

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
- 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: 36 months (first 6 months probationary)
- 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, 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.