



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity and Prosperity

Terms of Reference (No.AF-C2-07, Component 2)

Job Title:	National Financial Management Consultant to Support DoF
Project Name:	Lao Road Sector Project 2 (LRSP2)
Contracting Authority:	Personnel and Administration Division, Department of Finance Ministry of Public Works and Transport
Location:	Ministry of Public Works and Transport, Vientiane Capital
Duration:	2 year with possibility of extension
Start date:	April 2021

1. Background

The Ministry of Public Works and Transport (MPWT) of Lao PDR has received financing support from World Bank, the Nordic Development Fund (NDF), European Investment Bank (EIB) and European Union (EU) and Asian Infrastructure Investment Bank to implement LRSP2 ((January 2020-December 2025), which will support MPWT strengthen its capacity at both central and local levels to manage local road improvement and maintenance. The WB has approved a credit of approximately USD 25 million, The European Investment Bank EUR 100 million and Asian Infrastructure Investment Bank USD 30 million. In addition, the Road Maintenance Funds (RMF) will contribute approximately USD 27.5 million to the Project. The Project Development Objective (“PDO”) is to strengthen maintenance systems to improve reliable road connectivity in Lao PDR, and to provide immediate and effective response in case of an Eligible Crisis or Emergency.

LRSP2 consists of four components: (1) Climate Resilient Road Maintenance, (2) Institutional Strengthening, (3) Project Management Support, and (4) Emergency Response.

Department of Finance (DoF) intends to recruit one individual Financial Management Consultant to assist MPWT/DoF in day-to-day project financial management work and strengthening the financial management capacity of staff as per the project procurement plan (the Assignments). The Consultants will be recruited using the Individual Consultant (IC) method following the World Bank’s “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers” (January 2011 and revised in July 2014). The services are described in these TOR

2. Objective of the assignment

The overall objective of the consultancy service is to provide technical support to the DoF in implementing financial management work for LRSP2 including finalizing policy on provision and management of advances, reviewing and finalizing draft annual work plan and budget plan as well as supporting training activities.

The consultant is also expected to provide technical support and ensuring that all project documents is conducted in accordance with the financial management procedures and financial plan of all financing sources under the LRSP2. The consultant will support and liaise closely with the Department of Finance and assist financial officers, staffs and/or the focal point in relevant Department within MPWT to successfully implement project activities of the LRSP 2 and other project as requested by MPWT.

Specifically, the consultant will be required to (a) assist the MPWT to carry out the financial management of the project funds and consultant services under the LRSP 2 and other projects as requested; (b) assist with capacity building of staff at DoF, PWT and DPWTe.g. hands-on training, formal training, providing oversight, monitoring and supervision of the financial management etc.

The consultant is also expected to provide technical assistance and strengthen the capacity of DoF through hands-on training and assist the DoF in the implementation of the activities under the WB's financing projects and liaise closely with the WB's consultants.

3. Scope of work

The National Financial Management Consultant (NFMC) will work under Accounting Division of DOF. The consultant will work closely with and report to the Division Director, and coordinate with relevant departments within MPWT as well as financiers of the project.

Specific duties and responsibilities include:

- Responsible for the overall financial management of the project funds including managing project expenditures and funds received (accounts payable and accounts receivable);
- Supervise the preparation of requests for replenishment of both designated and operating accounts as required and of withdrawal applications of all financiers of the project;
- Contribute in preparation, consolidation and review of the project's annual workplan and budget and assist with budgeting of other projects as requested by DoF;
- Contribute to review and draft additional guidelines to strengthen certain areas of the financial management manual e.g. advance management and monitoring; payment procedures etc based on mission, audit and other findings; and contribute to the review and revision of the financial management manual as requested; ;
- Organize training in accounting and financial management (including planning) for project staffs in central, provincial and district level as required;
- Supervise the preparation, authorization and payment of project expenses and supervise the preparation of vouchers for project expenses;
- Maintain the financial accounts of the Project in accordance with MOF, World Bank and other financiers' requirements, allocating expenses to expenditure accounts, component accounts, and grant accounts for each of the different sources of funds as outlined in the annual working plan and annual budget plan.
- Prepare project's Interim unaudited Financial Report and other financial reports and coordinate with line departments/MPWT on progress of spending and any delays;
- Assist DoF, from time to time, to review the application of the Minister of Finance's Decision on Public Administrative Budget Expenditure Norms (Decision 4000/MOD dated December 12, 2018) or other decision affecting ODA financed projects;
- Maintain the financial accounts in balance to be reconciled and balanced each month;
- Maintain full financial control of advance accounts for funds advanced to individuals for travel on project related business. Monitor and follow up appropriately to ensure these are acquitted within 14 days of return of the concerned individual.
- Prepare claims for replenishment of funds into the various project accounts timely to ensure adequacy of funds for project operations.
- Prepare withdrawal applications for the replenishment of to the designated accounts as well as for other types of payments for all financiers;
- Maintain a register of withdrawal applications submitted to the financiers with summary details of the claim and ensure that adequate tracing of withdrawal applications is followed;
- Prepare accounts for annual audits to be carried out by project appointed auditors;

- Ensure transactions are properly approved, fully supported, correctly described, are allocated to the appropriate accounts and categories;
- Provide regular (on demand) information of the balance for any one bank account at the request of the Project Manager, particularly where it involves committing funds for project activities as compared to the overall budgetary allocation;
- Maintain and monitor project commitments on a regular basis;
- Liaise with WB, other financiers and MOF on disbursement as necessary;
- Attend financial management related meetings and mission as requested; and
- Assist the DoF with other tasks as required.

4. Reporting

The NFMC will report directly to the Director General of DoF and will work closely with other DoF staff and the Accounting Division.

5. Duration of the Assignment

The services of NFMC are initially required for a period of 24 months starting April 2021 on a full-time basis working at MPWT, with possibility of extension depending on the Project needs and availability of funds. The NFMC will be based in Vientiane, Lao PDR. Contract extensions shall be subject to annual performance evaluation, based on the Performance Indicators specified below.

6. Consultant's Performance Indicators

Indicator	Requirement
Monthly, quarterly, semester and annual financial report which prepared in accordance with Accounting Law No. 47/NA, the Ministry Financial Management Manual and as per donors' requirements.	By 15 th of each month By 20 th of each quarter 45 days after closure of each semester and year.
All the entrusted operations are being performed in strict compliance with disbursement Handbook, Project Operational Manual, Project Financial Management Manual and Ministry Financial Management Manual.	Assessed based on the Auditors' and IFIs' review reports.
Positive progress and good performance of the entrusted finance and bookkeeping activities.	Assessed based on the DoF, Auditors' and IFIs' reports.
Project disbursement rate is kept at the satisfactory or higher level; no major delays or failed operations registered. .	Assessed based on the DoF and IFIs' reports.
Effective operations of financial management unit by provide on training to trainer to DoF staffs.	Assessed based on the DoF reports.
Ensure no shortages of funds in the DA and reporting of expenditure to financiers as per their requirement.	Assessed based on the DoF reports.

7. Qualifications and Experience

The NFMC should possess the following qualifications:

- At least a bachelor degree in accounting, finance, management, or business administration. A local or an internationally recognized professional qualification e.g. CPA will be an advantage.

- A minimum of 7 years of relevant work experience, including a minimum of 5 years of experience in public financial management or project accounting for Projects financed by major international organization e.g. World Bank or ADB;
- Proven knowledge of government and foreign aid project operations and of national Treasury MOF payment procedures is required;
- A past similar assignment of same level and nature in a Government or ODA project is highly desirable;
- Excellent report writing and good command of both spoken and written English and Lao is required;
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, and Power Point) and Internet; Knowledge and experience in using accounting software is a strong advantage;
- Excellent interpersonal skills and result orientation combined with a flexible and adaptable attitude, of good teamwork and communication skills.