



## TERMS OF REFERENCE (ToR)

### TITLE: ADMINISTRATIVE AND FINANCIAL OFFICER

Project title: Operationalization of the International Think Tank for Landlocked Developing Countries

Implementing Agency: Ministry of Foreign Affairs of Mongolia

Contract type: Service Contract

Duration of Project: 2014-2016

### 1. Background

The project is part of the Government of Mongolia and UNDP agreement /Country Programme Action Plan (CPAP)/ to cooperate in the field of operationalizing the International Think Tank (ITT) for Landlocked Developing Countries (ITT-LLDC) in Ulaanbaatar. The ITT is aimed at providing support for strategic interventions to enhance the development prospects of all LLDCs including Mongolia. The project document was signed on January 15, 2014 by the Government of Mongolia and the UNDP.

Lack of territorial access to the sea and remoteness from major growth poles and markets is often translated into high transport and transit costs for LLDCs. These additional costs impose severe constraints on socio-economic development, including on country competitiveness and human development outcomes. In Mongolia's case, the economy continues to be heavily influenced by its neighbours and therefore extremely vulnerable to their economic performance. As a landlocked country, Mongolia and the other LLDCs need to look beyond their immediate neighbours and diversify their sources and destinations of imports and exports. Greater engagement in regional and global trade, better management of transport and transit arrangement and sharing knowledge and experiences will be critical.

The ITT will provide a platform for such knowledge sharing, support for Intra-LLDC collaboration and other South-South engagement as well as for global cooperation. The idea of establishing a think tank for LLDCs originates in the International Ministerial Conference of Landlocked and Transit Developing Countries and Donor Countries and International Financial and Development Institutions on Transit Transport Cooperation, held in Almaty, Kazakhstan in 2003.

The overall goal of the International Think Tank is to use top-quality research and advocacy to improve the ability of landlocked developing countries to build capacity with a view to benefiting from the international trade including multilateral trade negotiations,

with the ultimate aim of raising human development and reducing poverty. It is the first international intergovernmental institution to set up in Mongolia and has great political importance for Mongolia's position on the international arena.

The project for Operationalization of the International Think Tank has 3 main outputs:

1. Establishment of a fully operational and well-resourced ITT within a secure legal framework
  - Drafting of the Charter of the International Think Tank including its Modus Operandi;
  - Networking of the International Think Tank;
  - Strengthening its financial capacity;
  - Improvement of the legal framework of the ITT;
2. Substantive outputs delivered in form of research papers and used for policy debate
  - Negotiating capacity of Mongolia and LLDCs is to be improved;
  - State of the art ITT's website and interactive web based platform are to be accessible worldwide;
3. Substantive outputs delivered from the ITT are to be used for policy debate and design by Government of Mongolia and other stakeholders
  - Research papers and reports are to be translated into Mongolian and used for policy debate;
  - Special events are to be organized in Mongolia;
  - Sea access for Mongolia is to be explored;

**Outputs will be demonstrated by:**

- Strengthened capacities in knowledge;
- Established institutional framework (legal and technical);
- Availability of tools and best practices;

The Administrative and Finance Officer (AFO) will work under the direct supervision of the Interim Director. The AFO will provide support to project implementation and research works of the ITT-LLDC and get involved in the project management activities and implementation of daily administration tasks.

**2. Tasks and responsibilities**

The AFO provides **administrative and accounting/finance** support to the implementation of the project and informs the Interim Director on budgetary implications of project management decisions.

Main duties include:

## Accounting/finance

- Assist in the preparation of monthly, quarterly and annual work plans, quarterly progress reports, annual reports, and the terminal report, by preparing project budgets and financial reports;
- Ensure that all financial transactions and procurement processes are carried out in a timely manner, and in accordance with relevant UNDP and Government regulations;
- Compliance with law on “Glass Account” of Mongolia;
- Maintain proper financial record and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data;
- Maintain property ledger, conduct regular inventory checks, and assist in transfer of equipment at the end of the project;
- Provide quarterly updates on project delivery;
- Prepare all payment requests;
- Maintain the project's financial data in Atlas (financial software);
- Assist in annual project auditing;
- Prepare recurring reports as scheduled and special reports as required for budget revisions, audits and other reasons;

## Administrative duties

- Provide assistance to the recruitment processes of project personnel, checking the conformity with UNDP and the Government rules and procedures;
- Make logistical arrangements for project staff, consultants and invited guests coming for project activities (visas, transportation, hotel bookings, etc.) to be conducted in/out of country;
- Assist in organization of field trips, workshops and trainings, by drafting budget and handling cash;
- Routine translation/ interpretation between Mongolian and English and drafting of correspondence as requested;
- Be in charge of other necessary administrative tasks;

### **3. Expected outputs and deliverables**

The AFO will submit the deliverables listed below to the financial department of the UNDP country office and tax related departments and agencies.

- a) Monthly financial reports (social insurance tax, income tax etc.) to both the Tax Department of Mongolia and the UNDP;
- b) Quarterly and annual financial and audit reports;

### **4. Contract Duration**

1 year.

## **5. Required qualifications and experiences**

### **Education:**

- At least bachelor's degree in Accounting;

### **Experiences:**

- A minimum of 3 years of experience in Government organizations as an accountant;
- Proven experience in administering project accounts is an asset;

### **Qualification:**

- Certificate on training of public procurement law of Mongolia /A3/ certificate is an asset
- Fluent written and spoken English and Mongolian language skills;
- Good organisational skills;
- Ability and skill to manage the complexity of different components;
- Good computer skills, including spread-sheets and database;
- Attention to details;

### **Core competencies:**

- Demonstrates a strong commitment to Project mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Integrity;

### **Functional competencies:**

#### Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills;

#### Development and Operational Effectiveness

- Ability to provide analytical inputs to strategic planning, result-based management and reporting;
- Ability to make the analysis of requirements and parameters provided in support of financial processes in the UNDP Country Office;
- Ability to formulate and manage budgets, contributions and investments, and transactions; conduct financial analysis, reporting and cost recovery
- Good knowledge of accounting;
- Ability to implement new systems and affect staff behavioural/ attitudinal change;

## Management and Leadership

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities.

Note: The present ToR may be adjusted and modified, without changing the overall objective and the scope of work, on the basis of consultations.

## **7. Approval**

This ToR is approved by: Mr. E.Odbayar, Project Coordinator, Interim Director, International Think Tank for LLDCs.

Signature:  \_\_\_\_\_

Date of Signing: 01.12.2015