

Terms of Reference (ToR)
for
Support to Grants and Finance unit for Financial Monitoring & Policy gap analysis of
Partner Organizations and other support - 2023

1. Background and Overview

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. In the 1990s, ActionAid adopted a human rights-based approach to development, which is ongoing as its core approach. In 2003, ActionAid International Federation was established, comprising members in every region of the world, and headquartered in South Africa.

ActionAid International Nepal (AIN) is a member of the Federation, working for human rights, anti-poverty and gender equality. It is a non-governmental social justice organisation established in 1982 and working locally in different provinces of Nepal. It is also a part of both national and global social justice movement and other civil society networks, alliances, and coalitions.

2. Objectives

The main objective of the consultancy is to engage in the financial monitoring of at least ten partner organizations of AAIN to ensure that the funds disbursed to partner organizations are utilized as per the requirements of AAIN. Similarly, S/he will support grants unit to identify the policy gap of partner organizations, especially financial, procurement and human resource policy and recommend for necessary amendment considering the current context. Also, s/he will be mobilized to update SWC activity code of 2022 transactions in the financial software to generate necessary financial report for SWC as per approved project agreement.

3. Scope of Work

The scope of work are as follows:

- Review of financial transactions of partner organizations as per approved budget from AAIN.
- Physically visit the partner organization offices located at different districts of Nepal as per grant unit's plan.
- Review the various aspects of financial management of partner organizations as per the Financial Monitoring checklist of AAIN.
- Review the compliance of Financial Management Guidelines and other relevant agreements by the partner organizations.
- Conduct field monitoring to verify the transactions with beneficiaries and other stakeholders.

- Produce a comprehensive report of the financial monitoring which will include:
 - Status of partner organizations as per the Financial Monitoring Checklist
 - Status of compliance of Financial Management Guidelines and other relevant agreements
 - Details of questioned cost or disallowed costs if any
 - Details of incidents of fraud or corruption identified if any
 - Areas of improvement for effective financial management of partner organizations
- Analyse gaps on the existing policy of partner organizations (Financial, Procurement and Human Resource) and recommend for necessary amendment considering current context.
- Update SWC code in financial system of AAIN in close coordination with Grant Unit.
- Support to update partner's compiled action plan based on last three years reports of Audit (External, Internal, projects and donors), Financial Monitoring, Holistic Audit and BPMM.

The list of partner organizations to be covered are provided in Annex 1.

4. Intellectual Property

AAIN reserves the right to any intellectual property created or obtained during the course of consultancy assignment.

5. Expected Methodology

The consultant shall conduct the desk review, partner office visit, consult with concerned staff/stakeholder and field verification for each partner organization.

6. Timeframe

The timeframe for this assignment will be from 1 July 2023 to 31 Oct 2023 and can be extended if required.

7. Coordination

The consultant will coordinate with Grants and Compliance Specialist for conducting the assignment.

8. Consultancy Payment Modality

The fee payment will be made in monthly basis. AAIN will deduct tax as per the prevailing law of Nepal while making the payment. All the costs to be incurred by the consultant during official visit will be covered as per AAIN policy procedure, separately.

9. Consultant's Profile

The consultant will be an individual person. S/he is required to have at least 5 years of practical experience in audit/financial monitoring of I/NGOs and need to be registered in PAN/VAT. S/he must have below competencies and skills for this assignment:

- At least bachelor's degree in management. CA/ACCA will be preferred.
- Sound knowledge on financial management, process, mechanism and control system
- Able to work independently with minimal supervision
- Good analytical skill on policy review and other relevant documents considering national laws and practice.
- Good report writing skill in both **Nepali and English** language
- Sound communication and coordination skill
- Good computer skills (MS Word, excel, power point, etc)
- Ability to work under pressure
- Ability to travel frequently to districts throughout the country.

Application Instructions

Interested individual consultants who meet the above requirement should send their updated resume, cover letter justifying his/her eligibility for the stated consultancy service along with expected monthly consultancy service charge/fee to jobs.nepal@actonaid.org by 15th June 2023. Please provide at least two positive references/recommendations from past experiences. Only short-listed consultants will be contacted.

Annex – 1

List of Partner Organizations of ActionAid International Nepal

S.N.	Name of Partner Organization	District
1	Dalit Awareness Society Nepal (DAS)	Tehrathum
2	Deurali Society (DS)	Tehrathum
3	Dalit Jana Kalyan Yuba Club (DJKYC)	Siraha
4	Divya Yuba Club (DYC)	Parsa
5	Nepal Mahila Ekata Samaj (NMES)	Kathmandu
6	Rastriya Mukta Haliya Samaj Mahasangh Nepal (RMHSM)	Bajura
7	Equity Development Center (EDC)	Doti
8	Kamaya Mahila Jagaran Samaj (KMJS)	Bardiya
9	Social Resources Development Center (SRDC)	Palpa
10	Women Empowerment Mission (WEM)	Mahottari
11	Integrated Community Development Campaign (ICDC)	Dhading
12	Siddhartha Social Development Centre (SSDC)	Kapilvastu
13	Radhakrishna Jagaran Samaj (RKJS)	Bardiya
14	Chitwan Sakriya Women Foundation (CSWF)	Chitwan
15	Makwanpur Mahila Samuha (MMS)	Makwanpur