

The Republic of the Union of Myanmar
Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Electrification Project
Project ID Number: P152936

Terms of Reference
C2-TA 41 - National Senior Accountant

1. Background

The Union Government of Myanmar has received a Loan of US\$ 400 million from the International Development Association (IDA) of the World Bank to implement the National Electrification Project (NEP). The IDA Credit of \$400 million will finance activities which combine investment and capacity building in grid and off-grid electrification, as a major contribution to realize the first phase of Myanmar's National Electrification Plan. The Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Fisheries have been mandated to implement the NEP. The objective of the Project is to help increase access to electricity in Myanmar. The Project is expected to benefit around 6 million people with new electricity connections by 2021.

The Project has three main components plus a contingent emergency response component, summarized below:

Component 1: Grid extension

Component 2: Off-grid electrification

Component 3: Technical assistance and project management

Component 4: Contingent emergency response

2. Objective of the assignment

The NEP demands establishment and monitoring of predictable and efficient accounting systems and procedures in place, as per guidelines of the Union Government of Myanmar and the World Bank and ensure transparency and efficiency in the process. For this purpose, the Project Management Office (PMO) of NEP will recruit a National Senior Accountant with adequate experience in the areas of finance and accounting functions to ensure compliance with the procedures and requirements of the World Bank. The services will be provided by a Myanmar National to be appointed by the DRD.

The National Senior Accountant will support the PMO in the implementation of all financial and accounting activities and actions required for the implementation of the National Electrification Project (DRD, World Bank, German Development Bank (KfW), Italy, Result Base Financing (RBF)).

3. Implementation Arrangements

The National Senior Accountant will work under the direct supervision of the Project Manager of the NEP and with the guidance of the Finance Director of the DRD and the International Financial Advisor. The National Senior Accountant shall provide his/her services to the NEP and shall report to the Director of the NEP. The National Senior Accountant shall be contracted initially for 12 months subject to a mid-term review after six months. The National Senior Accountant's contract may be extended beyond 12 months, subject to the performance, need for the services and the availability of funds.

The National Senior Accountant will be based in the PMO Office of the NEP in Nay Pyi Taw with occasional travels to Project areas, If and when required. The National Senior Accountant shall observe the Government regulations and official working hours (Monday to Friday, 8:30am to 12:30am and 1.30pm to 5:30pm).

The DRD will provide the National Senior Accountant with suitable office facilities and equipment within the DRD-PMO office. The DRD will provide the National Senior Accountant with suitable transport.

4. Scope of services and outputs

The Senior Finance Accountant will perform the following duties and prepare the appropriate reports:

- Assist in preparing annual and quarterly budgets for various source of funds managed by the Project.
- Assist in preparing annually allowance budget (WB, DRD and Community Contribution), its actual expenses and the balance in both currencies of USD and MMK.
- Assist in preparing the community contribution received and its payments for each ICBs
- Assist in the efficient and effective processing and accounting for cash transfers to the project areas and put in the accounting software.
- Assist to update the financial transactions in the computer based Project Accounting System
- Review financial transactions and invoices from service providers to process payments and assist to records and generate periodical management reports.
- Assist in operationalizing the internal control systems by ensuring, expenses are incurred in line with the approved work plans and budget and for the project purposes while ensuring contracts are managed as per the terms of contracts.
- Assist in periodically evaluating the overall efficiency and effectiveness of implementation of the financial management systems and operational procedures.
- On a periodical basis, assist in evaluating cash handling, management of bank account reconciliations and banking operations.
- Assist in preparing the contract and fixed asset registers
- Assist in preparing the quarterly financial report for the submission to the World Bank.
- Assist in preparing annual financial statements, schedules and reports for external audit and submission to the Union Government of Myanmar and the World Bank.
- Assist with the preparation of withdrawal application and liaising with the World Bank about disbursement matters.
- Any other task reasonably related to the above.

5. Qualifications and Experience

The Senior National Accountant will have:

- At least a bachelor's degree in finance or accountancy. Holding a local or an internationally recognized professional qualification will be an advantage.
- At least three years of professional experience in preparing and managing financial plans/budgets and accounting.
- At least three years of experience in reviewing claims of suppliers and processing payments on a timely manner while ensuring contract terms are adhered.
- Experience in project accounting in development projects and experience working with international development organization, NGO would be an advantage.
- Knowledge and experience in Computerized Accounting Software and Microsoft products.
- Fluent in English and Myanmar, with strong report-writing and oral presentation ability.
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, diverse team.
- Willingness and capacity to perform fieldwork, and in-country travel to States/Regions and Townships

6. REPORTING

The Senior Accountant will report to the Project Manager of NEP.