Terms of Reference (ToR)

Position: Finance Advisor

Project: Local Governments and Climate Change Project Phase 3 (LGCC-3 Project)

Funded: Green Climate Fund (GCF)

Location: NCDD secretariat and traveling to provinces

Duration: 12 months with renewable

1. Background

The 10-Year National Programs on Sub-National Democratic Development Phase 2 from 2021-2030 (NP2), was designed to implement the Law on the Management of the Capital, Provincial, Municipal, District and Khan Administrations (2008), Law on the Management of the Commune/Sangkat Administrations (2001) and Decentralization and Deconcentration (D&D) policies. The NP2 aimed to enhance the delivery of public services and local development with mainstreaming of gender equality, social equity and inclusiveness and climate change adaptation through establishing the structures and governance systems of sub-national administrations to be modern, autonomous, efficient, transparent, and accountable in providing public services and local development. NP2 is implemented under leadership and management of the National Committee for Sub-National Democratic Development (NCDD) with assistance of NCDD Secretariat (NCDDS) for day-to-day management and implantation of the program.

To achieve the above objective, NP2 identified five key components to be implemented, including (1) Leadership and coordination of reform, (2) Structures and system of sub-national administration, (3) Human resource management and development, (4) Fiscal decentralization and sub-national administration planning and budgeting systems, and (5) Public service delivery and local development.

The Local Governments and Climate Change Phase 3 (LGCC-3 Project) is developed to contribute to the implementation of the NP2 aimed at bolstering the climate resilience of communities through enhancing the capacity of local governments and their communities to access and effectively utilize funding for climate change adaptation investments. The project is funded by Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear including 25 districts under management of the Project Management Unit (PMU).

The local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. This LGCC-3 project seeks to strengthen the capacity of local authorities to integrate climate change adaptation and mitigation into their planning and governance systems. The LGCC-3 Project applies to the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), and results-based management in line with GCF requirements.

The NCDDS will recruit Finance Advisor to work with the PMU.

2. Objectives of the Assignment

- Provide technical assistance to PMU in the preparation of the project budget plan and procurement plan.
- Operate and maintain the project's financial and accounting system (Peachtree Accounting System) align with NCDDS/GCF requirements.
- Prepare and facilitate timely disbursement, monitoring, and financial reports.
- Provide capacity development to PMU and SNAs in financial planning and climate finance management.

- Support PMU on facilitating internal and external audits and responding to audit requirements.

3. Scope of Work and Key Responsibilities

The Finance Advisor will undertake the following tasks:

- Liaise closely with PMU to address and resolve all matters related to financial management and accounting align with financial organizational procedure/GCF's financial policy.
- Review payment requests and support documents to ensure completeness, accuracy, and compliance with relevant policies and procedures.
- Record financial transactions promptly and accurately; prepare vouchers and checks for management approval.
- Monitor budget versus actual expenditures and propose budget revisions when needed.
- Provide administrative and organizational support for coordination meetings, training workshops, and other events outlined in the AWPB.
- Prepare annual and quarterly financial plans.
- Support formulation and revisions of the budget plan.
- Finance-related tasks are effectively and satisfactorily managed, including the timely and accurate preparation of Financial Reports in accordance with the NCDD Operational Policies & Procedures Manual and GCF requirements.
- Monitor expenditures against approved budgets.
- Ensure compliance with donor and government financial guidelines.
- Maintain accurate financial records, ledgers, and supporting documentation.
- Process payments, invoices, and reimbursements in line with procedures.
- Project accounting functions are managed effectively, accurately, and on time. Project accounting systems are maintained, updated and keep safety.
- Prepare monthly, quarterly, and annual financial reports.
- Provide financial data for project progress reports.
- Ensure adherence to procurement and financial regulations.
- Facilitate internal and external audits, respond to audit queries.
- Provide capacity building to PMU, provincial and districts project teams on financial management and PBCRG financial management.
- Provide technical assistance in strengthening financial systems.
- Work closely with project coordinators, technical teams, and local government officials.
- Liaise with donors and stakeholders on financial matters.

4. Deliverables

- Approved annual and quarterly budget plans.
- Prepare monthly, quarterly, and annual expenditure reports.
- Consolidate PBCRG financial reports.
- Audit-ready financial documentation.
- Prepare training materials and provide capacity building to PMU and project teams.

5. Qualifications & Experience

- Advanced degree in Accounting, Finance, or related field.
- At least 5 years of experience in financial management, preferably in development or climate-related projects
- Excellent analytical, organizational, and communication skills.
- Experience in capacity building and training is an asset.

- Respectful and sensitive to gender, religion, ethnicity, nationality, and age diversity, demonstrates adaptability in multicultural settings.
- Willingness and ability to transfer knowledge and skills to build the capacity of others.
- Proven ability to establish and maintain effective working relationships with civil servants, advisors, and key NCDD stakeholders.
- Fluency in Khmer and good in English is an asset.

6. Reporting & Supervision

- Reports directly to the Project Finance Manager and Project Manager.
- Works in close collaboration with technical teams, SNA finance departments, and DP representatives.

7. Ethical Standards & Confidentiality

The Finance Advisor must adhere to principles of transparency, accountability, and confidentiality, and commitment to environmental and social sustainability as well as ensuring compliance with national laws, GCF requirements, and project policies and guidelines. All data collected must be handled responsibly and used solely for project purposes.