**SESSION 2 – Annex 2.c**

**REGIONAL SECRETARIAT**

# TERMS OF REFERENCE For CTI-CFF

**Financial Adviser /**

**Project Initiation Specialist**

## Scope of Work

### Purpose of Terms of Reference (TOR)

This Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of a Financial Adviser/Project Initiation Specialist (FA/PIS) to the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI–CFF). The FA/PIS will operate in accordance with this ToR, administrative requirements of the Asian Development Bank (ADB), and CTI–CFF’s Rules.

### Job Mission Description

As a major step in institutionalizing sustainable financing for the Regional Secretariat and CTI-CFF programs and projects, the FA/PIS shall ensure the successful implementation of the CTI Financial Architecture Study, review the feasibility of project proposals, seek funding from donors and partners, and monitor their implementation.

### Scope of Work

The FA/PIS must perform the following tasks to his /her best professional ability and comply with international best-practices:

1. Assist the CTI-CFF Financial Resources Working Group (FRWG) in preparing the CT6 Sustainable Financing Plan
2. Coordinate the activities of FRWG and related SOM activities
3. Be the focal person: (i) in operationalizing the key elements of SOM endorsed financial architecture study and related activities, and (ii) in implementing financing mechanisms, including the use of tools such as the CTI chart of accounts, budgeting tools, and CTI cloud
4. Evaluate the feasibility of proposed programs and projects to fully implement the Regional Plan of Action (RPOA);
5. Prepare a standard operating procedure (SOP) for proposal submission and approval;
6. Submit the final proposals to CTI-CSO on possible sources of funding such as donor agencies, development agencies, development partners, and/or private foundations for approval;
7. Coordinate with donors and funding agencies the specification and implementation of monitoring and evaluation (M&E) framework/design of programs and projects;
8. Coordinate with program/project management units to ensure the successful implementation of programs/projects within approved budgets and time line;
9. Ensure that regular progress reports are submitted by program/project management units to the Executive Director of the Regional Secretariat;
10. Organize and implement project implementation reviews as necessary;
11. Perform other tasks as may be identified during the course of project identification, packaging, fund negotiation and implementation stages.

## Period of Performance and Mode of Engagement

* 1. The period of performance of this ToR is 8 (eight) months to be rendered intermittently not exceeding beyond 30 September 2017
	2. The FA/PIS is an assistance of ADB to CTI-CFF through the Coastal and Marine Resources Management in the Coral Triangle – Southeast Asia Project (RETA 7813). To provide the required technical assistance and project management consulting services for RETA 7813, ADB engaged the services of Pacific Rim Innovation and Management Exponents, Inc. (PRIMEX), Philippines in association with the WorldFish Center (WFC), Malaysia and PT. Trans Intra Asia (TIA), Indonesia through Contract No. S41930 dated 30 July 2012.
	3. Upon the endorsement of the ED, PRIMEX, through TIA, shall enter into contract with the FA/PIS, whose terms and conditions shall be in accordance with ADB rules and regulations and the PRIMEX contract with ADB

## Coordination and Reporting

* 1. The FA/PIS will report directly to the Executive Director (ED) of CTI–CFF Regional Secretariat in the daily implementation of his services as outlined in the TOR
	2. He/She shall submit to the (ED), copy furnished the DTL, Back to Office Report (BTOR) whenever he/she goes on field assignment
	3. He/She shall submit to the ED, copy furnished the DTL, a quarterly report within one week after the quarter
	4. For purposes of billing, the FA/PIS shall submit on monthly basis a Time and Activity Sheet (TAS) using the attached form which shall be endorsed by the ED and approved by the President of Trans Intra Asia (TIA). PRIMEX and/or ADB may ask for clarifications in the processing of such billing
	5. In filling out the attached TAS, the FA/PIS shall indicate the actual number of hours rendered for each day of service. One p-m is equivalent to 22 person-days. For periods of less than one person month in the home office, the calculation is on the basis of 176 hours per month. i.e. 8 hours = 1/22 of a month (0.0454).

