

**Terms of Reference for Consultants and other persons hired by IFAD under a non-staff contract**

**Consultant** ☐      **Intern** ☒      **Fellow** ☐      **Conference Service** ☐

Minimum number of years of relevant experience required (consultants only):

1yr ☐      2yr ☐      8yrs ☐      12+yrs ☐

<b>Full Name:</b>	
<b>Specialization:</b>	
<b>Expected Start Date of Assignment:</b>	
<b>Expected End Date of Assignment:</b>	
<b>Total number of working days</b> <i>(max. 240 in a 12-month period):</i>	
<b>Division/Department:</b>	<b>FMD/FOD</b>
<b>Location:</b>	<b>Rome</b>
<b>Reports to (name and title):</b>	

**GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**

Expected Activities:

Under the direct supervision of the Team Leader , XXXXX, and in close cooperation with the XXX regional team, the incumbent will work as resource person on activities related to the financial management and monitoring of official documents and communications related to the projects financial cycle management.

These activities will include, and will be not limited to, the following:

1. Familiarise with IFAD systems and FMD xdesk and related documentation; assist the regional team in the maintenance of systems
2. Assist in review of project design and/or supervision documents in relation to financial management areas e.g. budgeting, accounting, flow of funds, procurement, financial reporting and audit (internal and external)
3. Support the XXX team with the upload and analysis of audit reports; contribute to the follow-up of audit issues and monitoring of project-specific action plans
4. On request, assist in the process of reallocation of funds, extension of loans and grants, amendments to financing agreements
5. On request, research and collect data from internal and external sources for report/queries and follow-up.
6. Assist in preparing user-tailored analysis on IFAD-supported projects and project data, including trends and patterns in project FM and disbursement
7. Support the Team Leader with the development of improved practices and processes for project financial management
8. Assist with the organisation of the Financial Management training events for projects, consultants and staff as appropriate.
9. Undertake other activities as required and discussed with the Team Leader and/or Finance Officers in the regional cluster.

**KEY PERFORMANCE INDICATORS**

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none"><li>• Accurate and meaningful reporting on project financial management</li><li>• Findings of design and supervision reports captured in risk-based disbursement reporting systems</li><li>• Audit reports uploaded timely</li></ul>	No specific deadlines

Clearance by COM if TORs include communication activities (see section 4.7(iii)):

Name: .....N/A.....Signature..... Date:.....

Clearance by FMD if TORs include financial management responsibilities:

Name: .....Signature..... Date: .....