

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

**Terms of Reference**

**Job Title:** Financial Management Specialist (National, 40 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 Financial Management Specialist will work under the guidance of the Team Leader/Deputy Team Leader in close cooperation with other individual consultants to support the PCU in the overall management of the PPSSF to achieve PPSSF outcomes and outputs.

**C. Detailed Tasks and Responsibilities**

4. The Financial Management Specialist is responsible for, but not limited to:
- i. preparing a financial management (FM) manual covering all FM functions and procedures;
  - ii. Developing and implementing a financial management system (FMS) for the PPSSF including a management information system (MIS) and procedures;
  - iii. Assessing financial management capacities of project implementation units (PIU) in charge of the subprojects, identifying shortcomings and training requirements;
  - iv. Reviewing FMS and MIS of PIUs in charge of the subprojects and recommending improvements to ensure consistency with the PPSSF FMS;
  - v. Identifying in consultation with executing agencies/implementing agencies and PIUs of the subprojects the most appropriate disbursement procedures in compliance with ADB disbursement guidelines;
  - vi. Developing and implementing in collaboration with the accounting team the PPSSF accounting system, reporting and liquidation in accordance with the Government accounting regime;

- vii. Developing an internal control system including procedures, control mechanisms and recording system for PPSSF and subproject documentation;
- viii. Ensuring in collaboration with the procurement specialists that procurement activities under PPSSF and subprojects are consistent with the procurement plans, and procurement contracts and payments are recorded in the accounting system and reported in the contract management form;
- ix. Developing and implementing a training program on financial management targeting (a.) PPSSF accounting team and administrative assistants and (b) the financial management and accounting teams of the PIUs in charge of subproject;
- x. Assisting on an as-needed basis the PIUs in charge of subprojects with financial management; and
- xi. Updating the financial management section of the Project Administration Manual (PAM).

#### **D. Deliverables**

5. The Financial Management Specialist has to deliver the following reports and documents:

- i. Financial management manual;
- ii. Financial management system;
- iii. PPSF accounting system and procedures;
- iv. Assessment of PIUs capacities and financial management system;
- v. Quarterly report on withdrawal of ADB loan proceeds;
- vi. Quarterly interim consolidated project (PPSSF) account (IPAs);
- vii. Quarterly interim consolidated financial statements (ICFRs);
- viii. Audited annual financial statement in accordance with ADB's reporting format; and
- ix. Report on final account upon PPSSF completion;

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

6. The following qualifications and experience are required:

- i. Advanced degree in Finance or Business Administration;
- ii. Experience of at least 10 years in development projects preferably under Official Development Assistance (ODA) financing including proven experience in project financial management and accounting preferably under ADB-funded projects;
- iii. Proven capacities in developing and implementing financial management systems throughout a project cycle;

- iv. Good knowledge of and working experience with multinational development banks preferably ADB or World Bank, their procedures and financial requirements related to financial management;
- v. Ability to develop and maintain effective interaction with high level government officials, project implementation units and implementing agency officers, and international and national consultants;
- vi. Excellent interpersonal, writing, and communication skills;
- vii. Ability to work in English and Vietnamese essential.

**F. Timelines**

7. The assignment will be for a total period of 40 person on an intermittent basis starting around 15 July 2014 until 30 December 2019. The consultant is expected to provide a first input of about five months in 2014. Inputs in the subsequent years will be based on the actual PPSSF implementation progress.

**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.