**REPUBLIC OF SOUTH SUDAN**



**SOUTH SUDAN URBAN WATER CORPORATION**

**CLIMATE RESILIENT SANITATION AND INSTITUTIONAL SUPPORT PROJECT**

**TERMS OF REFERENCE – FINANCIAL MANAGEMENT EXPERT**

1. The Government of South Sudan received funding from the African Development Bank Group (the Bank) towards the cost of Climate Resilient Sanitation and Institutional Support Project. The project development objective is to improve access to urban sanitation services in Juba with two main aims; i) develop an urban sanitation system in Juba; and ii) strengthen the capacity of sanitation sector institutions.
2. South Sudan Urban Water Corporation seeks to recruit an individual Financial Management Expert to be part of the Project Implementation Team (PIT) and therefore invites qualified individuals to indicate their interest in the assignment as a Finance Consultant within the Climate Resilient Sanitation and Institutional Support Project (CRISSIP).
3. **Scope of Work**

The Financial Management Expert will act as the financial technical advisor to the Project Coordinator in the SSUWC in regard to the Climate Resilient Sanitation and Institutional Support Project (CRISSIP). The Financial Management Expert will support implementation of CRISSIP operations by handling both the administrative and technical tasks related to finance to ensure timely and effective delivery of works, goods and services in line with the applicable AfDB procurement policy.

S/he will develop and implement a cost-effective financial management system for the Project, including financial reports in accordance with the African Development Bank financial Regulations. The Financial Management Expert (“Consultant”) will be assigned with the following key responsibilities:

1. Set-up and maintain proper accounting records for the Project financial transactions which will enable to extract reports as in the project appraisal reports. The report should summarize quarterly and cumulative expenditures by component, sub-component, activity and category level. The report should also enable to identify the financial source for each expenditure category.
2. Prepare and submit quarterly interim Financial Reports (IFR) as per the requested format and content of the Bank.
3. Prepare and submit Statement of Expenditure (SOE) as per the standard format of the Bank for reimbursement of Project expenditures.
4. Develop a contract ledger and update the list of contracts on goods, works, services and other operating expenses. Follow-up the payment based on the completion rate and the validity of guarantees. The guarantees may be bid guarantee, performance guarantee or advance payment guarantee.
5. Ensure that stakeholders including vendors, and staff who incurred project expenditures submit documentation of expenditure, reconciliation statements and any other supporting documents to account for the amount advanced.
6. Follow-up on contracts signed with suppliers and consultants with regard to their validity, implementation and payments.
7. Prepare annual work plan budget with the help of project implementation Unit to be submitting for the steering committee approval.
8. Prepare monthly and annual cash flow and submit to Project Coordination Unit for monitoring and effective disbursement of funds.
9. Avail all financial information and book of accounts of the respective the Project financial management system and provide explanation to auditors for effective and efficient auditing of the Project accounts
10. Give guidance on AfDB audit and accounts financial management guidelines to all implementing agencies of the Project and ensure that they adhere to the AfDB FM guidelines.
11. Ensure proper control over all Project assets and for the maintenance of proper systems and procedures. The FM expert should enable the project assets to be tagged with a non-removable AfDB logo, counted regularly, and reconciled with the fixed asset register.
12. Participate in the fiduciary clinic, supervision, mid-term review, and project completion mission prepared by the Bank to address financial management issues.
13. Play a leading role in the implementation of external as well as internal audit recommendations. The FM expert should also ensure that the financial aspects of the Bank-led mission’s recommendations are implemented as per the agreed action plan.
14. Perform other tasks assigned by the Regional Project Manager Coordinator.
15. **Qualifications and Experience**

The ideal candidate for the Financial Management Expert position should possess the following qualifications, experience, skills, and knowledge:

* + 1. A minimum of a Master's degree in Business Administration, Economics, Finance, Accounting, Project Management, or a closely related field.
    2. A minimum of ten (10) years working experience, preferably in negotiating and managing finances for development projects;
    3. Excellent project management skills with experience in liaising with colleagues across departments;
    4. Strong knowledge of popular accounting software;
    5. Familiarity with the functioning or previous experience with multilateral development finance institution, a bilateral institution, investment, consulting firm, and/or commercial bank;
    6. Excellent and advanced knowledge of Microsoft applications (Word, Power Point, Excel);
    7. Excellent verbal and written communication skills in English and/or French. A good working knowledge of the other language would be an added advantage;
    8. Effective negotiation skills;
    9. Proven ability to manage and deliver products in a timely manner and handle multiple tasks at the same time;
    10. Results-oriented, proactive, self-motivated, and able to work both with autonomy and with a team in diverse national and cultural contexts;
    11. Excellent interpersonal and presentation skills;
    12. Tactful, with experience managing sensitive and confidential information; and
    13. A national of a Bank’s Member Country.

Interested individual consultants may obtain further information at the address below during working hours: 08:00 to 17:00 hours (Juba time), Monday to Friday.

1. **Duty Station and Duration**

The Financial Management Expert shall be required to work in the Project Office in Juba, South Sudan and travel on approved Missions as necessary. (S)He shall undertake the assignment on a full-time basis. The duration of the assignment shall be for an initial period of two (2) years, with the possibility of extension, subject to satisfactory performance. The assignment is expected to commence in March 2025.

1. **Restrictions**

In addition to the standard conflict of interest restrictions specified in the consulting contract, all materials created under this Contract will remain the sole property of the Bank. Re-use of the materials will require formal, written approval from the Bank. The Financial Management Expert shall have no material interest in any of the outputs of this assignment. On the commencement of the assignment, the Consultant will sign a statement of confidentiality that will bind the Financial Management Expert/Consultant to nondisclosure of any sensitive information that the He/She may become knowledgeable of during the assignment.

1. **Remuneration**

To be negotiated in line with the African Development Bank procurement policy. The negotiated monthly remuneration will be lump sum including fees, accommodation and subsistence allowances. The candidate will be responsible for obtaining personal health insurance at his or her own cost with a medical cover including illness and injury incurred during the duration of the assignment. Disbursement of the fees will be based on the outlined deliverables in these Terms of Reference.

1. **Reporting**

The Finance Management Expert will work under the supervision and guidance of the Project Coordinator of the Climate Resilient Sanitation and Institutional Support Project (CRISSIP).

1. **Selection Criteria**

A shortlist of three to six candidates will be established at the end of the request of the expression of interest period. The consultants will be judged on the following criteria:

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| --- | --- |
| Consultant’s Qualifications relevant to the assignment | 20% |
| General Experience working with International Organizations, development banks, NGOs, development institutions on similar assignments | 30% |
| Specific Experience in providing procurement support to Bank financed development projects in the relevant sector | 40% |
| Language proficiency in English | 5% |
| Experience in South Sudan, Regional, Africa or similar conditions | 5% |
| **Total Score** | **100** |

1. The SSUWC now invites eligible individual consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services by sending his/her CVs and Cover letter.
2. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s *Procurement Policy for Bank Group Funded Operations,* dated October 2015, which is available on the Bank’s website at <http://www.afdb.org>. The Project is under no obligation to shortlist any individual consultants who expresses interest.
3. Expressions of interest must be submitted physically or sent by email, in written form, to the addresses mentioned below no later than **March 7th, 2025, at 03:00 PM (GMT +2)** and specifically mentioning: *“Expression of Interest for a CRISSIP Financial Management Expert (Consultant)”* assignment.

For the attention of:

**Managing Director**

South Sudan Urban Water Corporation

Behind Directorate of Nationality, Civil Registry, Passports & Immigration

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**Qualified women are strongly encouraged to apply.**