

Terms of Reference

Department of Social Welfare, Ministry of Social Welfare Relief and Resettlement
Maternal and Child Cash Transfer Project (MCCT)
Advertisement for Recruitment of
Financial Management Consultant

<p>Background</p>	<p>In 2017, in collaboration with Development Partners, Department of Social Welfare under Ministry of Social Welfare Relief and Resettlement (MoSWRR) of the Republic of the Union of Myanmar has introduced, a Maternal and Child Cash Transfer (MCCT) program. The Government began to implement the MCCT program in Chin State in 2017, and now operated in five R/S with a total of approximately 130,000 beneficiaries.</p> <p>In 2020, the Department of Social Welfare is implementing “Maternal and Child Cash Transfer Project (MCCT) in Ayeyarwaddy region and Shan state”. Financing for the MCCT in Shan and Ayeyarwaddy is provided by the Government of Myanmar and the World Bank, which is scheduled to run until 2024. It is expected to reach to over 130,000 beneficiaries in Shan State and the Ayeyarwady region in next year with the support of this project. The objective of the project is to expand access to the Cash Transfer Program, to improve selected nutrition behaviors in priority target areas, and enhance the MOSWRR’s capacity to deliver social protection programs.</p> <p>The Project will finance the setup and implementation of a nutrition-sensitive conditional cash transfer (CCT) program in Ayeyarwady Region and Shan State (priority geographic areas) designed to improve nutrition outcomes of pregnant and lactating women and children under two years of age. The project will also finance activities at the national level to strengthen the SP system and its capacity to better deliver SP programs. More specifically, the project will invest in improving human and physical assets of the Ministry of Social Welfare, Relief and Resettlement (MOSWRR) at all levels, and in developing well-functioning systems, including ones for Management Information System, digital payments, and Monitoring & Evaluation system that will allow the Department of Social Welfare (DSW) to improve its effectiveness and further inclusiveness of its SP programs across all R/S.</p> <p>All pregnant women and children under two years of age in those areas will be eligible for the MCCT program. The enrollment will be facilitated by use of mobile devices by community volunteers or existing administrative mechanism. Cash will be channeled through digital/mobile payment.</p>
<p>Scope of Work</p>	<p>The objective of the consultancy is to assist financial and contractual management of the MCCT project to be in line with operational requirements and agreed procedures. The consultant will support day to day operational financial management of the project. Specifically, the consultant will be responsible for the following:</p> <ul style="list-style-type: none">• Assist POMT in the preparation of work plans, budgets and cash flow projections for the smooth operations of the Project

	<ul style="list-style-type: none"> • Update monthly and quarterly budget in a timely manner in accordance with work plan and project timeline • Support POMT in preparing the Withdrawal applications to be sent to the World Bank for disbursement. • Review financial transactions and invoices from service providers to ensure that they are properly valid and authorized, budget checked to process payments • Ensure to formulate systematic record keeping and support POMT in generating periodic financial reports • Ensure that expenditures are incurred in line with the approved work plans and budget and use for the project purposes; • Understand the project's operations procedures, procurement procedures, financial management and government budget and reporting system in order to work effectively between World bank system and the government system; • Assist in operationalizing the internal control systems and propose recommendations to have better internal controls; • Record project transactions either manually or in accounting software to be identified • On a periodical basis, assist in evaluating cash handling, bank account reconciliations • Assist with drafting the withdrawal application and preparation of Statement of Expenditure and other supporting documents, including communication with the World Bank on disbursement and financial management matters • Ensure that financial documents are retained in a systematic and easily retrievable manner • Provide financial management related trainings to DSW staff from state/regions as required • Liaise closely and assist DSW during the conduct of the audit by the Office of the Auditor General (OAG) and the External auditors • Prepare audit recommendations tracking sheet and follow up/take actions seriously upon the recommendations
Expected outputs and deliverables	MCCT project's day to day financial and operational management are in line with value for money and with agreed procedures and policies.
Reporting Channels	The FM consultant will report to the MCCT Project Director and POMT. The consultant will also liaise with the finance and admin focal persons within POMT and those from State/ Region.
Duration of Work	12 Months (full time) with potential extension on basis of project need, work: starting October 2020.
Schedule of Payment	Time based, monthly basis on submission of time sheet and required references/ reports.
Duty Station	Department of Social Welfare, Shan State, Taunggyi. Occasional travel to Nay Pyi Taw or townships may be required as agreed by State Director.

<p>Qualifications or Specialized Knowledge /Experience Required:</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Ability to work effectively and sensitively in teams with government Counterparts • Proven experience in establishing similar financial management for government department or developmental organizations. • Strong inter-personal skills and ability to resolve conflict • M. Com preferably a Certified Public Accountant (Myanmar) with minimum five years relevant experience. (OR) • B Com or a degree of an internationally recognized accounting institute with minimum 10 years relevant experience. • Excellent computer skills including the ability to use MS Word, MS Excel and MS PowerPoint and familiarity with computerized accounting software i.e. SAGE Accounting, ACCPAC etc. • Good mathematical and English language skills • Ability to work as part of a team and to meet deadlines • Proven track record in capacity building • Willingness and ability to travel frequently to project villages • Proven ability to work under pressure and deliver in timely manner
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How to Apply:

The interested candidates should send his/her interest with full CVs including previous experience and relevant certificates to the below address not later than 12:00 PM, 14th October, 2020 in person or via email or in enclosed envelope. Only the shortlisted candidates will be contacted for further selection processes (i.e. Personnel interview if required).

Attn:

Director General

Head Office, Department of Social Welfare, Ministry of Social Welfare, Relief and Resettlement.

Office 23, Nay Pyi Taw, Myanmar.

Telephone: 067-404583

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