

TERMS OF REFERENCE (TOR) FOR FINANCIAL MANAGEMENT CONSULTANT

Job title: Financial Management Consultant

Location: Nairobi

Language required: English, Kiswahili.

Duration of Contract: 5 months

Introduction

Katiba Institute (KI), in partnership with the Social Justice Centres Working Group (SJCWG), is implementing a project titled “*Enhancing Prevention and Response to Gender-Based Violence Exacerbated by the COVID-19 Pandemic*”.

Katiba Institute is a research, litigation, and community engagement organization operating as a nonprofit, non-governmental body with the principal objective of achieving social justice through the Constitution, while the Social Justice Centres Working Group is a network of grassroots social justice community-based organizations acting as platforms for consolidating the efforts human rights defenders from different parts of Kenya with a goal to pursue a democratic state founded on social justice.

The project, seeks to enhance freedom from Sexual and Gender-Based Violence (SGBV) in various informal settlements in Kenya, by improving SGBV response and prevention through greater community engagement and ownership. This project seeks to hire a *Financial Management Consultant* to help strengthen the financial management practices, the systems, and structures among the Social Justice Center Working Group in Kenya.

Summary of the Technical Assistance

1. **Purpose:** The Financial Management Consultant will conduct trainings to the leadership team of the Social Justice Center Working Group from various regions in Kenya and develop financial accounting policy and procurement guidelines in consultation with the SJs leaders, to be used by the SJCWG.
2. **Target Population:** The SJCWG steering committee, SJCWG finance committee, and Social Justice Centres’ coordinators.
3. **Deliverables:** Report on the financial management trainings and financial & accounting policy and procurement guideline.
4. **Management Team:** KI Program Team and Project Coordinator.

Scope of Work

The consultant will conduct two trainings to the SJCWG leadership team, for two days each, on financial accountability and grants management. In consultation with the SJCWG leadership and finance committee, the consultant will also develop the financial & accounting policy and procurement guideline, to strengthen the internal controls, systems and structures within the social justice movement.

The Financial Management Consultant will be expected to carry out the following activities:

- ✦ Hold a preliminary meeting with the leaders of the SJCWG and the project lead team, to understand the capacity development needs of SJCWG on financial accountability
- ✦ Conduct two trainings for SJCWG leaders, for 2-days each, on financial accountability and grants management. This should include accounting basics for non-finance people in non-profit sector, importance of financial accountability, internal controls, financial audit requirements & basic donor requirements and compliance. (The project will facilitate the participants & venue costs)
- ✦ Develop financial & accounting policy and the procurement guidelines, holding consultative meetings, virtually or/& physically, with the SJCWG leadership
- ✦ Hold closure meeting with the project lead team to discuss on final recommendations

Deliverables

The primary deliverables that the Financial Management Consultant should deliver to KI and SJCWG are as follows:

- a) Inception report detailing the Consultant's understanding of the scope of work and a workplan on how the consultant will undertake the assigned task.
- b) Report(s) on the financial trainings conducted
- c) A financial & accounting policy and the procurement guidelines for the SJCWG

Expertise and Qualifications

- 1) A Certified Public Accountant with master's degree in finance, or related field
- 2) At least ten years' experience in financial management in the not-for-profit sector and donor grants management

- 3) Demonstratable prior experience in conducting trainings on financial management and grants management in the not-for-profit sector
- 4) Knowledge and understanding of the structures within the social justice movement in Kenya
- 5) Good communication and interpersonal skills.

Application Procedure

Suitable applicants are encouraged to apply by sending the proposal document indicating the total fees (in Kenya Shillings) for the assignment and a Curriculum vitae. The application should be addressed to the Executive Director, Katiba Institute, and sent to careers@katibainstitute.org and copy procurement@katibainstitute.org by **15th July 2022**.

Katiba Institute is an equal opportunity employer. Only shortlisted candidates will be contacted.

Katiba Institute does not solicit fees for any job advertisement.