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TERMS OF REFERENCE

Finance and Risk Compliance Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Peshawar - Pakistan**
DURATION OF CONTRACT	12 months

Purpose of Assignment

The Government of Khyber Pakhtunkhwa, through the Elementary and Secondary Education Department (E&SED), in collaboration with UNICEF, is implementing the Multi-Year Work Plan (MYWP) 2025–2027 to strengthen the education sector's capacity to deliver equitable, inclusive, and quality education services. The MYWP aligns national and provincial education sector strategies and aims to address systemic challenges through evidence-based planning, cross-sectoral coordination, and sustainable implementation models.

The purpose of this assignment is to establish the responsibilities, tasks, and expected deliverables for the role dedicated to ensuring robust financial management, internal control, risk mitigation, and institutional integrity across the Elementary and Secondary Education Departments (E&SED) in coordination with UNICEF KP office. The role will serve as a key resource for the Secretary, E&SED, in promoting transparency and accountability.

Scope of Work

The consultant will work under the overall guidance of UNICEF. The consultant will be responsible for the following activities:

1. Financial Oversight

• Review the utilization of UNICEF funds provided to implementing partners including E&SED Directorates (DCTE, DPD, ESEF), NCHD, Provincial Assembly, PSRA and flag significant delays or deviations from approved plans.

• Review financial and expenditure reports submitted by the IPs and identify missing information or documentation requiring follow-up.

• Conduct sample checks of selected expenditures to verify that expenditure is supported by appropriate documentation and relates to approved activities.

• Follow up with concerned Directorates on outstanding financial reports, documentation and utilization issues.

• Provide guidance to program and finance teams on compliance requirements.

2. Procurement and Supply Oversight

• Conduct sample physical verification of supplies/equipment at Directorate, district or school level, where appropriate.

• Verify that supplies procured by UNICEF and provided to partners, meet the required specifications; identify any issues with quality or quantity and report to UNICEF accordingly.

• Report significant discrepancies between procurement records, delivery records and actual availability/use of supplies.

3. Reconciliation and Verification

• Support reconciliation of financial records, procurement records, delivery documentation and physical verification findings for selected activities.

• Identify and flag discrepancies between approved budgets, reported expenditure, procured items, delivered supplies and actual use.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Financial Oversight & Management	Baseline report reflecting strengths and weaknesses of financial management systems of relevant partners and government counterparts	Nov 15, 2026
Financial Oversight & Management	04 quarterly Financial and Supply Compliance Reports reflecting improvements or gaps in financial management systems of relevant partners and government counterparts	Jan 15, 2027 Apr 15, 2027 Jul 15, 2027 Oct 15, 2027
Financial Oversight & Management	12 monthly updates on financial utilization by relevant partners and government counterparts	15th of every month during 12 months contract period
Risk Assessment and Mitigation	02 Risk and Corrective Action Reports covering key financial, procurement, supply, asset and operational risks, with status of agreed mitigation measures	Apr 15, 2027 Oct 15, 2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

Education: Bachelors` university degree in Finance, Accounting, Risk Management, or related field.

Work Experience:

- At least 5 years of experience in public finance, risk assessment, or audit.
- Proven track record in anti-corruption or governance reform is a strong advantage.
- Experience working in or with government institutions is desirable.
- Strong ethical foundation, discretion, and commitment to accountability.

Language Requirements:

- Fluency in English and Urdu; knowledge of Pashto is a plus.
- Proficient in digital tools for financial management, risk mitigation

Knowledge/Expertise/Skills:

- Proficiency in report writing and presentation.
- Advanced knowledge of financial and risk management tools

Desirables:

Communication and Reporting Skills

- Strong written and verbal communication abilities, including report writing, presentations, and stakeholder

engagement.

- Strong analytical skills

Problem-Solving Capability

- Proven ability to identify and resolve financial matters as per UNICEF financial protocols

Familiarity with UNICEF and Donor-Driven Programming

- Prior work with or understanding of UN systems, donor-funded programs, financial management and risk mitigation
- Working with government departments on large-scale projects
- Experience in coordinating and ensuring consistency in the implementation of the different projects