

TERMS OF REFERENCE

International Finance Expert – Expertise France PNG

- **Duration:** 60 working days (over a period of 4 months)
- **Contract Type:** CPS
- **Missions:** Two field missions in Papua New Guinea; One mission to Expertise France HQ (Paris)

I. General Objective

- Strengthen efficient key administrative and financial processes at the country level, focusing on budget monitoring and coordination between HQ and field teams.
- Support the recruitment, onboarding, and progressive transfer of responsibilities to a National Administrative and Financial Manager (RAF).
- Ensure continuity of financial operations during the transition from the Sustainable Development Department to the Geography (Geo) Department.

II. Mission 1 – Papua New Guinea

Objective: Guarantee financial operational continuity, strengthen field team capacity, and adapt financial monitoring tools to ensure seamless HQ-Field integration within ATLAS for both the EU-FCCB and SoNG projects.

1. **Recruitment Support (RAF) & Capacity Building**
 - Participate in the recruitment process of the National RAF.
 - Support candidate shortlisting and interviews.
 - Contribute to final selection recommendations.
2. **Budget Monitoring and Control Finance for PNG EF Country Officer and projects EU-FCCB & SoNG)**
 - Strengthen and/or update Budget Monitoring (BM) tools to enhance tracking, improve reporting accuracy for projects (EU-FCCD and SoNG), and reinforce financial oversight at Country Office level.
 - Support HQ in budget updates within ATLAS to ensure budget lines are properly matched between HQ and the PNG Country Office.
 - Identify financial risks and propose corrective actions when required.

III. Mission 2 – Transition to Geography (Geo) Department (Paris)

Objective: Support a smooth transition of financial processes and ensure alignment with Geo Department requirements.

- Ensure continuity of financial management during the transition phase.
- Review and align procedures with Geo standards and HQ guidance.
- Support the adaptation of workflows and reporting tools.

IV. Mission 3 – Papua New Guinea (Follow-up Capacity Building)

Objective: Strengthen local autonomy and ensure the effective use of financial tools under the Geo framework.

- Provide advanced capacity building to the National RAF and finance team.
- Ensure proper use of financial tools and procedures under the Geo system.

- Reinforce practical application of budget monitoring and reporting processes.
- Finalize the onboarding and technical coaching of the selected RAF.

V. Debrief and Handover

Objective: Formalize the transfer of knowledge, evaluate mission impact, and provide a roadmap for long-term financial sustainability.

- Prepare and lead a final debriefing with key stakeholders.
- Submit a structured Handover Note detailing pending tasks and critical deadlines.
- Provide strategic recommendations for the continuous improvement of financial processes and transition sustainability.

VI. Key Deliverables

1. **Functional Budget Monitoring tools** for EU-FCCB and SoNG, fully reconciled with ATLAS.
2. **Capacity Building Log:** Documented initial capacity transfer and training completion for the National RAF.
3. **Transition Alignment Note:** Detailed mapping of the shift from Sustainable Development to the Geo Department.
4. **Final Handover Report:** Comprehensive summary including recommendations and risk assessment.

VII. Indicative Work Plan

Activities	Month 1	Month 2	Month 3
National RAF onboarding & training	✓✓	✓✓✓	✓
Budget monitoring setup (HQ/PNG)	✓✓✓	✓	✓
Transition to Geo alignment	✓	✓✓	✓✓
Final handover & reporting			✓✓✓

VII. Minimum requirement

1. Education

- Master's degree (or equivalent) in Finance, Accounting, Economics, Business Administration, or a related field.

2. Professional Experience

- Minimum of 5 years of professional experience in financial management, preferably in international development cooperation, public sector or donor-funded projects.

- Proven experience in budget monitoring, financial reporting and financial control of multi-donor projects (EU funding experience is a strong asset).
- Demonstrated experience working with international organizations, NGOs or public institutions.
- Experience in supporting or setting up financial systems and procedures in a country office context.
- Previous experience in capacity building and training of local finance staff, including coaching and knowledge transfer.

3. Technical Skills

- Strong expertise in budget monitoring tools and financial reporting systems.
- Good knowledge of financial management processes within international organizations.
- Experience with ERP systems (experience with ATLAS or similar systems is an asset).
- Ability to identify financial risks and propose corrective measures.
- Strong analytical and problem-solving skills.

4. Organizational and Interpersonal Skills

- Strong ability to work in a multi-cultural and international environment.
- Excellent coordination and communication skills between HQ and field teams.
- Ability to work autonomously while ensuring alignment with institutional procedures.
- Strong capacity for knowledge transfer and mentoring.

5. Languages

- Fluency in English (written and spoken) is mandatory.
- French is an asset.

6. Other Requirements

- Availability for international travel (Papua New Guinea and Paris).
- Ability to adapt to challenging operational environments.