

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

Terms of Reference (ToR)
for
Financial Management Specialist, Individual Consultant for Central 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 25th 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 has been supporting 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 eight severely affected districts (Okhaldhunga, Sindhuli, Ramechhap, Sindhupalchowk, Kavrepalanchowk, Rasuwa, Makwanpur and Gorkha). The project's direct beneficiaries are expected to be approximately 154,200 households (55,000 from Original Financing (Credit No. 5706-NP), 96,000 households from Additional Financing (Credit No. 6164-NP) and 3,200 households from the Multi Donor Trust Fund (MDTF), who will receive grants and technical support to rebuild their houses, incorporating multi-hazard resistant features. 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). As per the requirement; the CL-PIU intends to hire a national expert for the post of **Financial Management Specialist**, hereafter referred to as the Consultant.

2. Objective of the assignment

The NRA is working 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 Project Director and Deputy Director of the CL-PIU to coordinate and manage the financial management functions of CL-PIU. S/he will help on all the project related financial management matters. S/he will help in producing all the reports relating to financial matters of CL-PIU as required by the World Bank and the Government of Nepal. S/he will transfer the knowledge to the financial officials of the department, and will work in close collaboration with the program and finance, staff within CL-PIU, WB and implementing agencies.

3. Tasks and responsibilities

- Assist CL-PIU to prepare annual program and budget and consolidate the annual program;
- Assist in preparing Project Account and financial reports as per the need of the WB and GON;
- Assist CL-PIU in preparing expenditure reports by GON budget line item by category;
- Collect the required financial documents from the concern agencies (cost centers) and consolidate to report the WB and GON;
- Prepare Implementation Progress Report/ Financial Progress Report, Project Financial Statement as required by the WB and the GON;
- Provide training and support to the municipal staff on preparing the reports relating to the financial matters as required by the WB and GON;
- Provide support in procurement of goods, materials and services to CL-PIU;
- Provide support to the DLPIUs in preparing the progress reports;
- Assist CL-PIU in planning the work schedule and review processes;
- Support in designing the Financial Management Information System at CL-PIU and train the HR involved in the projects;
- Provide necessary arrangement of annual budget appropriation and its release to cost centers;
- Prepare disbursement requests for pre-finance from Ministry of Finance;

- Collect periodic Statement of Expenditure and support Project Director and Deputy Director for submission of withdrawal applications, expenditure claims, reimbursement requests to WB;
- Assist in annual audit of project account and clear irregularities;
- Advise CL-PIU on permitted allowed expenditure;
- Transfer the knowledge to the finance section of the department according to the need of donor requirements;
- Provide periodic reports on programs and activities to the CL-PIU management; and
- Proactively provide additional support and as required and requested by the Project Director and Deputy Director.
- Revise relevant documents relating to the project and activity plan.

4. Management of Assignment

The CL-PIU will administer the Consultant's work. The Consultant will work in close coordination with CL-PIU, GMAI under NRA. In order to accomplish the roles and responsibilities in a timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with CL-PIU and other stakeholders. Similarly CL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of CL-PIU. Consultant should report to Client through Team Leader and under take their defined work on the guidance/supervision of TL and s/he will be required to spend the entire assignment period on base office, Kathmandu Nepal but with frequent visit to field as per the requirement.

5. Recruitment of the Consultant

Recruitment of the Consultant shall be done as per 'Guidelines: Selection and Employment of Consultants under IBRD Loan and IDA Credits and Grants by World Bank Borrowers'.

6. Duration of Assignment

The Consultant will provide his/her inputs on a full time basis for 12 (Twelve) months assignment period. The Consultant will be based in Kathmandu with frequent visits to sites outside Kathmandu.

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. In case of air travel, the price of air ticket shall be reimbursed upon submission of air ticket and boarding pass.

8. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by CL-PIU as per the contract agreement. The CL-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

- Should have at least Master Degree in Economics/Business Management/Finance/Accounts or relevant field (Master degree level minimum, Professional accounting qualification such As CA, ACCA, CPA-Preferable)
- Should possess at least 5 years of demonstrated work experience in the field of Financial Management in Public or Private Sector (Prior experience in donor funded projects – Preferable)
- Should have skills on writing reports and use of computer,
- Nepalese Citizen
- The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential. A demonstrated ability to simplify technical and complicated material in a creative manner is necessary. Strong interpersonal skills and an ability to work effectively with internal/external partners are essential. This assignment also demands strong written and verbal communication skills in both Nepali and English.

10. Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

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 CL-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 CL-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.