



Date of Issuance: 13 September 2018

Date and time Expression of Interest (EOI) due: 27 September 2018 **No later than 4:00 pm local time**

Drop off EOI to Main Office: Ministry of Internal Affairs, Taufa'ahau Road, Nuku'alofa

Email Submission of EOI: Please email to: **etongotea@mia.gov.to**

Attn: Acting CEO, Ministry of Internal Affairs

**Project Accountant
Terms of Reference**

Assignment: Project Management Unit (PMU) Project Accountant

Employer: Ministry of Internal Affairs & Ministry of Education and Training

Location: Nuku'alofa, Tonga

Duration: The Project Accountant will be contractually engaged for a period of 5 years

Expected Start Date: October 2018

1. Background

Tonga is a small, archipelagic kingdom in the South Pacific. Tonga's population of 106,000 is spread out across 36 of its 177 islands with around three-quarters of the population based in the main island of Tongatapu. Other major islands and island groupings include 'Eua, Ha'apai, Vava'u, and the Niuas. Its location makes Tonga one of the most geographically remote nations from major centers of economic activity in the world. Tonga has a sizeable youth population, which generally face poor labor market outcomes. Over half (56 percent) of the country's population is 24 years or younger, with a total of about 19,200 Tongans between ages 15 and 24. The potential for economic growth in Tonga is hindered by inherent high cost structures. Over the past two decades, per capita GDP has grown by 1.1 percent, compared to 2.3 percent globally. Given the employment effect of economic growth, this long-term trend has meant domestic job creation has been limited in the Kingdom of Tonga for a sustained period. As a result, a large proportion of youth fail to successfully transition into employment, remaining unemployed or inactive in the labor market well into adulthood.

Tonga is currently preparing a skills and employment project, which will be financed by the World Bank under the IDA 18 cycle. The total funding envelope is approximately US\$20.90 million. The project will be jointly implemented by the Ministry of Internal Affairs, Ministry of Education and Training, and the Ministry of Finance and National Planning. The project objective is to improve opportunities for secondary school progression and facilitate the transition to jobs in the domestic and overseas labor markets for Tongans.

The project has four interlinked components: (1) Conditional cash transfer program for secondary school enrolment and attendance; (2) Strengthening technical and vocational education and training (TVET) provision; (3) Enhancing opportunities for labor migration; and (4) Project



management, monitoring and evaluation, and centralized support. The project will support the poorest decile (some 1,500 households) with cash transfers conditional on them ensuring their secondary school age children enroll and regularly attend classes. It will provide Quality Improvement Grants to 8 TVET providers, and funds to cover tuition fees and living costs for some 600 TVET students from the poorest decile. Meanwhile, it will provide pre-departure training for some 8,000 Tongans and build a work-ready pool of 1,600 migrant workers.

The project will be managed by a Project Management Unit (PMU) located in Tungi Colonade. This PMU will be responsible for the day-to-day implementation, monitoring, and coordination of Components 1, 2, 3 and part of Component 4 of the project. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for such components. It will be staffed with a nationally recruited Team Leader, Procurement Officer, Project Accountant, M&E Specialist, and Administrative Support Officer.

This Terms of Reference is for the Project Accountant of the Project Management Unit.

2. Objectives of the assignment

The objective of this assignment is to manage the processing of accounting under the SET Project.

3. Scope of Services

The duties and Responsibilities of Project Accountant include:

- Processes accurately and promptly all accounting transactions including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.
- Maintaining reconciled accounts at any given point in the Project Management Unit.
- Keeps relevant documents and invoices systematically to fully support the accounts.
- Performs monthly bank account reconciliation and reviews cash flow and replenishment of the PMU.
- Effect timely payments and resolve accounting relating issues of the Project.
- Assist in the planning aspect and preparation of the annual work program and budget.
- Ensure internal control procedures are adhered to.
- Issue receipts/ acknowledgements for funds received from the World Bank.
- Assist in the preparation of quarterly Interim Financial Reports (IFRs).
- Prepare annual financial reports.
- Assist in the project audit by external auditors, as well as internal auditors.

4. Institutional and Organization Arrangements

The PMU Project Accountant will be hired by MIA and MET and posted Tungi Colonade, where office space and facilities will be provided. The Project Accountant will report to the Team Leader of the PMU. The PMU Project Accountant is required to follow MIA and MET's standard working hours, but depending on business needs, may be requested to work extended hours.

5. Section Criteria

Academic Background and Relevant Experience



- Accounting degree
- At least 5 years' broad experience in accounting including evidence of similar hands on work
- Demonstrated experience in capacity building or training in a similar environment
- Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate issues identified.

General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment.

Essential Specialized Skills/Knowledge/Competencies

- Previous experience with Donor Funded Projects is an advantage, as well as with the process of withdrawal applications
- Previous experience in developing countries on similar assignments, particularly working in the Tonga will be an advantage
- A demonstrated ability to work well with persons at all levels of government
- A knowledge of the relevant Tongan Legislation would be an advantage.