

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Institutional Contractor	Individual Consultant	Technical Assistance to IP (individual)
Title	Financial Management Expert – National Consultancy		
Purpose	Provision of Financial Management Support to the Ministry of Community Development and Social Services		
Type of consultancy: <ul style="list-style-type: none"> Time-based deliverable-based ¹ 			
Location	Ministry of Community Development and Social Services, Lusaka, Zambia		
Duration	4 Months		
Start Date	15 June, 2020		
Reporting to	Chief Social Policy and Research		

BACKGROUND

Since 2003, the Ministry of Community Development and Social Services (MCDSS) implements the Social Cash Transfer (SCT), Zambia's flagship nationwide social protection programme that currently has a beneficiary caseload of 632,397. The social protection programme has shown evidence of positive impacts extending from improvements in living conditions, self-esteem/perception, income retention and productivity

As the programme has grown over the years, Fiduciary Risk Assessments (FRA) have been to assess fiduciary risk level associated with the SCT scale-up. The reports of FRAs conducted in 2015 and 2017, recommend strengthening of the Ministry's financial management and reporting. The MCDSS and Cooperating Partners agreed an action plan on this basis and this plan was consequently incorporated into the UN joint programme for Social Protection (UNJPSP), signed in 2016. The action plan made necessary staffing at MCDSS Provincial and Headquarter level to implement it. Implemented to date is the development and decentralization of the financial management reporting package to the provinces and districts. and pilot of financial management software, Navision, that has been ensuring real time reporting and tracking of payments in pilot Districts. there is need to roll out the software to remaining districts nationwide. As well as to integrate to other systems within the management of the SCT such as the integrated Financial Management Information System (IFMIS) and the Zambia Integrated Social Protection Information System (ZISPIS)

¹ Time-based are consultancies with fees defined per day or month on an on-going and full-time basis (e.g. those who, under normal circumstances, are office-based and on a daily rate) with a minimum contract duration of one calendar month. While, deliverable-based consultants (e.g., those hired for a specific project or report and who normally work off-site) or individuals who are contracted through institutional/corporate service providers.

It is against this background that MCDSS has requested UNICEF to hire a consultant to provide support to the MCDSS Department of Finance to provide additional financial management capacity and support to financial management capacity building of Officers at all levels of implementation.

JUSTIFICATION

To complete the financial management capacity strengthening mandate under UNJPSP (2016-2019) and to transfer the financial management of SCT to World Bank, there will be intensive and time bound work which will require full- time support, especially with respect to the roll-out of the NAVISION system. Neither UNICEF nor the MCDSS able to provide this comprehensive support using existing staff.

Considering the above, there is need to engage a Consultant to maintain the momentum built around the financial management development and enhancements, and finalise the roll-out of the new NAVISION accounting system for the Social Cash Transfer programme.

OBJECTIVES / TARGET

The overall objective of this assignment is to strengthen the financial management capacity of the Ministry of Community Development and Social Services and to make efficient financial management processes for the Social Cash Transfer.

Specific objectives include:

- 1. Finalize roll out of Navision Financial Management package and training across provinces and select districts;*
- 2. Linkage of Navision to Integrated Financial Management Information System (IFMIS) and Zambia Integrated Social Protection Information System (ZISPIS);*
- 3. Transition Financial Management workstream to World bank team/system; and*
- 4. Assurance Activities required under UNICEF HACT procedures with MCDSS.*

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

- 1. Roll out of Navision Financial Management software;*
 - To lead the review and documentation of lessons learned of Navision usage in pilot districts*
 - Support rollout and training of additional districts*
 - Provide technical backstopping to Provincial Accountants and Districts, during and post training.*
 - Conduct Spot Checks to ensure compliance*
 - Documenting roll-out of Navision*
- 2. Linkage of Navision to Integrated Financial Management Information System (IFMIS) and Zambia Integrated Social Protection Information System (ZISPIS);*
 - Support development of system specifications requirement for linkage*
 - Support relevant training or orientation of users in new integrated functionalities*
 - Document linkage processes and outcomes*
- 3. Transition Financial Management workstream to World bank team/system;*

- Support transition of documentation and process to World Bank financial management team
- Support capacity building of MCDSS staff in World bank financial management and procedures

4. Assurance Activities required under UNICEF HACT procedures with MCDSS.

EXPECTED DELIVERABLES

Tasks	Expected Output	Deliverables	Time frame	Payment Schedule
1. Roll out of Navision Financial Management software	Lesson learning from 10 pilot districts and provincial offices currently utilizing Navision Roll out to 3 additional provinces	-lesson learning report - roll out plan -Report on planning, management and quality assurance activities to be undertaken to strengthen and roll out of the software.	July 2020	25%
2. Linkage of Navision to IFMIS and ZISPIS	Navision system linked to ZISPIS and IFMIS All payments service providers for SCT regulated by relevant guidelines	-Support development of system specifications requirement for linkage -Relevant training of users in new functionalities conducted - Post-training reports	August 2020	25%
3. Transition Financial Management to World bank team/system	Transition to World bank Financial Management completed.	-Support transition of documentation and system integration and processes to World Bank financial management team -Support capacity building of MCDSS staff in new financial management systems and procedures	September 2020	25%
4. Assurance of MCDSS activities related to the UNICEF HACT and internal audit	UNICEF Internal audit implementation related to MCDSS supported and completed	-HACT assurance and Internal audit activities supported - Documentation of lessons learnt. -Final Consultancy report including recommendations	October 2020	25%

Tasks	Expected Output	Deliverables	Time frame	Payment Schedule
5. Wrap Up and Recommendations for Way Forward				

REPORTING REQUIREMENTS

The Consultant will report to the Chief Social Policy and Research and will work closely with the Directors of Finance and Social Welfare in MCDSS. The consultant will provide updates to the Financial Technical Committee and the Director Social Welfare. A consultancy inception report and monthly progress reports are expected. Along with progress reports, training plans and training reports are anticipated. At the end of the consultancy an end of consultancy report is to be submitted.

PROJECT MANAGEMENT

This Consultancy will be managed by the Social Policy and Research Unit, with a dotted reporting line to the Departments of Social Welfare and Finance at MCDSS. The Consultant will be expected to have monthly meetings with the Chief Social policy and Research, Director Social Welfare, and Director of Finance at the Ministry of Community Development on progress towards key deliverables and emerging issues. The consultant will also be expected to report and contact the SPR section directly on administrative and contract related issues.

LOCATION AND DURATION

The Consultancy is expected to commence on 15th June 2020 for a period of 4 months and will be based at MCDSS headquarters. Travel to Provinces and Districts is anticipated, however, based on appropriate approval and compliance with the defined protective measures.

PAYMENT SCHEDULE

See "Expected Deliverables" Section above.

In the case of unsatisfactory quality of reports, payments will be withheld until quality has been assured. Consultant will be paid monthly based on achievement of deliverables as per payment schedule.

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

The Consultant should possess;

- *an Advanced University Degree in Audit/ Business Administration/ Public Financial Management or Economics*
- *minimum 8 years professional experience. The candidate should also possess:*
Relevant
 - o *Financial Management experience, particularly capacity development*
 - o *excellent written and oral communication skills.*

- *Computer literate*
- *Fluency in written and spoken English is required.*
- *Prior experience of working with the Government of the Republic of Zambia will be an added advantage.*

ADMINISTRATIVE ISSUES

UNICEF will also provide a laptop to the consultant for the duration of the consultancy.

Payments for deliverables will be made based on the above payment schedule on receipt of an invoice request for payment.

POLICY BOTH PARTIES SHOULD BE AWARE OF

(ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)

- *Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.*
- *Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.*
- *No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.*
- *For international consultants outside the duty station, signed contracts must be sent by fax or email.*
- *No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.*
- *Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.*
- *Consultants will not have supervisory responsibilities or authority on UNICEF budget.*
- *Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.*
- *The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.*