**Public Financial Management Strengthening Project (PFMSP)**

**Terms of Reference (ToR) for PFM Specialist for Public Financial Management Strengthening Project (PFMSP) to support Nepal Reconstruction Authority (NRA)**

**Project Background**

As part of its efforts to promote good governance, USAID is funding the Public Financial Management Strengthening Project (PFMSP) in Nepal, implemented by Louis Berger Inc. The project commenced in August 2016 and will run for a five-year period to August 2021. The goal of the PFMSP project is to enhance the financial management capacity of selected Government of Nepal (GoN) ministries and agencies, and consists of three components:

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| **Component A**: Strengthen the Line Ministry Budget Information System (LMBIS) | **Objective:** Improved budget planning and execution capacity of the Government of Nepal. |
| **Component B**: Institutionalize the control environment and improve procurement practices in selected line ministries (Ministry of Education and Ministry of Health) | **Objective:** Improved control environment and procurement capacity in targeted ministries and/or agencies, specifically the Ministry of Education and Ministry of Health. |
| **Component C**: Support the GoN to increase transparency and accountability of post-earthquake reconstruction efforts | **Objective:** Strengthened Financial Management functions of National Reconstruction Authority |

This TOR is for the engagement of a PFM Specialist to assist PFMSP activities with National Reconstruction Authority (NRA). The PFM Specialist will work directly with the NRAto assist in implementing and overseeing the agreed PFMSP activities. Significant working time will be spent at the NRA and in the PFMSP offices.

**NRA Background:**

National Reconstruction Authority (NRA) has been established making an Act for post-earthquake reconstruction and resettlement to the displaced people affected from the earthquake in Nepal in a sustainable, resilient and planned manner. The NRA’s role is largely the coordination of post-earthquake reconstruction and resettlement of the displaced people affected from the earthquake. The NRA is responsible for formulating plan, program and budget, coordinating with the concerned ministries and donors, and monitoring and evaluating progress against ‘National Reconstruction and Resettlement Policy, 2016’, targets and objectives. Though most of the reconstruction programmes are implemented by sector ministries, NRA also implements general programmes for which specific technical expertise is not required.

# Objective of the assignment:

The main objective of hiring a Public Financial Management Specialist is to support the effectiveness and functionality of NRA financial management information systems. In this endeavour the main assignment of PFM Specialist is to coordinate and support management of the financial management information system of NRA including CLPIUs/DLPIUs and other paying offices. More generally, to provide support to NRA and to implementation of online based financial management information system related matters.

**Job Requirements:**

1. Liaise with NRA officials in charge of planning, finance and administration under the overall guidance of the PFMSP focal point in the ministry;
2. Assist with coordinating the PFMSP capacity-building activities in the NRA, as well as other support provided to the GoN under the PFMSP;
3. Assist the NRA in detailing and implementing the agreed capacity-building plans to strengthen budgeting and budget execution, including internal controls and procurement;
4. Contribute to the preparation of detailed annualcapacity-building plans in line with PFMSP objectives;
5. Facilitate local-level trainings and Training-of-Trainers (ToT) to NRAand critical districtsin line with the agreed capacity-building plans;
6. Assist the PFMSP in liaising and coordinating with other on- and off-budget PFM-related programs and projects in the PFMsectors, particularly with the World Bank Multi-Donor Trust Fund (MDTF), Asian Development Bank (ADB)and DFID-funded programs;
7. Assist the NRA in implementing its financial management manuals (budgeting, procurement and internal controls), upgrading budgeting software and interfacing with other GoN financial systems;
8. Represent the PFMSP in relevant working groups and meetingsrelated to the implementation of their respective financial management improvement plans; and
9. Any other duties as assigned by the PFMSP focal points and the PFMSP Component Team Leaders.

# Management of the Assignment:

While this position will report to USAID funded Public Sector Financial Management (PFMSP) project, workload and day-to-day responsibilities will largely be administered by the NRA, with oversight by PFMSP. S/he will work directly with Chief Finance controller of NRA. S/he will receive technical guidance and advice from Chief Finance Controller,NRA and PFMSP/Software customization group.

# Duty Station and Working Arrangement:

The Specialist will be stationed in the NRA for the contract period with travel and reporting to PFMSP Offices and some travel to the program implementing districts as and when necessary. NRA will provide office space and other facilities such as furniture stationeries, printer etc. Working hours will be as in the NRA.

**Modalities:**

PFMSP operates on a five-day working week. However, thePFM Specialist will occasionally, and under exceptional circumstances, be required to work on a weekends. Such exceptional occasions will include important ministry and/or donor coordination meetings, training sessions, travel commitments, etc.

To facilitate the smooth operation of this assignment, and to enable the establishment of a close collaborative working arrangement between the PFMSP program and the GoN, the PFM Specialist will work with NRA and PFMSP office.

While the PFMSP Specialist is part of the PFMSP team, his/her day-to-day activities will be guided by the PFMSP focal points in the respective ministries. These activities will be based on a quarterly work-plan to be agreed between the PFMSP focal point and the PFMSP Component Team Leaders.

**Required education, skills and experience:**

* Bachelors or equivalent degree in economics, accountancy,or management. Degrees in other subjects will be considered if they are accompanied by significant and provenrelevant experience in budgeting and financial management in GoN systems.Master Degree is preferable with proven relevant experience on IT based public Financial Management system;
* Minimum of 3 years of experience inIT based Financial Management (LMBIS, TSA, RMIS, FMIS system (C-GAS/FMIS/TABUCS,etc.) in Public Sector. Prior experience in donor funded projects is preferable;
* Good communication skills (both verbal as well as written) in English and Nepali;
* Nepalese citizen;
* Good knowledge of MS Office software (Word, Excel, PowerPoint, Access, etc.) and internet and networking; and
* Ability to work in a multi-cultural environment and good inter-personal skills.

Candidates are requested to provide at least three references (with phone number and e-mail) which can be contacted to ascertain the above-mentioned experiences and skills, including reporting skills. Samples of work undertaken in the past may be added as support to the CV.

**Remuneration and Contract Duration:**

The contract will be for an initial period of 3 months, renewable up to one-year based on a probationary performance period, with salary and benefits commensurate with a mid-level management position. Candidates who believe their experience and skills may command a higher salary may also apply but should include their salary expectations.

* Interested candidates may inquire further and/or submit their CV before Tuesday 26September 2017, COB *by e-mail* to the PFMSP HR & Admin officer ([pfmspinfo@louisberger.com](mailto:pfmspinfo@louisberger.com)).
* Short-listing of suitable candidates will be done in the week of October 2nd,2017. Only short-listed candidates will be invited for an interview on a mutually agreed date and time during early October.
* The expected start date of the contract is Monday October 9, 2017.