

TERMS OF REFERENCE**(Individual Contractor Agreement)**

Title:	Senior Advisor in Financial Asset Management
Project:	22779-002
Duty station:	Home Based
Section/Unit:	LCR, HNMCO
Contract/Level:	LICA 12 - Retainer
Duration:	12 months with the possibility of extension due to budget and professional development.
Supervisor:	Senior Advisor in Public Private Partnerships.

1. Background information-Job specific

UNOPS has been providing technical assistance and capacity development to the four public pension funds and in Honduras in order to strengthen public sector capabilities in the development of Public Private Partnerships (PPP) and having capacities in the oversight of the PPP projects to ensure transparency and proper and fair management of public resources and the savings of thousands of Honduran public workers. This, as the Pension Funds contribute to the development of the country and the advancement in SDGs by providing support to infrastructure development, operations and maintenance, helping the government in its efforts to advance in the Sustainable Development Goals in a transparent and fair way.

This position is expected to enable the continuation of support in the provision of senior expert advisory services to the project 22779-002 - Technical Assistance to the Public Pension Funds for the Government Civic Center (CCG), and would continue supporting, in a smaller role, other initiatives in the area of expertise as they become available.

2. Purpose of the Assignment

The Senior Advisor in Financial Asset Management, will be part of the Honduras project team, and will provide expertise on debt financing in areas related to fund management, project finance, asset management, project preparation, and other tools or mechanisms to support the development of capacities of the Public Pension Funds in infrastructure.

We encourage local and international candidates to apply. The payment will be based on the local scale currency, according to the place of residence.

The Senior Advisor in Financial Asset Management, will work in the projects listed on section 1 focusing on the following results:

a) Advisory on compliance and implementation of infrastructure projects

- Work closely with the Project Manager and team to develop relationships with key institutions and decision makers in the Honduran government entities, development banks, and other relevant stakeholders;
- Establish solid working relationship with the project board, client and key stakeholders such as CABEI, CAF, IADB and the Green Climate Fund;
- Advise on the definition of concepts and review of the process of asset and debt management as well as infrastructure investment origination.
- Advise the client on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as oversight and portfolio management processes).

b) Strategy, policy and process definition for portfolio strategy in Project Preparation

- Lead the development of the financial, commercial and overall portfolio procedures and policies, working with the other experts and leadership of the PPP & Infrastructure Finance Advisory Services team.
- Analyse the Central American Bank for Economic Integration and other financial institutions to ensure alignment of the services to be provided.
- Review and update policies for fund management, including assessment of different types of investment financing (loans, bonds, etc.);
- Advise on the financial modelling of the portfolio or fund operation;
- Lead or perform directly other financial analysis as necessary for the projects;
- Develop investment policies, operational procedures, etc. for portfolio planning and management.
- Address risk and compliance matters regarding project or portfolio management (Project Preparation);
- A Senior Advisor at this level would be expected to provide expert advice on strategic decisions on complex issues and at times, also guide on actual writing or reports and analysis by finance specialists, being flexible and working with all the team to ensure delivery of quality results for our partners and customers.

c) Work with Public Private Partnerships (PPP) technical specialists and contractors

- Participate in discussions and analyses with the team of expert advisors on legal, financial and other areas on regulation, rules, procedures, risk assessments, regulation and other legal aspects involved in PPP;
- Support the development of the framework for sustainability of the projects;
- Provide feedback and inputs to technical experts to ensure the smooth integration of all documentation and impact across the documentation;
- Support with expertise our partners in their negotiations of contracts, and any terms and conditions for the implementation of projects.
- Advice on securing compliance and proper risk management in PPP projects.

This position is home-based and depending on the home location, the selected candidate will be required to travel at least 35% of his/her service time.

3. Monitoring and Control of the project progress

The Senior Advisor will provide his/her services under the retainer modality (daily rate), therefore the work plan for each project will be agreed with the Project Manager and / or the Country Director.

Payments to the Senior Advisor will be processed monthly upon the satisfactory delivery of a report detailing the activities carried out in line with the work plan agreed with the Project Manager and/or Country Director.

4. Qualifications and Experience

a) Education

- A third level education degree (master's degree or equivalent) is required. Preferably in the fields of Finance, Economics, Business Administration (MBA), or other relevant field.
- A second level education degree (bachelor's degree or equivalent preferably in finance, economic, Business Administration (MBA), or other relevant fields plus additional years of experience on top of minimum years required may be accepted in lieu of the Master's degree;
- Candidates without any university degree and 16 years of relevant experience may be considered.
- Formal certifications in accounting (CPA), trainings or other forms of capacity in financial modelling applied to Infrastructure, project finance, portfolio management or accounting is an advantage.

b) Experience

The following experiences are required:

- A minimum of ten years (or more depending on academic credentials) of relevant experience in the field or infrastructure financing from a multilateral development bank or other development finance institutions.
- Leading deals in asset management ***please describe briefly in your application***
- Having experience advising or lending in infrastructure in emerging markets, ***please describe briefly in your application***
- Working with multilateral organizations and pension funds, ***please describe briefly in your application***

It will be desired or an asset:

- Leading teams of advisory in infrastructure.
- Creating or managing infrastructure asset management facilities, with particular experience in debt in Latin America.

Languages

- Fluency in English and Spanish is required
- Fluency in other languages is an asset.

5. Key Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximises our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project's Authority (Name/Position)		Contractor (Name/Position)	
Signature:	Date:	Signature:	Date: