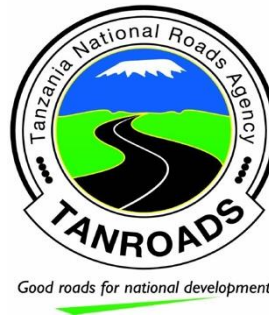


THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT



DAR ES SALAAM URBAN TRANSPORT IMPROVEMENT PROJECT (DUTP)

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE
IMPLEMENTATION OF DUTP AND CAPACITY STRENGTHENING TO TANROADS
THROUGH THE ENGAGEMENT OF A FINANCIAL MANAGEMENT SPECIALIST**

APRIL 2023

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF DUTP AND CAPACITY STRENGTHENING TO TANROADS THROUGH ENGAGEMENT FINANCIAL MANAGEMENT SPECIALIST

1.0 INTRODUCTION

The Government of Tanzania has secured funding from The International Development Association (IDA) to the tune of US\$ 425 million for the implementation of the Dar es Salaam Urban Transport Improvement Project (DUTP) and intends to apply part of the proceeds of this Credit for eligible payments under the contract for Consultancy Services to Support Implementation of DUTP and capacity strengthening to TANROADS through the engagement of a Financial Management Specialist.

2.0 PROJECT DESCRIPTION

The principal objective of the BRT Projects is to improve urban mobility and accessibility in the city of Dar es Salaam through the provision of enhanced transport facilities that are reliable and cost-effective, thereby supporting the economic and social development of the city and the country as a whole.

The Project is complex and is being implemented in an urban environment. Though TANROADS has professional expertise in Contract Management, the number of personnel does not match the current workload, hence the need for additional staff to fill the gap in order to assist the management of the road projects efficiently and effectively.

Due to the anticipated increased workload of BRT infrastructure projects, it is envisaged that one (1) Project Financial Management Specialist is needed. The Financial Management Specialist, who will be hired as an Individual Consultant is needed for strengthening the capacity of TANROADS in the areas of financial management. The Financial Management Specialist will be referred to as consultant across this document.

3.0 OBJECTIVES OF THE CONSULTANCY SERVICES

The objective of hiring new staff is to supplement the available pool of staff by recruiting experienced accountants 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.

4.0 SCOPE OF SERVICES

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

- 4.1 Maintain and monitor the integrated financial management system which involves setting up of new account segments and new account code combinations, establishing new funds, testing and implementing system upgrades, training, and coordinating with TANROADS staff as this is a shared system.
- 4.2 Assist in developing financial reports and update current reports as necessary.
- 4.3 Assist payable accounts, payroll, accounting, budget, purchasing and other departments in resolving problems or questions which relate to the financial

management system.

- 4.4 Serve as liaison between TANROADS and the World Bank for the integrated financial management system, which includes attending meetings, demonstrations, training sessions and “trouble-shooting” issues and resolving problems that may occur.
- 4.5 Analyse financial records and reports and adjust as needed.
- 4.6 Assist bookkeepers and accountants on day-to-day financial matters.
- 4.7 Assist in the preparation and completion of monthly interim financial statements, TANROADS Annual Report and the Comprehensive Annual Financial Report
- 4.8 Assists internal and external auditors in analysis work.
- 4.9 Ensure proper accounting and reporting of assigned credit, which includes year-end calculation of accounts receivables and deferred revenues.
- 4.10 Perform financial administration and reporting, prepare the budget and any adjustments, monitor spending and assist in accurate and timely reimbursements.
- 4.11 Assist in answering questions and queries from the donor and auditors regarding assigned credit.
- 4.12 Prepare projection of cash flow requirement and total cost for each project contract after taking into account time-related costs, variation of quantities, additional works, price escalation, etc.
- 4.13 Perform pre-audit checks on all payment certificates to confirm budget availability, sanction of the competent authority and compliance with applicable financial rules & regulations before payments are effected.
- 4.14 Prepare periodic financial reports specified under the Legal Agreement or recommended by the World Bank.
- 4.15 Cooperate with the 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.
- 4.16 Attend entry and exit audit meetings, facilitate timely completion of audits by arranging timely submission of the annual financial statement in the appropriate format, supply of information and documents responding to queries.

5.0 QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

a) Academic Qualifications and Training

- (i) She/he must have a minimum of a Bachelor's Degree in Accounting from an accredited college or university. Possession of a Master's Degree in Accounting or Finance is added advantage.
- (ii) Possession of a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certificate is mandatory.

b) Professional Experience:

- (i) She/he must have a minimum of fifteen (15) years of work experience in government entities and /or Donor-funded projects in the area of financial management.
- (ii) She/he must have a minimum of five (5) years of work experience in financial management in World Bank-funded projects.

c) Language and Regional Experience:

- (i) Must have a working experience of at least fifteen (15) years in Sub-Saharan Africa; and
- (ii) Proficiency in written and spoken English is mandatory.

6.0 FACILITIES TO BE PROVIDED BY THE EMPLOYER

The Employer will provide the following facilities to the staff:

- 6.1 Shared office accommodation including office furniture and equipment;
- 6.2 Relevant information and documents necessary for the proper execution of the assignment;

7.0 DURATION OF SERVICES, PERFORMANCE REVIEW AND TERMINATION

7.1. Duration

The duration of the assignment will be 12 Months, may be renewed based on performance and project needs.

7.2. Performance Review

Notwithstanding Sub-Section 7.1 above, the succession of the Services from one year (i.e. 12 months) to another will be subject to the satisfactory performance of the Consultant.

7.3. Termination

Notwithstanding Sub-Section 7.2 above, the Contract may be terminated any time before the expiry of the duration of the assignment, in accordance with provisions of Employment and Labour Law Act No. 6 of 2004 of the United Republic of Tanzania.

8.0 RESPONSIBILITIES OF THE CONSULTANT

The Financial Management Specialist shall be responsible for the following:

- 8.1 All information, data and reports obtained from TANROADS shall be treated as confidential.
- 8.2 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for TANROADS under this Contract shall become and remain the property of TANROADS, and the Consultant shall, not

later than upon termination or expiration of this Contract, deliver all such documents to TANROADS.

- 8.3 Arranging and paying for his/her own accommodation, own insurance, and local transport at his duty station.

9.0 REPORTING REQUIREMENTS

- 9.1 Preparation of reports related to activities stipulated in Section 4 (scope of service) above and other ad-hoc reports as requested/instructed by the Head of Finance.

10.0 LEAVE AND WORKING HOURS

10.1. Leave

- 10.1.1. Financial Management Specialist will be entitled to twenty-eight (28) days of paid annual leave during the assignment.

10.2. Working Hours

- 10.2.1. Ordinary working period starts from 8:00 AM to 4:30 PM commencing Monday to Friday excluding public holidays;
- 10.2.2. 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.

11.0 PAYMENT TERMS

- 11.1. The Consultant's salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and other associated costs including local transportation within Dar es Salaam and insurance premium costs.
- 11.2. The Consultant shall be responsible for all taxes and duties applicable as per the Government of Tanzania rules and regulations.
- 11.3. The monthly remuneration shall be deducted Pay as You Earn (PAYE) tax.
- 11.4. In case of travel requirements outside TANROADS HQ and within Tanzania for project-related assignments, the Consultant shall be paid travel expenses in line with the Government rules and procedures.
- 11.5. Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of the assignment.

12.0 INSTITUTIONAL FRAMEWORK

The Consultant will be reporting to the Head of Finance and Chief Accountant under the Director of Business Support.

13.0 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.