

Terms of Reference

Project:	Finance Management Consultancy
Place of Assignment:	Port Vila, Vanuatu
Reporting to:	Elsa Toa (Operations Support Officer) (VSPD) and Amy Green (Gender Equality Program Manager) (CARE)
Duration:	Feb – May 2022

CARE INTERNATIONAL IN VANUATU

CARE Vanuatu is part of the global CARE International confederation, which helps poor and vulnerable people in more than 93 countries around the world. CARE has been in Vanuatu since 2008, working with communities to build resilience to disasters and climate change shocks and increase women and girls' involvement in community and national leadership. CARE Vanuatu has entered a strategic partnership with VSPD governed by an MOU, which outlines how VSPD and CARE are working together as long term strategic allies in support of disability inclusion in Vanuatu. Underneath this strategic MOU, VSPD and CARE have secured funding to implement a set of activities between September 2021 to June 2022. The funding for these activities comes from five separate projects under the CARE Program, all supported by the Australian Aid Program.

Purpose

Support VSPD in the setting up of appropriate finance management and support systems to enable the organization to have clarity around financial obligations and responsibilities across the team and confidence in its compliance with financial reporting obligations across a growing donor grant portfolio.

As detailed below, this will include review of existing VSPD finance management and support systems, identification of gaps in existing systems and work alongside the VSPD Operations and Finance team (Operations Support Officer, Operations Manager and Finance Officers) to revise or develop financial procedures and provide associated training to address them.

Responsibilities and tasks

Systems set-up (approximately 20 days completed between Feb and March 22)

- Review existing VSPD policies and then revise or develop financial procedures including delegations under a Finance Manual. This should include the review of existing procurement procedures and expenditure authorizations that are appropriate to the size and stage of development of VSPD.
- Develop an appropriate financial system including processes and procedures that will lead to the preparation of VSPD's financial statements (Balance Sheet and Income/Revenue Statements).
- Develop appropriate procedures and guides for the organization to utilize VSPD's computerized accounting system (XERO).
- Advise on an appropriate financial system given the size of VSPD to track accounting activity. Set up system and development of procedures for tracking and reporting individual project income / expenditure in accordance with VSPD policies.
- Review banking arrangements and consider developing a plan to minimise exposure to currency gains and losses.

- In consultation with VSPD Operations Support Officer and HR Officer review the current salary structure for staff and competency matrix against similar organisations in Vanuatu and make recommendations to VSPD senior management in relation to the appropriateness of the structure to achieve VSPD's goals.
- Review current online and offline filing systems and support changes to provide effective and easy access to information and proper documentation of all financial requirements (including donor requirements).
- Develop a system that will allow VSPD staff to collate / analyse and report on actual and planned monthly expenditure, interpret and communicate with managers and senior staff, advise of variance against approved budgets, and make recommendations for corrective action.

Financial Management Capacity Building and Training (up to 8 days completed between April and May 2022)

- Develop a plan for on-the-job training for managers in financial procedures and educate all team members on financial responsibilities in line with VSPD policies under the Finance Manual.
- Support the VSPD Operations and finance team to build their skills to prepare reports to determine to whom expenses are attributed across multiple donors in the VSPD portfolio, and to donors indicating the amounts expended.
- Train relevant VSPD staff in the development and drafting of project budgets linked to narrative proposals.

Key Internal Contacts

CARE Vanuatu Finance and Operations Director to access key documents that may assist with the consultancy.

VSPD Operations Support Officer to all relevant procedures and key documents to assist with the consultancy.

Selection Criteria

- Minimum of three years experience in finance management and accounting in non-governmental organisations, including in local and emerging organisations in Vanuatu
- Third level qualification in accounting, business administration or finance
- Certified Practising Accountant (CPA) preferred
- Extensive experience in proposal preparation and budget formulation
- Understanding of multi and bilateral donor policies and procedures
- Proven numeracy and financial analysis / planning skills
- Ability to use financial system to track accounting activity is required, knowledge of XERO accounting system preferred

Expression of Interest

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability and provide an example of a similar completed consultancy.
2. Current CV of everyone included in the Expression of Interest
3. Daily fee rate

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: sylvain.malsungai@careint.org.

Applications close 11 February 2022 at 17.00 (Vanuatu Standard Time).

Approved by: Isabelle CHOUTET, Interim Program Director – 02/02/2022