

**TERMS OF REFERENCE
CONSULTING SERVICES – INDIVIDUAL SELECTION**

Project Overview

Project Overview	
Project Name	Community Benefit Sharing Project -- Phase 2 (CBSP-2)
Activity Reference Number (STEP)	C4-CS-004
Agency Name	Ministry of Mines, Energy and Rural Electrification
Country	Honiara, , Guadalcanal, Solomon Islands
Position Title/ Activity Description	Accountant
National	<input type="checkbox"/>

Project Background

Project Details	
Project Aim (PDO Statement)	<p>The Project Development Objective is to enable Target Communities to benefit from improved access to and use of basic infrastructure and services, and to operationalize the Community Benefit Sharing Fund (CBSF).</p> <p>Community Benefits Sharing Project – Phase 2 (CBSP-2) is a follow-on project to CBSP Pilot (P153986) which was implemented by the Solomon Islands Government (SIG) from 2018 to 2023 with the support of the World Bank through a US\$2.8 million Japan Social Development Fund grant. The CBSP Pilot aimed to establish a benefit sharing scheme between Tina River Hydropower Development Project (TRHDP) and the project area communities. The benefits to be shared with these communities are based on an agreed-upon formula between SIG and the dam operator--Tina Hydro Limited (THL)--that will allocate a portion of the annual revenues from the power generated by the dam for an estimated 30 years after the hydropower facility comes into operation.</p> <p>The CBSP Pilot established the Community Benefit Sharing Fund (CBSF) institutional arrangements and improved access to electricity and water for selected benefit sharing communities. The CBSP-2 Project will build on and carry forward the results of the Pilot Project by extending basic services equitably to the target communities and fully operationalizing the CBSF.</p> <p>The CBSP-2 is estimated to cost US\$ 5 million, will run for 5 years from 2023 to 2028 and will be implemented by a Project Management Unit (PMU) within the MMERE and by Solomon Islands Electricity Authority (Solomon Power) for Component 2(c), rural electrification.</p>
Project Length	September 2023 – November 2028
Project Location	Malango Ward, Guadalcanal Province
Components	<p>CBSP-2 has four components as follows:</p> <ul style="list-style-type: none"> • Component 1: to operationalize the CBSF or “Fund” by establishing the institutional arrangements for the Fund, building the capacity for the oversight and management of the

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	<p>Fund, supporting updates to the Fund Operation Manual and financing community subprojects supporting basic services.</p> <ul style="list-style-type: none"> • Component 2: to improve access to and use of basic infrastructure and services for the project’s target communities, including investments in water and electricity access, and one road improvement. • Component 3: to enhance skills of CBSP community members to increase their knowledge and confidence to participate in the CBSF processes and local economic development activities, and to provide knowledge and skills aimed at income-generating opportunities in both the formal and informal sectors. • Component 4: to support project management, monitoring and evaluation (M&E).
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Contract Details

Details	
Objective	The Accountant will be responsible for the day-to-day management of project funds to ensure proper and timely payment of all project related expenses, accounting for the use of project funds, maintaining project fund flows at adequate levels to ensure effective implementation, reporting on the use of such funds and ensuring that documentation is in order for the conduct of annual project audits.
Duration	<p>National Fulltime contract (24 months).</p> <p>Estimated start: 18TH APRIL 2024</p> <p>The may be renewed based on Project needs (up to 5 years) and performance of the Consultant. The PMU Accountant will be on probation for the first 6 months of the assignment.</p>
Reporting	The CBSP-2 PMU Accountant will report to the CBSP-2 Project Manager (PM).

Contract Scope

The Accountant reports to the CBSP-2 PM and will ensure that the PM has the most up to date and relevant information on the progress of Financial Management (FM) activities under his/her responsibility. The Accountant would prepare external financial reports (periodic progress and end-of-year annual financial statements ready for audit) for the PM that would be submitted to the MMERE Director of Energy through the TRHDP Project Office (TRHDP Finance Manager and Deputy Project Manager).

Essential Duties and Responsibilities

The Accountant will undertake the following tasks:

1. Prepare together with the PM and other core staff of the CBSP-2 Project Management Unit (PMU) and regularly update the annual and life-of-project budget that reflects the agreed upon project activities and project financing per the Project’s legal agreements.
2. Monitor budget execution on a regular basis and report to PM on substantive variances that would require adjustments and possible amendments to project implementation arrangements.
3. Set up the project’s accounting structure and chart of accounts using MYOB software.
4. Process the day-to-day project financial transactions including collation and review of documentation and entering transactions in the project’s accounting system .
5. Maintain appropriate financial records and documentation of all project income, expenditures and other transactions that meet Government and World Bank FM requirements.

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6. Process duly authorized and approved payments for all project-related expenses including to project contractors and service providers in a prompt manner and in fulfilment of contract requirements.
7. Ensure payments are in compliance with all local legislation, including employee tax deduction, NPF, consultancies taxes and other fees applicable, ensuring tax obligations are paid on a timely fashion and no penalties are charged to the project account.
8. Retain all relevant documentation of financial transactions in a safe and orderly manner.
9. Maintain a register for all project financial commitments (balances of all active contracts) to monitor contract payments and ensure the register is updated every time there is a contract payment, a new contract signed or there is a contract variation.
10. Prepare withdrawal applications and other accompanying documentation as required for periodic replenishment of the Designated Account (DA) to ensure that the CBSP-2 project account maintains an adequate level of cash resources for projected project implementation.
11. Prepare Quarterly Interim Financial Reports in a timely manner and in a format acceptable to the World Bank. The format will be agreed upon in consultation between the World Bank and Solomon Island Government, and project staff.
12. Liaise with relevant finance and accounting personnel of Solomon Power to receive, review and follow-up on regular financial reporting information regarding CBSP-2 project component 2.c, Rural Electrification for the purposes of preparing the consolidated project financial reports.
13. Support the conduct of the annual audit of project funds by (i) notifying and submitting for review by the World Bank and the Office of the Auditor General (OAG) the Terms of Reference for the annual audit, (ii) preparing consolidated financial accounts and documentation for the annual audit, (iii) responding to any requests from the auditors for additional documentation, and (iv) assisting the PM to prepare a response to the auditor's Management Letter and/or any questions that arise during the process of the annual audit.
14. Review, revise and update the draft Financial Management section of the Project Operations Manual (POM) to provide more specific guidance consistent with the project financial management requirements, formats, etc. for disbursements, replenishments, financial control, budget control and reporting and provide relevant training to project staff.
15. Prepare basic FM guidelines and training materials for the Fund Management Office (FMO) of the Community Benefits Sharing Fund, and deliver training to FMO staff and the Funds' Board of Directors.
16. Complete monthly bank reconciliation statements within 10 days of the end of the previous month.
17. Provide any other relevant support related to CBSP-2 financial management matters.

Specific Deliverables of contract

The specific deliverables and milestones of this contract are listed in the table below.

The Accountant will be on probation for the first six months of the assignment. The Project Manager will undertake a performance evaluation as per the deliverables listed below.

Key Deliverables	Timing
Timely entering of transactions in MYOB (or equivalent accountant software)	Ongoing
Quarterly preparation and submission of consolidated Interim Unaudited Financial Reports (IFRs) and financial management inputs to the project's Quarterly Progress Reports within the required timeframes. IFRs must be	Within 45 days after the end of each calendar quarter.

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Key Deliverables	Timing
approved by a MMERE Senior Finance Officer prior to submission to the World Bank.	
Regular (quarterly or as often as required) preparation and submission of withdrawal applications to the World Bank.	Quarterly/as needed
Annual budget updates for submission within the timeframe specified in the Legal Agreements.	Annual
Timely preparation of monthly bank reconciliations.	Ongoing
Preparation of accurate Annual consolidated project financial statements in a timely fashion for submission to the Office of the Auditor General for purposes of the annual audit.	Annual

Qualifications

This section details the basis upon which selection of the successful candidate will be based.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and working integrity and ethics.

Mandatory Criteria	Description	Pass or Fail
Education	A bachelor’s degree in accounting and/or financial management (or equivalent discipline).	Pass or Fail
Computer Skills	Good computer skills, including familiarity with financial software packages (MYOB), Microsoft Word and Excel are essential.	Pass or Fail
Fluency	Good writing skills with the ability to support preparation of reports and presentations; fluency (oral and written) in English is essential. Fluency in local dialect is a plus.	Pass or Fail

Desirable Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined.

Other Criteria		Evaluation Points Allocated (x/100)
Experience relevant to the Project	<ul style="list-style-type: none"> A minimum of 2 years practical experience in a similar accountant role or DONOR project 	25
	<ul style="list-style-type: none"> Analytical and conceptual skills to plan project budgets, timetable agreed activities and oversee staff activities. 	20
Experience relevant to the Terms of Reference	<ul style="list-style-type: none"> Good team player, flexible and capable of working with a multinational and international team. 	15
	<ul style="list-style-type: none"> Ability to participate in high level W/Bank and SIG meetings on financial matters related to the project and questions arising 	15
	<ul style="list-style-type: none"> Ability to work under pressure and against stringed timelines and with minimum supervision. 	15

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	<ul style="list-style-type: none"> • Ability to maintain confidentiality and build effective working relations with project contractors, suppliers, and consultants. • Excellent communication and training skills. 	5
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Other	<ul style="list-style-type: none"> • Be willing to and be able to travel to project areas as work requires 	

Resources Provided

Provide an outline of items/resources the client will provide to enable delivery of the contract outcomes.

Resources	
Equipment (IT/Comms etc)	The project will provide access to IT equipment, stationery, internet, communications, and related utilities. The Consultant is fully responsible for the cost of local transportation (to/from the office).
Office Space	The will provide the office space, including office furniture.
Documents	MMERE will provide to the Consultant all the World Bank Mission Reports, Project Procurement Strategy for Development (PPSD) document, Project Operations Manual, and all the existing reports and materials related to the Project

Selection Process

Applicants will be assessed on (their) Resume as submitted and any supporting documentation.

Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further.

Applicants passing mandatory criteria requirements will be assigned points on presented **desirable criteria**.

The Project Management Unit and other stakeholders will then interview highest ranked individuals¹. Interviews will assess the strengths and weaknesses of candidates.

¹ This number of candidates to be interviewed will be determined on an as required basis.