developed and enhanced.*

The financial consultant will be working under the direction and supervision of the UNDP Project Manager and in cooperation with MOET’s Directorate General.

C. Scope of Work

The Financial Consultant will provide support to the Financial department of the Ministry of Economy and Trade, to ensure adequate Financial implementation and management of Financial resources in line with the government rules and regulations regarding public spending.

As such, a Financial Consultant is required to:

**Task 1:** Develop financial strategies by guiding MoET to establish goals; and matching goals to situation with appropriate financial plans.
**Task 2:** Offer quality advices regarding financial management information.

**Task 3:** Design and implement better policy and regulations to improve MoET’s financial activities with relevance to budget spending.

**Task 4:** Support and guide MoET’s staff in monitoring the budget, analyzing financial plan results, identifying and evaluating new financial strategies and recommending changes in goals and plans.

More specifically, the Financial Consultant shall consist of providing support to the MOET to:

- Establish and maintain cash control mechanisms
- Document new employees’ files
- Administer benefit entitlement procedures
- Put a system to maintain confidential employee files
- Establish employee files in the computerized accounting system
- Carry out an internal audit of the existing financial management systems, procedures and practices and build and identify capacity gaps and areas which may require improvement and strengthening;
- Put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the Financial Department;
- Preparing monthly, quarterly and annual financial reports for the UNDP Project Manager and arrange timely financial information for internal audits of MOET accounts;
- Review invoices and contracts together with the relevant government authorities and the procurement specialists;
- Carrying out control and filing of all payment documents, invoices and other financial documents relating to MOET transactions;
- Develop an exit strategy of work and transfer files and knowledge to Public Administration
In order to complement the accomplishment of the detailed tasks, the Financial Consultant shall deliver the following:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Develop financial strategies by guiding MoET to establish goals; and matching goals to situation with appropriate financial plans</td>
<td>10 months</td>
<td>Feb 28, 2016</td>
<td>Rafif Berro (Project Manager)</td>
</tr>
<tr>
<td>Task 2: Offer quality advices regarding financial management information</td>
<td>10 months</td>
<td>Feb 28, 2016</td>
<td>Rafif Berro (Project Manager)</td>
</tr>
<tr>
<td>Task 3: Design and implement better policy and regulations to improve MoET’s financial activities with relevance to budget spending</td>
<td>10 months</td>
<td>Feb 28, 2016</td>
<td>Rafif Berro (Project Manager)</td>
</tr>
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<td>Task 4: Support and guide MoET’s staff in monitoring the budget, analyzing financial plan results, identifying and evaluating new financial strategies and recommending changes in goals and plans</td>
<td>10 months</td>
<td>Feb 28, 2016</td>
<td>Rafif Berro (Project Manager)</td>
</tr>
</tbody>
</table>

D. Institutional Arrangement

a. The Financial Consultant will be working under the direction and supervision of the UNDP Project Manager and in cooperation with MOET’s Directorate General
b. Submit progress report on a Monthly Basis to the Project Manager.
c. The Financial Consultant will be supported by the UNDP Project Economic Team at MOET
E. **Duration of Work**
The duration of the consultancy is of 10 months. The starting date is upon contract signature.

F. **Duty Station:** Ministry of Economy and Trade. The Contractor will be required to report regularly and be present at the official working days and hours of the Ministry of Economy and Trade.

G. **Qualifications Required**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Financial Consultant</th>
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The Individual Consultant should possess the following minimum qualifications:

I- **Academic Qualifications:**
   a. Bachelor Degree in Accounting and Finance

II- **Years of Experience:**
   a. *Local* relevant experience of not less than 10 years.
   b. Experience with Lebanese Public Administrations for at least 10 years.

III- **Competencies:**
   a. Basic knowledge of Microsoft office applications
   b. Good communication skills
   c. Proficiency in Arabic; Knowledge of English or French is a plus
   d. Demonstrated analytical Skills
   e. Teamwork

H. **Scope of Price Proposal and Schedule of Payments**
Daily Fee “All Inclusive”,
An IC Time Sheet must be submitted by the Contractor,