

CARE INTERNATIONAL IN SOUTH SUDAN

TERMS OF REFERENCE (TOR) FOR FINANCIAL MANAGEMENT & REPORTING IN JUBA.

Organization	CARE International in South Sudan
Project Name	Women's Voice and Leadership – South Sudan
Sector(s)	Gender and Protection
Assignment Task	Financial Management Training for WVL-Partners
Assignment Location	Juba
Reporting To:	Senior Grants & Contract Officer and Program Manager
Possible start date	27 th September 2021
Possible end date	30 th September 2021

BACKGROUND

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE's operations in South Sudan dates back to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, Eastern Equatoria, Bahr el Ghazel, Central Equatoria and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on five broad areas namely Peace Building, Gender and Protection, Food security and Livelihoods, Nutrition and Health, and Partnership and advocacy.

INTRODUCTION OF THE WOMEN'S VOICES AND LEADERSHIP-SOUTH SUDAN PROGRAM

CARE South Sudan, with funding from Global Affairs Canada, implements the Women's Voice and Leadership (WVL) program in Eastern Equatorial, Central Equatorial and Jonglei states. WVL is a four-year project to support the capacity and activities of local and national women-led organizations (WLO) seeking to empower women and girls; advance the protection of women and girls' rights and achieve gender equality.

South Sudanese WLO operate in a challenging environment with limited resources and increased capacity gaps to better implement their programs or invest in their institutional growth. The WVL Program aims to provide targeted support to selected WLO to address these challenges and help them respond to gender inequality and issues that affect women and girls in their communities. The WVL Program will strengthen

the capacities of WLO through providing: multi-year funding grants to WLO, fast responsive funding for short-term discrete advocacy, innovative and strategic activities, institutional capacity building support, and networking and alliance building among WLO.

WVL PROGRAM OUTCOMES:

1. Improved management and sustainability of WLO
2. Enhanced performance of WLO in programming, advocacy, feminist transformative community engagement and institutional capabilities to advance gender equality and empower women and girls
3. Increased effectiveness of national, state and local WLO's platforms, networks and alliances to influence policy, legal and social change in the country.

PURPOSE OF THE TRAINING

The WVL program focuses on building capacity of the 16 multi year grants partners in different areas including financial management as one of the key gaps identified during the organization capacity assessment conducted at the beginning of the project. In order to improve the capacity of the women led-organisations to be efficient and effective in grants and financial management practices, CARE seeks to procure the services of an experienced consultancy firm or individual to design and train the WVL partners in financial management, taking into account the aspect of budgeting, expense recording and accountability system to improve on internal control mechanisms and have accurate financial reporting capacities.

THE MAIN TRAINING OBJECTIVE

The main objective of the training is to equip the participants with relevant knowledge and skills in financial management best practices and donor reporting requirements.

SEPECIFIC OBJECTIVES

1. Participants will acquire knowledge in accounting and financial oversight management.
 - a. Accounting Knowledge
 - i. Accrual vs Cash Accounting
 - ii. Segregation of duties and responsibilities
 - iii. Internal Controls
 - iv. Allowable/Eligible Costs/ Cost principles
 - v. Approval of expenses
 - b. Financial Oversight Management
 - i. Budget vs Actual Monitoring
 - ii. Monthly/Quarter Reporting
 - iii. Donor Compliance
2. Participants will acquire knowledge in accounting system management specifically Quick book (How to enter data and how to produce report from the system)
3. Participants will acquire knowledge on budgeting and cash management.

- a. Budgeting
 - i. How to Budget
 - ii. Budgeting Reprograming
 - b. Cash Management
 - i. Bank Reconciliations
 - ii. Cash Book Registry
 - iii. Cash Advance Requests and forecast
4. Participants will acquire knowledge and skills on procurement procedures and asset management.
 - a. Procurement standards and requirements
 - b. Procurement policies and procedures
 - c. Property and equipment management
 5. Participants will acquire knowledge on Audit arrangements and general understanding of audit process and preparation.

SCOPE OF WORK OF THE CONSULTANCY.

1. Prepare a training manual/material on financial management and reporting based on the above objectives.
2. Design appropriate adult centered training methodology
3. Conduct pre and post-test exercise to measure the participants understanding on the module before and after the training
4. Conduct the actual training to 16 selected women's right partner organizations.
5. Prepare training report with a key outcomes and recommendations for follow up purpose, following the successful training to participants.
6. The consultant will take care of his/her insurance while on duty.

CARE'S DUTIES AND RESPONSIBILITIES.

1. Provide logistical arrangements for the invited WLO's participants, i.e., travel from field to training venue, accommodation to non-Juba residents.
2. Facilitate training venue and services for the participants and the Trainer
3. Provide training stationery and workshop logistics, i.e., break tea, lunch and water/refreshments.
4. Provide the consultant with any information needed about the project for the purpose of the training.
5. Monitor the consultant during delivery of the training and through review of final training report

LOCATION AND TIMELINE

The finance management training will be facilitated in Juba by a consultant for targeted 35 staffs with key Finance Led staffs selected from 16 Women Led-organizations in Central Equatorial Eastern Equatorial and Jonglei states. This assignment will cover a period of 5 days where the first day will be dedicated for budget re-alignment where the Grants team in CARE will take a lead while the 4-days will be set aside for the actual training. This assignment is expected to happen from 14th-17th September, 2021.

METHODOLOGY

The consultant will offer seven-days training on key concepts while taking participants through the best financial management principles, procedures, practices etc. step by step to create deeper understanding and enable participants package and adapt lessons learnt to improve their effective management of their resources from various donors. The Consultant is required to demonstrate participatory approach of training to engage participants to actively participate throughout the sessions by establishing an open and transparent rapport and by creating a safe environment in which participants can comfortably expose their concerns, including honest mistakes and weaknesses, He/she is expected to use PowerPoint presentation, Excel Templates, group discussions, individual presentation and demonstration on the use of other software packages practically.

DELIVERABLES.

1. Inception report detailing work plan, timeline, training manual or hand out and methodology to be used
2. Design pre and post test questionnaire to be used at the start and end of training
3. Submit a training report highlighting key outcomes, processes, recommendations for each organization based on their experience and evaluation
4. Share any other material that could be relevant to partners.

TECHNICAL COMPETENCIES

1. Interested applicants should be an individual or institution, the consultant should have a minimum of Bachelor's Degree in Business Administration-Accounting/Finance.
2. Previous experience in Financial management and reporting training.
3. Fluent in English and Juba Arabic.
4. Should have an understanding of CSO background in South Sudan with a knowledge in addressing the financial management capacity gaps
5. Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application.
6. Must be ready to deliver the task within the agreed timeframe while document comments and provide feedback to participants
7. Must have report writing skills

EXPECTED REQUIREMENT

1. Technical proposal including a profile of the consulting firm or individual consultant
2. Financial proposal with detail budget for all activity related cost

3. Detail activity work plan with implementation timeline
4. Detail methodology to be used
5. An updated CV of a firm or individual consultant

ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS.

The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of CARE.

9. PAYMENT TERMS AND CONDITIONS

The effective training will be a minimum of (5) days and a maximum of five days (7). Thus, there will only be one payment and which will be upon submission of the required documents following completion of the training.

SUBMISSION

If you qualify, please send your CV, (3 pages), technical and financial proposals (7 pages) detailing, work plan, budget and sample training manuals to Richard.Matale@care.org and copy Gabriel.Puja@care.org francis.Mette@care.org;

Email title should read: **“CARE Financial Management & Reporting Training Consultancy”**. **Interested consultants should submit applications by 15th September, 2021. Send your proposals through emails to the above email addresses.**

Deadline for expression of interest will be 15th September, 2021 before 5PM.