

Terms of Reference and Scope of Services

GOVERNMENT OF THE COMMONWEALTH OF DOMINICA Disaster Vulnerability Reduction Project (DVRP)

Terms of Reference Project Financial Management Specialist

Background:

The Government of the Commonwealth of Dominica has secured financing from the International Development Association (IDA) and the Pilot Program for Climate Resilience (PPCR) and Strategic Climate Fund toward the cost of the Disaster Vulnerability and Reduction Project (DRVP). The project has a significant construction works component as well as procurement and other activities related to institutional strengthening and capacity building; it is being formulated in keeping with the country's Strategic Program for Climate Resilience (SPCR).

Towards that end, the Government of the Commonwealth of Dominica (GoCD) has established a stand-alone Project Coordination Unit (PCU) comprised of 9 key staff to advance the implementation of the DVRP. The position of Financial Management Specialist is now vacant with advertisement for the permanent position to commence shortly. The Project would finance vulnerability and risk reduction activities in Dominica through a combination of civil works, capacity building, and institutional development activities at the national level.

Objectives

The Project Financial Management Specialist will be responsible for the overall management of the project financial matters as part of the project implementation arrangements, in accordance with the relevant Government of the Commonwealth of Dominica [GoCD] and International Bank for Reconstruction and Development [IBRD] financial management requirements. Responsibilities include:

1. Maintaining an integral accounting system for all approved Project activities, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
2. Preparing the Financial Management Reports and Financial Statements for all the Project activities;
3. Ensuring that Project expenditures are incurred for the intended purpose; and
4. Together with the Ministry of Health and Environment (MoHE) and Ministry of Finance (MoF) or in the Project Coordination Unit (PCU), build the financial management capacities of MoHE and MoF and of the Project implementing entities.

Tasks

- Building sustainable financial management capacity in the office of the Accountant General.
- Maintain an up-to-date computerized (and paper) accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Establish and maintain suitable systems of internal control (including procurement - goods, works and services, fixed assets, civil works, inventories management and distribution).

- Ensure compliance with operating procedures of donors (e.g. Procurement, Disbursements, Special Accounts, Special Commitments, etc).
- Preparation of quarterly financial reports (expenditure and revenue) for the Government of the Commonwealth of Dominica (GoCD) and quarterly Financial Management Reports for the World Bank (Project budgetary control and input into Project Progress Reports).
- Preparation of Quarterly and Annual Program Financial Statements, as well as reporting on material variances; recommending remedial action, as appropriate, within an agreed time frame.
- Preparation of monthly/quarterly status reports for Implementing Agencies, GoCD and donor agencies.
- Preparation of interim unaudited reports.
- Assess reports received from internal/external auditors and following up any audit queries/management letters.
- Review and certify receipts and cash transfer sheets regarding sale of Bid Documents.
- Review and check withdrawal applications prepared for drawdown of the World Bank funds for all activities.
- Review and verify accuracy of information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before payments are processed.
- Prepare payment vouchers before payments are processed for all Project activities.
- Manage Project expenditures, ensuring full compliance with project rules and procedures (as per the Project Operational Manual, IBRD/IDA Project Guidelines) agreed between the Bank and GoCD for the Project.
- Prepare the project's Budget estimates/Cash Flow Projections and allocation for Project activities in consultation with the project coordinator and technical specialists.
- Review, verify and certify monthly and special financial statements and reports, including expenditure reports and Bank Reconciliation Statements.
- Assist in updating the Project Operational Manual.
- Develop a Financial Procedures Manual and update regularly.
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors.
- Attend Project review meetings with donor agencies and Implementing Agencies.
- Liaise with Accountant General during the preparation of the Annual Financial Statements and on other financial project matters as necessary.
- Report and liaise with the accountants and financial analysts of the concerned ministries.

- Liaise with Implementing Agencies.
- Monitor closely the work of the team involved in the maintenance of the Cashbook.
- Monitor in conjunction with the Procurement/Contract Management Specialist, the management aspects of all project activities, as well as evaluating any difficulties being experienced (e.g. comparing actual results with agreed performance indicators, physical existence, etc.).
- Any other duties assigned by the Project Coordinator.

Qualifications and Experience

- A Bachelor's degree in Accounting or Business Administration with at least five (5) years related working experience;
- Internationally recognized accounting qualification (e.g. CA, ACCA, CPA, etc.);
- Familiarity with and knowledge of fiduciary and disbursement procedures of the World Bank;
- Direct experience working with donor-financed (preferably World Bank financed) projects;
- Experience with the government accounting procedures for Dominica or any Caribbean countries. Preferably, direct working experience with the government or international organizations.

Specific Knowledge

- Government of Dominica Finance and Audit Act and Financial Regulations
- Basic principles and procedures for Procurement and Selection of Consultants
- Financial Management and Accounting
- Financial Reporting for major donors
- International Accounting and Auditing Standards
- Labor Laws
- Planning and Forecasting

Required Skills and Specialized Techniques

- Analytical skills, ability to develop and implement accounting systems
- Supervisory Skills
- Conflict Management skills
- Knowledge of public sector accounting procedures and exposure to lender/donor agency procedures
- Report writing skills
- Integrity and confidentiality
- Fluency in English language with strong written, oral communication and listening skills
- Advanced computer (PC) skills, including Microsoft Office or related software
- Good Communication, interpersonal skills and time management
- Use of computerized accounting system such as, SmartStream and the development of accounting reporting tools in consultation with the Accountant General.

Reporting Arrangements

The Financial Management Specialist will be supervised by the Project Coordinator of the DVRP Project Coordination Unit, Ministry of Health and the Environment.

Terms of the Assignment

The assignment would be for a period of **one (1) year** in the first instance and will be renewed, subject to satisfactory performance reviews. The Consultant shall be engaged on full time basis, eight hours a day, and five days a week. A six (6) month probation period will be included.

Expression of Interest:

Applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their applications with detailed Curriculum Vitae (hard copy and or electronic) by **April 3rd 2017** to the address below:

Mr. Davis Letang
Permanent Secretary
Ministry of Health and Environment
Top Floor, Government Headquarters
Kennedy Avenue, Roseau
Commonwealth of Dominica
Email: pshealth@dominica.gov.dm

Copied to:

Mr. Collin Guiste
Project Coordinator
Project Coordination Unit
Disaster Vulnerability Reduction Project
38 Cork Street (First Floor), Roseau
Commonwealth of Dominica
Email: ppcrdvrp@dominica.gov.dm

Please visit the Government's website at www.dominica.gov.dm and the DVRP's Website www.dvrp.gov.dm for additional information.