

# **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR TANROADS' CAPACITY STRENGTHENING – ENGAGEMENT OF PROJECT ACCOUNTANT No. 1 UNDER THE TANZANIA ROADS TO INCLUSION AND SOCIOECONOMIC OPPORTUNITIES (RISE) PROJECT**

## **1. INTRODUCTION**

The Tanzania National Roads Agency (TANROADS), Government of Tanzania is implementing Tanzania Roads to Inclusion and Socioeconomic Opportunities (RISE) Project with financial and technical assistance from the World Bank. The Project with support from World Bank aims to Upgrade Rural Access Roads and earmarked Trunk Roads. TANROADS is responsible for the upgrading of regional roads in five districts across four regions. The roads for upgrading will be selected from the rural road network of five districts across four regions. These are, Handeni DC in Tanga, Mbogwe DC in Geita, Ruangwa DC in Lindi, Mufindi DC, and Kilolo DC in Iringa.

TANROADS is currently implementing two projects funded by IDA/The World Bank: (1) Dar es Salaam Urban Transport Project; and (2) Tanzania Roads to Inclusion and Socioeconomic Opportunities (RISE) project.

In the course of FY 2022, we are expecting three more projects to become effective, (1) Tanzania Transport Integration Project (P165660); (2) Dodoma Urban Transport and Decongestion Project (P176623); and (3) Dar es Salaam Metropolitan Development/Msimbazi Basin Development Project (P169425).

Due to the anticipated workload of five IDA funded projects, it is envisaged that two additional Project Accountants will be needed. The two additional Project Accountants, who will be hired on consultancy basis, will be needed to strengthen the capacity of TANROADS in the areas of financial management. The project accountants will be referred to as consultants 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 IDA rules and regulations.

## **3. SCOPE OF SERVICES**

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

- (i) Assist in the planning and budgeting for the office, coordinating in the preparation of the financial plan and budgets.
- (ii) Train staff in accounting, financial reporting, internal controls and other financial management aspects as required.
- (iii) Attend and participate in project meetings and give input to financial management related matters.
- (iv) Monitor and ensure compliance with prevailing policies, procedures, manuals and guidelines in terms of financial management.
- (v) Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.

- (vi) Apply pre-audit checks on all payments before payment from the assignment accounts including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- (vii) Prepare periodic financial reports specified under the Legal Agreement or recommended by the World Bank.
- (viii) 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 external auditors and internal auditors.
- (ix) Attend entry and exit meetings with external auditors, 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, initiate actions for holding tripartite meetings and coordinating with various units of TANROADS in meeting audit objections.
- (x) Ensure that a "No Objection" Letter is obtained from the Bank for every prior review activity before processing any payment.

#### **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) Master's Degree in Accounting or Finance or Business Management or Chartered Accountant or fully qualified CPA/ACCA will be added advantage.

##### *b) Working experience:*

- (i) She/he must have a minimum of three years of work experience in government Entities and /or Donor-funded Projects in the area of financial management.
- (ii) She/he must have acquired experience, knowledge and be familiar with project planning, procurement process and financial management.
- (iii) Computer proficiency in standard office applications, excellent communication, interpersonal and team working skills.

##### *c) Language and regional experience:*

- (i) Must have a working experience of at least three (3) years in Developing Countries; and
- (ii) 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 if needs arise. 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 (PAYE) 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**

The Consultant will be entitled to twenty-eight (28) calendar days on paid leave per annum.

## **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.