

Terms of Reference Template for Regular Staff Recruitment

I. Position Information

Job Title : Project Finance and Admin Manager
 Location : Project Office (Samarinda)
 Duration of Contract : 6 months (with possibility to extend)
 Direct Supervisor : Team Leader EnABLE and Finance Manager
 KEMITRAAN

II. Project Context

The World Bank with the resources provided by the EnABLE, a multi-donor trust fund, is financing a project to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon and non-carbon benefits. Full details of the Indonesia EnABLE Project and associated East Kalimantan ERP are available on the World Bank website (<https://www.worldbank.org/en/topic/climatechange/brief/enable-enhancing-access-to-benefits-while-lowering-emission>).

Project beneficiaries are marginalized groups, particularly *adat* and women, within the populations of approximately 95 villages in Paser Regency, Penjamin Paser Utara, and Kutai Barat Districts. The selected villages will be located within the existing forest cover in East Kalimantan province, and are eligible ERP villages, having been selected due to the high potential for emission reductions. In addition, the project will benefit government officials and other stakeholders by enhancing their capacity to deliver more inclusive ERP activities.

Local NGOs will be recruited to support implementation of EnABLE by Kemitraan – especially organizations led by and representing indigenous groups – and will benefit from capacity building as a result of being involved in managing the project.

The development objective is to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon benefits. The Project comprises of 3 main components:

COMPONENT 1: Capacity building and awareness raising for inclusive delivery of ERP

COMPONENT 2: Support for inclusive, nature-positive livelihoods and low-carbon practices

COMPONENT 3: Project management, monitoring and evaluation, & knowledge dissemination

The Partnership for Governance Reform (KEMITRAAN) is the selected Implementing Agency for EnABLE Phase-II. KEMITRAAN will be responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders within this project. To lead effective implementation of the Project, KEMITRAAN will form a quality assurance team. The Partnership for Governance Reform (KEMITRAAN) is the selected Implementing

Agency for EnABLE Phase-II. KEMITRAAN will be responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders in project implementation. In ensuring the effective implementation of the Project, KEMITRAAN will form a quality Project Management Unit that will manage the day to day implementation and monitoring-evaluation of the Project. To carry out the expected development objectives and outputs above, KEMITRAAN will recruit a Finance Manager that will lead and coordinate the project financial management and reporting throughout the Project.

The Finance Manager will provide support to appropriate staff with internal and external reporting in line with KEMITRAAN's financial policy and procedures. S/He will ensure the EnABLE project is in line with KEMITRAAN's requirement, including responsible for reporting, communication and other financial related matters of the project. The Finance Manager will support Project Coordinator with the documentation required to support the project implementation. S/He will also be responsible for supporting the Project Coordinator in managing the project financial portfolio, including liaising with project stakeholders, coordinating with the Finance and Operations Unit in Kemitraan, and other duties as assigned, within the specifically assigned project location(s) to her/him.

The Finance Manager will be based in Project Office and work closely with Project Coordinator, Project Officer, Monitoring, Evaluation and Learning Manager, Admin & Procurement Officer, Finance & Administration Assistants, Consultants and Advisors, Project stakeholders, Government institutions (MoEF, Local Governments), World Bank, and other staffs within KEMITRAAN's office.

III. Functions / Key Results Expected

Summary Key function and results Expected:

S/he will serve as leader and coordinator of the project team with the following responsibilities:

Financial Management, Reporting, and Support

- Financial analysis and assessment of the project activities, and project proposals from potential Grantees[IK1.1], including revenues, spending, and cash flow forecasts.
- Financial monitoring and evaluation of the partners and third parties, over project activities by analysis of financial reports and audits.
- Preparations of payments in the contracts between Project and partners & third parties.
- Financial handling of funded projects.
- Assist with preparation and review of plans, budgets, performance reports, project proposals, and return on investment analysis.
- Assist with the preparation of medium term and long-term financial plans.
- Assist partners in proper financial recording and reporting, and responsible for compiling reports to The World Bank.
- Assess and advise on the financial capacity of partner organizations and accountability systems.

- Facilitate capacity building and expert knowledge in financial administration and control.
- Contribute to the development and implementation of building financial management capacities for partner organizations/institutions, especially in the local and grass-root level.
- Prepare and submit Quarterly Interim Financial Reports (IFRs) to the World Bank in accordance with the Financing Agreement and project reporting requirements.
- Prepare, review, and process Withdrawal Applications (WAs), ensuring completeness, accuracy, and timely submission to the World Bank.
- Prepare the annual project financial statements and supporting schedules for external audit, ensuring compliance with World Bank requirements and applicable accounting standards.
- Coordinate and monitor the implementation of external audit recommendations, and follow up on World Bank Implementation Support Mission recommendations related to financial management to ensure timely resolution and compliance.
- Maintain complete and accurate financial documentation to support audits, World Bank reviews, and other assurance activities.

Project Financial Coordination and Administrative Support

- Update and audit grant documentation and files, including both hard copy and soft copy files.
- Administrative duties in support of grant management, including daily sorting of paperwork, filing, photocopying documents as necessary, and scanning documents for storage.
- Assist the Project Coordinator and Project Officers in reviewing applications and proposals, by locating or requesting necessary supporting documentation from potential grantees.
- Maintain financial capability records for each grantee to meet Kemitraan requirements as stated in the Kemitraan SOP and Safeguards.
- Provide support to the Project Coordinator with regards to regular monitoring and tracking of grant budgets, and compiling financial reports.
- Assist in processing grantee vouchers for payment by assuring necessary documentation is included.
- Maintain and update logs of grantee status reports.
- Assist in the preparation and coordination of meetings or workshops with grant recipients, community organizers, or service providers associated with grants management activities.
- Work with the Kemitraan Finance and HRGS unit to manage grant disbursement and payments.
- Work with the Admin & Procurement Officer and the Kemitraan General Support unit to compete and purchase goods and services in-kind for grantees.

F. Others

SUPERVISES:

- Admin and Finance Assistant (4 people)

CLOSE COORDINATION WITH:

- Program Director, SGS
- Program Director, SGC
- Project Coordinator
- Project Officers
- Field Supervisors
- Finance Manager
- MEL Specialists
- National Pool of Experts
- Knowledge Management and Learning Unit

IV. Impact of Results

The key results of the assignment will give positive impacts for strategic programme implementation, including:

- Successful and more substantively accountable program implementation.
- Good communication and facilitation to key stakeholders that led to Kemitraan perceived as trusted working partner.
- Opportunities for developing and implementing longer term governance programmes under the cooperation between KEMITRAAN, related government institutions, and the World Bank

V. Competencies

- Demonstrates integrity by modelling the KEMITRAAN's values and ethical standards
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender sensitive
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines
- High level of computer literacy is essential (in particular word processing and presentation software)
- Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advise senior management on tackling difficult situations
- Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners
- Ability to quickly adapt to change, and to remain calm under pressure
- Fluency in written and spoken English.

VI. Recruitment Qualifications

Education:

- Bachelor's Degree (or equivalent), in Accounting; Competence and demonstrated experience in the use of computerized systems, including financial software applications is essential;
- Have general understanding on accounting and project software; Competency as Trainer or Facilitator on financial management and planning

Experience:

- At least 5 years work experience in the finance and grants management field, preferably with USAID projects, World Bank UN agencies, or international NGOs;
- 5-7 years of substantial experience in finance with a demonstrated track record on financial monitoring of projects;
- Competence and demonstrated experience in the use of computerized systems, including financial software applications is essential;
- Excellent verbal and written communication skills;
- Strong interpersonal skills, attention to detail, discretion and high integrity are imperative;
- Ability and willingness to work with people of different backgrounds and to contribute constructively to a working environment based on mutual respect and trust;
- Can work in a team as well as individually, ability to work under minimum supervision.

VII. Signatures- Job Description Certification

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

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[Note: ToR/Job Description Should Not Exceed 2 Pages]