

ANNEX II: TERMS OF REFERENCE - ACCOUNTANT

1. BACKGROUND INFORMATION	2
1.1. Partner country	2
1.2. Contracting Authority	2
1.3. Country background	2
1.4. Current situation in the sector	2
1.5. Related programmes and other donor activities	2
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	3
2.1. Overall objective.....	3
2.2. Purpose	4
2.3. Results to be achieved by the Contractor	4
3. ASSUMPTIONS & RISKS	4
3.1. Assumptions underlying the project	4
3.2. Risks	4
4. SCOPE OF THE WORK.....	5
4.1. General.....	5
4.2. Specific work	5
4.3. Project management	6
5. LOGISTICS AND TIMING	6
5.1. Location	6
5.2. Start date & Period of implementation of tasks.....	7
6. REQUIREMENTS	7
6.1. Staff	7
6.2. Office accommodation	7
6.3. Facilities to be provided by the Contractor	7
6.4. Equipment.....	8
7. REPORTS	8
7.1. Reporting requirements	8
7.2. Submission and approval of reports	8
8. MONITORING AND EVALUATION.....	8
8.1. Definition of indicators.....	8
8.2. Special requirements.....	8

1. BACKGROUND INFORMATION

Partner country

Kingdom of Tonga

Contracting Authority

National Authorising Officer and Imprest Administrator of EU Multi Annual Programme Estimate - Ministry of Finance and National Planning

Country background

The Kingdom of Tonga, an archipelago of more than 170 islands spread over an area of the South Pacific roughly the size of Japan, has no strategic or mineral resources and is highly dependent on agriculture, fishing, remittances from Tongans living abroad, and a developing tourism industry. The country has some of the best MDG indicators in the region and has made good progress in achieving the MDGs in 2015.

However further assistance is required to assist with the development to date and in particular the Technical Cooperation Fund (TCF) will provide support to the implementation of ongoing EDF programmes through support to the Aid Management Division, assist in building the capacity of the NAO's office to manage EDF interventions, prepare for EU budget support programming and disbursement dossiers and coordinate EU development assistance with that of other development partners, provide training opportunities linked to good governance and development policies as well as building the capacity of civil society to engage with development policies and participate actively in the development agenda being led by the Government of Tonga.

The key beneficiaries of the TCF are the office of the NAO, the Government of Tonga and non-state actors, beneficiaries within the energy sector and the people of Tonga.

Current situation in the sector

11th EDF Intervention for the support of civil society organisations in Tonga

The 11th EDF support priority areas identified are namely Measures in favour of the Civil Society, Support to the NAO and Support Measures. This is worth €1.1m

This Action will result in:

- An enhanced capacity of the Government of Tonga and in particular the Ministry of Finance and National Planning, to implement government development policy, and in particular policies related to the EU cooperation efforts such as the Energy Policy (TERM), the Public Finance Management reform programme, including awareness raising on EU development cooperation
- An enhanced capacity of the civil society organisations to engage with the Tongan Government and implement EU development programmes

The Civil Society Organisations (CSO) in Tonga is small, lack human resources capacities both in number and in appropriate level of qualification and expertise in project preparation, implementation and monitoring. Mostly focusing at service delivery, CSOs have little expertise in advocacy and little capacity to engage with public administration in development matters.

CSOs have limited financial support: it is challenging for them to raise funds from their own constituencies and there are only a handful of donors providing support to CSOs in the country.

CSO capacity will be strengthened through specific capacity building efforts as well as through the empowerment of CSOs to implement projects in line with Tonga's and EU development objectives through this action.

The following priorities are the areas of intervention: 1: Strengthening Civil Society Organisation's capacity to effectively engage with government in policy dialogue and governance; 2: Strengthening Civil Society Organisation's, Community and Community Based Organisations to promote / build awareness on renewable energy and energy efficiency in the energy sector; 3: Supporting civil society's role in enhancing gender equality in development and 4: Supporting Civil Society Organization in youth empowering and development programme

11th EDF Budget Support Programme

The Government of Tonga has received a number of donor support towards the implementation of the Tonga Energy Road Map (TERM) which is the focal sector plan for the energy sector. Tonga receives Sector Budget Support for the 11th EDF worth 10m euros in the energy sector.

The overall objective of the Energy budget support programme is to improve social and economic developments and provide sustainable living conditions for all Tongans, contributing to an environmentally sustainable and low carbon-development path. The specific objectives include provision of financial assistance to Tonga to support the implementation of Tonga Energy sector plan till 2020. This plan has as its objective to achieve an increase in quality access to modern energy services in a financially and environmentally sustainable manner. The 11th EDF support to the energy sector is a continuation from the 10th EDF.

. Related programmes and other donor activities

Key donors namely New Zealand Aid, JICA, Peoples Republic of China, DFAT and Asian Development Bank/World Bank engaged in the energy sector which the Office of the NAO works closely to ensure effective donor coordination and harmonisation and achievement of set of verified indicators in the Joint Policy Reform Matrix.

CSOs Action under the 11th EDF will result in:

- An enhanced capacity of the Government of Tonga and in particular the Ministry of Finance and National Planning, to implement government development policy, and in particular policies related to the EU cooperation efforts such as the Energy Policy (TERM), the Public Finance Management reform programme, including awareness raising on EU development cooperation
- An enhanced capacity of the civil society organisations to engage with the Tongan Government and implement EU development programmes

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective

The overall objective of the project of which this contract will be a part is as follows:

- support the NAO office at the Ministry of Finance and National Planning with the financial implementation of the EU development cooperation and interventions in Tonga.

The accountant will also act as a liaison and facilitator between the EU, the grant beneficiaries / potential applicants to call for proposals (CFP) and support the EU Delegation in addressing all financial related matters on the overall EU intervention in Tonga.

Purpose

The purposes of this contract are as follows:

- Assist the Project Coordinator to the NAO, the Civil Society Helpdesk, Imprest Administrator and Imprest Accounting Officer in the financial management of the EU development cooperation matters on a day to day basis. This includes the technical, CSO and the budget support component.
- Provide financial management support to the national authorities and the civil society organisations dealing with EU development cooperation matters and procedures on a day-to-day basis

**Support to accounting and auditing functions of all the EU interventions in Tonga
Analysing the correctness of eligible expenditures. Executing procedures of project cycle management in the context of the EU's development policy.**

- Liaise with external partners and to report on the financial status of the EU programmes.
- Collate and to process internal financial reports and statistics on EDF funds and projects as well as on audits and evaluations.
- Any other ad hoc duties assigned by the NAO's office or the Programme Coordinator

2.3 Results to be achieved by the Contractor

The results to be achieved by the Project Accountant will be a contribution to the financial management of EU development cooperation in Tonga, namely the monthly production of accurate and up to date financial information in line with the EU procedures and guidelines.

3. ASSUMPTIONS & RISKS

Assumptions underlying the project

The success of the project depends on the following assumptions:

Financial Aspect:

- (1) Continuing commitment by government and the accountant on effectively implementation of the EU development cooperation.
- (2) Continuing commitment by the accountant to ensure correctness of all financial audit & accounting aspects of the EU programs to efficiently and effectively implementation of the EU development cooperation. This also includes queries on the assessment of the foreign exchange deals with the budget support Programme.

- (3) EU Delegation provides support to the project accountant with respect to compliance with the EU procedures and guidelines. Risks

3.2 Key risk

The success of the project depends on the following assumptions:

- (4) Continuing commitment by government to effectively implementation of the EU development cooperation.
- (5) The success of the Accountant will depend on the relationship established with the grant beneficiaries / respective stakeholders supported by EDF and the quality and accuracy of the services provided.
- (6) Accountant support will ensure improved financial implementation of EU funded programmes

4. SCOPE OF THE WORK

General

4.1.1. Description of the assignment

The overall objective is to support the NAO office through the Ministry of Finance and National Planning by providing financial management and accounting support for the EU development cooperation.

4.1.2. Geographical area to be covered

The assignment is based in Nukualofa, Tonga

4.1.3. Target groups

The key beneficiaries through the EU interventions are the civil society organizations particularly the grants beneficiaries of the Call for Proposals and prospective applicants for future calls and the community at large, the implementers of the Budget Support Programme and other stakeholders

4.2 Specific work

The **Accountant** will conduct the following tasks in close collaboration and consultation with the NAO and Imprest Administrators. The specific duties are as follows:

- Ensure compliance with EDF procedures and guidelines
- Process all purchase orders, requisitions, payroll timesheets, and financial documents and ensure accuracy and compliance with approved Budget guidelines;
- Keep accurate records of all expenditures in accordance with the current procedures required by the Government of Tonga and the EDF interventions;
- Use the Government financial management information system, known as the Sun system, to capture all expenditure incurred during the Programme Estimate period.

- Monitor the availability of funds in the budget, maintain a running balance of remaining budget items, and bring to the attention of the NAO and the Imprest Administrators any concerns;
- Liaise with Treasury Imprest Officers and the Aid Management Division in the Ministry of Finance and National Planning (MFNP), Project Manager, CSO helpdesk and Imprest Officers on all disbursement vouchers to ensure compliance with procurement policies and timely processing;
- Prepare monthly reconciliation with the Project Imprest Accounting Officer. Work closely with the Project Imprest Accounting Officer on funding transfers from the European Union including replenishment and riders;
- Prepare the monthly financial report for the NAO and quarterly financial report for the Project Steering Committee;
- Prepare the Financial Statements including the compilation of all supporting documentation for the final financial audit verification
- Provide support to the external auditors and visiting missions
- Provide support to Civil Service Organisation (CSO) particularly in the financial verification process
- Keep records of staff leave benefits including annual, sick and casual leave
- Assist the Project Manager in the preparation of the annual budget support dossiers to the Delegation including track of all the foreign exchange regulations impacting each BS disbursement
- Perform any other duties required NAO and the Imprests;
- Management of the assets procured under the TCF

4.3 Project management

4.3.1 Responsible body

The imprest administrator of the Multi Annual Programme Estimate will act as Contracting Authority, under the responsibility of the National Authorising Officer (Minister of Finance and National Planning).

4.3.2 Management structure

Responsibility for overall supervision remains with the National Authorizing Officer. The Accountant will report to the imprests within the Ministry of Finance and National Planning who then report directly to the NAO.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority shall ensure that the Accountant is provided with the necessary equipment such as computers, fax machines, stationaries etc. It will also ensure that the Accountant will have free access to relevant sources of information, whether these are relevant documents, institutions, stakeholders, organisations or individuals.

5. LOGISTICS AND TIMING

Location

The assignment is based in Nuku'alofa, Tonga.

Attendance at any capacity development seminars / conference outside Tonga

Start date & Period of implementation of tasks

The intended start date is 11th May 2018 and the period of implementation of the contract will till the duration of the Multi-Annual Programme Estimate

6. REQUIREMENTS

Staff

NA

6.1.1. Key experts

The Project Accountant must fulfill the following profile:

- a degree in accounting, or related fields, with a higher degree and/or additional professional qualifications being an advantage;
- He/she should have at least two years relevant experience in the areas of accounting and financial management in Tonga or overseas.
- a good knowledge of EU procedures and guidelines would be an advantage; however not compulsory
- Knowledge and management of any other development partner programme
- He/she must be fluent in written and oral English and Tongan
- Must be familiar with Word, Excel.

Additional selection criteria are:

- excellent communication
- willing to work in a small team environment
- work experience with other International Organisations such as DFAT, WHO, ADB, WB, UN, DFID, etc. would be an advantage
- experience in the Pacific region would be an advantage, but is not a requirement

6.1.2. Other experts, support staff & backstopping

Not applicable See Section 4.3.3

Office accommodation

Office accommodation for the accountant is to be provided by NAO - Ministry of Finance and National Planning

Facilities to be provided by the Contractor

The NAO shall ensure that the accountant is adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable the accountant to concentrate on the primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this employment contract or transferred to the Contracting Authority at the end of this contract. Any equipment purchased to support the functioning of the accountant must be purchased by means of a separate supply tender procedure

7. REPORTS

Reporting requirements

The Accountant will submit the following financial reports in English, in one original and two copies:

- **Inception Report** of maximum 3 – 5 pages to be produced after the first quarter from the start of implementation. In the report the accountant shall describe e.g. initial financial findings related to the ongoing programmes and its reconciliation, any difficulties encountered or expected in addition to the work programme and staff travel. The Project Accountant will be required to report on a monthly basis to the Imprest Administrator and Accounting officer and thereafter to the EU Programme Coordinator on the financial situation of the EU programmes. Through the Programme Coordinator in the inception report will be a work plan for the duration of the whole assignment.
- The draft final progress & financial reports must be submitted at least one month before the end of the period of execution of the service contract.
- Copies of the above report together with the assessment of the AO will be sent to the Delegation for perusal.
-

Submission and approval of reports

The report referred to above must be submitted to the Imprest Administrators with a copy to the Project Coordinator identified in the contract. The Project Manager together with the imprests will pass the reports to the NAO for approval and thereafter passing to the imprests for any respective payments

8. MONITORING AND EVALUATION

Definition of indicators

All work performed by the Accounting Officer will be monitored by the imprest administrator and the imprest accounting officer.

Special requirements

Electronic versions of key documents must be made available and stored in a structured manner on the Ministry of Finance and National Planning AMD database.

Any financial / audit or accounting Information requested by the EU Delegation to be provided to the DEL in due course.

