



TERMS OF REFERENCE

Job title:	National Consultant for checking beneficiaries'/contractors' financial reports
Duty station:	Chisinau
Reference to the:	Support to Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	February, 2016 - February, 2017 (with possibility of extension)

Job content

A. BACKGROUND

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

The current phase of the Programme (2015-2018) represents a framework for engaging in development interventions across the security zone on both sides of the Nistru/Dniestr River, comprising a series of activities that will strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm. It looks to deal strategically with barriers to cooperation by building the trust towards such actions and broadening opportunities for engagement for a wide range of actors. Additionally, it provides support for improving critical community infrastructure.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and infrastructure support Project. In order to achieve the SCBM Programme objectives, under both components there were selected a range of implementing partners, including NGOs, vendors and experts. Given the above mentioned, the SCBM Programme seeks a National Consultant who will assist the Programme team with the verification of financial reports submitted by the implementing partners, beneficiaries and contractors under both programme components, as mentioned above.

B. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to verify the financial reports on the use of funds granted under the SCBM Programme submitted by the grantees and contractors, originated from Both Banks of the Nistru River.

More specifically, the Consultant will:

1. Verify financial reports submitted by SCBM Programme grantees and contractors. Make sure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP Finance and Procurement Rules and Regulations;

2. Assist the grantees and contractors with compiling and submitting financial reports.
3. Provide monthly reports on the reports checked, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Projects' Managers;
4. Assist the Programme team in providing information to auditors, if necessary;
5. Perform other tasks related to finances as may be required by Projects Managers.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1.	Verification/Checking of intermediary and final financial reports submitted by SCBM program grantees and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. <i>(estimated at up to a maximum of 50 working days. 1 working day for checking intermediary reports and up to 2-3 working days for final reports, up to a maximum of 30 reports)</i>	February 2016 – February, 2017
2.	Assist the Programme team in providing information to external auditors, if the case, and other tasks related to finances, If required. <i>(estimated at up to a maximum of 10 working days)</i>	February 2016 – February, 2017

Note:

1. The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for completion of work/assignment. The provision of the envisaged deliverables approved by the SCBM shall be the only criteria for Consultant's work being completed and eligible for payment/s.

2. All deliverables shall be provided in English, in a succinct and user-friendly language and require the endorsement by the SCBM Projects' Managers.

D. MANAGEMENT ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the SCBM Projects' Managers within the programme office; occasional field visits outside Chisinau may be required. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks, including the transportation means for the field visits.

It is expected that the Consultant begins the assignment in February 2016 and completes the assignment in February 2017.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. This will serve as basis for deciding regarding extension of the contract for 1 (one) more year.

Travel and other logistic arrangements

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects will be arranged with the support of the SCBM team.

Financial arrangements

Payments will be made post factum on a lump-sum basis (once a month), upon submission and approval of monthly reports, and certification by SCBM Projects' Managers that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported during that particular month.

E. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- University degree in Finance, Accounting, Economy, Business Administration, or other relevant fields;
- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage;

Experience:

- At least three (3) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Previous experience in finance management of NGOs and/or donor funded projects will be considered an advantage;
- Experience working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region);
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage;

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;

Language requirements:

- Fluency in Romanian and Russian, as well as working knowledge of English, are required.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.