



## TERMS OF REFERENCE

Studies	Undertake analysis of RISE's financial system and recommend areas for improvement to ensure internationally accepted standards are met while inline RISE's organisational objectives.
Personnel and experience	Financial Consultant
Work period	Estimate at 100 days
Contact	Human Resources hr01.rise@gmail.com
Consultancy days	To be discussed with successful candidates

### I. SUMMARY

Rural Indigenous Sustainable Education (RISE) is looking for an experienced and collaborative financial consultant to undertake an analysis of our existing financial policies and procedures. From this analysis a comprehensive set of recommendations will be provided to RISE with technical support to ensure that RISE is able to operationalise them. Candidates are invited to apply as per below described process. The deadline for submitting the application is Tuesday 13 October 2020.

### II. INTRODUCTION

Rural Indigenous Sustainable Education (RISE) and its international partner Adventist Development and Relief Agency are implementing a 5-year EU funded programme called *Conflict Area Support for Education 2 Learn* (CASE2Learn) project. The objective of the programme is to improve access to indigenous education services and learning outcomes for indigenous children, youth and women living in ethnic conflict affected and post-conflict areas of Myanmar/Burma. The project is expected to improve school quality standards and increased alignment to government standards where relevant; expand education services provided by indigenous providers of education to include early childhood, basic education, non-formal education (NFE) and vocational training (VT); and increase engagement between RISE members and government education authorities to promote cooperation, collaboration, alignment and recognition of Indigenous services.

### III. PURPOSE OF THE WORK

The purpose is to identify areas for improvement in RISE's current financial policies and procedures and means to develop our practices to internationally accepted standards, IAS, IFRS and different donor compliance. Furthermore, we seek to strengthen and develop all RISE partners' financial management capacities.

### IV. SCOPE OF WORK

The Financial Consultant will provide support to RISE to ensure adequate Financial implementation and Management of Financial resources in line international best practices and adaptive to the unique environment in which RISE works. As such, the Financial Consultant is required to:

- Task 1: Review and assess existing RISE Financial policies and procedures (Finance, Procurement, cost share and HR) including performing RISE financial risk assessment
- Task 2: Develop financial strategies by guiding RISE to establish goals; and matching goal with appropriate financial plans (financial reporting, record keeping, accounting standards, partner agreements, financial software, and more).
- Task 3: Develop and support implementation of capacity development for RISE staff on financial management.
- Task 4: Design and implement policy and regulations to improve RISE’s financial activities with relevance to budget spending.
- Task 5: Support and guide RISE staff in monitoring its budget, analyzing plan results and evaluating new financial strategies and recommending changes in goals and plans.
- Task 6: Develop strategies to strengthen RISE partners financial capacities.

Overall, the consultant will support RISE a variety of elements pertaining to Financial Management; Accounting Functions; Financial Controls and Risk Management; and, Operations, Human Resource Management and Development. More specifically, the consultant will guide RISE to

- Fulfil all aspects of financial management, accounts and controls
- Produce monthly accounts and variance analysis for decision making
- Prepare of annual budget, cash requests, and quarterly re-forecasts Implement internal and external audit recommendations
- Prepare end of year end accounts and overseeing external audit
- Prepare donor budget and financial reports in line with contract requirements
- Ensure its policies and procedures are upheld, review and updated annually

Devliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<b>Task 1:</b> Review and assess existing RISE Financial policies and procedures (Finance, Procurement and HR) including performing RISE financial risk assessment	Estimate 10 Days	End of November 2020	RISE Program Director and RISE Finance Manager
<b>Task 2:</b> Develop financial strategies by guiding RISE to establish goals; and matching goal with appropriate financial plans (financial reporting, record keeping, accounting standards, partner agreements, financial software, and more).	Estimated 20 Days	End of December 2020	RISE Program Director and RISE Finance Manager

<b>Task 3:</b> Develop and support implementation of capacity development for RISE staff.	Estimated 20 Days	End of January 2021	RISE Program Director and RISE Finance Manager
<b>Task 4:</b> Design and implement policy and regulations to improve RISE's financial activities with relevance to budget spending.	Estimated 10 Days	End of February 2021	RISE Program Director and RISE Finance Manager
<b>Task 5:</b> Support and guide RISE staff in monitoring its budget, analyzing plan results and evaluating new financial strategies and recommending changes in goals and plans.	Estimated 20 Days	End of March 2021	RISE Program Director and RISE Finance Manager
<b>Task 6:</b> Develop strategies to strengthen RISE partners financial capacities.	Estimated 20 Days	End of May 2021	RISE Program Director and RISE Finance Manager

The consultancy will be staged through these 6 tasks, certain ones potentially pursued concurrently. Applicants will be asked to indicate interest in all tasks or whether they prefer to apply for only a select few (if so, please indicate which ones).

## V. APPROACH

RISE seeks a highly motivated and collaborative person with strong communication skills capable of scaffolding new ideas and approaches with our team and practices as they currently exist. It is expected that the consultant would be with the RISE team in person although given COVID-19 and other restrictions.

## VI. TIMEFRAME

This consultancy is to be carried out between October 2020 and May 2021.

## VII. SELECTION CRITERIA

The successful Financial Consultant will have a solid track record on the criteria below, with examples of evidence for each. The consultant must have:

- Bachelor Degree or Comparable training Accounting and Finance, professional degree ACCA, CA, CPA will be an added advantage.
- Local relevant experience working with non-governmental and community-based organizations of 10+ years.
- Experience managing major grants from EU, USAID, etc.
- Experience designing and implementing participatory trainings, and/or community development activities and workshops.
- Proven success directing and working flexibly, respectfully, and empathetically with people of various backgrounds
- Exceptional interpersonal skills.
- Excellent verbal and written communication skills including intermediate level English required.
- Language skills in Myanmar will be highly prioritized.
- Positive attitude towards Indigenous Peoples.

The consultant is not allowed to subcontract part of the activities under this consultancy.

## VIII. APPLICATION PROCESS

RISE invites applications from eligible and qualified individuals to undertake the work specified in this ToR. Interested parties should submit to RISE the following:

- Curriculum Vitae of the consultant and/ or profile of the entity demonstrating capacity to undertake the consultancy.
- Application letter expressing interest and indicate daily consultancy fees.

Applications via email clearly marked *Application for Financial Consultant* in the subject line should be submitted to the email addresses below by 23:59 GMT time on 13 October 2020.

Please send applications to RISE Human Resources [hr01.rise@gmail.com](mailto:hr01.rise@gmail.com) .