



## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant for checking beneficiaries'/contractors' financial reports and providing guidance on procurement practices
<b>Duty station:</b>	Chisinau
<b>Reference to the:</b>	Support to Agriculture and Rural Development
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	November, 2016 – November, 2018 (78 working days)

### Job content

#### A. BACKGROUND

The overall objective of the project is to encourage confidence building in ATU Gagauzia and Taraclia district, including neighboring communities, through improved development opportunities leading to enhanced competitiveness of the agro-food sector, promotion of local entrepreneurship, creation of jobs, and raising incomes. The project has the following components:

The project will be implemented in line with the confidence building approach, connecting region's authorities and structures to the national ones, facilitating dialogue and inclusion in development of national strategies, as well as connecting neighboring villages through inter municipal cooperation.

SARD Programme consists from three main components: i) Enhanced Dialogue and Community Empowerment; ii) Local entrepreneurship and SMEs development; iii) Small-Scale Infrastructure Refurbishment and Promotion of Inter-Municipal Cooperation.

In order to achieve the SARD Programme objectives, under all 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 all programme components, as mentioned above. Given the above mentioned, the SARD Programme seeks a National Consultant who will assist the Programme team with the verification of financial reports submitted by the implementing partner, as well as provide training and consulting to the Contractors in order to prevent possible errors.

#### B. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to: i) Verify the financial reports on the use of funds granted under the SARD Programme submitted by the Programme Contractors and grantees; ii) Provide a series of trainings to the Contractors on correct procurement procedures and reflection of the financial data; iii) Provide direct consultancy to the Contractors during the procurement and reporting processes.

More specifically, the Consultant will:

1. Develop and provide a series of relevant trainings (two 1 day trainings) to the Contractors on international procurement practices and procedures and reflection of the financial data on the base of similar projects previously implemented by UNDP;
2. Provide direct consultancy to the Contractors during the procurement and reporting processes;
3. Verify financial reports submitted by SARD 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;
4. Assist the grantees and contractors with compiling and submitting financial reports;
5. 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;
6. Assist the Programme team in providing information to auditors, if necessary;
7. Perform other tasks related to finances as may be required by the Programme Manager.

### C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1	Develop and provide a series of relevant trainings (two 1 day trainings) to the Contractors on correct procurement procedures and reflection of the financial data according to UNDP requirements and Moldovan legislation <i>(estimated at 3 working days in total – 1 working day for trainings' preparation and 2 working days for providing 2 trainings)</i>	End Nov. 2016 – early Dec. 2016
2	Provide direct/phone consultancy to the Contractors during the procurement and reporting processes <i>(estimated at 15 working days)</i>	Nov. 2016 – Nov. 2018
3	Verification/Checking of intermediary and final financial reports submitted by SARD Programme 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>	Nov. 2016 – Nov. 2018
4	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>	Nov. 2016 – Nov. 2018

#### **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 SARD 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 SARD Program Manager.

#### **D. MANAGEMENT ARRANGEMENTS**

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

It is expected that the Consultant begins the assignment in November 2016 and completes the assignment in November 2018.

#### **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.

#### **Travel and other logistic arrangements**

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects will be arranged with the support of the SARD Team. **Financial arrangements**

Payments will be made post factum on a lump-sum basis (once a month), upon the submission and approval of monthly reports, and certification by SARD Programme Manager 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/consulting companies and/or donor funded projects will be considered an advantage;
- Experience working in/with companies/NGOs originated from ATU Gagauzia and/or Taraclia District;
- 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.