



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



No: (IUL)438-HRU/438/2021/368

ESTABLISHMENT OF A REGIONAL SMALL SCALE WASTE TO ENERGY SYSTEM FOR HUVADHU ATOLL, FUAHMULAH AND ADDU CITY

FINANCE OFFICER (FO)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “SMALL SCALE WASTE TO ENERGY SYSTEM” financed by Abu Dhabi Fund for Development (ADFD) and intends to apply part of the proceeds for the selection of a **Financial Officer (FO)** for the financial management of Regional Waste Management projects administered by Ministry of Environment and Energy.

B. BACKGROUND

Addu City is the southernmost atoll that consists of four interconnected islands, 2 more inhabited islands and 2 resorts in close vicinity of each other. The total population of the city is estimated to be almost 22,000 people, which accounts for about 7% of the total population of the entire country. The plans for building the Regional Waste Management Centre at the capital of Addu City, Seenu Hithaadhoo, aims to provide a total solution to the problems in waste for the islands of Seenu Atoll, Gnaviyani Atoll and the nearby islands of Huvadhu Atoll. This means, the planned Regional Waste Management Centre at Addu City will manage the recyclable and non-biodegradable waste for more than 18% of the entire population of the country.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is set up of operational management of the project's finance and accounting system in accordance with the donor agency guidelines and ensure timely preparation of project financial recording and reporting to ADFD and Government of Republic of Maldives.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Financial Officer include, but are not limited to the following:

1. Provide advice to the Project Director and/or Project Coordinator on all financial aspects of the Project;



2. Establish the finance and Accounting System which allows for timely project recording and reporting of financial information to stakeholders and input into project budgets.
3. Prepare an operational manual which amongst other things detail financial arrangements such as flow of funds, accounting policies and procedures etc.

E. SCOPE OF WORKS

The work of the Financial Officer will include the following tasks, among others:

1. Will be responsible for setting up the finance and accounting system at the project management unit for the project
2. The accounting system should allow for transparently delineating the project financial transactions from that of the MEE to allow for timely reporting in the agreed formats.
3. Will be responsible for writing up the operational manual of the project that will detail the management, organizational structure, governance arrangements and implementation arrangements of the project. It will also detail the procurement and financial arrangements including funds flow, accounting policies and procedures, internal control and reporting of financial transactions.
4. Will have overall responsibility for preparation and approval of budgets and financial projections/forecasts.
5. Develop satisfactory organization for the finance and accounting functions.
6. Liaise with the finance and accounting team of the project
7. Provide inputs to Project Director and coordinator on all financial aspects of the projects, including coordination with other divisions within Ministry of Environment and Energy (MEE) and other departments within Government of Maldives, namely Ministry of Finance and Treasury
8. Provide inputs in preparation and approval of budgets and financial projections/forecasts for the project; Assist in implementation of satisfactory financial and accounting policies and procedures for the project, and ensure adherence to these policies and procedures ; Provide inputs in ensuring development and operation of a satisfactory financial management system for the project ; provide inputs in ensuring that an effective system of internal controls is operational and the internal audit system for the project is working satisfactorily. Ensure Follow-up on issues arising out of internal audit.
9. Ensure smooth flow of funds to all levels of the project's organization, payments to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting.
10. Ensure timely preparation of Withdrawal Application to IRENA, and submission of appropriate requests to Government of Maldives/ Ministry of Finance and Treasury/Maldives Monetary Authority to ensure timely flow of funds to the project.
11. Ensure timely preparation of financial management reports and financial statements, liaise effectively with auditors to ensure timely audit and publication of financial statements
12. Ensure development of satisfactory financial and accounting policies and procedures for the project, and ensure adherence to these policies and procedures.



13. Ensure a system for safeguarding project assets is implemented and operated.
14. Ensure that an effective system of internal controls is operational and the internal audit system for the project is working satisfactorily. Follow-up on issues arising out of internal audit.
15. Preparation of documents for audit of the project accounts and submitting audit reports to IRENA as required.
16. Handle the accounting procedure of the project management unit.
17. Maintain books of accounts.
18. Processing of vouchers for payment.
19. Prepare interim unaudited financial reports (IUFs) of the PMU quarterly with the effectiveness of the project.
20. Preparing and submission of regular project progress reports to MOFT as agreed.
21. Maintain inventories.
22. Reconciliation of Bank Accounts.
23. Conduct analysis of Expenditure.
24. Maintain compliance with the donor agencies' financial management guidelines.
25. Establish financial vouchers & registers.
26. Establish a complete filing system for financial records.
27. Establish a complete and accurate fixed assets register.
28. Work with Procurement Officer(s) to ensure the financial data management is synchronized with the physical progress of the project components.
29. Any other work related tasks assigned by the Project Director.

F. QUALIFICATIONS AND EXPERIENCE

1. Minimum Master's Degree or higher, in the field of Finance, accounting or related field.
2. Must have professional work experience of at least Five (05) years in the field of Finance or accounting.
3. Experience in project financing; with substantial coordination/supervisory responsibilities pertaining to Finance will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects, as well as understanding of Maldives public finance and procurement procedures would be an added advantage.
5. Experience in financial management applications will be an added advantage.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.



In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

G. REPORTING REQUIREMENT

1. Report directly to the Head of the Project Management Unit (PMU) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Financial Officer should report to work on week days from 0800 – 1400 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rata basis.
3. The Finance Officer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies
4. The Finance Officer is required to report to work in official attire.

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** months from the commencement of the works with potential extension based on performance and need.

I. REMUNERATIONS

The selected candidate will be provided a monthly remuneration of 25,020/- to 28,800/- depending on the qualifications of the candidate.

J. SELECTION CRITERIA

The Finance Officer will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Experience in similar works	30
Interview	30



K. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Finance Officer as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement

Unplanned Leave: The selected candidate may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

Planned Leave: The selected candidate may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The selected candidate will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The selected candidate may take a maximum of 20 working days of unpaid leave in a twelve-month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) days, the contract may be terminated by the Client.

L. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

M. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Unit
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives

20.12.2021