

TERMS OF REFERENCE (ToR)

SHORT TERM– FINANCE CONSULTANT

BACKGROUND:

Trafficking in Persons (TIP) is a global problem that is multidimensional and multisectoral and thus is a complex issue that requires multi-disciplinary solutions with many stakeholders. Nepal is a source, transit, and destination country for sex, labor, and organ trafficking. The 2018 “Walk Free Foundations Global Slavery Index” revealed that two-third out of 40.3 million people around the world who have been living under the modern slavery are in Asia and the Pacific. Out of them 70 percent are women and girls. According to that data 6 percent of total population of Nepal are compelled to live under modern slavery (Walk Free Foundations Global Slavery Index can be accessed [here](#)). The Hamro Samman project is a five-year program generously supported by the American people through the United States Agency for International Development (USAID) and the British people through the United Kingdom’s UK Aid and implemented by Winrock International. It seeks to build the capacity of and facilitate coordination among the Government of Nepal (GON), civil society, and private sector to combat human trafficking in Nepal.

OVERVIEW:

The Hamro Samman Project is seeking qualified consultants to support Finance department for financial report and documents review, recording and verification of invoices and statements, responsible to ensure the USAID and Winrock compliances. This Consultant will closely work with other finance team member for Project closing and documents retention process.

TASKS AND OUTPUT:

The Consultant will undertake the following duties and responsibilities:

- Review all travel advances on time, review travel settlements, coordinate with team on any issues on the travel settlement and travel reimbursement, ensure the completeness of the supporting documents and mathematical accuracy.
- Review all financial reports and documentation provided for payment and settlement according to the compliance with USAID rules and regulations and the requirements of the grant agreement,
- Work with Administration Officer for the timely payment of all procurement, Air tickets, electricity, water, rent and all logistic invoices. Ensure the accuracy and completeness of the documentation. Ensure the Winrock International and USAID standards and requirements in each transaction.
- Review Petty Cash replenishment and related Petty Cash vouchers and supporting documents
- Work on the VAT Claim requirement of the Project - enter all VAT invoices in the IRD System for the VAT claim provision. Conduct VAT reimbursement reconciliation.
- Work on TDS deposit on monthly basis. Enter all TDS in the IRD system and provide TDS deposit evidence if asked by Vender.
- Ensure all invoices and supporting documents are translated in English, affix the paid stamp and complete the scanning of all Vouchers

- Follow in-country policies, procedures, forms, and record maintenance systems that adhere to Winrock International and USAID standards and requirements
- Records Retention: Organize and maintain all records and files in accordance with general audit standards (GAAP) and USAID requirements.
- Conduct Voucher printing, filing, and storing as project closeout process

TIMING, DURATION AND LOCATION:

The consultant should be able to start from mid of December 15, 2022. This will be estimated 2 months contract on level of effort (LoE) i.e., per day basis. The work will be based on Kathmandu office.

QUALIFICATIONS:

Education: Bachelor's degree in accounting, business administration, finance or ACCA/CA or related field

Technical: 2 years of professional expertise on Finance and Account Management and a minimum of two years' relevant experience under USAID funded Project.

Experience/Skills/Knowledge:

- Strong background on dealing with different cultural group and ethnicity,
- Experience on managing grantees,
- Experience managing USAID grants highly preferred,
- Experience of handling the strategic decisions and stakeholder analysis,
- Ability to do the best negotiation to fit the organizational objectives,
- Sound knowledge of donor contracts, financial and accounting regulations, and procedures,
- Strong recording and documentation skill required,
- Strong Coordination and effective communication skills required,
- Advanced computer skills in Microsoft Word, Excel, and PowerPoint,
- Knowledge of and adherence to USAID and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.

TO APPLY: Interested Nepalese nationals can submit the following documents to HamroSammanRecruitment@winrock.org with the subject "Application for Finance consultant" in the subject line. Application closes on **December 4, 2022.**

- A cover letter and resume/CV outlining relevant experience and work references.
- Gross NPR daily fee
- PAN registration required.

All employees and consultants must adhere to USAID, UK aid and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.

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