



## **Terms of Reference (TOR) for a Financial Consultant**

### **Financial Consultant**

Cordaid- A global, non-governmental organization based in the Netherlands, which works towards a world in which people can live in dignity and well-being, a world without poverty and injustice is looking for an individual financial consultant to work on a full-time basis, across three Cordaid South Asia countries, Nepal, India and Pakistan.

### **Scope of the work**

The Financial Consultant will provide support to the client and its partners in Nepal, India and Pakistan to ensure adequate financial management of financial resources in line with the client's requirements.

As such, a Financial Consultant is required to;

1. Complete financial due diligence, as per client requirements, on all new grantee organizations
2. Review and evaluate all budgets and associated financial documents submitted with new grant applications against grant programmatic objectives.
3. Review and evaluate all financial reports and associated financial documents submitted by grantees as part of the regular reporting and monitoring structure of the client.
4. Conduct or assist in on-the-ground grant negotiations and site visits, where requested by programme/project staff.
5. Offer quality advices regarding financial management information
6. Work towards improving the standards of compliances of partner organizations to various relevant national regulations of the countries mentioned above

### **Duration and volume of Work**

The duration of the consultancy is 12 months. The consultant will be required to work for 5 days (40 hours) a week in an average. The starting date is upon contract signature. Extension is possible only if the client requires the same. The consultant should be able and willing to travel within and outside the above-mentioned countries, which include visits to project locations and partner organizations.

### **Qualifications Required**

Required

University degree in business, finance or related field

Preferred

Advanced degree in business, finance or related field

### **Experience**

- More than 5 year's experience providing financial compliance support to grants programme, including reviewing grant application budgets and grantee financial reports

- More than 5 years of experience providing technical support, including capacity building, to civil society organizations on financial management

### **Knowledge and skills**

- Demonstrated knowledge and understanding of financial regulatory environments and required financial compliances in the above-mentioned countries
- Demonstrated ability to provide clear and concise written guidance on complex financial issues to grantees.
- Demonstrated ability to produce and deliver financial management related training
- Able to demonstrate interpersonal skills required to communicate with and work effectively with people from diverse cultures and ethnicities
- Has a pro-active and service-oriented attitude who is willing to take extra responsibility when requested if the time allows him/her to do so

### **How to apply**

Applications consisting of a cover letter (which includes the expected remuneration in NPR) and CV, should be sent to email [nepal@cordaid.org](mailto:nepal@cordaid.org) with 'Financial Consultant Application' in the subject line by 17:00 Nepal Standard Time on Tuesday, 30<sup>th</sup> November, 2022.