POSITION TITLE:	Project Consultant - Finance and Risk Management
DURATION OF CONTRACT:	12 months
DUTY STATION:	ACB HQ, Philippines
REPORTING TO:	Chief Accountant (with functional coordination to the Strategy and Planning Division Director and Project Management Team)

TERMS OF REFERENCE

I. BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is currently implementing the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) project, *Strengthening national biodiversity monitoring systems for enhanced implementation of the Kunming - Montreal Global Biodiversity Framework (National Monitoring Support Initiative)* funded by the International Climate Initiative (IKI). The project aims to strengthen national and regional capacities for monitoring biodiversity and tracking progress towards the implementation of the KMGBF, including through improved use of the KMGBF monitoring framework for national planning, review, reporting, and decision-making.

The Project Consultant - Finance and Risk Management will provide support to the overall implementation of the project.

II. OBJECTIVE

The overall objective of the consultancy is to support the effective coordination, implementation, financial monitoring, risk management, and reporting of the project, ensuring that project activities and deliverables are implemented in accordance with the approved workplan, partnership arrangements, quality standards, and reporting requirements.

III. DUTIES AND RESPONSIBILITIES

Under the Accounting Division of the Finance and Administration (FA) Department, and in close functional coordination with the Director for Strategy and Planning Division (SPD) and the project management team, the Project Consultant will perform the following:

3.1 Financial Monitoring and Reporting

- 3.1.1 Prepare financial progress reports to monitor adherence to the budget as per work plans and to ensure project funds are used in compliance with the provisions of the Grant Agreement and policies of the ACB;
- 3.1.2 Prepare and monitor monthly statement of expenditures and project fund reconciliation.
- 3.1.3 Facilitate processing and completion of documents related to financial reporting;
- 3.1.4 Provide necessary financial information as and when required for project management decisions; and
- 3.1.5 Monitor progress against the approved workplan, milestones, outputs, and budget.

3.2 Financial Planning

3.2.1 Certify budget availability prior to the approval of requests such as Activity Designs, Purchase Requests, Travel Authority/Order, Trip Ticket, Requests for Personnel, Requests for Consultancy, and other documents requiring budget certification;

3.2.2 Prepare annual and quarterly budget in accordance with the project workplan;

3.2.3 Prepare quarterly cash flow projections ensuring sufficiency of funds;

3.2.4 Co-maintain an up-to-date project implementation schedule, deliverables tracker, and activity calendar.

3.2.5 Coordinate with consultants, national focal points, project partners, donor and relevant ACB divisions to facilitate timely implementation of activities and ensure transactions are in accordance with the policy.

3.3 Accounting and Bookkeeping

3.3.1 Ensure proper and timely recording of all financial transactions in accordance with relevant financial reporting framework;

3.3.2 Obligate financial transactions prior to approval; and

3.3.3 Maintain journal entries or transaction lists of the project.

3.4 Audit and Risk Management Support

3.4.1 Provide necessary schedules and financial information during project audits;

3.4.2 Conduct cycle audit of all financial transactions and reports and ensure all transactions and reports are in compliance with the provisions of the Grant Agreement and policies of the ACB;

3.4.3 Establish and maintain a Project Risk Register in close coordination with SPD and the Risk Management and Quality Assurance Division;

3.4.4 Support Technical Leads to identify, assess, monitor, and document strategic, operational, financial, implementation, stakeholder, reputational, and other relevant project risks

3.4.5 Support Technical Leads to develop and update mitigation and contingency measures and identify responsible persons/units and target timelines; and

3.4.6 Support Technical Leads to escalate significant risks and emerging issues to the appropriate ACB management and project governance mechanisms.

3.5 Cash Management

3.5.1 Prepare the Bank Reconciliation Statement and endorse the journal entries to the accounting processor;

3.5.2 Monitor foreign exchange currency rates; and

3.5.3 Monitor interfund transactions.

3.6 Perform other related tasks that may be assigned by the supervisor(s) from time to time.

IV. EXPECTED OUTPUTS/DELIVERABLES

The Project Consultant - Finance and Risk Management shall deliver the following:

SCOPE	OUTPUTS/DELIVERABLES
1. Project coordination and implementation support	i. Monthly Accomplishment Reports ii. Financial progress reports for submission to UNEP-WCMC
2. Risk Management	i. Risk Register ii. Risk Assessment reports (as needed)

V. PROFESSIONAL FEE AND SCHEDULE OF PAYMENT

The Consultant will receive a total payment to cover professional fees, and communication and all applicable meeting expenses payable upon submission and ACB' s acceptance and approval of the deliverables.

Deliverables	Date of Submission	Amount
Monthly Accomplishment Reports which may include the following; • Project Risk Register • Financial Progress Reports • Statement of Expenditures and Project Fund Reconciliation • Bank Reconciliation • Project implementation schedule, deliverables tracker, and activity calendar • Summary of day-to-day operations • Other reports may be requested and assigned by the donor and immediate supervisor	1st week of every month following the reporting period	

The costs for incidentals, accident, and medical insurance shall be on the account of the Consultant and shall not be covered by the ACB. However, ACB will shoulder the travel cost, meeting cost and subsistence allowance for the official mission of the Consultant in accordance with the ACB policy.

The contract amount will be paid through bank transfers by the ACB. Further, the ACB will shoulder the bank charges from the ACB's depository bank while the charges of the receiving bank shall be on the account of the Consultant.

VI. QUALIFICATIONS

Education and Work Experience

- Bachelor's Degree in Accountancy / Accounting or related field; with at least three (3) years of experience in accounting and finance; or
- Bachelor's Degree in a non-related field, with five (5) years of related work experience as a requirement

Skills and Eligibility

- Strong interpersonal , communication, leadership, good organizational and basic project management skills
- High-level analytical and written skills to produce descriptive financial reports
- Excellent skills working with office applications (MS Excel, Word and PowerPoint)
- Familiarity with electronic presentation techniques and ability to operate with online or web-based applications
- Working knowledge of financial/accounting systems
- Understanding of contracts and agreements
- Ability to work independently and to effectively manage different tasks

Other preference:

- Previous work experience in a regional or international organization in the ASEAN is an advantage
- Audit experience both internal and external is highly preferable

VII. IMPLEMENTATION PERIOD/DURATION OF CONTRACT

The Project Consultant - Finance and Risk Management will be engaged for **12 months.**

VIII. IMPLEMENTATION ARRANGEMENTS

During the contract implementation, it is expected that the Project Consultant - Finance and Risk Management will:

1. Report directly to the Chief Accountant in close functional coordination with the Director for Strategy and Planning Division (SPD) and the project management team;
2. Participate in coordination meetings with the ACB and UNEP-WCMC project management team and National Focal Points as may be determined by ACB, including a kick off meeting, within two weeks after the signing of the contract.
3. Deliver all outputs and deliverables identified in this TOR, in English.