TERMS OF REFERENCE
PROVISION OF FINANCE AND PROCUREMENT MANUALS REVISION AND UPDATE

BACKGROUND
SOS children’s Villages Kenya is an affiliate of SOS CV-International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organization runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru, and Kisumu. SOS Children’s Villages Kenya also runs education and health institutions and works with local communities through Family Strengthening Programmes.

OBJECTIVES OF THE CONSULTANCY
The objective of this consultancy is to support the SOS CV Kenya in strengthening the development and implementation of the Financial and Procurement processes and Reporting framework by revising and modernizing the current polices to ensure alignment with relevant International Financial Reporting Standards, SOS International policies and reflect current best practices.

The consultant will carry out an assessment of the existing financial and procurement manuals in order to identify gaps and areas which may require improvement and produce updated manuals.

Key activities will include the following:

i. Undertake a comprehensive review of SOS CV Kenya’s Financial & Procurement Manuals and other sectoral Financial and Accounting literature/documents and provide substantive contribution/comments on improvements that will align with the expectations and requirements of SOS CV KENYA.

Specifically, the revised manuals should present updates and recommendations for all sections as below:

Finance

a) Internal Controls
b) Organizational Planning and Budgeting
c) Management and control of Bank Accounts, Cheques, Cash and Receipts
d) Payroll and Administration
e) Expenditures/Payments
f) Travel Policy and Guidelines
g) Project Accounting
h) Technical/Consulting Services
i) Audits
j) Board Reports and Oversight
k) Fixed Asset Accounting Policy and Procedures
l) Any other areas as advised by client
Procurement

For all purchase thresholds, a review and update on the following areas:

m) Pre solicitation
n) Solicitation
o) Evaluation and Selection
p) Contracting
q) Delivery, receipt and acceptance
r) Special procurement circumstances
s) Pre Qualification
t) Any other areas as advised by client

SPECIFIC TASKS AND RESPONSIBILITIES

The Consultant will conduct a comprehensive review of SOS CV Kenya’s documents, policies and frameworks in order to update the Financial & Accounting and Procurement Manuals currently adopted by SOS CV Kenya. The Consultant must research best practices and processes and apply International Financial Reporting Standards (IFRS) and SOS International Policies that will address specific gaps and barriers identified and meet the needs of the organization.

Specifically, the Consultant is required to:

a. Undertake a comprehensive review of the Financial and Procurement Manuals, currently adopted by SOS CV KENYA;
b. Compare and contrast best practices with the SOS CV Kenya operations and make recommendations for improvements.
c. Conduct a review of all forms that are relevant or directly linked to the financial and procurement processes to bring in line with identified changes and review and update where necessary, develop corresponding digital forms for all processes.

EXPECTED DELIVERABLES

1. Inception Report: Initial review of the existing manuals and policies and a detailed approach and work plan for the execution of the assignment.
4. Final Finance and Accounting Policy Manual and Procurement Policy Manual that must incorporate feedback received from SOS CV Kenya, the Board, SOS Kenya Regional Office and any other update deemed necessary.
5. A clear updated policy implementation and adoption plan and change management plan.
6. Delivery of one group training to SOS CV Kenya’s staff on the final revised Finance and Accounting Policy Manual and Procurement Policy Manuals.

DURATION OF ASSIGNMENT

The estimated duration of this assignment is 10 weeks.

QUALIFICATIONS AND EXPERIENCE

We are seeking a registered professional consultancy firm with a proposal of at least two
lead consultants with expertise and experience in

**finance** and **procurement** with the following

minimum qualifications:

**Finance Lead**
- At least a Master's Degree in Finance, Financial Management, Accounting, OR any other relevant field with CPA K qualification
- At least 7 years work experience in Finance sector in strategic and managerial position, preferably with international NGOs
- Proven experience in development and or updating of financial policies, SOPs and guidelines, preferably for international NGOs
- Proven experience in provision of financial consultancy services in the development sector.
- Excellent knowledge of IFRS

**Procurement Lead**
- At least a Master's Degree in procurement and supply chain management with relevant professional qualification.
- At least 7 years work experience in procurement and supply chain management sector in strategic and managerial position, preferably with international NGOs
- Proven experience in development and or updating of procurement policies, SOPs and guidelines, preferably for international NGOs.
- Proven experience in provision of procurement and supply chain consultancy services in the development sector.

**EXPRESSION OF INTEREST (EOI)**

Consultancy firms wishing to express their interest in undertaking the prescribed work should submit:

a) An expression of interest complete with cover letter and methodology to complete the assignment.

b) Firms legal registration docs: At least the firms’ registration certificate, tax compliance certificate and relevant professional certification.

c) At least three reference letters from previous clients for similar consultancy services conducted with their contact information.

d) Proposed work plan.

e) At least two proposed lead consultants in the areas of finance and procurement respectively and their qualifications (Attach CV, certificates and other testimonials of the lead consultants)

f) Financial offer

Proposals should be submitted by email to nationaloffice.procurement@soskenya.org clearly indicating “Revision of Finance and Procurement manuals’ on the subject line to be received on or before Monday 30th November, 2020 mid night 2400 hrs.

SOS CV Kenya reserves the right to accept or reject any or all submissions.