

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

Finance and Program Support (Harmonize Approach of Cash Transfer (HACT)) Consultant, Solomon Islands (2 consultancies)

### BACKGROUND

While Solomon Islands is on track to achieve most of the health related Sustainable Development Goals (SDG) targets, there has been slow progress and the recent census results indicating reversals for Infant mortality rate (IMR) and Under-five mortality rate (U5MR) that is 22 and 28 per 1,000 live births in 2009 and 24 and 30 per 1,000 live births in 2019 (Census report, 2019) with significant geographical disparities (IMR and U5MR at 32 & 42 in Central Province, and 15 & 19 in Temotu Province respectively). Therefore bridging gaps and ensuring no child or community is left behind, there is need for more effective and efficient program delivery mechanism.

The UNICEF Pacific Multicountry program 2023-2027 has emphasized strengthening of management and leadership capacities as a means to enhance delivery of integrated quality social services. Likewise, UNICEF adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. This aims at managing risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources.

Currently all Gavi cash grants for the Ministry of Health and Medical Services (MHMS) are channeled through UNICEF as an interim arrangement, during which UNICEF is expected to provide enhanced fiduciary assurance for disbursements to the MHMS both at national and sub-national levels as well as capacity building support for MHMS, provincial health departments and provincial councils in the areas of financial and programme management. In this context, UNICEF seeks two national consultants to provide necessary capacity building and implementation support for improved financial management, programme effectiveness and efficiency through shadowing key MHMS staff (including finance) at national and sub-national levels in all provinces, training, offering advice, instilling confidence, and assisting with troubleshooting.

### OBJECTIVE / SCOPE OF WORK

With support from GAVI, the Vaccine Alliance, and other donors, UNICEF has been providing financial and technical support to the MHMS of Solomon Islands and in a bid to strengthen its financial and programme management capacity at national and sub-national levels, these consultancies are aimed at achieving the following objectives:

- Strengthened planning, budgeting and financial management processes at MHMS and Provincial Health Departments
- Timely and accurate expenditure monitoring, reporting, and liquidations by MHMS and Provincial Health Departments through enhanced UNICEF's HACT assurance activities

### ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
<b>Inception</b> <ul style="list-style-type: none"><li>• Inception report with detailed plans to implement all tasks listed in ToR</li><li>• Meetings with key MHMS Officials</li></ul>	<ul style="list-style-type: none"><li>• Inception report</li></ul>	5 days	5 %

<p><b><u>Strengthened planning, budgeting and financial management processes at MHMS and Provincial Health Departments</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a quick snapshot review of current Government budgeting and financial management processes and related timelines at MHMS and Provincial Health Departments</li> <li>• Support MHMS in financial planning and implementation by preparing/analysing financial data and documentation, verifying relevance, accuracy and completeness before submission to UNICEF</li> <li>• Provide technical support to the MHMS programs, counterparts and committees to ensure compliance with HACT framework</li> <li>• Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and actions / interventions needed to address them</li> </ul>	<ul style="list-style-type: none"> <li>• Summarized report on key Government processes for the planning, budgeting, and financial management with notified areas of weakness related to HACT implementation</li> <li>• A template for MHMS and al Health Mgt Teams for quarterly financial forecasting to facilitate timely DCT planning and disbursement</li> <li>• Updated monthly Funds utilization and Field monitoring reports including liquidations reports Feb/ March 2024, and end user monitoring for supplies</li> <li>•</li> </ul>	40 days	15%
<ul style="list-style-type: none"> <li>• Design and implementation of capacity development strategy/initiatives for MHMS and Provincial Health Departments which can be supported by UNICEF through identification of common weaknesses in financial and procurement management from review of micro assessment and assurance activity reports.</li> <li>• Prepare and/or monitor financial reports to assess unusual activities and transactions, investigate anomalies, and keep both UNICEF and MHMS informed for timely action</li> <li>• Act as a liaison between MHMS at national level, provincial health departments, and UNICEF, facilitating</li> </ul>	<ul style="list-style-type: none"> <li>• Overall capacity building strategy to address common weaknesses in financial and procurement management</li> <li>• Tailored capacity building plans for each of the Provincial Health Department to address identified areas of weaknesses</li> <li>• 1<sup>st</sup> Quarter report on implementation of capacity building strategy / plans</li> <li>• Updated monthly Funds utilization and Field monitoring reports including liquidations reports April /May 2024, and end user monitoring for supplies</li> <li>•</li> </ul>	40days	15%

<p>effective coordination, co-operation, and exchange of information</p>	<ul style="list-style-type: none"> <li>• HACT training report</li> <li>• 2<sup>nd</sup> Quarter report on implementation of capacity building strategy / plans</li> <li>• Updated monthly Funds utilization and Field monitoring reports including liquidations reports June/July 2024, and end user monitoring for supplies</li> </ul>	40 days	15%
<p><b><u>Timely and accurate expenditure monitoring, reporting, and liquidations through UNICEF's enhanced assurance activities</u></b></p> <ul style="list-style-type: none"> <li>• Provide regular feedback on Direct Cash Transfers (DCT) status disbursed to the MHMS and Provinces through monitoring milestones and advise on improvements to keep activities on track</li> <li>• Conduct programme monitoring in UNICEF focus programme for cash and supplies</li> <li>• Conduct quarterly 1-week visits to each provincial health department (responsible provinces to be allocated to each of 2 consultants) to assess their financial record-keeping, expenditure controls and reporting systems and to provide mentoring and coaching support</li> <li>• Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery</li> </ul>	<p>Updated monthly Funds utilization and Field monitoring reports including liquidations reports August/Sept 2024, and end user monitoring for supplies</p> <p>Health Facility equipment inventory report</p>	40 days	15%
	<p>Updated monthly Funds utilization and Field monitoring reports including liquidations reports Oct/Nov 2024, and end user monitoring for supplies</p>	40 days	15%
	<p>Updated monthly Funds utilization and Field monitoring reports including liquidations reports Dec 2023/Jan 2025 and end user monitoring for supplies</p>	40days	15%
<p><i>Final report (max 15 pages)</i></p>	<p>Final report</p>	15 days	5%
<p>Total</p>		260 Days	100%

Note: Payment schedule will be defined in the contract once the exact sequencing/timeframe of the deliverables are agreed with the selected consultant, UNICEF, and provincial health team.

## QUALIFICATIONS, SPECIALIZED EXPERIENCE, AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

### Education:

A first level university degree in accounting, financial management or another related financial field is required. Supplemental formal financial / accounting training may be accepted if a university degree is not in a related financial field. CIPFA qualification is acceptable in lieu of relevant university degree.

### Experience:

- At least 2 years of work experience in programs financial management are required
- Experience in working with Government entities/ sectors, and provincial level experience is an advantage
- Relevant work experience in a UN organization, including familiarity with HACT, is considered as an asset

### Required skills:

- Financial management skills
- Computer literacy, ability to operate relevant software and programmes, including ability to balance and reconcile figures and transcribe accurately
- Proven ability to manage relationships with government ministries, local governments, national and sub-national partners, service providers, communities and other stakeholders
- Ability to work effectively with people of different backgrounds
- Strong organizational, planning and prioritization skills
- Clear and concise communication
- Good analytical skills

### Required knowledge:

- Good knowledge of working environment in Solomon Islands
- Knowledge and understanding of government financial processes and procedures in Solomon Islands

### Language:

- Fluency in English is required, and knowledge of a local language would be an asset

## CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

### Management, Organization, and Timeframe:

The consultant will be supervised by the Maternal and Child Health Specialist in Solomon Islands Field Office with guidance of Chief of Field Office, Solomon Islands.

The consultant will be based in Honiara, Solomon Islands for the entire contract period (12 months) with frequent in-country field missions.

### ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy 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. Consultants 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 visa (if applicable) and health insurance 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, program 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 afterward in your assignment.
- No work may commence unless the contract is signed by both UNICEF and the consultant/contractor.
- Consultant will be required to complete mandatory online courses upon receipt of the offer and before the signature of the contract.
- Deliverables that require payment within less than 30 days should be lumped together for ease of transaction.