

TERMS OF REFERENCE AND SCOPE OF SERVICES

PROJECT ACCOUNTANT

A. PROJECT BACKGROUND

The Government of Uganda has received financial support from the World Meteorological Organization (WMO) Systematic Observations Financing Facility (SOFF). The Systematic Observations Financing Facility (SOFF) provides support to countries for the generation and exchange of critical basic observational data essential for improved weather forecasts and climate services. It will provide technical and financial assistance through novel methodologies, applying internationally agreed metrics.

The project's objective is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data, which is crucial for enhancing weather forecasts and climate services, multisectoral decision-making, and planning for the benefit of all stakeholders. The Uganda Ministry of Water and Environment functions as the Executing Agency for the project, with the Department of Meteorology (formerly Ugandan National Meteorological Authority) serving as its implementing arm and project beneficiary. The SOFF Project Implementing Entity is the Islamic Development Bank (IsDB), whilst the Project Peer Advisor is The Royal Netherlands Meteorological Institute (KNMI).

Consequently, the Government of Uganda intends to allocate a portion of the funds to the recruitment of a full-time Project Accountant for this Project.

The Project Accountant will operate under the direct supervision of the SOFF Project Steering Committee comprising IsDB Regional Hub/Headquarters, KNMI, and Department of Meteorology (DoM), Ministry of Water and Environment.

B. PROJECT DEVELOPMENT OBJECTIVE

1. PROJECT OBJECTIVES:

- 1.1 The project's objective is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data, through increased human and institutional capacity, infrastructure enhancement and continuous compliance with GBON requirements.

2. PROJECT LOCATION:

The project shall be located in nine locations across Uganda including Mbarara, Masindi, Kasese, Jinja, Soroti, Entebbe, Arua, Kitgum, Kotido, and Mubende. The PMU is hosted by the Department of Meteorology, Ministry of Water and Environment.

3. PROJECT DESIGN AND SCOPE/COMPONENTS:

3.1 The primary components of the project comprise the development of GBON-compliant institutional and human capacity, enhancement of GBON infrastructure, and sustained compliance with Global Basic Observing Network (GBON). The project encompasses a total of nine land-based stations and two upper-air stations.

3.2 Description of the Scope:

The project has three main components as detailed below:

3.3 Component 1: Enhancement of Department of Meteorology's Institutional and Human Capacity

- The objective of this component is to establish the capability to operate and maintain the observing network. This includes conducting national consultations with CSOs and other relevant stakeholders, as well as developing the necessary institutional capacity to operate the GBON network and enhancing the human capacity needed to operate the GBON network.

3.4 Component 2: Rehabilitation and Construction GBON Infrastructure

- This component comprises investments in the acquisition and installation of observation infrastructure and telecommunications. It encompasses the upgrading and improvement of land-based stations and related equipment, ICT systems, data management systems, and standard operating practices. Additionally, it includes the installation of new upper-air stations, enhancement of existing upper-air stations and related equipment, ICT systems, data management systems, and standard operating practices.

3.5 Component 3: Uganda Network Compliance with GBON Requirements

- This section encompasses the expenses incurred during the commissioning phase for the land-based stations and upper air stations that are part of the Global Basic Observing Network (GBON). This includes the costs associated with ensuring compliance with the country-specific standards for operations and maintenance, as well as data sharing verification by the World Meteorological Organization (WMO) Technical Authority.

4. SPECIFIC SCOPE OF WORK

- The Accountant for the SOFF Project shall be responsible for managing and overseeing all financial aspects of the project. This role entails preparing financial reports, maintaining accurate financial records, and ensuring compliance with the relevant financial regulations. The accountant collaborates closely with the project coordinator and other team members to ensure the project's financial health and integrity.
- The Accountant shall operate under the direct supervision of the Project Coordinator and the general oversight of the IsDB Country Office, SOFF Uganda Steering Committee comprising IsDB Regional Hub/Headquarters, KNMI, and Ministry of Water and Environment, reporting to the Ugandan Ministry of Water and Environment through the Commissioner for Meteorology and Project Coordinator.

5. MAIN RESPONSIBILITIES

The accountant shall operate under the supervision of the Project Coordinator and serve as the primary facilitator for all financial accounting matters within the project. The Accountant, under the guidance of the project coordinator, shall be responsible for:

- Establishing the project accounting system, including the development of a comprehensive project financial management manual and maintenance of project accounts;
- Implementing and maintaining an effective internal control system to safeguard and ensure efficient utilisation of project resources;
- Managing project cash flows and ensuring timely submission of credit withdrawal applications to IsDB for replenishment of the project Special Account;
- Overseeing the project's bank accounts;
- Preparing and submitting quarterly financial reports in accordance with IsDB guidelines and annual audited financial statements for reporting to government and IsDB.

6. KEY RESPONSIBILITIES:

6.1 Financial Management:

- Prepare and monitor project budgets, ensuring that expenditures remain within the allocated budget.
- Regular budget reviews and financial forecasts are conducted to assess a project's financial performance.
- Manage accounts payable and receivable for the project.

6.2 Reporting and Documentation:

- Prepare periodic financial reports and statements for project stakeholders.
- Maintain accurate and current financial records, including invoices, receipts, and other financial documents.
- Ensure adherence to internal controls, accounting policies, and project contracts.

6.3 Cost Analysis and Control:

- Perform cost analyses and profitability assessments to identify cost reduction opportunities.
- Monitor project expenses, identify variances, and provide recommendations for remedial actions.
- Ensure that all project-related financial transactions are recorded and reported accurately.

6.4 Compliance and Audit:

- Ensure compliance with relevant IsDB financial regulations and standards.
- Assist with internal and external audits, providing the requisite documentation and information.
- Implement and maintain financial controls to safeguard project assets.

6.5 Collaboration and Support:

- Collaborate with project coordinator and other team members to develop financial plans and strategies.
- Provide financial guidance and support to the project staff, ensuring their comprehension of financial processes and requirements.

- Respond to financial enquiries from project stakeholders and provide timely and accurate information.

7. QUALIFICATIONS AND EXPERIENCE

The Project Accountant should possess experience and expertise in project financial accounting or management. Specifically, the Project Accountant should demonstrate the following qualifications:

- A bachelor's degree in Accounting, Finance, or any other related field;
- Accredited by the Institute of Certified Public Accountants of Uganda (ICPAU)
- A minimum of five (5) years of experience as an accountant or financial manager working for a Public Institution and/or for projects financed by International or Multilateral Development Organisations (e.g. the Islamic Development Bank, World Bank, African Development Bank, or other similar institution or international donor agencies);

7.1 Skills:

- Comprehensive understanding of accounting principles and financial regulations.
- Proficiency in accounting software and financial management tools.
- Exceptional analytical and problem-solving capabilities.
- Advanced organisational and multitasking abilities.
- Exemplary communication and interpersonal skills.

7.2 Preferred Skills:

- Experience in project accounting or financial management within infrastructure projects.
- Knowledge of financial regulations and standards pertinent to international development projects.
- Familiarity with financial reporting and analysis tools.
- Capacity for autonomous and collaborative work.
- Analytical and problem-solving skills with meticulous attention to detail.
- Knowledge of the Public Service Accounting Rules and System in Uganda shall be considered advantageous;
- Experience managing projects pertaining to weather and meteorological services is considered advantageous.
- Proficiency in English is requisite; and
- Advanced computer literacy.

8. DURATION OF ASSIGNMENT AND LOCATION

The appointment is for a duration of four (4) years. An annual performance evaluation will be conducted, and continuation in the position will be contingent upon satisfactory performance.

The project coordinator will be stationed at the Department of Meteorology (formerly the Ugandan National Meteorological Authority), Kampala, Uganda, with periodic travel to project sites as necessitated by the role.