

TERMS OF REFERENCE

Contract	Project Accountant and Contracts Administrator		
Project	No.43452 and 49450: Outer Island Renewable Energy Project		
Expertise	Financial Management		
Source	National	Category	Independent

Objective/Purpose of the Assignment:

As a member of Project Management Unit (PMU), the Project Accountant and Contracts Administrator (PACA) will manage, compile, record and process all project payments; prepare periodic project financial reports; and assist with the processing, preparation and administration of contracts for the nominated project.

Scope of Work:

The PACA will be responsible to the Manager, PMU and Director Energy, MEIDECC for the compilation, security and management of all project records including receipts, payments, withdrawal applications, contracts and reports. The PACA will also process all project payments, in accordance with the Asian Development Bank's (ADB) Loan Disbursement Handbook, for approval by the approved Authorizing Officers and will be responsible for the preparation of the project financial reports. The PACA will also assist with the procurement, preparation and administration of contracts.

Detailed Tasks:

- a) Prepare and maintain contract logs/monitoring for consultants, civil works contractors and equipment suppliers;
- b) Prepare and maintain ledgers for each grant category in a timely manner;
- c) Prepare vouchers and cheques for disbursement by Government;
- d) Prepare withdrawal applications and the necessary documentation required by ADB, as per the ADB Disbursement Handbook;
- e) Monitor and report on withdrawal application processing;
- f) Prepare and maintain adequate accounting records, ensure proper internal control systems are followed, and ensure timely reporting to Management;
- g) Prepare monthly, quarterly and annual project financial reports;
- h) With inputs from the Implementing Agencies (TPL and MEIDECC), prepare annual consolidated project financial statements, which follow international accounting principles and practices, to be audited in compliance with the project agreement and consistent with ADB guidelines, and resolve issues raised in the audit management report;
- i) Perform other duties as may be required by the Manager, PMU and Director Energy, MEIDECC.

Output/Reporting Requirements:

- a) Provide day-to-day reporting to the Manager, PMU and each IA on the financial status of budget adequacy
- b) Quarterly progress report
- c) Annual report
- d) Final report/Project completion report

Minimum Qualification Requirements:

The candidate must have a degree in finance or accounting and must be familiar with International Accounting and Auditing Standards.

Preferably a member of a recognised Professional Accountancy Body, such as a CPA.

Minimum 5 years of relevant professional experience.

Recruitment Process:

The Recruitment Process shall be facilitated by both the EA (MFNP) and the IA (MEIDECC) who shall decide together on the successful candidate.

Places of Assignment: Nuku'alofa	Days Estimated¹ 264	Contract period 1/12/2018-31/12/2019
TOTAL DAYS (state if intermittent): Full time with 1 month annual leave per annum		

Appendix 1

REMUNERATION AND OUT-OF-POCKET EXPENSES

Contract	Project Accountant and Contracts Administrator				
Project	No.43452 and 49450: Outer Island Renewable Energy Project				
Expertise	Accountancy				
Source	National		Category	Independent	
Code	Description	Qty.	Unit	Amount	Total
1150	REMUNERATION				
	Office	264	Working Days	110	29,040
	Sub-Total				29,040
	OUT-OF-POCKET EXPENSES				
1192	Communication	13	Months	30	390
	Sub-Total				390
	TOTAL MAXIMUM PAYMENT				29,430

Important Note:

1. Remuneration is paid based on the certification by the EA on the actual inputs.
2. Negotiated rates are fixed, no receipt is required for the duration of the contract.
3. Out-of- Pocket Expenses are reimbursable at cost with supporting documents/receipts unless otherwise specified.
4. Communication expenses include subscription and operational expenses of mobile phone, IDD, phone, fax, internet, etc.
5. Amounts are in USD\$

¹ 13 months less 1 month annual leave = 12 months at 22 days / month = 264 days. Actual schedule to be confirmed with User Unit.