

Terms of Reference Finance and Control Specialist

Proposed function	Finance and Control Specialist
Name of expert	T.b.d.
Aim of this assignment	<p>VNG International is working on St Maarten in the context of the recovery and reconstruction efforts after hurricane Irma in 2017. In that context, we are implementing the Civil Society Partnership Facility for Resilience Project (CSPFRP) funded by the Netherlands and administered by World Bank under the Trust Fund for St Maarten.</p> <p>The project contributes to the objectives of Sint Maarten's National Recovery and Resilience Plan (NRRP) to restore economic, community and governance infrastructure and to restore and enhance service delivery. In addition, the project will contribute to all the focus areas in the Trust Fund's Strategic Framework (2019–2025): (a) promoting sustainable economic recovery, (b) supporting citizens and resilient communities, and (c) building the foundations to improve long-term resilience and good governance particularly at the community level.</p> <p>The Project Development Objective is to improve the capacity of civil society organizations and support implementation of reconstruction and resilience sub-projects at the community level. The CSPFRP will be implemented through three complementary components: (a) Small grants to civil society organizations for reconstruction and resilience, (b) Capacity building and technical assistance to local CSOs, and (c) Project management and coordination.</p> <p>In order to facilitate smooth implementation of the project, a local project team (the Project Implementation Unit – PIU) will be formed to guide and carry out the day-to-day implementation of the project. The team will consist of the following positions:</p> <ul style="list-style-type: none"> • Team Leader; • Deputy Team Leader; • Grants Manager; • Capacity Building and Training Manager; • Finance and Control Specialist; • Safeguards specialist. <p>The Finance and Control Specialist's primary role will be to ensure the smooth operation of all matters related to the budgets, financial management, financial monitoring and reporting on grants awarded under the project. He/she will be responsible for the development of appropriate professional financial management and control procedures in accordance with World Bank standards and requirements, and with support from the Team Leader and Finance Department of VNG International, as needed. As part of this, he/she will develop a transparent financial system for executing, accounting and monitoring of all grants awarded to CSOs and building the capacity of CSOs in the area of financial management. In addition, he/she will be responsible for the timely and transparent financial management of the PIU's expenses, including procurement. This also means providing necessary financial management trainings and</p>

	<p>participating in the establishment of an Operations Manual for CSOs. The Finance and Control Specialist will work under the direct supervision and guidance of the project's Team Leader.</p>
Activities to be performed	<p>The Finance and Control Specialist will be responsible for, but not limited to:</p> <ul style="list-style-type: none"> • Provide significant financial input in the development, management and timely execution of the finances, accounting and procurement tasks of the PIU on St Maarten; • Responsible for the timely and transparent financial management of the PIU's expenses, including bookkeeping, financial reporting, validation of expenses, invoicing and requests for advance payments from VNG International headquarters; • Monitor and evaluate the use of grant funds and other financial commitments and disbursements in terms of the realization of specific planned outputs; • Together with the Grants Manager, train CSOs on financial and procurement procedures and reporting requirements; • Work closely with the Grants Manager to provide direct guidance and recommendations to CSOs on the financial management and control of the grant projects, through input in the preparation of the Operations Manual; • Ensure that VNG International headquarters and the Team Leader have complete insight at all times into the actual expenses incurred under the project for all budget lines; • Assist the Project Director, Team Leader and colleagues with other duties as deemed necessary for the successful execution and implementation of the project; • Provide input/information for meetings of the Project Technical Committee where required and needed.
Verifiable deliverables	<p>The Finance and Control Specialist is responsible for delivering:</p> <ul style="list-style-type: none"> • A sound financial, accounting and administrative system and budgets for the project and for the grant scheme for CSOs; • Monthly, quarterly and annual financial plans and expenditure reports for VNG headquarters (for submission to the World Bank); • Training and oversight of financial management and reporting systems and procedures adopted by the project and sub-granted CSOs; • Working with the Grants Manager in examining and approving the proposed grant budgets from CSOs, as well as evaluating their financial capacity and financial management system before their selection; • Ensuring the sound financial management of the grant scheme for CSOs; • Providing organizational support and documentation for internal and external financial auditing.
Written reporting requirements	<p>The Finance and Control Specialist will be responsible for:</p> <ul style="list-style-type: none"> • Together with the other PIU experts, develop financial forecasts, plans and reports including procurement plans for the purchase of services, supplies and goods as part the project's grant scheme; • Assist in the development of a template for financial planning and reporting and prepare and update the work plan as per the reporting instructions from the contracting authority;

	<ul style="list-style-type: none"> • Develop annual draft budgets for each project year – including a budget for planned activities, a procurement plan and grant disbursement projections. In parallel, contribute to the preparation of the project's ongoing work plan; • Communicate progress and results against the financial plans to the Team Leader on a monthly basis; • Facilitate external audits of the PIU as requested; • Contribute to all reports produced by the PIU as requested by the Team Leader; • Monitor the implementation of the financial work plan together with the Team Leader and Grants Manager.
Reporting Lines	<ul style="list-style-type: none"> • The Finance and Control Specialist will report directly to the Team Leader on a day-to-day basis; • The Finance and Control Specialist will report to the Project Director at VNG International Headquarters on a monthly basis.
Minimum qualifications	<ul style="list-style-type: none"> • A minimum of 5 years of working experience on St Maarten; • Bachelor's Degree in Financial Management/Accounting; • Substantial experience in financial and grant fund management; • Experience in setting up, managing and monitoring grant schemes; • Experience in setting up and implementing monitoring and evaluation systems; • Experienced in working with relevant financial management software packages; • Good (passive) understanding of the Dutch language is an asset.
Approximate number of working days	521 working days over the period 1 July 2020 – 1 July 2024, to be deployed and utilised in agreement with the Team Leader and Project Director.
Period of the assignment	1 July 2020 – 1 July 2024.
Place of the assignment	St Maarten (possibly home-based). Given the COVID-19 crisis, the exact arrangement for working from the Netherlands or on St Maarten will be agreed upon with the Project Director and the World Bank.