

**Government of Nepal**  
**National Reconstruction Authority (NRA)**  
**Central Level Project Implementation Unit (CL-PIU)**  
**Grant Management and Local Infrastructure (GMaLI)**  
**Jwagal, Lalitpur**

*Terms of Reference (ToR)*

*For*

*Financial Management Specialist, Individual Consultant for District Level*

## **1. Background**

A magnitude 7.8 earthquake of shallow depth struck central Nepal with an epicenter approximately 77 km northwest of Kathmandu on April 25<sup>th</sup> 2015 causing widespread destruction. On May 12, 2015 a large aftershock of a magnitude 7.3 hit Nepal and caused further casualties and damage. As of 3 June 2015, the reported casualties include: 8,702 deaths and 22,493 people injured. As the earthquake sequence destroyed 490,000 houses—mostly traditional mud brick and mud stone built and occupied by the rural poor and rendered another 265,000 houses at least temporarily uninhabitable, the largest single need identified in the Post Disaster Needs Assessment (PDNA) was housing and human settlements, accounting for US\$ 3.27 billion of needs.

The Government of Nepal (GON) has requested support from a number of development partners, including the WB, to address the immediate and medium term impacts of the damage inflicted by the earthquake in Nepal. In response to this, World Bank approved a US\$200 million loan to finance the Earthquake Housing Reconstruction Project (EHRP) approved on 18 June 2015. The project will support in restoring affected houses with multi hazard resistant core housing units in target areas and to enhance government's ability to improve long-term disaster resilience. Initially, the EHRP is to be completed by July 2020. Considering the further need to support GoN, International Development Association (the World Bank) has agreed to support additional US\$300 million loan to finance the Earthquake Housing Reconstruction Project (EHRP). Initially, WB support of loan to finance EHRP was limited 55 thousand households of three severely affected districts namely: Dolakha, Dhading and Nuwakot. The recent loan support will cover another five severely affected districts which will be finalized within the short span of time including numbers of houses to be covered by the said loan amount. The additional finance has anticipated to cover approximately 96,000 houses. As per additional finance agreement, the closing date of the project is delineated on June 30, 2023.

The Government of Nepal has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program. Thus a Project management Unit (PMU) has been established within NRA to provide high level oversight and policy decision on project activities. Housing reconstruction activities will be implemented by dedicated Project Implementation Units

(PIUs) in Central Level Project Implementation Unit (CLPIU) of Building and in Central Level Project Implementation Unit (CLPIU) of Grant Management and Local Infrastructure (GMaLI) under the NRA.

NRA has already established a Central Level Project Implementation Unit (CL-PIU) at centre and District Level Project Implementation Unit (DL-PIU) at districts. As per the requirement, the CL-PIU intends to hire One (1) Individual consultant for each DL-PIU as **Financial Management Specialist**, hereafter referred to as the Consultant.

## 2. Objective of the assignment

The NRA/PMU is preparing to restore and improve the living condition of the victims of the earthquake by reconstructing the destroyed and damaged houses with an adequate seismic standard in the districts severely affected by the earthquake, thereby contributing to sustainable socio-economic development of the region and build back better.

The main objective of hiring the Consultant is to assist the DL-PIU to oversee the financial management processes for the Project.

## 3. Tasks and responsibilities

Key tasks of the *Financial Management Specialist* shall be: forecast or estimation of required funds, ensuring right use of money, no misappropriation and double payment, proper recording keeping and documentation, ensuring compliance in financial transactions, safeguarding the fiduciary risks, reconciling payment figure with the partner banks, DTICO and MIS, ensuring accuracy and correctness of financial data, timely and quality financial reporting. FMS's detail responsibilities shall be as below:

- Assist in preparing annual budget aligning the program activities with the GoN chart of account (economic head / code) .
- Assist in the process of budget formulation detailing program activities as required for entering in the Line Ministry Budget Information System (LMBIS).
- Assist and Support the Account Section of DLPIU in preparing and maintaining source-wise financial transactions and account.
- Assist and Support to mitigate fiduciary risks.
- Build database or record the grant payment by Rural Municipalities/Municipalities and beneficiaries, by banks, and by source and installments.
- Collect the payment status of INGOs/NGOs on housing grants from the banks and ensure the payment from only a single source.
- Support the Account Section of DLPIU to prepare payment plan of Earthquake Housing Reconstruction Programme.
- Support the Account Section of DLPIU to prepare monthly, trimester and annual financial statements and report by category, by component and by line items.

- Reconcile the payments and other financial transactions of Housing Grants with banks and DTCO, MIS and banks; and monthly report to DLPIU, CLPIU-GMaLI and Financial Management Specialist/CLPIU-GMaLI.
- Liaison with DTCO and banks to reconcile accounts of Earthquake Housing Reconstruction Programme.
- Prepare and Maintain the Statement of Expenditure (SoE) register by category, by component and by line items.
- Prepare monthly, trimester and annual SoEs and submit to Account Officer/DLPIU.
- Liaison with VDCs with regard to payment of Housing Reconstruction.
- Collecting the required financial documents from the concern agencies (cost centers) and report to Financial Management Specialist/ CLPIU-GMaLI.
- Facilitate and support Account Section of DLPIU in submitting the monthly, trimester and annual financial statements and SoEs timely to CLPIU-GMaLI and Financial Management Specialist/ Team Leader, CLPIU-GMaLI .
- Facilitate the internal and external audits to support Account Section of DLPIU in completing the audits and responding the audit observations as well as clearance of audit irregularities.
- Support DLPIU management in financial and procurement matters.
- Report to DLPIU and CLPIU-GMaLI and disseminate the grant payment and fund status.
- Carry out the financial monitoring and report to DLPIU and CLPIU-GMaLI and Financial Management Specialist/TL, CLPIU-GMaLI.
- Facilitate and support to DLPIU and CLPIU-GMaLI in budget preparation, budget forecast, financial fiduciary risk monitoring and preparing SOE and other financial reporting as per instruction of Financial Management Specialist and also assist him/her for producing consolidate documents and reports.

#### **4. Management of Assignment**

The GMaLI, DL-PIUs should report to CLPIU on FMS work performance. The Consultant will work in close coordination with the GMaLI and Building DL-PIUs, DCC, M/RM, etc. In order to accomplish the roles and responsibility in timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with GMaLI and Building DL-PIUs and other stakeholders. Similarly GMaLI DL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of GMaLI DL-PIU. S/he will report to the CLPIU through GMaLI DL-PIU and s/he will be required to spend the entire assignment period on proposed district, with frequent visit to project site as per the requirement.

## 5. Selection of the Consultant

The consultant shall be selected following the procedure for Selection of Individual Consultants set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014

## 6. Duration of Assignment

The duration of the consultant's services shall be Twelve (12) months. The contract may be extended if the project needs the consultant's service.

## 7. Payment to Consultant

Payments toward monthly remuneration will be made based on the time sheet supported by progress reports. The out of pocket expenses shall be paid after completion of said task and upon submission of bills or invoices and said reports.

## 8. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by DL-PIU as per the contract agreement. The DL-PIU office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

## 9. Minimum Qualification Requirements

### Required Qualification and Experiences

1. For FMS, the basic qualification should be BBA/BCOM/BBS. 5 Years of minimum experience in accounting, financial management and auditing. Preference should be given for public sector accounting/FM/auditing experience and donor funded projects.
2. Masters or professional accounting qualification such as CA, ACCA etc. could be plus point.
3. Deserving women are encouraged to apply. At least **4 years experiences** is required for women candidate with BBA/BBS/BCOM. Female candidate will be get priority, in case same marks will be obtained by male and female candidates.
4. Desirable skill: Knowledge and skill on Single Treasury system, FMIS and LMBIS and fiduciary risks and government accounting system and project account and accounting software.
5. Professional training on project account or public finance and accounting or financial management or auditing, or budgeting and planning/IT skills will also be additional advantage.
6. Fluency in both English and Nepali

## **10. Indemnity**

The Consultant shall be responsible for taking out any appropriate insurance coverage.

## **11. Taxation**

The Consultant is fully responsible for all taxes applicable as per the rules and regulations of Government of Nepal and for that the taxes shall be deducted at the source at the time of payment. All payments shall be made after deducting taxes.

## **12. Disposition of Facilities**

At the end of the project, the Consultant shall hand over to the DL-PIU office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the DL-PIU office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.