

Term of Reference for individual consultant to provide technical assistance to AAP-Secretariat

Title: Finance Associate

Background:

Malnutrition is a public health concern in Pakistan. The women of reproductive age (WRA) are suffering from an alarming level of macro and micronutrient deficiencies ; 14.4 % underweight, 41.7% anemic , and 24% overweight 13.8 % obese. These high rates of undernutrition and micronutrient deficiencies among adolescents and WRA lead to a vicious cycle of malnutrition in the driven by inadequate household food and nutrition security, inadequate health services and care practices, and gender inequality . In Sindh, an estimated 45.3 percent, and 23.3 percent children under the age of five year are stunted and wasted respectively.

Nutrition is a multi-sectoral issue and inter-sectoral action is critical to addressing nutritional problem. Sindh province has made the progress by implementing a multi-sectoral program ' Accelerated Action Plan for stunting reduction' through multi sectoral platform by engaging eight sectors. Sindh province has also been advanced to finalize the provincial chapter of Multi Sectoral National Nutrition Action Plan (MSNNAP) through consultative process. To move further it is recommended that the multi sectoral interventions with focus on maternal and child nutrition, ECD and adolescents' nutrition should be emphasized in the planning and implementation.

Purpose of Activity/Assignment:

To achieve the objectives, under the overall guidance of Program Coordinator AAP Secretariat and with technical support from UNICEF, the finance associate will be hired to support AAP Secretariat in managing administrative and financial functions of UNICEF supported interventions in accordance with the HACT financial modality and ensure efficient utilization of funds. The finance associate will facilitate the meetings, workshops, consultative process and capacity building trainings organized for implementation of the RWP activities.

Scope of Work:

- To coordinate all financial expenditures in areas of operation and ensure compliance with the organizations policies and procedures (HACT)
- To support AAP Secretariate in properly plan allocation of funds, and ensure timely utilization as per agreed deliverable in work plan
- To timely disburse fund to partners and actively monitor DCT and settle account within the due timeframe with quality financial and programmatic report
- To support program visits and spot check, conducted by UNICEF
- Create and maintain good relationships with vendors/suppliers
- Conduct regular financial reviews and follow ups on areas identified for improvement
- Conduct financial/admin assessments of potential/existing parties as and when required
- Support in organizing events, workshops and trainings
- Do periodic checks and physical count of the assets and inventories.

<u>Work Assignment Overview</u>			
<u>Tasks/Milestone:</u>	<u>Deliverables/Outputs:</u>	<u>Timeline</u>	<u>Estimate Budget</u>
Submit financial and program activity report with tentative workplan for the next month	# of monthly financial & activity report submitted to AAP & UNICEF	December 2023 to July 2024	
Financial documents are aligned with UNICEF HACT modality	All the financial documents are aligned with UNICEF HACT policy	December 2023 to July 2024	
DCTs are closed within specified duration	# of DCTS / financial transactions closed within 3 months (no DCT over 6 months)	December 2023 to July 2024	
Spot checks and any other financial checks (audits) are supported	# of spot checks, PVs supported	December 2023 to July 2024	
Support in organizing events, workshops and trainings	# of advocacy/ consultative/ review meetings capacity building trainings organized	December 2023 to July 2024	
Any other, as advised by the supervisor			

Recruitment staff:

- The finance associate will be hired through the DoH/AAP , contract will be issued through third party and will be based at AAP Secretariat for providing technical assistance to the AAP office on financial management

Duration of assignment:

The duration of the contract is eight months, with a total period of contract starting from December -2023 and ends on 31st July 2024

Reporting Line

- The consultant will work under the direct supervision of AAP Secretariat, will also be reporting to Nutrition Specialist UNICEF and will be submitting reports to UNICEF through AAP Secretariat

Knowledge/Expertise/Skills required

- Education: Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration considered as an asset.
- Experience: A minimum of six years of clerical experience in the area of finance and accounting is required.
- Excellent knowledge of financial management procedures, knowledge on UNICEF financial modality (HACT) would be an added advantage
- Previous experience and competence of working on similar assignment
- Previous experience with government/development partners
- Proven skills in communication, report writing and financial reporting
- Strong communication and interpersonal skills.
- Language Requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.