

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) Professional experience:

- (i) She/he must have a minimum of five years of work experience in government Entities and /or Donor-funded Projects in the area of financial management.
- (ii) Financial management work experience in the World Bank/ADB/UN Agency or other development partner funded projects will be added advantage.
- (iii) She/he must have acquired experience, knowledge and be familiar with project planning, procurement process and financial management; and
- (iv) Computer proficiency in standard office applications, excellent communication, interpersonal and team working skills

c) Language and regional experience requirements:

- (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. The estimated duration of Services is 24 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 per month 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 consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Tanzania rules and regulations.
- (iii) In case of travel requirements outside TANROADS HQ and within Tanzania for project-related assignments, the consultant shall be paid travel expenses
- (iv) Payment to the Consultant in respect of remuneration will not be adjusted for inflation for the duration of the assignment.

8. REPORTING REQUIREMENTS

The Consultant shall: -

- (i) Prepare Quarterly Progress Reports:
These reports shall contain an accurate, up to date, a summary of all work accomplishments and work scheduled to enhance TANROAD staff and discussion of major problems and recommendations to address them. These reports shall be submitted to the Client on the 15th day of the month following the end of the quarter under report; and
- (ii) Other reports as instructed by the Head of Finance and Chief Accountant.

9. LEAVE

The Consultants 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 Head of Finance and Chief Accountant.