

**Ministry of Livestock, Fisheries and Rural Development**  
**Department of Rural Development**  
**National Community Driven Development Project**  
**IDA Grant H814-MM**  
**Terms of Reference**

**National Finance Consultant (C11/2014)**

## **1. Background**

The Union Government of Myanmar has received a Grant of US\$ 80 million from the World Bank to implement a Community Driven Development Project. The Ministry of Livestock, Fisheries and Rural Development (MLF&RD) of the Union Government of Myanmar has been mandated to implement a multi-year, multi-state community development project entitled Myanmar Community Driven Development Project (MNCDDP) that would be supported through the grant from the World Bank. The project will demand establishment and monitoring of predictable and efficient accounting systems and procedures in place, as per guidelines of the Union Government of Myanmar and the World Bank and ensure transparency and efficiency in the process. For this purpose, MNCDDP will recruit a National Finance and Operations Consultant with adequate experience and exposure to finance, accounting and project management operations and procedures. Working under the direct supervision of the Project Director of MNCDDP and the guidance of the Finance Specialist of Union Level Technical Assistance Team, this Consultant will be based in Nay Pyi Taw, with occasional travel to Project Townships, which selected village tracts and is responsible for assisting MNCDDP in operationalization of guidelines that are transparent, fair, cost efficient and predictable. Additionally, he/she will also assist counterparts, both at union and township levels, and ensure compliance with the World Bank procedures.

The development objective of the project is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit [www.cddrdmyanmar.org](http://www.cddrdmyanmar.org)

## **2. Implementation Arrangements**

Department of Rural Development (DRD) of the MLF&RD proposes to recruit an individual Consultant for its Secretariat, namely CDD Secretariat which implements MNCDDP. The expected commencement date for this consultancy position is **Mid February 2015**.

The Consultant shall provide his/her services to the MNCDDP and shall report to the Director of MNCDDP. The Consultant shall be contracted for **24 months** subject to a mid-term review after 6 months. The Consultant's contract may be extended beyond 24 months, subject to the needs and availability of funds.

The Consultant will be based in the CDD Secretariat Office of the MLF & RD, Nay Pyi Taw with travels to Townships. The consultant should be able to travel to the villages if needed. The Consultant shall observe the Government regulations and official working hours (Monday to Friday, 9:00am to 12:30am and 1.30pm to 4:30pm).

### 3. Detailed Duties

The consultant's assignment will include systems implementation that will govern the utilization and disbursement of resources, under MNCDDP, including:

- Flow of resources from the Union to the Township and community levels (as may be deemed appropriate)
- Allocation to townships covered by MNCDDP as per Financial Plans.
- Meeting the obligations towards the contracting parties with regard to contract management, invoice processing, accounting and periodic reporting procedures
- Internal and management control mechanisms that are needed to ensure security and efficient use of resources
- Auditing requirements to ascertain the accuracy of the records and statements and ensure compliance with procedures

Specifically, the consultant will be responsible for the following:

1. Assist in the preparation of budgets based on work plans and cash flow projections for the smooth operations at community level as described in the Operations Manual of MNCDDP;
2. Review and certify financial transactions before entering into the accounting software and review invoices from service providers to ensure adherence to contract/purchase order as well as timely processing of payments;;
3. Assist in operationalizing the internal control systems by ensuring, expenses are incurred in line with the approved work plans and budget and for the project purposes while and ensuring contracts are managed as per the terms of contracts;
4. Assist in periodically evaluating the overall efficiency and effectiveness of implementation of the financial management systems and operational procedures;
5. On a periodical basis, assist in evaluating cash handling, management of bank account reconciliations and banking operations in Townships to improve the arrangements in sub-project locations;
6. Ensure that commitment and advance is monitored and followed up closely;
7. Assist with finance training for staff at all levels, including training of Finance Sub-Committees when needed;
8. Supervise the day to day work and provide advice to finance assistance as required;
9. Assist with drafting financial and other management reports for submission to the Ministry, the World Bank and potential donors;

10. Assist in revising the Project financial management manual and the community finance guide as needed;
11. Assist in the preparation of annual financial statements and reports for external audit and submission to the Union Government of Myanmar and the World Bank;
12. Assist with the preparation of withdrawal application and liaising with the World Bank about disbursement matters;
13. Assist with the annual audit process;
14. Any other task reasonably related to the above as required by the DRD Finance Director or the Project Director.

#### **4. Qualifications and Experience**

The Finance Consultant will have:

- At least a bachelor degree in in finance, accountancy or economic. Holding a local or an internationally recognized professional qualification will be an advantage.
- At least three years of professional experience in accounting, preparing and managing financial plans/budgets and accounting.
- Experience in similar position in development projects and experience working with international development organization, international NGO would be an advantage.
- Knowledge and experience in Computerized Accounting Software and Microsoft products.
- Fluent in English and Myanmar, with strong report-writing and oral presentation ability.
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, diverse team.
- Willingness and capacity to perform fieldwork, and in-country travel to States/Regions /Townships/Village Tracts.