

Terms of Reference for Technical Consultant for Financial Management for REDD Forestry and Climate Change Cell (REDD Cell)

1. Background

Nepal is one of the countries selected by the Forest Carbon Partnership Facility (FCPF) for the REDD Readiness Fund and is now in the process of implementing REDD Readiness Preparation Proposal (R-PP). The Nepal REDD Readiness program is a comprehensive multi-stakeholder effort to reach REDD readiness so that Nepal can benefit when a global REDD regime becomes a recognized and agreed instrument for climate change mitigation in the post-Kyoto context. The REDD program is led by the REDD-Forestry and Climate Change Cell in the Ministry of Forests and Soil Conservation with support from a REDD Working Group. This cell is directly responsible for the procurement and supervision of all actions financed during the Readiness phase, including the consultant services described in the R-PP document. Technical Consultant for financial management is needed to help financial management system regulation envisaged by the World Bank and the Government of Nepal for consulting services and goods the program ensuring that the implementation truly serves to catalyze the national REDD process and builds national capacity for REDD.

2. Purpose

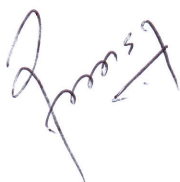
The purpose of this consulting service is to assess the existing financial management system and ensure that the overall financial management in REDD Cell strictly adhere to Government of Nepal and The World Bank's practices, guidelines and regulations. The consultant should work under the direct supervision of the chief of the REDD Cell while working in close collaboration with the Finance Officer in carrying out day-to-day financial management.


The consultant will also provide an expert help to assess financial proposals of the individual and consulting firms for both National and International firms. H/She will also provide expert support to the REDD Cell team in purchasing goods and equipment.

3. Major Tasks

The technical consultant for financial management will provide support to the Administration and Finance Unit of REDD Cell to ensure that throughout R-PP implementation there is appropriate financial management system in place, as agreed in the grant agreement between the Bank and the Borrower.

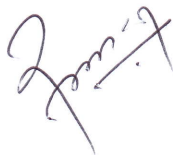
As such, a consultant is required to assist with the processes of Financial Management as well as to enhance the capacity of the Administration and Finance Unit staff by mentoring and working alongside them.





More specifically, the consultancy service shall consist of the following support to the REDD Cell:

- Provide support to the Administration and Finance Unit of REDD Cell on overall financial management
- Help establish and operationalize financial management system for smooth implementation and reporting of R-PP
- Assist with the processes of financial Management as well as to consolidate the capacity of the Administration and Finance Unit staff by mentoring and working alongside them.
- Support in preparing monthly, quarterly/trimester and annual financial reports based on REDD Cell annual plan and programme and arrange timely information for internal audits of REDD Cell accounts
- Carry out an assessment of the existing financial management systems, procedures and practices.
- Review invoices and contracts together with the relevant government authorities' and the procurement management consultant.
- Maintain contracts signed as part of Annual Procurement Plan implementation and execution of payments under such contracts.
- Prepare withdrawal applications and their supporting documents according to the defined procedures.
- Carry out control and filing of all payment documents, invoices and other financial documents relating to project transactions.
- Maintain and operating the WB projects designated account and making payments to contractors and service providers and verifying and authorizing payments for all activities under the project.
- Ensure a proper management and disbursement of project funds following a sound accounting, budgeting, financial control and audit procedures acceptable to the World Bank Group and the Government of Nepal.
- Ensure that all project transactions are booked timely and accurately.
- Assist in preparation and development of Terms of Reference (ToR) for national/international individual and consulting services based on Quality and Cost Based System (QCBS), including cost, estimation, short listing etc.
- Provide the Auditor with access of copies of all necessary documentation, information and supporting materials.
- Get final audit report from Auditor General Office and ensure timely submission to the World Bank.
- Perform other duties related to Financial Management as deemed necessary by the REDD Cell.





4. Implementation Arrangements

The consultant should work under the direct supervision of the chief of the REDD Cell while working in close collaboration with the Finance Officer in carrying out day-to-day financial management

5. Required Qualification and experience

- Minimum a bachelor level of education in Professional Accounting or Master Degree in the relevant discipline, Business Administration, Engineering, Economics etc. Not less than 5 years of experience in Business Administration, Organizational Development, Economics, Public Finance Management or related fields.
- The Financial Management Expert will have at least five (5) years of demonstrated work experience as a Technical Advisor in Financial Management.
- Must have a good knowledge and clear understanding of the Financial Management policies and procedures of the GoN, multilateral financial institutions (e.g. the World Bank, ADB etc); as well as good knowledge of the institutional, technical and commercial aspects of financial management.
- Excellent skills in project management demonstrated in previous jobs.
- Proven track record in working effectively within the multidisciplinary teams
- Computer proficiency in standard office applications (Microsoft Office and other accounting packages), excellent communication, interpersonal and team working skills and
- Fluency in English and Nepali

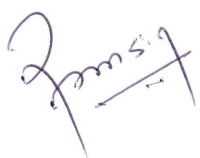
6. Contract Duration

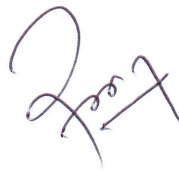
It is proposed that the consultant will work 10 months which will start in March, 2013.

- Duration: March, 2013-December, 2013 (10 days in each month starting from March 2013 and ending in December, 2013)
 - This service could be extended based on the performance and the implementation status of the project.
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7. Expected Outcome

The consultant ensures the strict implementation of the World Bank and GON financial practices, guidelines and regulations. Develops reports and sends to the Bank on time. Helps the finance and administrative team in the REDD Cell to maintain files and carry out timely audits of the expenditures made.





8. Evaluation of the Candidates

I. EDUCATIONAL QUALIFICATION

A. EDUCATION [20]

[25]

B. TRAINING [5]

II. FINANCIAL MANAGEMENT EXPERIENCE

[70]

A. GENERAL EXPERIENCE OF MANAGING FINANCES [40]

B. SPECIFIC EXPERIENCE- FINANCIAL MANAGEMENT
EXPERIENCE IN PROJECTS FUNDED BY THE WORLD BANK OR ASIAN DEVELOPMENT BANK
OR OTHER MAJOR DONOR AGENCIES [30]

III. ENGLISH LANGUAGE AND REPORT WRITING SKILLS

[5]

