

TERMS OF REFERENCE

REGIONAL (RG-T4387)

FINANCE SPECIALIST

1. BACKGROUND

The Caribbean Public Health Agency (CARPHA), as the lead regional public health agency and an expression of Caribbean Cooperation in Health, is mandated by its Inter-governmental Agreement (IGA) to support its 26 Member States in bolstering national systems and coordinating regional response to public health threats. CARPHA has established programs for pandemic prevention, preparedness and response (PPR) and coordination (Communicable Diseases, Emergency Response, Tourism and Health, Foodborne, Vector-borne, and Field Epidemiology) and serves as the Regional Reference Laboratory. The Agency works closely with regional and international agencies and uses regional mechanisms, surveillance systems, and networks for coordinating its public health response work. CARPHA is competent in all three areas of PPR and has a successful track record of the same, as demonstrated by its regional COVID-19 response. The Agency is uniquely positioned for successfully implementing PPR capacities in the region, and to leverage its coordinating ability to encourage complementarity.

The Pandemic Fund (PF), established in September 2022, is the first multilateral financing mechanism dedicated to providing multiyear grants to help low- and middle-income countries become better prepared for future pandemics. The PF's first Call for Proposals provides additional financing to strengthen PPR capabilities and address critical gaps in low- and middle-income countries through investments and technical support at the national, regional, and global levels. It is expected to support and reinforce capacity building and implementation of pandemic prevention, preparedness and response (PPR) under the IHR (2005) and other legal frameworks, consistent with the One Health approach. The three high-priority areas are:

- Comprehensive disease surveillance and early warning systems (EWS)
- Laboratory systems
- Human resources and public health and community workforce capacity.

In August 2023, the PF Governing Board announced that CARPHA's regional entity proposal, entitled '*Reducing the Public Health Impact of Pandemics in the Caribbean through Strengthened Integrated Early Warning Surveillance, Laboratory Systems and Workforce Development*' was successfully selected for the first round of financing. CARPHA is the Executing Agency and the IDB is the Implementing Entity.

The Goal of this Project is to Reduce the Public Health Impact of Pandemics in the Caribbean through Prevention, Preparedness, and Response. The Objective is to support CARPHA in reducing the public health impact of pandemics in the Caribbean region will serve to build PPR surveillance & EWS, laboratory systems and workforce capacity regionally at CARPHA and at country levels.

The Project comprises the following five components:

- Component 1: Strengthening and Expanding Integrated EWS
- Component 2: Expansion of Laboratory Systems
- Component 3: Workforce Development
- Component 4: Regional Strategic Coordination, Collaboration & Commitment to Pandemic Response
- Other Costs: Project Management

The Consultancy is concerned with *Other Costs: Project Management* and seeks an individual to function as the **Finance Specialist** in the Project Execution Unit (PEU) of the Project.

2. OBJECTIVE

The Finance Specialist under the guidance of the Director of Corporate Services and supervision of the Project Director, will undertake the financial administration of the project and ensure that it is executed in accordance with generally accepted Accounting Principles, International Accounting Standards (IAS), Inter-American Development Bank's (IDB) Financial Management Guidelines for IDB -Financed Projects (OP-273-6) and CARPHA's accounting and operating guidelines. The financial specialist would be responsible for maintaining a robust internal control system, in addition to the overall financial administration and control of the resources of the project, and to ensure the operation of a robust financial reporting system comprising of accounting, budgeting, and asset management.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The Finance Specialist will be required to conduct the following activities related to the project:

Financial Regulation

- Ensure compliance with all financial and contractual obligations;
- Establishment, implementation, and maintenance of a sound and adequate financial reporting, budgeting and accounting system;
- Managing the Chart of Accounts to ensure proper recording and tracking of all financial information;
- Ensure that financial resources are available at all times to honour commitments.
- Ensure that adequate internal controls are implemented and complied with;
- Maintain an adequate system for disbursements and filing;
- Liaise with External and internal auditors to ensure that the project is audited as per established timelines;
- Respond on time to all queries from CARPHA, IDB, Pandemic Fund, and Auditors regarding accounts, financial statements, statements of expenditure, special accounts, budgets, forecasts, etc.;
- Provide input to improve financial and accounting systems as requested or as needed;

Budgeting

- Prepare, monitor, and maintain budgets per activity and component (IDB financial outputs);
- Prepare forecasts regarding disbursement of project funds and committed funds etc., until project completion;
- Assisting the Technical Coordinator and the Project Operations Coordinator with the monitoring of project activities to meet the stipulated financial objectives, transparency and accountability requirements as they relate to the planned and actual expenditure;
- Advise of required action needed to disburse project funds in a timely manner;
- Obtain the confirmation of funds before the commencement of any procurement activity;
- Re-program budget allocation as and when required in accordance with documented processes and procedures;
- Coordinate the disbursement process, i.e., submitting disbursement requests to the IDB on time and promptly resolving any difficulties that could delay the approval of the disbursement requests.

Transactions

- Approve requests for payments and ensure prompt payment of expenditure incurred;
- Manage expenses, including Payments and Accounts Payables, Accounts Receivables, staff travel, workshop expenses etc;
- Managing the operation of the Enterprise resource planning (ERP) tool used to conduct the integrated cash management, accounts payable, general ledger (GL), bank reconciliation and financial reporting, and ensure they are directly linked and regularly reconciled;
- Approve all financial entries into the ERP;

Reports

- Prepare (and certify) all financial statements and reports for the IDB and the Pandemic Fund as required including:
 - Financial Statements
 - Disbursement Justifications
 - Semi-annual financial reports
 - End-of-year financial reports to be audited by the External Auditors . This will include financial statements, cash flow statements, Statements of Expenditure and Special Account Reconciliations and Reports, etc.
- Preparation of financial and implementation reports on the status of project and counterpart resources to the Bank and CARPHA, including monthly/quarterly progress reports, financial plans, disbursement projections and reports on the advance of fund status;
- Prepare and submit the Project's financial statements and the report within a pre-determined period following the end of each fiscal period;
- Oversee fixed assets accounting and fiduciary and financial audits.

Other

- Liaise with the IDB and CARPHA with regard to matters related to the Project's financial administration and execution;
- Liaise with other stakeholders as required to disseminate a wide-based understanding of goals and objectives and to resolve operational issues that may arise;
- Attend meetings as a Project Executing Unit representative related to the Project's fiduciary matters.
- Any other duties as assigned by the Project Director (CARPHA Technical Lead) or Technical Coordinator.
- Interact with CARPHA departments and CARPHA Member States in accordance with the Projects Operations Manual, including aligning to CARPHA's communication protocols with MS and other stakeholders.

4. QUALIFICATIONS AND EXPERIENCE

Academic Qualifications:

- Bachelor's degree in finance or accounting and/or membership of Professional organizations such as ACCA, CIMA, CGA, CPA; or similar associations
- Professional organizations membership such as ACCA, CIMA, CGA, CPA; or similar associations desirable
- A Master's degree in Finance or accounting will be an asset
- A background in Administration and/or Programme Management would be an asset.

Experience:

- At least five (5) years relevant experience in developing and implementing financial, project and cost management accounting systems in a computerized environment in an International Organization with proven experience in financial planning, budgeting, and reporting;
- Knowledge of IDB's accounting methods and procedures, laws, regulations, and accounting systems or similar organization
- Working familiarity in the area of Public Health.

Expert Knowledge and Skills:

- Minimum of five (5) years of experience in the use of accounting software such as ERP
- Proficient in MS suite and MS Project, Share Point, Enterprise resource planning (ERP) or other productivity software tools;
- Project management certification would be an asset;
- Knowledge of Public Sector Financial rules, regulations, procedures will be an asset; and
- Fluency in verbal and written English; with knowledge of Spanish would be an asset
- Forward thinker with strategic and analytical and decision-making skills, who possesses superior interpersonal, oral and written communication skills
- Ability to work on own or with members of a team
- Ability to comfortably multi-task with the ability to adjust to changing priorities with demanding timeframes.
- Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Team, etc.

Mandatory Compliance:

- **Eligibility:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I. Clause 1.13 Eligibility. Information on Eligible Countries is at Annex 3.
- **No Conflict of Interest:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I Clause 1.11 Conflict of Interest
- **Not Sanctioned by the Bank:** IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. CHARACTERISTICS OF THE CONSULTANCY

- Type of Consultancy: Individual
- Duration: 6 months
- Place of Work: Caribbean Public Health Agency (CARPHA) HQ, Port of Spain, Trinidad and Tobago (in person)
- Working Language: English

6. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

All payments will be made upon submission and acceptance of monthly invoices and timesheets by the Project Director (CARPHA Technical Lead) or designate.

7. CLIENT INPUT AND COUNTERPART PERSONNEL

CARPHA will provide the **Finance Specialist** with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

8. COORDINATION

The **Finance Specialist** will report directly to the Project Director, (CARPHA Technical Lead), who will be responsible for the supervision of activities under the contract, for accepting and approving reports on behalf of CARPHA, receiving and approving invoices for payment, and preparing performance evaluation reports.

The **Finance Specialist**, in consultation with the Project Director and Director of Corporate Services, is expected to liaise with relevant CARPHA departments in Corporate Services (Finance) and meet as required with specialist team members in the PEU, CARPHA's personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.

ANNEX 1 -EVALUATION CRITERIA

Selection Component		Evaluation Criteria	Max Points
1. Academic Qualifications	1.1	Bachelor's degree in finance or accounting and/or membership of Professional organizations such as ACCA, CIMA, CGA, CPA; or similar associations	10
	1.2	Professional organizations membership such as ACCA, CIMA, CGA, CPA; or similar associations desirable	3
	1.3	A Master's degree in Finance or accounting will be an asset	2
	1.4	A background in Administration and/or Programme Management would be an asset.	5
2. Required Experience	2.1	At least five (5) years relevant experience in developing and implementing financial, project and cost management accounting systems in a computerized environment in an International Organization with proven experience in financial planning, budgeting, and reporting;	10
	2.2	Knowledge of IDB's accounting methods and procedures, laws, regulations, and accounting systems or similar organization	5
	2.3	Working familiarity in the area of Public Health.	5

Selection Component		Evaluation Criteria	Max Points
3. Expert Knowledge and Skills	3.1	Minimum of five (5) years of experience in the use of accounting software such as ERP	5
	3.2	Progressive experience at a senior decision-making level, in managing complex health programs/health systems at both national and regional levels.	5
	3.3	Proficient in MS suite and MS Project, Share Point, Enterprise resource planning (ERP) or other productivity software tools; Project management certification would be an asset;	5
	3.4	Knowledge of Public Sector Financial rules, regulations, procedures will be an asset	5
	3.5	Knowledge of the CARPHA and IDB's operating procedures and guidelines would be an asset	10
	3.6	Fluency in verbal and written English; with knowledge of Spanish would be an asset	3
	3.7	Forward thinker with strategic and analytical and decision-making skills, who possesses superior interpersonal, oral and written communication skills	5
	3.8	Ability to work on own or with members of a team	7
	3.9	Ability to comfortably multi-task with the ability to adjust to changing priorities with demanding timeframes.	5
	3.10	Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Team, etc.	5
	3.11	Working knowledge of Microsoft Office - Word, Excel, PowerPoint, SharePoint, MS Project, etc.	5
Total Points			100

Annex 2: Curriculum Vitae format

Name of Consulting Service:	
Name of Individual Consultant:	<i>[Insert full name]</i>
Date of Birth:	<i>[day/month/year]</i>
¹ Nationality	

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

Experience Relevant to the Assignment: *[Experience related to the services and tasks to be performed; professional skills according to the assignment requirements, and knowledge of administrative systems and government organization within the country of the Employer, Region or similar. List previous positions relevant to the Assignment in reverse order, provide dates, name of contracting organization, titles of positions held, types of activities performed that best illustrate capability to handle the services/tasks and location of the assignment. Provide contact information of previous Employers who can be contacted for references. past position that is not relevant to the assignment does not need to be included.]*

Period	Contracting Organization/type of services provided/ Title/Position; Contact Information for References	Country	Summary of Key Activities Performed relevant to the Assignment
<i>[e.g., May 2015-present]</i>	<i>[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, Deputy Minister]</i>		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Consultant contact information: *[e-mail....., Telephone No.....]*

¹ See Annex 3 of the Terms of Reference Outline for list of member countries of the Bank

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, experience, skills and knowledge and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer, and/or sanctions by the Bank.

Name of Consultant

Signature

Date[day/month/year]

(i) This CV correctly describes my qualifications, experience, skills and knowledge

(ii) I am employed by the Executing or the Implementing Agency

(iii) I was part of the team who wrote the Terms of Reference for this consulting services assignment

(iv) I am currently debarred by a multilateral development bank (If yes, identify who)

Yes	No

I confirm that I will be available to carry out the assignment for which my CV is submitted in accordance with the scope of services and Consultant's reporting obligations set out in the Terms of Reference.

Annex 3: Eligible Countries

This section lists the Bank’s member countries, as well as the criteria to determine the nationality of consultants.

“Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People’s Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.

Eligible Territories are:

- a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
- b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
- c) Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
- d) Hong Kong – as a Special Administrative Region of the People’s Republic of China”.

Nationality and origin of Goods and Services Criteria

The policy provisions make it necessary to establish criteria to determine a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

Nationality:

An individual is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:

- i. is a citizen of a member country; or
- ii has established his/her domicile in a member country as a “bona fide” resident and is legally entitled to work in the country of domicile.