

TERMS OF REFERENCE AND SCOPE OF SERVICES

TFSU PROJECT ACCOUNTANT

PACIFIC AVIATION INVESTMENT PROGRAM (PAIP)

(Contract Ref. D32.2)

1. BACKGROUND

The Government of Tonga is currently implementing the Pacific Aviation Investment Program (PAIP), supported by the World Bank. PAIP is a regional aviation program with the development objective to provide safe and secure air transport operations and environmentally sustainable and efficient airports. PAIP is currently implementing key aviation investments in four (4) Pacific Island countries: Kiribati, Samoa, Tonga and Tuvalu; Vanuatu is currently also under preparation, and other countries may join in future phases. The program's Implementing Entity is Tonga Airports Ltd (TAL), who leads the program via the TFSU "Technical and Fiduciary Services Unit".

PAIP is being implemented in recognition of the key place of transport in the economic and social development of each participating country and the need to strengthen the efficiency and viability of this sector. Reviews of the transport sectors in each country point to the need to mainstream disaster risk reduction and climate change adaptation into infrastructure planning and management. Addressing climate change by providing carbon-neutral airport facilities are part of this investment program, as are investments in alternative and sustainable energy efficient technologies. This will help ensure that the airports are operated in an environmentally sustainable manner.

Investments under PAIP will fall under four main components:-

Component A: Aviation Infrastructure Improvements: This component will invest in the aviation infrastructure at the three project airports so that they are able to meet ICAO standards, while preserving and extending the service life of existing airport assets.

Component B: Aviation Sector Reform: This component will support aviation sector reform through the provision of support to the Civil Aviation Departments/Authorities of each country. These investments will be targeted to (i) support the strengthening of each State's civil aviation system (through the adoption and implementation of new Civil Aviation Regulations; agreed corrective action plans following ICAO safety and security audits of each State and targeted capacity building and training of each CAA); and (ii) to assist in the capacity and efficiency of the regional safety oversight agency, the Pacific Aviation Safety Office (PASO).

Component C: Strengthening Airport Operations and Management Capacity: This component will assist the countries to manage and operate their airports, given domestic capacity constraints. With financing from the GoA through PRIF, it will also undertake regional studies into: (i) aviation supply; (ii) how to sustain regional aviation infrastructure; and, (iii) managing revenue from the upper air space.

Component D: Project Support and Training: (i) Support to the Technical and Fiduciary Services Unit (TFSU) to implement the Program and Implementing Agent (Tonga Airports Limited) to support the project as necessary.

Investments in each country vary according to specific requirements and these are reflected in the table 1 below:

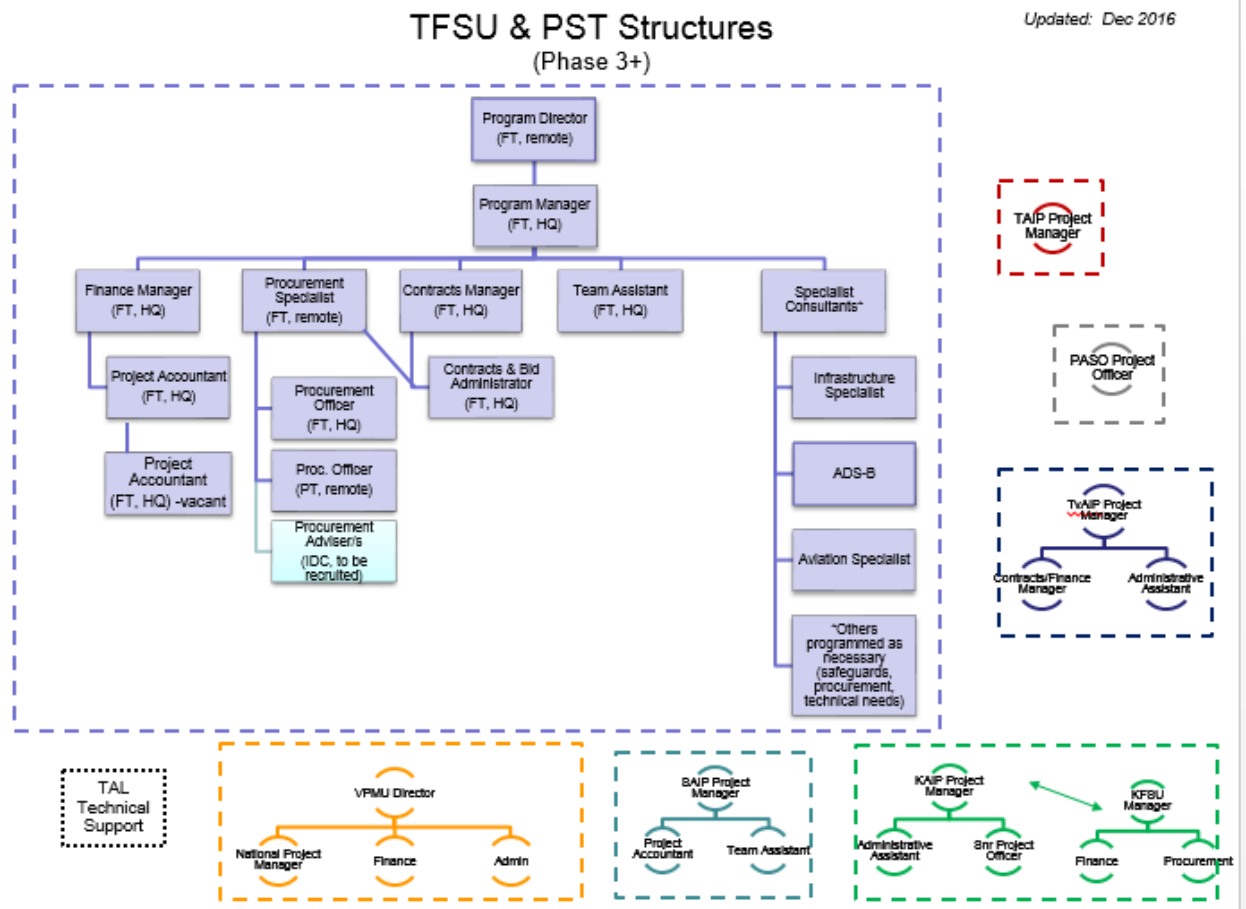
Planned Phase 1 & 2 Investments According to Component and Airport

Component	Description	Kiribati		Tonga		Tuvalu	Samoa
		TRW	CXI	TBU	VAV	FUN	APW
A	Navigation Aids						
	Automatic weather station (AWS)						
	Automatic dependent surveillance-broadcast (ADS-B)						
	Terminal building improvements						
	Security screening equipment						
	Airfield lighting and cabling						
	Air Traffic Control Equipment						
	Obstacle Limitation Survey						
	Fire Tender Vehicle Shelter						
	Resurfacing Road CXI-London						
	Maintenance Equipment Building						
	Airfield Maintenance Equipment						
	Improved Power Supply						
	Security Fence						
	Airfield Pavements						
	Fire Tender Vehicle						
	Fire Safety Equipment for Fire Crews						
	Emergency Infrastructure Repairs						
	Pacific Aviation Safety Network (PASnet)						
	B	Design and Supervision of CXI-London Road					
Design and Supervision Aviation Investments							
Laboratory/Testing Equipment							
Fuelling Equipment							
Airport Seawall and Construction of Bonriki Village Facilities							
Land Acquisition and Resettlement							
Support CAAs and Line Ministries ^{/2}							
Implement Regulations ^{/2}							
Air Transport Master Plan ^{/2}							
Training ^{/2}							
C	Industry Training ^{/2}						
	Establishment of an Airports Authority Act for Tonga ^{/2}						
	ICAO Baseline Audit ^{/2}						
	PASO Safety and Security Oversight ^{/2}						
C	PASO Restructuring Costs ^{/3}						
	PASO Business Plan ^{/3}						
C	Options for Regional Aviation Supply ^{/3}						

Long-Term Sustainability for Regional Aviation Infrastructure ³					
Analysis of Flight Information Region (FIR) ³					
Kiribati Airport Management and Operations					
Funafuti Operations Options					

- Notes:
- 1/ The highlighted cells show which activities are to be done in each country or the region.
 - 2/ Although shown against individual airports for Kiribati and Tonga, these costs are for the country.
 - 3/ These regional activities will be managed by the TFSU on behalf of the Program.
 - 4/ Component D not shown as these largely relate to project support contracts
 - 5/ Vanuatu Aviation Investment Project is currently under preparation and is expected to follow similar types of investments.

Figure 1 (below) shows the Phase 2 implementation arrangements of TFSU and PST Staffing



- 1.9 Phase 1 of PAIP commenced in January 2012 and is currently in the final stages of Year 2 of implementation; with this phase due to complete on 31 December 2016. In recognition of the successful performance of the TFSU to date, the TFSU may also be involved in leading project implementation for other regional programs/projects. These are likely to involve other countries in the region, and other donors (such as New Zealand, Australia, the World Bank and others).
- 1.10 Most program implementation systems are now well established and the TFSU is now fully staffed although changes to its composition are expected to respond to forecast program needs, particularly as future countries joining the PAIP Program, and in anticipation of the expected increase in TFSU roles in other non-PAIP projects.

2. OBJECTIVES

The objectives of this contract are to appoint a **Project Accountant** in Tonga to provide support to the Finance Manager in all aspects of the financial operations for the Tonga project, as well as support and oversight across the other countries through the role of TFSU.

3. SCOPE OF WORK

The **TFSU Project Accountant** will work under the direction of the TFSU Finance Manager and in collaboration and coordination with the existing TFSU Project Accountant as part of the TFSU Financial Management team. This role is expected to be responsible for day to day financial transactions under the Tonga project, as well as some of the support and oversight functions for the other countries, under the direction of the TFSU Finance Manager, and in accordance with World Bank procedures and the PAIP Financial Management Manual, including ensuring the required deadlines are kept. The work program will be directed by the TFSU Finance Manager who is responsible for coordinating the TFSU financial management team.

This role will provide support to the TFSU Finance Manager in all aspects of the financial operations for the Program and will require comprehensive working knowledge of World Bank financial systems.

The roles and responsibilities include, but are not limited to:

- Daily processing of payments under each account for the Tonga project – Grant Account(s), Designated Account (DA) in USD, Local Currency (LC) Account in TOP, and including replenishments of the DA and LC account;
- Cash Management of the Tonga project including:
 - Replenishment of all three DA's
 - Budget Updates and CashFlow Forecast
 - Payment Schedule Updates
 - Update and regular follow-up of Account Receivables/ Payables
- Daily data entry of all transactions into the Tonga project's accounting system (maintained under the QuickBooks software);
- Organization and Maintenance of the financial records management for the Tonga project – maintaining files for all financial documents and correspondence, and for all transactions and reports, ensuring that all vouchers for the financial transactions are filed orderly and have all required supporting documents attached, in order to support internal and external reviews and audits;
- Supporting the TFSU Finance Manager in the following:
 - Preparation of regular financial reports for the Tonga project;
 - Monthly, Quarterly (including Narrative Report) and Annual Financial Statements.
 - Prepare/ Review of Regular Reports for PAIP including the following:
 - Consolidated Monthly Report
 - Cost Share Reconciliations and Invoice
 - Review of Reportings from projects.
 - External audits and review missions, including those by World Bank;
 - Liaison with banks, government agencies, World bank and others, as necessary;
 - Support and oversight functions in relation to the financial management aspects for the other countries under PAIP through a collaborative and collegial approach in the provision of advice, sample documents and basic 'how-to' instructions, plus combining this with the oversight requirements. The support and oversight functions will, in addition to providing these functions from Tonga, require travel to the other PAIP countries from time to time – to ensure that those countries are fully and properly following the PAIP Financial Management Manual and addressing any issues through on-site support and training, such that capacity in the other PAIP countries is improved;
 - Contract financial management;
 - Monitoring of the financial status of each Project and highlighting issues that need to be addressed, for reporting to the PAIP management;
 - Acting on behalf of the TFSU Finance Manager during absence periods;
- Other associated tasks as may be required from time to time by the TFSU Finance Manager or Program Manager.

4. EXPERTISE REQUIREMENTS

Minimum Requirement:

Academic Qualifications:

- Tertiary qualifications from a recognized institution in a relevant discipline.

Experience:

- Demonstrated experience, of at least two (2) years over the previous three (3) years, in hands-on financial or accounting roles;
- Proficiency with Microsoft Excel and any other financial software
- Demonstrated ability to work under pressure and pay attention to detail.
- Previous experience in World Bank funded projects and accounting/disbursement systems therein.

Other

- Must be willing to travel to other PAIP countries from time to time

Desirable requirements

The following would also be an advantage:

- Experience working in the Pacific region;
- A working knowledge of the Tongan language.

The candidate will be expected to work independently with minimal supervision at times, and should be able to demonstrate initiative and a pro-active approach to their work. Attention to detail as well as demonstrated skills in time management and working to fixed deadlines will also be required.

5. INSTITUTIONAL ARRANGEMENTS

The Project Accountant is an additional project accounting role within the broader TFSU team and will be working under the direction of the TFSU Finance Manager and in close collaboration and coordination with the existing TFSU Project Accountant (D32.1) The role is expected to be focused on providing support to the Tonga project but will also have a level of support, as directed by the Finance Manager, in supporting other TFSU Clients. The actual work program will be directed by the Finance Manager in consideration of the Program needs and workplans of the overall financial management team.

6. LEVEL OF EFFORT

It is anticipated that a Time Based Contract will be signed for a twelve (12) month period, commencing as soon as possible (o/a November/December 2017).

Flexibility will be required by the Consultant to respond to input levels which may vary according to actual program progress. Travel may also be required as part of this assignment.

7. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

Reasonable access to a vehicle for local travel for project related business during working hours.

Furnished office, international and national phone line access, access to internet. All costs related to official travel.

Technical and Fiduciary Services Unit (TFSU)

“Gateway to Excellence through our People working in true partnership, communicating and delivering high quality and innovative technical and fiduciary development solutions”

Values

Respect

Courtesy

Fun & Enjoyment	Openness
Teamwork	Fair
Responsibility	Confidence
