

**GOVERNMENT OF VIETNAM**  
**PROJECT PREPARATION AND START-UP SUPPORT FACILITY (PPSSF)**

**Terms of Reference**

**Job Title:** Accountant (National, 50 person-months),  
**Reporting to:** Ms. Nguyen Yen Hai, Director, Project Coordination Unit,  
Ministry of Planning and Investment

**A. Background**

1. The Government of Viet Nam is seeking consulting services to the Ministry of Planning and Investment (MPI) to provide assistance and support to the Project Coordination Unit (PCU), which was established in the Foreign Economic Relations Department (FERD) of MPI, for the management of the PPSSF. The consulting services will be provided by a team of individual national and international consultants working cohesively and together under the overall leadership of an International Team Leader, who reports directly to the Director of the PCU.

2. A team of individual consultants will provide support to the PCU in (i) formulation, preparation, review, approval of subprojects which are mostly consulting services to prepare Investment Projects to be financed by the Asian Development Bank (ADB); (ii) collaboration with executing agencies/implementing agencies (EA/IA) of subprojects for monitoring implementation of those subprojects; and (iii) capacity building for PCU, EAs/IAs and project implementation units (PIU) to carry out their responsibilities under the PPSSF.

**B. Scope of Services**

3. The Accountant will work under the guidance of the PCU Coordinator, Team Leader/Deputy Team Leader in close cooperation with other individual consultants to support PCU in all PCU office administration activities to achieve PPSSF outcomes and outputs.

**C. Detailed Tasks and Responsibilities**

4. The Accountant is responsible for, but not limited to:

- i. Preparing under the guidance of the Financial Management Specialist, the Team Leader/Deputy Team Leader the templates for subproject PIU applications for payment, subproject PIU's requests for replenishment of subaccounts, when applicable, and PCU consultant's invoices;
- ii. Reviewing and checking completeness of the applications for payment issued by the PIUs of the subprojects; identifying errors and missing supporting documents and requesting PIUs to complete applications;
- iii. Clearing applications for payment for further processing by the PCU Chief Accountant and other MPI relevant departments and approval by PCU Director;
- iv. Compiling and maintaining subproject records of all final applications for payment including supporting documents;
- v. Reviewing and checking when applicable, completeness of the requests for replenishment of subproject subaccounts;
- vi. Clearing when applicable, requests for replenishment of subproject subaccounts for further processing by MPI and Ministry of Finance (MOF);

- vii. Compiling and maintaining copies of requests for replenishment of subproject subaccounts including supporting documents;
- viii. Reviewing and checking for completeness monthly invoices submitted by PCU consultants;
- ix. Clearing monthly invoices submitted by PCU consultants for further processing by the PCU Chief Accountant and approval by PCU Director;
- x. Compiling and maintaining records of the PCU consultants' invoices;
- xi. Providing in consultation with the Financial Management Specialist guidance to the subproject PIUs in completing applications for payment and where applicable requests for replenishment of subaccounts; and
- xii. Provide assistance and clarifications to the PCU Chief Accountant for the preparation of the requests for replenishment of the PPSSF imprest account in accordance with ADB's *Loan Disbursement Handbook*.

#### **D. Deliverables**

5. The Accountant will report directly to the PCU Coordinator and Team Leader/ Deputy Team Leader and coordinate his/her work with PCU Chief Accountant. For administrative and contractual matters, the Accountant will report to the PCU Director. In addition to the standard duties of processing invoices and maintaining accounting records, the Accountant will prepared the following reports and documents:

- i. Monthly, quarterly and annual accounting reports;
- ii. Annual budget plans by end of November for the subsequent year;
- iii. Quarterly tax reports;
- iv. Training materials on disbursement and accounting procedures; and
- v. Any other ad-hoc reports as requested by Team Leader, PCU Director and/or ADB Project Officer.

#### **E. Qualifications and Experience**

6. The following qualifications and experience will be required:

- i. Degree in Accounting alternatively Business Administration or equivalent;
- ii. Experience of at least 10 years in accounting for organizations involved in multi-sector project management or major projects in municipal services, transport and infrastructure services;
- iii. At least 3 years of accounting and disbursement experience in ADB-funded projects;
- iv. Proven ability in managing and maintaining major project accounts;
- v. Proven capacities in reviewing applications for payment, requests for account replenishment, and consultants invoices preferably under ADB-financed projects;
- vi. Good knowledge of and working experience with multinational development banks preferably ADB or World Bank, especially with regard to disbursement procedures and requirements;

- vii. Proven experience under Vietnamese public accounting regulations, procedures and systems;
- viii. Excellent interpersonal, writing, and communication skills, ability to work in English and Vietnamese essential.

**F. Timelines**

- 7. The assignment will be for a total period of 50 months on a permanent basis starting around 15 July 2014 until 30 December 2019.

**G. Location of Assignment**

- 8. The assignment will be in Hanoi, Viet Nam. Local travel within Viet Nam will be required on an as-needed basis.