

TERMS OF REFERENCE

National Consultant for Finance Officer

(Consulting Services—Individual Consultant Selection)

Project Name: Cambodia Sustainable Livelihood for Indigenous Communities (P174951)
JSDF Grant No. TF B6238
NGO: Analyzing Development Issues Centre
Ref. Procurement Plan: ADIC-CSLIPC-SC-015
Duration: 48 Months (Service Contract)
Location: Phnom Penh office with sometimes travels to the target provinces (Mondulkiri and Ratanakiri)

Introduction

Analyzing Development Issues Centre (ADIC) is registered as local non-government organisation (NGO) in 2011 with Ministry of Interior and has been implementing a wide range of research and development projects in Cambodia, funded by different development partners. In December 2021, ADIC has received a grant funding from the Japan Social Development Fund (JSDF), administered by the World Bank, for implementing the Cambodia Sustainable Livelihood for Indigenous Communities (CSLIPC’s Project). The CSLIPC will be implemented during 2001-2006, and its geographical coverage will focus on the provinces of Ratanakiri and Mondulkiri.

Background

The agricultural production potential in ICs remains largely untapped, particularly for horticulture for which climatic conditions in the areas are very favourable. This is largely due to the lack of introduction of improved technology and ineffective extension services to improve husbandry practices. Agricultural extension services provided by various public agencies have generally focused on rice production and aquaculture development, thus paying very little attention to horticulture promotion in ICs. In addition, lack of adequate access to irrigation in these communities, as reported in the 2013 agricultural census, has been an important handicap for horticulture development, thus limiting production systems to rainfed cultivation of rice, sweet potato, cassava, and other crops primarily for home consumption. Farm productivity is low.

Domestic demand for vegetable products has been growing fast due to rapid urbanization, increased income, and tourism. Nearly 60 percent of market supplies are imported from Vietnam, valued at US\$140 million per year. Furthermore, the COVID-19 -trade restrictions and other barriers have led to more reliance on domestic supplies. Opportunities for the development of horticulture value-chains in indigenous communities are therefore substantial, as illustrated by the growing presence of agro-industries involved in horticulture in the IC areas. This is largely due to the favourable natural conditions of these mountainous areas, such as altitude and climate.

The CSLIPC has been designed as a complement to the new World Bank-funded Land Allocation for Social and Economic Development III (LASED III) project. The IC beneficiaries of the CSLIPC (20 ICs) are drawn from the list of ICs that are covered by LASED III in the provinces of Ratanakiri and Mondulkiri (totaling 24 ICs), all of whom have obtained their Indigenous Community Land Titles (ICLTs). In addition to their ICLTs which provide them with land security, LASED III will provide funding support to improve the livelihoods of community members through the implementation a variety of community infrastructure and other agriculture development assistance. The CSLIPC will aim at further improving the livelihood of its beneficiaries through implementation of complementary

livelihood activities, focusing on specific horticulture value chains and related off-farm activities, as well as other non -farm activities.

Project Development Objective and Components of the Cambodia Sustainable Livelihood for Indigenous Communities (CSLICP)

The objective of the CSLICP is to improve the livelihoods of the targeted indigenous communities in the provinces of Ratanakiri and Mondulakiri, through innovative farming practices, complemented by off-farm and non-farm activities. These communities are also beneficiaries of the LASED III project. The JSDF intervention will generate new and sustainable sources of incomes for project beneficiaries through the development of a lucrative horticulture value chain, the emergence of a local agri-processing industry, and ecotourism services. The CSLICP has 3 main components. Component 1. Livelihood support through innovative horticulture-based farming practices and technical training for off-farm and non-farm activities. This has 4 sub-components including 1.1) Introduction of new improved horticulture production practices for community farmers through farmer- managed demonstration farms; 1.2) provision of environmentally sustainable water solutions for agriculture and adaptation to climate change; 1.3) setting Up School Bio-Gardens for Capacity Development of Students; Community-Based Vocational Training for Youth; 1.4) Community-Based Vocational Training for Youth. Component 2: Improving Producer Links to Markets and Horticulture Support Services; and, Component 3: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination.

ADIC is seeking to fill the Financial Officer position for the implementation of the CSLICP. The responsibilities and accountabilities of the position are detailed below.

Responsibilities

The consultant shall have the following responsibilities:

- Responsible for the preparation of Project Annual Work Plan and Budget (AWPB), budget monitoring and financial planning.
- Review and clear financial reports required by the project, check and screen claims for payments and supporting documents, and disbursements for suppliers, contractors, and service providers according to the terms of the contracts.
- Review all submitted claims for payments and ensure eligible expenditures as per criteria stated in the Grant Agreement and the Project Implementation Manual (PIM) and the ADIC 's Finance policy and procedures
- Maintain proper books of accounts (the computerized accounting system and management of project account); and ensure most up- to-date monthly accounting entry and closure and support evidence, and file/ retrieve in the safe place.
- Ensure compliance and adherence to the PIM and promote compliance with internal controls of the projects, and training, educate and mentoring to the project team (non-finance person);
- Promote compliance with Grant Agreement and JSDF requirements/ conditions for the project
- Oversee all projected cash requirements, cash-on hand, and cash at bank adequately and sufficiently and its transactions/ fund flow to support the project activities in order to contribute to the achievement of the DPO.
- Prepare withdrawal applications, statement of expenditures with adequate supporting documents and submit to the Bank regularly for replenishing the designated account.
- Ensure that the project funded by the World Bank has means and tools to manage financial management, disbursement, and contract managements/ payments.
- Liaise with and be the focal person to communicate with the World Bank related financial management and disbursement, and capacity building related to the project; and
- Works with internal and external auditors.

Timing and Expected Outputs

The successful candidate is expected to start immediately and to work for four full years.

Output	Indicative Timeline
Financial reports submitted on time	Monthly, quarterly and annually.
Project audit coordination completed	Annually
Capacity building sessions for accountant and administrative staff provided	Six-monthly
Relevant financial or procurement related procedures produced for consultation and approval	Throughout the project period
Timely responses to deadlocks	Throughout the project period

Coordination and Reporting

The Finance Officer will report to the Head of Finance and Administration of ADIC and collaborate closely with the project manager.

Qualifications

The candidate for Senior Finance Officer (National Consultant) position should have the following qualifications:

- A Master's degree in account/finance;
- Experience in using accounting software (i.e. QuickBooks, or Sage 50);
- Experience in taxation and tax payment;
- Have good knowledge in the field of financial management, accounting and auditing;
- At least 5 years of working experience in NGOs sector or projects funded by the World Bank or ADB and other development partners in Cambodia;
- At least 3 years of working experience in public sector and/or donor-financed projects; and
- Fluency in written and spoken English.

Interested candidates are requested to submit the updated curriculum vitae and cover letter with three referees by email with subject line "Application for National Consultant for Finance Officer_ADIC-CSLICP-SC-015" and attention to following address info@adicentre.org and copy to iloeur2@gmail.com and cham.soeun@gmail.com.

The cover letter and CV must be submitted no later than the 30th of March 2022.

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