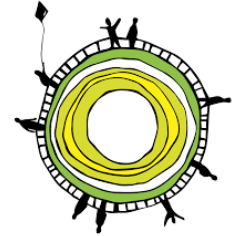




This project is funded
by the European Union

*European Union Confidence Building Measures
Programul Uniunii Europene Măsurile de Promovare a Încrederii
Программа Европейского Союза Меры по укреплению доверия*



TERMS OF REFERENCE

Job title:	National Consultant for checking beneficiaries'/contractors' financial reports
Duty station:	Chisinau
Reference to the:	European Union - Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	November, 2019 – December, 2021 (up to 400 working days)

Job content

A. BACKGROUND

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), having UNDP Moldova as implementing partner. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

In order to achieve the *EU-CBM Programme* objectives, a range of implementing partners, including NGOs, vendors and experts are/will be selected through a competitive process. Given the above mentioned, the EU-CBM Programme seeks a National Consultant who will assist the Programme team with the verification of financial reports submitted by the implementing partners, beneficiaries and contractors under all four programme components, as mentioned above.

B. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to verify the financial reports on the use of funds granted under the *EU-CBM Programme* submitted by the grantees and contractors, originated from Both Banks of the Nistru River and assist the

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programme team in providing information to external auditors, if the case, and other tasks related to finances, if required.

More specifically, the Consultant will:

1. Verify financial reports submitted by *EU-CBM Programme* grantees, beneficiaries and contractors. Make sure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP Finance and Procurement Rules and Regulations;
2. Assist the grantees, beneficiaries and contractors with compiling and submitting financial reports;
3. Conduct capacity building sessions for grant beneficiaries/contractors on financial reporting;
4. Draft guide on financial reporting and financial management of funds under grant agreements;
5. Provide monthly reports on the reports checked, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Programme Manager;
6. Assist the Programme team in providing information to auditors, if necessary;
7. Perform other tasks related to finances as may be required by Programme Manager.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1.	Verification/Checking of intermediary and final financial reports submitted by <i>EU-CBM programme</i> grantees, beneficiaries and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. <i>(estimated at up to a maximum of 350 working days. 1 working day for checking intermediary reports and up to 2-3 working days for final reports)</i>	November 2019 – December, 2021
2.	The grantees, beneficiaries and contractors are assisted with compiling and submitting financial reports. <i>(estimated at up to a maximum of 30 working days)</i>	October 2019 – December, 2021
3.	Guide on financial reporting and financial management of funds under grant agreements is provided. <i>(estimated at up to a maximum of 10 working days)</i>	November 2019
4.	Assist the <i>EU-CBM programme</i> team in providing information to external auditors, if the case, and other tasks related to finances, if required. <i>(estimated at up to a maximum of 10 working days)</i>	January 2020 – December, 2021

Note:

1. The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for

completion of work/assignment. The provision of the envisaged deliverables approved by the *EU-CBM Programme* shall be the only criteria for Consultant's work being completed and eligible for payment/s.

2. All deliverables shall be provided in English, in a succinct and user-friendly language and require the endorsement by the Programme Manager.

D. MANAGEMENT ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the EU-CBM Programme Manager within the programme office; occasional field visits outside Chisinau may be required. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks, including the transportation means for the field visits.

It is expected that the Consultant begins the assignment in November 2019 and completes the assignment in December 2021.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel and other logistic arrangements

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects will be arranged with the support of the *EU-CBM Programme* team.

Financial arrangements

Payments will be made post factum on a lump-sum basis (monthly), upon submission and approval of monthly reports, and certification by the Programme Manager that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported during that particular month.

E. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- Master degree in Finance, Accounting, Economy or other relevant fields;
- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage;

Experience:

- At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- At least two (2) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region).
- Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management;
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage;

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;

Language requirements:

- Fluency in Romanian and Russian, as well as working knowledge of English, are required.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.