# 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

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| **Full Name:** |  | |
| **Specialization:** | **Accounting, Business and Financial Management** | |
| **Expected Start Date of Assignment:** | **July 2025** | |
| **Expected End Date of Assignment:** | **Jan 2026** | |
| **Total number of working days *(max. 240 in a 12-month period)*:** | **6 months** | |
| **Division/Department:** | **PFM / FOD** | |
| **Location:** | **Panama** | |
| **Reports to (name and title):** | **Anna Herremans, Senior Finance Officer and Team Leader (LAC)** | |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED** | | | |
| Expected Activities: | | | |
| Under the direct supervision of the Sr. Finance Officer and Team Leader, Latin America (LAC) and in close cooperation with the PFM LAC 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 might include, and will be not limited to, the following:   1. Complete IFAD Course on Financial Management and other relevant courses available on the Learning Management System (LMS) 2. Familiarise with IFAD systems and FMD-xdesk and related documentation; assist the regional team in the maintenance and update of systems. 3. Participate in IFAD Omnidata Café to explore possibilities to use data through Power BI. 4. Follow-up with task manager of grants to ensure required audit documentation is timely submitted, including the upload in FMD systems. 5. Research and collect data from internal and external sources, to evaluate country fiduciary risks - including review of fiduciary risk World Bank and IDB financed projects executing agency. 6. Create a database of IFRs info. 7. Assist in preparing user-tailored analysis on IFAD–supported projects and project data, including trends and patterns in project FM and disbursement. 8. Support with the revision of different documents, including assist in the update of IFR templates. 9. Assist with the organisation of the Financial Management training events for projects, consultants and staff as appropriate. 10. Create a database of contacts by country of World Bank and IDB counterparts. | | | |
| **KEY PERFORMANCE INDICATORS** | | | |
| Expected Outputs (please include any travel if applicable): | | Required Completion Date: | |
| * Accurate and meaningful reporting on project financial management. * Findings of design and supervision reports captured in risk-based disbursement reporting systems. * Audit reports uploaded timely. | | No specific deadlines | |

Clearance by FMD if TORs include financial management responsibilities:

Name: Johanna Herremans Signature Date: 18/02/2025