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TERMS OF REFERENCE

Job title:	National Consultant / Trainer on Financial Management and Control
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract
Expected workload:	40 working days
Starting date:	September, 2014

Objective of the assignment:

The expected output for the National Consultant's assignment is to provide advice to Secretariat of Parliament in implementing the framework on financial management and internal control, in accordance with the Law no. 229 from September 23, 2010, on public internal financial control and the COSO¹ model for evaluating internal financial controls. The Consultant will also coach and provide trainings to parliamentary staff on financial management and internal control.

The assignment shall be carried out in close cooperation with the Secretary General of the Parliament and with the Strategic planning and internal audit unit of the Parliament of Moldova.

Background:

The UNDP Democracy programme aims to improve the legislative, oversight and representation functions of the Parliament. To this end, the Programme is tailored to support the implementation of the Parliamentary Secretariat's Strategic Development Plan 2012- 2014. After the approval of the Strategic Development Plan (SDP), a new institutional structure of Parliament's Secretariat was approved too. A new separate unit for strategic planning and internal auditing was created.

The Law nr. 229 from 23.09.2010 on Public Internal Financial Control aims to provide assurance that activities are carried out according to the principles of sound financial management, transparency, efficiency, effectiveness and economy, as well as current legislation and budget. In this context, a special Working Group within the Secretariat of Parliament for coordinating the implementation of the financial management and internal control was created. Nevertheless, the parliamentary senior managers, the members of the Working Group, staffers of the unit for Strategic Planning and Internal Auditing and of Budget and Finance Department need to be trained on financial management and internal control. Regular trainings on this matter will enable parliamentary staff to be better able to conduct internal quality audits, improve their knowledge and skills needed to go through all the steps required for an audit.

¹ Committee of Sponsoring Organizations of the Treadway Commission (COSO) model

In this context, the UNDP Democracy Programme is seeking to hire a National Consultant who will provide technical advice, management support, technical inputs and coaching required to allow the Strategic Planning and Internal Auditing unit and Budget and Finance Department to achieve the target of solid, effective and transparent financial planning, budgeting, expenditure monitoring and control, and financial reporting.

Scope of work and expected output:

The expected output for the National Consultant's assignment is to provide technical advice, management support and technical inputs required to implement the financial management and internal control system within the Secretariat of Parliament. The Consultant will also coach and provide (on-job) trainings to parliamentary staff on financial management and internal control.

To achieve the stated objectives, the National Consultant will be responsible to:

- Conduct a desk review of the existing legal framework, policies and regulations related to the roles and responsibilities of the Parliament and financial management and control;
- Get acquainted with the regulation of the Secretariat of Parliament, Strategic Planning and Internal Auditing unit and Budget and Finance Department;
- Assess the effectiveness of existing internal rules and procedures used by Parliament for financial management and control system. Undertake a gap analysis in the financial management system and provide recommendations on strengthening the financial management framework;
- Review the vision and mission, the key business objectives of Parliament related to financial management and control;
- Identify the risks associated to financial management and control process. Develop a Register of risks for each parliamentary subdivision;
- Make an inventory of business processes related to financial management and control;
- Analyze the document workflow within the Parliament and provide recommendations on strengthening the information system and communication regarding the financial management and control;
- Provide two-day training to parliamentary staff on financial management and control. Provide on-job training to the parliamentary subdivisions;
- Develop the concept of the training and the teaching aids (including agenda, working methods and procedures, evaluation form). Provide presentations to the participants on:
 - Financial management and control - general rules and principles;
 - Managerial responsibility. Roles and participants in the system of financial management and control;
 - Components of financial management and control - COSO framework;
 - Development of key (strategic and operational) objectives;
 - Establishment of financial management and control;
 - Preparing an inventory of business processes;
 - Determining the risk level of process, risk assessment and ranking of risk management;
 - Preparation of a plan to eliminate weaknesses in internal control - the establishment of corrective measures;
 - Preparation of reports on internal control.

Deliverables and Timeframe:

1.	An inception report reflecting the situation analysis of the Parliament along with capacity development methodology and work plan developed and submitted for approval to UNDP and Parliament	26 September, 2014
2.	A Report on parliamentary internal rules and practices applied for financial management and control developed	10 October, 2014
3.	Training program and Handouts developed	17 October, 2014
4.	Two-day training on financial management and control provided to - Moldovan Parliament senior managers and members of the Working Group on financial management and control - Staffers of the unit for Strategic Planning and Internal Auditing - Budget and Finance Department	20-21 October, 2014
5.	A training evaluation report developed	24 October, 2014
6.	Two weeks on-job training to the parliamentary subdivisions provided	<i>1st Training week</i> 27-31 October, 2014 <i>2nd Training week</i> 17-21 November, 2014
7.	A Register of risks for each parliamentary subdivision and Secretariat of Parliament developed	28 November, 2014
8.	A map of internal parliamentary business processes related to financial management and control developed	

Time frame and Institutional arrangements:

The timeframe for this assignment is planned tentatively through September – November, 2014. The Parliament will provide consultant with working space, access to Internet, a printer and a telephone line.

Management Arrangements:

The national consultant will work under the guidance of UNDP and Parliament for substantive aspects of the assignment, and under the direct supervision of the Project Manager for administrative and financial aspects.

Financial arrangements:

Each candidate will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee and travel costs. Payment will be disbursed in two installments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

Qualifications and skills required:Qualifications:

- Master's degree in Financial Management and/or business administration or University degree and at least 5 year experience in developing internal audit reports can be considered equivalent;
- A minimum of 5 years of relevant professional experience in financial management and/or public sector finance;

Experience and knowledge:

- Experience in conducting participatory trainings, workshops, and presentations on financial management and control;
- Experience in the development and implementation of financial management systems;
- Proven expertise and practical knowledge of the internal auditing process in public institutions of Moldova;
- Knowledge of Moldovan budget and financial planning processes and the role of relevant state bodies;
- Experience in working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);

Competencies:

- Sound knowledge about results-based management;
- Extensive research and analytical skills;
- Excellent writing and oral communication;
- Facilitation and management skills;
- Availability to work during the indicated /approved period;
- Fluency in Romanian. Knowledge of English and/or Russian will be an asset.

Skills:

- Computer literacy and ability to effectively use office technology equipment, IT tools.

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Financial proposal (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
2. Dully completed and signed P11 Form including past experience in similar projects and at least 3 reference persons.