

TERMS OF REFERENCE FOR THE PROJECT ACCOUNTANT FOR WORLD BANK-FINANCED PROJECTS IMPLEMENTED BY AND THROUGH THE MINISTRY OF ENERGY AND PETROLEUM:

REF NO. KE-MOE-495764-CS-INDV

1. The objective of the consultancy

The objective of the consultancy is to provide advisory and technical assistance to the implementing agencies and to increase efficiency in managing and maintaining a sound financial and accounting system for the achievement of value for money and delivering on the project development objectives.

2. Scope of the Consulting Services and Specific Responsibilities

2.1. Scope of the consulting services

The Project Accountant will provide accounting and financial management services to projects under implementation and under preparation but not limited to the following: Kenya Off-Grid Solar Access Project (KOSAP) and all phases of Kenya's Green and Resilient Expansion of Energy (GREEN) Program. This will be achieved through:

- a) Assessing the adequacy of project financial management arrangements for projects
- b) Monitoring compliance with the Bank's audit and fiduciary requirements.
- c) Ensuring that WBG-financed project operations are carried out in accordance with the provisions of the Bank Policies, Directives, Procedures and Financing Agreement and other applicable Public Financial Management (PFM) policies, procedures, and instructions
- d) Supporting analytical work on Financial Management and public financial accountability
- e) Provision of direct and just-in-time technical financial support to the MoEP, KPLC, KenGen, REREC, and KETRACO Project Accountants to enable them to effectively carry out project activities.

2.2. The responsibilities of the Project Accountant

The Projects Accountant is expected to perform the following tasks:

- a) Maintain all Project accounting records in line with the approved accounting standards and in accordance with World Bank Policies, Directives, Procedures and Financing Agreement and GOK PFM laws and Regulations and accompanying procedures and circulars;
- b) Working under the various PIUs and coordinate closely with the National Treasury, ensure robust Projects budgeting, funds flow, accounting, internal control, financial reporting and audit arrangements;

- c) Coordinate release of funds, supervise direct disbursements and operations of the Designated accounts;
- d) Prepare periodic reports (i.e. monthly/quarterly/annually) in the formats approved by World Bank / Government;
- e) Update Projects financial information in the World Bank Client Connection system as outlined in the Project Appraisal Documents, project Operational Manual and Financial Management Manual for the various World Bank projects implemented by the Ministry;
- f) Coordinate preparation of Annual budgets with Senior Chief Finance Officer; draw up activity budgets and work plans together with the PIU staff for the various PIUs;
- g) Maintain records of actual disbursements matched with the provisions made in the projects' documents;
- h) Compile and maintain data on current and cumulative actual expenditure and commitments under the various project;
- i) Ensure prompt release of funds, once approved, to beneficiaries and vendors;
- j) Maintain relevant books of account and accounting /financial records for the projects;
- k) Ensure that all accounting records for the projects are updated promptly;
- l) Prepare monthly bank reconciliations of all bank accounts;
- m) Together with the PIUs, develop and update Financial Management Manuals for the various projects;
- n) Together with the PIUs, ensure strict adherence to installed internal control systems for all areas of projects operation;
- o) Liaise with the internal/external auditors and follow up on audit queries and recommendations documented in management letters for the various projects;
- p) Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
- q) Maintain an Advance Payments Register and monitor advances settlement;
- r) Manage the petty cash float and maintain the petty cash book;
- s) Ensure petty cash disbursements are appropriately and adequately documented;
- t) Ensure invoices submitted for payment at the PIU are promptly attended to and processed
- u) Perform any other duties assigned by the Head of Accounting Unit, Project Coordinator(s) and/or PS;

3. Duration and location of the Assignment

The duration of the assignment will be three (3) years and will be renewable subject to satisfactory performance and work programme requirements. The Consultant will generally be based in Nairobi (Kenya) at the offices of the State Department for Energy at Kawi Complex. However, the position may involve travels to other counties.

4. Reporting Requirements and Timelines of Deliverables

The Project Accountant will be expected to deliver the following outputs:

Table 1: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	Monthly Report and Monthly Timesheet: This report should detail all activities undertaken within the month, clearly outlining the outputs of your assigned activities. It serves as essential support for your service performance and subsequent invoiced payment claims.	Within 7 days after the end of the reporting month	Soft copy
2.	Quarterly Financial Status Report: A comprehensive overview of the project's financial health, including actual expenditures versus budget, forecasts, and any identified variances. This report should highlight potential financial risks or opportunities.	Within 15 days after the end of each quarter	Soft copy
3.	Annual Financial Report: Preparation and submission of annual financial reports that accurately reflect the project's financial status, ensuring compliance with World Bank guidelines and financing agreements.	Within 15 days after the end of the financial year	Soft copy

5. Remuneration

The Project Accountant shall be remunerated based on a monthly rate with clearly identified applicable taxes. The Project Accountant will be reimbursed for approved, project-related expenses incurred outside the office. To facilitate this, a detailed statement of expense and all verifiable supporting documentation must be submitted to the Principal Secretary.

6. Qualifications

1. A professional accountant (CPA, CA, or equivalent) with a Bachelor's degree in Accounting, Business, Finance, Economics, or related disciplines
2. A Master's degree with a major in a relevant discipline and relevant training in financial management.
3. At least five (5) years of post-qualification experience as a professional accountant.
4. Experience in donor-funded projects;
5. Good knowledge of all concepts and principles of and approaches to international financial management systems;
6. Demonstrated analytical clarity, problem-solving skills, and negotiating skills with the ability to balance project objectives and financial management requirements with client needs;
7. Exceptional degree of integrity, judgment, and tact in handling the most sensitive, diverse, and confidential material.
8. Understanding policies, and practices related to project/sector and critical links to financial management will be an added advantage.
9. Familiarity with public sector financial management including understanding government accounting systems such as IFMIS.

7. Management and Accountability of the Assignment

The State Department for Energy in the Ministry of Energy and Petroleum is the Client for these services. The Consultant will report on all contractual matters to the Principal Secretary responsible for Energy.

The Principal Secretary will also be responsible for all payments to the consultant. The Project Accountant will report functionally to the Head of Accounting Unit – State Department for Energy for the various projects, but administratively to the Project Coordinator

8. Obligations of the Client

The Client will provide the following support to the Consultant:

- a) Office space, office equipment (shared printer, copier, scanner, computers), stationery, internet access, and transport services for official use in delivery of the services.
- b) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic reports, Implementation Manual, etc.
- c) Contacts of key stakeholders.
- d) Facilitate review and dissemination meetings with key stakeholders; and
- e) Facilitate liaison with other program-implementing partners.

9. Obligations of the Consultant

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements.

The Consultant shall perform and carry out the tasks with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices.

The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Project Coordinator, and shall at all times support and safeguard the Project's legitimate interests in any dealings with the third parties.

The Consultant shall be responsible for the provision of their own transport, accommodation, insurance, communication, and other associated costs.

10. Confidentiality, Propriety Rights of Client in Reports and Records

All the reports, data, and information developed, collected, or obtained from the implementing agencies, Client, and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.