

Terms of Reference

CONSULTANCY

Position:	Consultant – Administration and Finance
Project Title:	Phongsaly Livelihoods and Non-Timber Forest Products (PHOLIN) project, Helvetas Laos
Duration:	01 December 2026 to 30th April 2027
Type:	Short-term Consultancy Contract
Consultant:	Laos based National or International
Language:	Lao; intermediate English (Spoken & written)

1. Background

The PHOLIN Project is implemented by HELVETAS Laos in Phongsaly Province to improve livelihoods and sustainable management of Non-Timber Forest Products (NTFPs). The project requires strong administration and financial management systems to ensure compliance with HELVETAS policies, donor requirements, and effective project implementation.

The PHOLIN Administration and Finance Officer will be on maternity leave. Therefore, HELVETAS Laos seeks to recruit an experienced Administration and Finance Consultant to provide temporary support and ensure continuity of project administration, finance, procurement, logistics, human resources coordination, and office management functions throughout the maternity leave period. The consultant will work closely with the Project Manager, project team, and HELVETAS Laos Country Office.

2. Objective of the consultancy

To ensure uninterrupted and effective financial, administrative, procurement, logistics, and human resource support to the PHOLIN Project during the maternity leave of the Administration and Finance Officer while maintaining compliance with HELVETAS Laos policies, donor regulations, and national requirements.

3. Main Tasks

1. Financial Management

- Manage project cash and bank transactions.
- Record financial transactions accurately in the accounting system and maintain complete supporting documentation.
- Review payment requests, advances, settlements, and reimbursements in accordance with HELVETAS financial procedures.
- Monitor budget utilization and expenditure against approved budgets.
- Prepare monthly financial reports including bank reconciliation, cash reconciliation, advance follow-up, budget monitoring, and supporting documents.
- Follow up outstanding advances and ensure timely liquidation.
- Coordinate regularly with HELVETAS Laos Finance Unit on finance matters.
- Support project staff on financial procedures, budgeting, and expense management.
- Maintain complete, accurate, and well-organized financial records and supporting documents for internal reviews and external audits.

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- Prepare audit schedules, reconcile financial records, respond to auditor inquiries, and support the implementation of audit recommendations.
 - Ensure financial transactions comply with HELVETAS policies, donor requirements, Lao regulations, and audit standards.

2. Administration and Procurement

- Support the daily operation of the PHOLIN office.
- Organize travel arrangements, accommodation, and logistical support for project staff and visitors.
- Coordinate procurement processes in line with HELVETAS procurement procedures, including requests for quotations, bid comparison, and procurement documentation.
- Maintain project filing systems, correspondence records, contracts, and administrative documentation.
- Ensure project equipment, inventory, vehicle logbooks, and asset records are properly maintained and updated.
- Support organization of meetings, workshops, training events, and quarterly review meetings.
- Ensure regular backup and filing of project documents.

3. Human Resources and Compliance Support

- Act as focal point for HR-related matters at project level.
- Support timesheet administration and personnel-related documentation.
- Coordinate with HELVETAS HR Unit regarding staff matters.
- Support orientation of new staff and consultants on administrative and financial procedures.
- Ensure compliance with HELVETAS policies, donor rules, and internal control requirements.
- Coordination and Reporting
- Coordinate closely with the Project Manager and technical team to support activity planning and implementation.
- Provide regular updates on financial and administrative status.
- Support budget planning and forecasting processes.
- Participate in project meetings and provide administrative and financial inputs when required.
- Perform other relevant tasks assigned by the Project Manager.

4. Expected Outputs

- Accurate and timely management of all project financial transactions.
- Monthly financial records and reconciliations completed and submitted.
- Procurement and administrative processes completed in accordance with HELVETAS procedures.
- Office operations maintained smoothly throughout the assignment period.
- Asset, inventory, and vehicle records updated and maintained.
- HR-related documentation and staff support services provided as required.
- Complete filing system maintained for all finance and administration documents.
- Successful handover report submitted at the end of consultancy assignment.

5. Working methodology

The consultant will be embedded within the PHOLIN Project team in Phongsaly and work under the direct supervision of the Project Manager. The consultant will closely coordinate with HELVETAS Laos Finance and Operations Units to ensure compliance with organizational policies and procedures. Regular review meetings will be conducted with the Project Manager to monitor progress and address emerging needs

6. Time Frame

Proposed duration: 01 December 2026 to 31 May 2027 (or according to the actual maternity leave period). The consultant will work on a full-time basis at the PHOLIN Project Office in Phongsaly Province.

7. Deliverables

Deliverables	Timeline
Monthly finance and administration report	
Bank and cash reconciliation reports	
Updated advance tracking and budget monitoring reports	
Procurement and administration documentation	
Updated asset and inventory records	
Support to quarterly planning and review meetings	
Final consultancy completion and handover report	

Consultant Qualifications

- Diploma or bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Minimum 3 years of relevant experience in finance and administration, preferably with INGOs or donor-funded projects.
- Good knowledge of accounting systems, bookkeeping, budgeting, procurement, and office administration.
- Strong computer skills, particularly MS Excel, Word, and accounting software.
- Good command of Lao language and working knowledge of English.
- Ability to work independently, manage multiple priorities, and maintain confidentiality.
- Experience working with HELVETAS systems or similar international development organizations will be an advantage.

Validated and certified by:



Name: Pheang Xaydongvanh
Position: Project Manager
Date: 19 October 2026