TERMS OF REFERENCE

Consultant as Project Administrator for the Provision of Financial Management and Procurement Services in Tanzania of the BMZ/BENGO Project:

“Climate Change Adaptation Support for South-East African Community-Managed Areas (CBNRM)”

WWF TANZANIA

October 2020
1. PROJECT OVERVIEW

These Terms of Reference refer to consulting services for project administration, including financial management and procurement of goods and services in Tanzania according to work and budget plans and as part of the following project, funded by the German Ministry for Economic Cooperation and Development (BMZ) through its BENGÖ climate-funding facility:

Title: Climate change adaptation support for South-East African community managed areas (CBNRM)

Goal: Improved conservation of key ecosystems and enhanced climate resilience of local communities in south-eastern Africa

Countries: Kenya, Tanzania, Zambia, Zimbabwe

German Executing Agency: WWF Germany

(Local) executing agencies: WWF Kenya / WWF Tanzania (TCO) / WWF Zambia (ZCO) / WWF Zimbabwe (WWF Zim-CO)

Duration: 6 months, starting 01.11.2020 – 30.04.2021

Programme volume: A maximum of 6,6 Mio. EUR (5,5 Mio. € BMZ funding / 1.1 Mio. EUR (10%) WWF own funding). Proposed is a budget of 1,1 mio. € incl. matching funds for Zimbabwe and Zambia, 5,5 mio. € incl. match for Tanzania and Kenya, with a min. of 51% of the budget (combined) going to Tanzania and Zimbabwe

The following terms only refer to project activities implemented in Tanzania.

2. PROJECT CONTEXT

In the project regions proposed here, southern Kenya and northern Tanzania as well as the Kavango-Zambezi region of Zambia and Zimbabwe in eastern and southern Africa, unique ecosystems of outstanding importance for the protection of global biodiversity are found. In both project regions there are still large continuous natural areas with viable populations of numerous endangered species.
At the same time, the people living here are particularly dependent on the conservation of these ecosystems, their biodiversity and their services. Nature tourism is overall one of the most important economic sectors in the region and the project countries proposed here. Along with the primary sector, which is also dependent on functioning ecosystems and is determined here primarily by pasture and forest management and to a lesser extent by rain-fed and irrigated farming, it generates income for the majority of the local population. In the two project regions, the conservancies and management areas play a decisive role in protecting and preserving these ecosystems (these areas, which are managed by the local communities themselves, have different names and legal status in the four countries, in particular 7 "Conservancies" and "Conservation Areas" in Kenya, 4 community managed areas (CBRNMAs) in Tanzania and 4 "Buffer Zones" managed by community initiatives in the vicinity of national parks in Zimbabwe and Zambia). Not only do they contribute significantly to the protection of these ecosystems with a considerable proportion of protected or sustainably used areas, but they also provide functioning models of how ecosystems can be managed in a participatory way and how they can be given a higher value. However, the ecosystems mentioned above are increasingly affected by the impacts of climate change, such as more frequent droughts and sporadic heavy rainfall, which are exacerbated by increasingly unsustainable forms and intensities of use, such as overgrazing, a growing population and an increased economic development pressure. At present, municipal areas and their local communities are also particularly hard hit by the global Covid 19 pandemic, which has drastically reduced tourism and thus the income of communities and protected areas - to almost zero. Numerous conservancies and their functions are threatened by this. There is therefore both an urgent need for adaptation and diversification of income flows and a short and medium-term need for support to maintain and strengthen the proven community structures for the future and to adapt them to the rapidly changing climate and economic conditions.

In Tanzania, this objective is addressed by four concrete project outputs and corresponding packages of measures focussing on the Enduimet, Ikona, Makao and Lake Natron Wildlife Management Areas and two additional project sites in Mwanga District:

1. Capacities of fifteen community conservation and management areas in the three countries in South East Africa are strengthened to effectively improve their climate resilience and adaptation and effective protection of their biodiversity and ecosystems.

2. Capacities of communities for implementing climate-smart approaches in the three countries are improved and household incomes diversified leads to improved livelihoods and well-being of the communities in the selected community conservation areas.

3. Capacities for improved forest, fire and pasture land management improves the climate resilience of key ecological and economic habitats enhanced.

4. Environmental and social safeguards (ESS) in relation to climate adaptation and project activities established.
Direct target groups: Local communities, especially women and vulnerable groups in the addressed community conservation and management areas (conservancies/wildlife management areas/community forests/village land forest reserves and areas in their vicinity) in the Tanzanian-Kenyan transboundary area will profit from an improved ecosystem management to successfully protect their biodiversity, adapt to climate change and improve rural livelihoods.

Indirect target groups: Community associations (Kenian Wildlife Conservancy Association (KWCA), Community Wildlife Management Area Consortium (CWMAC), Tanzania Natural Resource Forum (TNRF), Community Forest Associations (CFA) and other civil society organization/locally active NGOs will profit from increased capacities to support local communities and their management bodies in the planning, implementation and impact monitoring of climate change adaptation measures.

3. TASKS AND RESPONSIBILITIES

3.1 General Tasks and Responsibilities

In close cooperation with the WWF delivery team assigned, the consultant is responsible for the effective and efficient management of funds allocated to Tanzania, for the timely procurement of goods and services according to WWF and BMZ policies and regulations and for respective support and guidance of the Tanzania Natural Resource Forum (TNRF) as local partner organization, and additional fund recipient, based in Arusha. The consultant will continuously guide and monitor the use of allocated funds and the procurement of goods and services by WWF and TNRF partner organization throughout the project implementation period from November 1, 2020 to April 30, 2021, will keep records of all relevant transactions and will prepare reports to WWF and German Donor according to agreed formats and deadlines. He/she will be based in Arusha and will closely cooperate with the BENGO Project Manager, also based in Arusha.

3.2 Tasks and Outputs

Procurement Services:

- Supervise preparation of procurement plan, budget and control of resources of the procuring unit.
- Provide overall guidance and leadership in the procurement departments of WWF and local project partners.
- In coordination with the Operations Manager, evaluates all procurement requirements and recommends the most appropriate procurement procedures.
Establishes and communicates WWF and BMZ purchasing policies and guidelines that effectively balance administrative burden, cost savings and risk/ability.

Be responsible for tracking progress in reaching procurement related goals/objectives and deliverables.

Support the functioning of the Procurement Committee and Evaluation teams.

Help ensure timely, accurate and appropriate reporting of procurement activities and results to the management as necessary.

Ensuring that the procurement systems are regularly reviewed and updated to ensure optimal functioning of the procurement section.

Prepares monthly procurement reports and submit to the Operations Manager

Ensure timely procurement based on purchase requests received from user departments and provide regular updates as stipulated in WWF and donor agreements

Strengthen the capacity of the WWF and partner procurement departments in terms of planning, coordination and management skills.

Any other duties provided by the superiors/line manager.

Financial Management Services:

Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately(Ensuring no-cash no-spending rule is applied for all the programs in WWF Tanzania)

Conduct monthly program financial reviews and reporting (budgets vs. expenditure).

Preparation of Monthly analysis on program spending and TCO core performance for management review and decision.

Follow up of cash calls for all TCO programs and ensure adequate fund is available for activity implementation.

Coordinate regular program team financial reviews based on work plans and expenditures.

Update and facilitate technical staff’s comprehension of the respective financial management issues.

Sending implementation reminders to WWF and Partner program staff to ensure timely implementation of activities under the program work-plans

Playing a leading role in preparation and ensure timely submission of all financial reports for review and approval to Head of Finance for further submission to donors and other partners as per respective contracts.

Preparation of donor reports for BMZ/BENGO according to agreed formats and deadlines

Manage key program documents including filing of invoices, contracts, vouchers and other related documents in line with Field Accounting Manual and donor requirements.

Ensure that accounting transactions are entered in the financial systems in a timely manner

Verification and release of all the payments entered in the WWF online system.
Ensure all procurements are done in accordance to respective laws and standard procedures including the field accounting manual and donor requirements.

Provide the WWF Logistics Officer with a list of program assets given to partners and follow up on proper disposal during program period and at end of program as per donor requirements.

Issue, track and reconcile approved travel advances to BMZ/BENGO program staff, review advance expense reports, review advance reconciliation and claims for completeness and accuracy.

Monitor and analyze all balance sheets, income and expenditure accounts in the TCO accounting records.

Oversee that all program components fulfil their contractual obligations including timely delivery of results/outputs and reporting.

Update the Program teams of contractual deliverables

Follow up with donors on cash calls and other contractual obligations to ensure smooth running of the programs

Organize documents for internal, partner and donor audits.

Receive and analyse all financial related reports from in country based partners including partner financial capacity assessments, trainings, partner audit working papers

Analyse records and financial/operational risks and advice on corrective measures including capacity building as deemed appropriate

Follow up and review of BMZ/BENGO Project-related financial reports and other contractual deliverables from WWF and partner offices

Consolidation of financial reports submitted by the implementing partners before sharing the same with the primary donors.

4. **DELIVERABLES**

- Report on an inception meeting with WWF and TNRF staff to agree on the sharing of roles and responsibilities
- Minutes of weekly calls on financial management and procurement updates with Partners and WWF staff
- Monthly project progress reports submitted to WWF procurement and finance leads
- Mid-term report WWF procurement and finance leads, highlighting main achievements so far and to be submitted by February 15, 2021
- Reports to WWF Germany and BMZ/BENGO donor as requested within agreed deadlines
- Final report on finance and procurement transactions by May 10, 2021
5. QUALIFICATION PROFILE

- A university degree in Accounting, Commerce, Business Administration or related field;
- Full accounting qualification i.e. CPA, ACCA or equivalent will be an added advantage;
- Three to five years of working with financial/accounting and procurement systems in major international organizations/NGOs, previous WWF experience will be an added advantage;
- Demonstrable skills in the implementation of finance, accounting and procurement policies, procedures and systems, private sector experience will be equally considered;
- Good knowledge of fund accounting and procurement policies and procedures including reporting requirements;
- Hands-on knowledge of the major financial management and procurement software would be a distinct advantage;
- Excellent English and Swahili language skills

6. CONTRACT PERIOD AND PAYMENT SCHEDULE

The contract period will extend to six months from November 1, 2020 to April 30, 2021. Consulting fees will be disbursed in three separate instalments:
- 1st instalment 20% of total amount on submission and approval of inception meeting report;
- 2nd instalment 30% of total amount on submission and approval of Mid Term Report by Feb 15, 2021
- 3rd and last instalment of 50% of total amount on submission and approval of final report by May 10, 2021.

7. CONDITIONS

The proposed work will be carried out under contract. The contract will be drawn up after the final candidate has been selected.

The consultant will assume all fiscal responsibilities relative to his/her tax status. As an independent employee, the consultant is responsible for the payment of any tax that might be demanded within the framework of this agreement, assuming that he is able to justify he is in good standing and up to date vis-à-vis administrative and tax authorities; otherwise, and in accordance with the law, WWF is obliged to withhold at source on the amount of its services or fees / bills, the percentage to be paid to the taxes authorities.

The consultant will be subject to WWF management procedures at all times.

WWF cannot grant in advance honorary fees. Though, field trip expenses, in accordance with WWF procedures, are payable in advance once the consultancy contract established. WWF will directly cover travel costs, accommodation and per diem.
8. APPLICATIONS

Applications including technical (max 5 pages) and financial proposal in separate documents, CV, expected remuneration and references to be submitted by email by **Friday, November 06, 5pm** to:

Secretary
WWF Tanzania Procurement Committee
Email: tz.procurement@wwf.panda.org