

TERMS OF REFERENCE (TORS)

The Budget and Finance Coordinator (B&FC) shall be responsible for overall coordination and oversight of activities under the project to ensure that transparency, accountability, and compliance requirements set out in the Financing Agreement and relevant rules and regulations of the provincial government are met by different actors involved in project implementation in the region.

1. Scope of Work:

The responsibilities of the Budget and Finance Coordinator include but are not limited to the following:

- i. Facilitate in selecting HR to be hired for cooperative organization(s) based on the criteria.
- ii. Organize training for the staff focusing on core compliance/reporting requirements
- iii. Facilitate cooperative organizations in the opening of account, and the maintaining of up-to-date books of accounts as specified in the MOUs.
- iv. Facilitate cooperative organization in mobilizing farmers' share to implement business plans.
- v. Support cooperative organization in collect funds from members to meet the requirements of MOUs.
- vi. Conduct due diligence/post qualification assessment of private partners.
- vii. Promote basic FM/economics literacy among farmers involved in project implementation.
- viii. Maintain liaison with service providers to ensure they are complying with internal controls/compliance requirements stipulated in contract agreements.
- ix. Facilitate cooperative organizations involved in microfinancing process in complying with the criteria of age group, social status, amount of each loan, recovery time etc.in the process;
- x. Facilitate cooperative organizations involved in microfinancing in robust documentation of the microfinance operations etc.
- xi. Submit monthly report on issues and challenges as well as possible practical solutions to move forward.
- xii. Manage and supervise financial activities at the Coordination Unit at the regional level, including implementation of project financial guidelines, tracking of expenditures, and reconciliation.

- xiii. Maintain and manage petty cash accounts at the Coordination Unit at the regional level, ensuring proper documentation, recordkeeping, and timely replenishments as per financial management SOPs.
- xiv. Maintain fuel usage records and car pool reports for all project vehicles.
- xv. Monitor vehicle logbooks, servicing schedules, and ensure compliance with project vehicle management policy.
- xvi. Maintain and verify staff timesheets, daily attendance registers, and ensure accurate submission to project HR section.
- xvii. Maintain updated leave records for all Coordination Unit at the regional level staff in coordination with HR and ensure policy compliance.
- xviii. Ensure safe and efficient usage of office infrastructure, utilities, Assets including furniture, and IT equipment in the Coordination Unit at the regional level.
- xix. Maintain an up-to-date asset register for all movable and immovable assets procured or allocated to the Coordination Unit at the regional level.
- xx. Ensure that assets are tagged, recorded, verified, and safeguarded as per project and donor asset management guidelines.
- xxi. Conduct periodic physical verification of assets and reconcile with records; report losses, damages, or misplacements to project management immediately.

2. Reporting:

The Budget and Finance Coordinator will report to Coordinator of Coordination Unit at the regional level for day-to-day work whereas for technical reporting B&FC are accountable to Manager Finance and Admin, project management office.

3. Candidate's Qualification, Skills and Experience Required:

- Master level educational attainment in finance, MBA, ACCA, CA (preferred) or any other related discipline from HEC recognized university.
- Minimum 03 year experience at similar level having managed donor funded projects.
- familiarity with Government financial regulations and financial management guidelines and sound understanding of the community procurement and financial management of community driven sub-projects implementation.
- Proficient in MS Office applications i.e. Word, Excel and Power Point.

4. Evaluation Criteria

The number of points to be assigned shall be determined considering the following relevant percentage weights for further assessment:

1. Relevant Qualification	15%
2. Additional relevant higher qualification	5%
3. General Experience	5%
4. Specific Experience as per TOR of the assignment	50%
5. Required Relevant Certification/Diploma	5%
6. Interview	20%
Total weight:	100%

5. Location and period of execution

The Budget and Finance Coordinator will be based in Coordination Unit at the regional level. The services will be initially for a period of one (01) year however it will be extended on yearly basis until the project completion period based on satisfactory performance.

6. Services and facilities to be provided by employer

Office space and allied facilities

7. Services and facilities to be provided by the employee

As per the scope and TORs of the position.

8. Remuneration

PKR. 150,000.00 plus 5% annual increase. Entitlement for any enhancement of the similar position in the project.