REQUEST FOR EXPRESSIONS OF INTEREST
(INDEPENDENT CONSULTING SERVICES – CONSULTANT SELECTION)

CAMBODIA
COMMUNITY-BASED CHILDCARE FOR GARMENT FACTORY WORKERS

Loan No./Credit No./Grant No.: JDSF TF0B2469
Assignment Title: Finance Officer
Assignment Duration: 24 Months
Reference No. (as per Procurement Plan): MIH-CS-7

The Planete Enfant & Development Cambodia has received financing from the World Bank toward the cost of the Community-based Childcare for Garment Factory Workers and intends to apply part of the proceeds for consulting services. The individual consultant will be recruited for 26 months and expected to start in late November 2021. The Planete Enfant & Development Cambodia now invites eligible individual consultant (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Responsibilities of the Financial Officer
   - Assist PM and PE&D Finance team in implementing robust Finance processes
   - Support the project Financial Management and disbursement tasks
   - Assist in budget preparation and work plan for the project
   - Manage all project related financial transactions, accounting, and recording
   - Assist in timely payments processing for the Daycare Center and civil work contracts, and NGO partners (cash deposit, bank clearance, payments/transfer, and replenishment)
   - Comply with internal controls and procedures of PE&D and the finance procedures
   - Ensure budget lines and the activities are prepared and aligned with the allowable expenditures according to the Grant Agreement, and the approved PIM (for instance trainings and operating costs categories) by working closely with PE&D Finance team
   - Assist in periodic financial report preparation as required to be submitted to the Bank including the audit report arrangements
   - Assist in regular preparation of withdrawal applications, and statement of expenditures and ensure it is regularly and timely submitted to the Bank
   - Perform ad-hoc work as required by CBCC Project

2. Qualifications
   - Bachelor’s degree, preferably in Finance, Accounting or equivalence
   - Three years of working experience in the field of project financial management
   - At least five-year working experiences with NGOs and other development agencies
   - Good knowledge with computerized accounting system (i.e QuickBooks, Peachtree etc)
   - Good communication and interpersonal skills
   - Fluency in written and spoken in English

Interested candidates are requested to obtain detailed terms of reference (TOR) which can be downloaded as the link: https://drive.google.com/file/d/1JrADv9DmudEIOG6oBoTKvOysGe7drSO/view?usp=sharing and send your expression of interest (EOI) without salary expectation and submit the updated curriculum vitae and cover letter with at least three referees by email with the subject title in e-mail of “Application for Finance Officer_MIH-CS-7” and attention to following address:
Mr Alessandro CASSINERIO : alessandro.cassinerio@planete-eed.org
Copy to : Mrs Stéphanie Selle : stephanie.selle@planete-eed.org

Expression of Interest must be submitted no later than the 24th of January 2022. Only Shortlisted candidates will be contacted for writing test and interview.
Community-based Childcare for Garment Factory Workers (CBCC Project)
Planete Enfants & Development of Cambodia
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