

June 9, 2021

COWASH IV
Terms of Reference
for
Financial Specialist (FS)

The Financial Specialist of COWASH is employed by the Ministry of Finance (MoF) using the budget allocated from the Government of Finland (GoF) for MoF. The employment period is up to the end of 2024, which is the agreed end date of COWASH IV.

The role of the **Financial Specialist (FS)** working under the COWASH IV is to support & facilitate, together with the Federal Technical Assistance Team (FTAT), effective implementation of the Community-Led Accelerated WASH (COWASH) Project. The responsibility for project practical and physical implementation of WASH is decentralized to the Regional States, Zones, Woredas and Communities.

The **Financial Specialist** will work closely with the COWASH Federal Technical Assistance Team (FTAT) that is responsible for managing and coordinating COWASH IV project at the Ministry of Water, Irrigation and Energy (MoWIE). The Chief Technical Advisor of COWASH will follow the project work plans and will monitor that the planned services are delivered by the Financial Specialist in a manner and in line with the objective of the project.

On the basis of the role described above, the specific areas of responsibility of the Financial Specialist include, but are not limited to:

Fund management

- Administer the COWASH accounts in the Ministry of Finance (MoF) and follow up the COWASH account in the MoWIE.
- Prepare periodic fund requests to Ministry for Foreign Affairs (MFA) of Finland based on the requests received from the regions
- Provide assistance to regions in the preparation of their financial requests to MoF
- Develop templates and keep updated the GoF fund received, transferred and used recordings in consultation with the regions
- Include to the fund requests to MFA the MoF and MoWIE expenses on COWASH
- Based on the fund request sent to MFA, follow up on its timely arrival at MoF bank account and once money has arrived inform Embassy of Finland without any delay
- Facilitate the Government of Finland (GoF) budget transfers to the regions from MoF

Procurement

- Establish the system for the regions to carry out international procurement through the MoF foreign currency account
- Assist regions in international procurement and facilitate the payments for international procurement

Financial planning and reporting

- Assist regions in annual planning and budgeting
- Prepare in close collaboration with FTAT the financial planning templates
- Prepare quarterly and annual consolidated financial reports on GoF funds management and submit to MoF, MFA (Embassy), MoWIE and the FTAT
- Work closely with the COWASH federal CTA and with other FTAT staff as well as the Financial Management personnel of the Regional Support Units and Regional Finance Bureaus,

- Review and get acquainted with the COWASH IV bi-lateral agreement and Phase IV Project Document,
- Participate in the preparation or updating of the COWASH IV Project Financial Management Manual and other implementation documents especially related with finance and audit,
- Provide inputs to the FTAT and regions on quarterly and annual reports on FM.
- Ensure the proper integration of the financial information into the overall project monitoring and evaluation system.
- Prepare financial reporting templates to be made part of the COWASH IV Quarterly and Annual Reports
- Provide technical assistance to regions in the preparation of regional financial performance reports
- Prepare budget reconciliation templates to be used at regional, zone, and woreda levels

Training, capacity building and supervision

- Review financial management training materials and provide refresher and updating training to the federal, regional RSU staff and regional sector bureaus in COWASH financial management.
- Conduct frequent visits to the regions to review and ensure the quality of the regions, zones and woredas financial management performance and reporting and produce financial supervision reports.
- Provide on-the-job training for RSU and relevant regional bureau staff on COWASH financial management

Audit

- Organize annual financial management audits on the GoF fund management and submit annual audit reports to MoF, MFA, MoWIE and FTAT
- Assist external auditors at all levels when required

Duration of the Assignment: The assignment will last to the end of December 2024 with possibility of extension based on evaluation of performance of COWASH IV.

Qualification

The Specialist to be hired shall have MA/BA in accounting/auditing. Relevant work experience required is 10/12 years and out of this, at least 3 years work experience in the water supply and sanitation sub-sector. Proven familiarity with Ministry of Finance financial management guidelines and procedures is also required. Strong capability of communication on the subject matter, and capacity to provide training is also required. Fluency in English is mandatory.

Employment

The MoF/Channel One Directorate employs the Financial Specialist. FS shall work under the direct supervision of the Channel One Director and Chief Technical Advisor (CTA) of COWASH. She/she will be stationed partly in MoF and partly with the Federal Technical Assistance Team (FTAT) in the MoWIE.

MoF inputs

- Prepare employment contract and administer this employment contract
- Pay the salaries and other employment related payments
- Pay per diems and other traveling related expenses when travelling outside Addis Ababa for COWASH activities
- Provide computer (laptop) and other necessary work related equipment (from the budget allocated for MoF)
- Provide information and guidance on MoF Channel One financial management systems and accounting
- Provide office facility (space, table, and chair) in MoF
- Provide access to internet

MoWIE inputs

- Provide office facility (room) in MoWIE
- Provide access to internet

FTAT Inputs

- Avail to the Financial Specialist all necessary data and documents available in COWASH.
- Provide table, and chair
- Provide the use of printing and internet facilities available in the FTAT office
- Provide transportation for field visits with FTAT vehicles along with other FTAT staff (if not covered from MoF transport budget)

Reporting

- The specialist reports to the Channel One Director and to the COWASH IV CTA
- The specialist submits reports of the field visits, workshops and meetings s/he is holding to Channel One Director and CTA
- The specialist reports monthly, quarterly, and annually the project financial status to the Channel One Director and CTA of COWASH