

TERMS OF REFERENCE

Job title:	National Consultant for checking beneficiaries'/contractors' financial reports
Duty station:	Chisinau
Reference to the:	Advanced cross-river capacities for trade Project (AdTrade Project)
Contract type:	Individual Contract (IC)
Contract Duration:	June 2020 – March 2022 (up to 170 working days)

I. BACKGROUND

The “frozen conflict” situation in Transnistria, a region that accounts for one third of the country’s total industrial production and almost the entire energy production, has led to a decrease in living standard and its economy has not been able to fully benefit from the opportunities provided by the assistance offered to Moldova. For instance, the development opportunities offered by the Association Agreement, signed by Moldova with the EU, as well as the DCFTA arrangements, are significantly out of reach for the region’s economy. The Transnistria’s SME community, be it in traditional agricultural sector or in other emerging industries (IT, tourism, crafts), has the potential to grow, launch new products and services and export once they are ready. For the moment, most small and medium enterprises on the left bank are not ready to trade and so their share in the external regional trade is negligible.

The overall objective of the project is that men and women on both banks of the Nistru River have better livelihoods and living conditions, due to improved cross-river cooperation to access the opportunities offered by Moldova’s external trade arrangements, contributing to an environment of trust and cooperation across the river. The project will envisage provision of methodological and practical assistance in establishing long-term trade links and promotion of export; support to existing and creation of new MSME and, as a result, creation of new jobs, in particular for vulnerable groups

These goals will be achieved through support to cross-river exchange of information, knowledge, experience and understanding of the opportunities provided by DCFTA to companies from the Transnistria region. Activities will also include learning from the successful experience of businesses from Eastern and Central Europe.

The main objectives of the Project are:

1. Improved cross-river exchange of information, knowledge, experience and understanding of the opportunities provided by DCFTA to companies from the Transnistria region.
2. Increased export activity of the business community from the Transnistria region as a result of better export promotion capacities and access to cross-river export support opportunities.

3. Micro, small and medium-sized enterprises across the Nistru river, those led by women and benefitting vulnerable groups, are enabled to produce more competitive products.

II. OBJECTIVES AND SCOPE OF WORK

The main objective of this assignment is to offer support to the beneficiaries, grantees, contractors of the AdTrade Project as well as the Project team regarding financial reporting. In particular, the Consultant will:

1. Draft guideline (up to 5 pages) on financial reporting and financial management based on UNDP requirements and special conditions from the left bank;
2. Verify financial reports submitted by AdTrade 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;
3. Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting financial reports;
4. Provide monthly reports on the verified documents, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Project Manager;
5. Assist the Project team in providing information to auditors, if necessary;
6. Perform other tasks related to finances as may be required by Project Manager and the team.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1.	Develop a Guideline (up to 5 pages) on financial reporting and financial management of grant contracts and responsible party agreements based on UNDP requirements and special conditions from the left bank. <i>(estimated at up to a maximum of 5 working days)</i>	June 2020
2.	Verification/Checking of intermediary and final financial reports submitted by AdTrade project beneficiaries, grantees and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. <i>(estimated at up to a maximum of 120 working days)</i>	June 2020– March 2022
3.	Offer consultancy and trainings to the grantees, beneficiaries and contractors with compiling and submitting financial reports. <i>(estimated at up to a maximum of 35 working days)</i>	June 2020 - December 2021
4.	Assist the <i>AdTrade Project</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>	September 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 *AdTrade Project* 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 Project Manager.

D. MANAGEMENT ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the AdTrade Project Manager within the Project 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 June 2020 and completes the assignment in March 2022.

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 *AdTraede* team.

Financial arrangements

Payments will be made post factum on a lump-sum basis (once a month), upon submission and approval of monthly reports, and certification by the Project 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:

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- Masters' degree in Finance, Accounting, Economy, Business Administration, 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 three (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Minimum (3) 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 international organizations, including the UN Agencies will be considered an advantage;

Knowledge and 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;

Abilities & skills:

- Proven ability to plan, work and deliver on agreed deadlines;
- Proven ability to operate effectively in a team;
- Attention to details;
- Proven report writing skills;
- Fluency in Romanian and Russian and working knowledge of English language;
- Computer literacy and ability to effectively use office technology equipment, IT tools.
- Proven commitment to the core values of the United Nations

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.

F. Documents to be included in the proposal

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter, stating the interest and qualifications for the assignment;
2. Financial proposal with daily professional fee and total lump sum for the assignment;
3. Duly completed P-11 form or CV indicating the contact details of at least 3 referees;
4. Copies of Professional Certificates if available.
5. Offeror's Letter confirming Interest and Availability.

