

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 40 - National Finance Assistant

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 Finance Assistant 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 Department of Rural Development (DRD).

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

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

4. Scope of services and Outputs

The National Finance Assistant will perform the following duties and prepare the appropriate reports:

- Assist the PMO in preparing day-to-day bank and petty cash payment vouchers with appropriate supporting documents
- Assist in reviewing the petty cash replenishment request and ensure the correctness
- Assist in recording / entering the payments and receipts (replenishment and others) into Bank and Cash Book
- Assist to update the financial transactions in the computer based Project Accounting System
- Assist to reconcile the balance in the petty cash book with the cash-in-hand
- Maintain sequential numbering of receipts and payments
- Assist in maintaining proper financial files and carry out daily filing of vouchers and records
- Assist in preparing summary sheet and statement of expenditure for the replenishment applications
- Assist in maintaining the security of the financial accounting system and accounting records of the project
- Assist in properly recording and controlling project assets and assist during the physical verification of the assets
- To prepare weekly and monthly on expenses and the balance of allocated budget for relevant fiscal year in both curries of USD and MMK.
- Assist to prepare the community contribution with bank statement, cash book and bank book
- Assist the PMU during the audit of the project by the Office of the Union Auditor General; and
- Assist the finance unit in any other tasks reasonably related to the above

5. Qualifications and Experience

The National Finance Assistant will have:

- Degree / Diploma in accounting, business or finance with minimum three years relevant experience
- Experience in financial and/or administrative operations
- Experience in local and/or international Non-Governmental Organisations will be an added advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- English language ability

6. REPORTING

The Finance Assistant will report to the Project Manager of NEP through the Financial Management Consultant.