National Committee for Sub-National National Committee for Sub-National Democratic Development Secretariat (NCDDS)

Terms of Reference (ToR)
Financial Management Consultant
Sustainable Climate-Resilient Accelerated Local Economic Development (SCALED) Project

Position	**: Financial Management Consultant**
Duty Station	: NCDD Secretariat, Phnom Penh, Cambodia
Contract Duration	: 12 months (subject to satisfactory annual performance review with 3 months of probation)
Market Approach	: National (Individual Consultancy)
Expected Start Date	: November 2026
Contract Type	: Time-based contract, Long-term
Grant Number	: E748-KH

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 at enhancing 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 implementation of the program.

The Royal Government of Cambodia (RGC), through NCDDS, is preparing the Sustainable Climate-Resilient Accelerated Local Economic Development (SCALED) Project to support implementation of the 10-Year National Program for Sub-National Democratic Development Phase 2 (NP2: 2021-2030). The project is expected to be implemented over a five-year period (2027-2031) with indicative financing of US$80-100 million and financed by the World Bank and other development partners. Preparation of the project is being supported by a Grant Facility for Project Preparation (GFPP), which finances the analytical work, technical instruments, and operational readiness activities needed to bring the project to Board approval.

The proposed Project Development Objective (PDO) focuses on three interrelated dimensions:

1. strengthening subnational administrations' resilience systems and capacities;
2. delivery of local economic and climate-resilient infrastructure; and
3. promoting citizen participation, social accountability, and inclusive service delivery.

The project consists of four components:

- Component 1: Local Resilience Systems Strengthening;
- Component 2: Local Resilience and Economic Investments;
- Component 3: Innovation and Learning; and
- Component 4: Coordination, Policy and Implementation Support.

As part of project preparation, NCDDS seeks to recruit a qualified Financial Management Consultant to manage the daily financial operations of the GFPP and support the overall financial preparation activities for the SCALED project.

2. Duties and Responsibilities

2.1. Post Supervision

The Financial Management Consultant is under the direct supervision of the Project Director and designated Project Manager of NCDDS and works under the day-to-day supporting of the NCDDS Project Finance Officer.

2.2. Support for Financial Management

The Financial Management Consultant will be responsible for the following daily operational tasks:

1. Coordinate with different consultants and project teams to gather necessary inputs and prepare the Annual Work Plan and Budget (AWPB);
2. Maintain accurate and up-to-date financial records, ledgers, and files for all GFPP expenditures;
3. Assist in the preparation of monthly, quarterly, and annual financial reports and statements for NCDDS and the World Bank;
4. Support the Senior Financial Management Consultant and NCDDS finance team in data collection and operational assessments of subnational administrations (SNAs);
5. Daily manage the financial activities of the GFPP, including processing payments, reviewing invoices, and recording financial transactions in compliance with World Bank and RGC SOP guidelines;
6. Monitor budget utilization and ensure expenditures are aligned with the approved AWPB;
7. Assist FM team to prepare withdrawal applications, and statement of expenditures to be submitted for approval of the Ministry of Economy and Finance, and the disbursement of funds from the World Bank;
8. Assist FM team for preparing payroll/withholding tax; and deal with taxes and duties for all the contract agreements financed by the project;
9. Support the NCDDS Project Finance Officer during internal and external audits by ensuring all necessary supporting documentation is readily available and provided; and
10. Regularly update the project's fixed asset register, conducting periodic physical inventory verifications for all equipment and assets under the GFPP to ensure accountability.

2.3. Reporting and communication

The Financial Management Consultant will report directly to the Project Director and/or designated Project Manager of NCDDS and submit monthly timesheets, monthly progress reports on the tasks performed by him/her of financial management under the Project.

3. Required Qualifications, Skills and Competencies

3.1. Education

- Minimum bachelor’s degree (master’s degree preferred) in Accounting, Finance, Business Administration, or a related field.

3.2. Professional Experience

- At least 5years of relevant professional experience in daily financial management, accounting, or project finance;
- Experience working on donor-funded projects, particularly World Bank or multilateral development partner-financed projects, is highly preferred;
- Experience in budget preparation and coordinating Annual Work Plans and Budgets (AWPB);
- Experience in designing and operating computerized accounting software;
- Demonstrated experience supporting internal and external audits, as well as managing payroll and withholding tax compliance under RGC regulations
- Computer literacy with knowledge of general Microsoft Applications, Email and Internet and accounting software (Sage 50); and

3.3. Skills and Competencies

- Strong knowledge of accounting principles and financial bookkeeping;
- Ability to work collaboratively with diverse teams and coordinate inputs from multiple consultants;
- Proficiency in accounting software and Microsoft Excel;
- Good in written and spoken English and Khmer.