

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

## **Thailand**

### **Climate Adaptation and Resilience for South Asia (CARE) Project**

Loan No./ Credit No./ Grant No.: IDA-D6220

#### **Assignment Title: Individual Consultant – Finance Management Specialist**

**Reference No.** (as per Procurement Plan): TH-RIMES-277404-CS-INDV

The Regional Integrated Multi-Hazard Early Warning System (RIMES) has received/has applied for financing from the World Bank toward the cost of the Climate Adaptation and Resilience for South Asia (CARE) Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include individual consultant – Finance Management Specialist responsible for developing CARE project’s accounting system and manual, in collaboration with the Project Accountant; customizing and maintaining accounting software for CARE project; setting up and training of project staff on CARE project’s financial management procedures; ensuring that the project’s financial management system, including project records and accounts, are maintained in accordance with relevant World Bank guidelines and regulations, as well as with generally accepted accounting principles and practices; preparing annual budget and cash plan based on the annual work plan; ensuring that expenditures are within the project budget; analyzing operational activities, including historical, current, and projected revenue and expense, cash flow, variances, and costs, and informing the Project Director of recommendations, if any; reviewing financial statements, including monthly, quarterly, and annual financial reports; analyzing financial performance against targets, identifying deviations, and informing the Project Director for necessary action; performing budget reconciliations and amendments; preparing annual and quarterly disbursement forecasts as well as cash forecasts, and ensure cash flow; preparing and processing Statement of Expenditure (SOE) withdrawal application in accordance with World Bank’s Disbursement Guidelines; tracking funds and coordinating with World Bank to ensure timely credit of funds into RIMES’ CARE Project account; ensuring compliance with RIMES’ financial framework and CARE Project specific requirements (e.g. Operations Manual, SOPs and the World Bank’s fiduciary guidelines etc.), rules and procedures while processing payments; maintaining internal control procedures for collecting, checking, and preparing documentation required for verifying invoices/ payment requests; applying pre-audit checks on all payments before payment from the assignment accounts including budget availability, the sanction of competent authority and compliance with applicable financial rules & regulations; managing financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders; preparing monthly and quarterly financial summaries, annual financial statements and any periodic financial report required for the CARE Project; ensuring that financial records are archived regularly;

arranging for timely initiation and completion of independent annual audits of the project; cooperating with World Bank finance management supervision missions, and follow-up on recommendations.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Regional Integrated Multi-Hazard Early Warning System (RIMES) now invites eligible individual consultant (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide CV demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: the consultant shall have an internationally recognized professional accounting qualification (ACCA/CA/CPA); at least 7 years of professional experience in financial management, audit, or accounts, 4 years of which should be at a supervisory level; at least 3 years of professional experience with a leading audit firm, big 4 preferred; experience with a development organization or a donor-funded project would be preferred; experience with automated general ledger systems; experience with financial management analysis tools; ability to effectively communicate financial information to non-financial managers; ability to analyze, evaluate, and summarize financial records for accuracy and conformity to procedures, rules, and regulations; strong analytical, presentation, communication, and problem-solving skills; advanced skills in Microsoft Excel; proficiency in spoken and written English language.

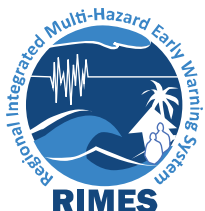
The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the individual consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0800 to 1700 Bangkok Standard Time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by March 31, 2022

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES)  
Attn: Dusadee Moya, Operation Manager  
2nd Floor, Outreach Building, Asian Institute of Technology Campus,  
Klong Nung, Klong Luang, Pathumthani 12120, Thailand  
Tel: +662 516 5900  
Fax: +662 516 5902  
E-mail: [rimeshra@rimes.int](mailto:rimeshra@rimes.int)



**Regional Integrated Multi-Hazard Early Warning System  
Program Unit/ Early Warning Facility**

2nd Fl. Outreach Bldg., Asian Institute of Technology Campus, P.O. Box 4 Klong Luang, Pathumthani 12120, Thailand  
(t) +662 516 5900 to 01 (f) +662 516 5902 (e) rimes@rimes.int (w) <http://www.rimes.int>

**TERMS OF REFERENCE  
Finance Management Specialist**

**1. About RIMES**

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution that is owned and managed by its 48 Member and Collaborating States for building capacities in the generation and application of user-relevant multi-hazard early warning information. RIMES was established on 30 April 2009 through the signing by collaborating countries of the RIMES regional cooperation agreement. RIMES was registered with the United Nations under Article 102 of the UN Charter on 1 July 2009. RIMES operates from its regional early warning center, located at the campus of the Asian Institute of Technology in Pathumthani, Thailand.

RIMES' purpose is to provide early warning services according to differing needs and demands of its Member States, for enhanced preparedness and response to, and mitigation of, natural hazards. Its specific objectives are:

- a) Facilitate the establishment and maintenance of core regional observing and monitoring networks to ensure data availability for early warning;
- b) Provide earthquake and tsunami services within the framework of the Intergovernmental Oceanographic Commission of the United Nations Educational, Scientific and Cultural Organization (IOC-UNESCO);
- c) Support National Meteorological and Hydrological Services (NMHSs) for providing localized hydro-meteorological risk information within the framework of the World Meteorological Organization (WMO); and
- d) Enhance warning response capacities at all levels (national to community) within each national early warning framework.

RIMES provides a portfolio of options for Member States to avail from or contribute to any of these objectives.

**2. Background**

Socio-economic impacts of climate-related hazards in South Asian countries continue to threaten the countries' economic growth, particularly in key sectors such as agriculture, water, and infrastructure. During the 16<sup>th</sup> Summit of the South Asian Association for Regional Cooperation (SAARC) in 2010, these countries collectively resolved to strengthen climate resilience. The Climate Adaptation and Resilience for South Asia (CARE) Project aims to contribute in translating this policy into actions through enhanced regional cooperation and knowledge on climate resilience and adaptation, and development of standards and guidelines to facilitate climate-resilient planning and investments.

The Project's Development Objective is to create an enabling environment for climate-resilient policies and investments across South Asia, with the following indicators:

- Increased access to regional climate data and analytics for climate-informed decision-making;
- National-level decision-making and planning that are better climate risk-informed;
- Regional climate resilience guidelines incorporated into national standards;
- Sectoral investments supported to include climate risks and resilient design; and
- Institutional capacities strengthened to undertake climate-informed policies and planning.

The project has three components, for implementation over 5 years:

- 1) Promoting evidence-based climate-smart decision-making, to enhance access to data required for risk-informed planning and investments;
- 2) Enabling climate-resilient policies and standards for development, to enhance transformation of policies and capacities for climate resilience and adaptation across South Asia; and
- 3) Project management and implementation support.

Component 1 is implemented by RIMES. This component involves the creation of a regional resilience data and analytics service (RDAS) platform and decision-support systems (DSSs) for selected sectors of agriculture, water, road transport, planning and finance, and disaster risk management in Bangladesh, Nepal, and Pakistan. Component 1 also includes capacity development of users of these systems and their products. The RDAS is a cloud-based open-access platform for acquiring, storing, managing, processing, analyzing, visualizing, and reporting data, for use in screening climate risks to inform investments. The DSSs are sector-specific systems, linked to the RDAS, for assisting users in sectoral planning and decision-making.

Component 3 is jointly implemented by RIMES and ADPC. Under this Component, RIMES is establishing a Project Implementation Unit, which includes a Finance Management Specialist.

### **3. Objective**

The Finance Management Specialist, reporting to the Project Director, through CARE Component 1's Monitoring and Evaluation Specialist and in close coordination with the Head, RIMES Operations Support Department, is responsible for project budget preparation, execution, monitoring, analysis, and control, and financial reporting.

### **4. Scope of Work**

The Finance Management Specialist shall be responsible for the following:

Finance Management:

- Develop CARE project's accounting system and manual, in collaboration with the Project Accountant
- Customize and maintain accounting software for CARE project
- Set up and train project staff on CARE project's financial management procedures
- Ensure that the project's financial management system, including project records and accounts, are maintained in accordance with relevant World Bank guidelines and regulations, as well as with generally accepted accounting principles and practices

Budgeting and Planning:

- Prepare annual budget and cash plan based on the annual work plan
- Ensure that expenditures are within the project budget
- Analyze operational activities, including historical, current, and projected revenue and expense, cash flow, variances, and costs, and inform the Project Director of recommendations, if any
- Review financial statements, including monthly, quarterly, and annual financial reports
- Analyze financial performance against targets, identify deviations, and inform the Project Director for necessary action
- Perform budget reconciliations and amendments

#### Fund Management:

- Prepare annual and quarterly disbursement forecasts as well as cash forecasts, and ensure cash flow
- Prepare and process Statement of Expenditure (SOE) withdrawal application in accordance with World Bank's Disbursement Guidelines
- Track funds and coordinate with World Bank to ensure timely credit of funds into RIMES' CARE Project account

#### Expenditure/Payment Processing:

- Ensure compliance with RIMES' financial framework and CARE Project specific requirements (e.g. Operations Manual, SOPs and the World Bank's fiduciary guidelines etc.), rules and procedures while processing payments
- Maintain internal control procedures for collecting, checking, and preparing documentation required for verifying invoices/ payment requests
- Apply pre-audit checks on all payments before payment from the assignment accounts including budget availability, the sanction of competent authority and compliance with applicable financial rules & regulations
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

#### Financial Reporting and Audit:

- Prepare monthly and quarterly financial summaries, annual financial statements and any periodic financial report required for the CARE Project
- Ensure that financial records are archived regularly
- Arrange for timely initiation and completion of independent annual audits of the project
- Cooperate with World Bank finance management supervision missions, and follow up on recommendations

## 5. Qualifications

### *Academic*

- An internationally recognized professional accounting qualification (ACCA/CA/CPA)

### *Experience*

- At least 7 years of professional experience in financial management, audit, or accounts, 4 years of which should be at a supervisory level
- At least three years of professional experience with a leading audit firm, big 4 preferred
- Experience with a development organization or a donor-funded project would be preferred
- Experience with automated general ledger systems
- Experience with financial management analysis tools

### *Skills and abilities*

- Ability to effectively communicate financial information to non-financial managers
- Ability to analyze, evaluate, and summarize financial records for accuracy and conformity to procedures, rules, and regulations
- Strong analytical, presentation, communication, and problem-solving skills
- Advanced skills in Microsoft Excel
- Proficiency in spoken and written English language

### *Personal qualities*

- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results

- Persistent when faced with challenges
- Takes ownership of all responsibilities of the position

#### **6. Contract Duration**

The contract duration will be for 3 years, subject to a 6-month probationary period, and annual performance review.