

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR TANROADS' CAPACITY STRENGTHENING – ENGAGEMENT OF PROJECT ACCOUNTANT NO. 2 UNDER MSIMBAZI BASIN DEVELOPMENT PROJECT

1. INTRODUCTION

The Government of Tanzania has secured funding from The International Development Association (IDA) to the tune of US\$ 200 million for implementation of Msimbazi Basin Development Project (MBDP). The project will be implemented by President's Office – Regional Administration and Local Government (PO-RALG). However, sub-component 1.2 of the project, *Resilient transport infrastructure*, will be implemented by Tanzania National Roads Agency (TANROADS) with financial and technical assistance from the World Bank.

The Project Objectives are: -

- (i) Development of flood control interventions;
- (ii) Construction of resilient transport infrastructure;
- (iii) Creation of Msimbazi city park and redevelopment area; and
- (iv) Watershed management through greening, erosion control, and litter management.

The total cost of the project is estimated to be US\$ 260 million, of which S\$ 200 million will be from International Development Association (IDA) as a credit and US\$ 60 million be from other Development Partners.

TANROADS is currently implementing four projects funded by IDA/The World Bank: (1) Dar es Salaam Urban Transport Project (DUTP); (2) Tanzania Roads to Inclusion and Socioeconomic Opportunities (RISE) project; (3) Tanzania Transport Integration Project (TanTIP); (4) Msimbazi Basin Development Project.

Further, there is a fifth IDA funded project in the pipeline, namely, Dodoma Urban Transport and Decongestion Project (DIST).

Due to the anticipated workload of five IDA funded projects, it is envisaged that additional Project Accountant will be needed. The Project Accountant, will be hired on short-term basis. She/he is needed for strengthening the capacity of TANROADS in the areas of financial management. The project accountant will be referred to as Consultant across this document.

2. OBJECTIVES OF CONSULTANCY SERVICES

The objective of hiring new staff is to create a pool of staff with adequate knowledge and skills for carrying out general accounting duties, accounting record creation and archiving, participating and contributing to successful project audits and ensuring all projects transactions adhere to the IDA rules and regulations.

3. SCOPE OF SERVICES

The Services of the consultancy shall be on a full-time basis and will include but not limited to the following tasks: -

- (i) Assist in the planning and budgeting for the assigned project as well as coordinating in the preparation of the financial plans;
- (ii) Process Project Payments, ensuring accurate and timely capture of data as well as adequacy of the supporting documents;
- (iii) Train the non-finance staff in IDA rules and regulations;
- (iv) Attend and participate in project meetings and give input to financial management related matters;
- (v) Monitor and ensure compliance with prevailing policies, procedures, manuals and guidelines in terms of financial management.
- (vi) Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- (vii) Perform pre-audit checks on all claims to confirm budget availability, sanction of competent authority and compliance with applicable financial rules & regulations before payments are effected.
- (viii) Prepare periodic financial reports specified under the Legal Agreement or recommended by the World Bank.
- (ix) Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of both internal and external auditors.
- (x) Attend entry and exit audit meetings, facilitate timely completion of audits by arranging timely submission of annual financial statement in the appropriate format, supply of information and documents responding to queries.

4. QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

a) Academic qualifications and training

- (i) The Consultant must have a minimum of a Degree in Accounting/Finance or Business Management;
- (ii) Chartered Accountant or fully qualified CPA/ACCA will be added advantage.

b) Professional experience:

- (i) She/he must have a minimum of three years of work experience in in the area of financial management and accounting; and

- (ii) Computer proficiency in standard office applications, good communication, interpersonal and team working skills.

c) *Language requirements:*

- (i) Proficiency in written and spoken English is mandatory.

5. SERVICES AND FACILITIES

5.1 TANROADS' Obligations

TANROADS shall provide the following facilities to the Consultant during his tenure of service: -

- (i) Office space with computer and furniture.
- (ii) Email and internet access.
- (iii) Required office stationery.
- (iv) Photocopier.

5.2 The Consultant's Obligations

The Consultant shall be responsible for the following: -

- (i) Make his arrangements for all living accommodation, personal transportation; and
- (ii) Arrange for his/her transport to and from the workplace (office).

6. DURATION OF ASSIGNMENT

The Consultant is expected to work full time during office hours within TANROADS HQ Offices, except otherwise situation demands travel outside TANROADS HQ Offices on project-related matters. In such case, TANROADS will facilitate his/her travel by providing means of travel as well per diems in line with rates applicable to TANROADS staff. The estimated duration of Services is 12 months which may be extended to maximum of 48 months if needs arise upon satisfactory performance. The Services will commence immediately after signing the Contract.

7. PAYMENT TERMS

- (i) The consultant's salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration will include all his overheads, social charges and other associated costs including local transportation within Dar es Salaam and medical insurance premium costs.
- (ii) The Salary paid to the consultant will be subjected to income tax as per Income Tax Act requirements.
- (iii) Payment to the Consultant in respect of remuneration **will not** be adjusted for inflation for the duration of the assignment.

8. REPORTING REQUIREMENTS

This position does not need preparation of monthly progress reports. However,

ad-hoc reports may be requested as instructed by the Manager of Finance and Accounts.

9. LEAVE AND WORKING HOURS

9.1 Leave

The Project Accountant will be entitled to twenty-eight (28) days of paid annual leave during the assignment.

9.2 Working Hours

9.2.1 Ordinary working period starts from 8:00 AM to 4:30 PM commencing Monday to Friday excluding public holidays;

9.2.2 The Consultant will be expected to work on reasonable extra time when the need arises at no additional payment; the Consultant's remuneration shall be deemed to cover for such overtime.

10. DUTY STATION

Dar es Salaam (TANROADS HQ offices), Tanzania with field visit as per requirement. There is a possibility of TANROADS HQ Offices to move to Dodoma mid-way the Contract.

11. INSTITUTIONAL FRAMEWORK

The Consultant will be reporting to the Manager of Finance and Accounts or his designate.