

Institute of Human Virology, Nigeria

Consultancy for Financial Management Capacity

Terms of Reference for Financial Management Capacity Assessment and Building for the National Tuberculosis and Leprosy Control Program (NTBLCP)

Background:

National Tuberculosis and Leprosy Control Program (NTBLCP) is a program in the Federal Ministry of Health (FMOH) responsible for the coordination of all activities aimed at the control of Tuberculosis and Leprosy in Nigeria. In a bid to strengthen the capacity of the NTBLCP – especially in the area of financial management of The Global Fund Tuberculosis Grant – the two Principal Recipients of the Tuberculosis Grant [Institute of Human Virology Nigeria (IHVN) and Association for Reproductive and Family Health (ARFH) are required by Global Fund to build a sustainable financial management system for NTBLCP.

Objective:

The objective of this financial management capacity assessment is to clearly identify and close existing gaps observed in funds management by the existing financial team. This is required to build the capacity of NTBLCP to manage funds efficiently and effectively thereafter. This will include the critical assessment of the following key financial management areas:

- Planning and budgeting
- Accounts record-keeping
- Financial and grant reporting
- Financial controls
- Adherence to prescribed finance and procurement procedures and policies.
- Adequate staff capacity (Assess, build, train, operate, and transfer)

Scope of Work:

The consultant will be required to: -

- Assess adequacy and suitability of the current financial system including but not limited to, the organization of the financial management function; treasury management system; accounting system; procurement system; asset management system; internal control system, and external assurances arrangements; and based on the findings, make recommendations to improve the above.
- Assess the capabilities of the finance team.
- Review of Job descriptions and profiles (skills, competence) for the finance team.
- Restructure the finance to be more functional and responsive to donor requirements.
- Assess the current finance policies and procedures (with emphasis on internal controls and risk mitigation measures, including, but not limited to misapplication and misappropriation arising from delays in the timely retirement of advances). The consultant shall assess the strengths and weaknesses of internal controls and recommend areas for improvement”
- Review and make recommendations on effective and efficient budgeting, financial monitoring, internal audit and grant management functions.
- Share knowledge and document financial best practices with the NTBLCP Finance team and the management.
- Review and recommend upgrades to the physical security arrangement for cash and financial documents including an appropriate data back-up system.

Expected Outcome and Deliverables:

- A clear report with key findings and recommendations. Suggested areas for improvement should be prioritized according to risk level and impact.
- Documentation of key gaps in the capacities of the finance team and recommended course of action for improvement.
- Recommend (Identify) suitable training for Finance team on weak areas identified.
- Review and improve financial internal controls.
- Recommend, document, and implement mechanisms to eliminate deficiencies in financial management.
- Recommend and implement an efficient and effective finance structure including the hiring of capable staff.

- Design and implement an appropriate capacity building program that will enhance the capacity of the NTBLCP finance staff to be able to use and trouble-shoot Quick Books accounting package.
- Clearly outline the roles and responsibilities of the respective PRs (ARFH and IHVN) in the capacity building program, and for areas that is inappropriate for the PRs to cover, suggest Technical Assistance for capacity building.

Reporting:

The consultant will report directly to the Institute of Human Virology, Nigeria, through the Director of Finance. The Consultant will provide an electronic version of all the required deliverables. The reporting will be completed in a form and substance acceptable to the Institute of Human Virology, Nigeria. The consultant will be required to submit a monthly progress report.

Competency and Expertise Requirements:

The competencies/qualification of the consultant will include the

- Profile of consulting firm including track record in financial management capacity assessment and should be competent to conduct such an assessment;
- The consultant must be impartial and independent from all aspects of management and should not have financial interests in the NTBLC directly or indirectly through related entities. S/he should not, during the period covered by the assessment nor during the undertaking of the assessment or during the last year prior to the assignment, be employ by, or have any financial or close business relationships with any official in the management of the NTBLCP;
- The consultant is required to disclose in writing that s/he does not have any relationship that may possibly compromise his/her independence;
- If hiring staff, the consultant should employ staff with appropriate professional qualifications and suitable experience, including experience in reviewing entities comparable to NTBLCO in size and complexity;
- Curriculum vitae (CV) of all members of the assessment team should be provided. The CVs should include details on assessments carried out by the relevant staff, including ongoing assignments indicating responsibilities assumed by them, and their qualifications and experience in undertaking the specified assignments;
- The consultant must hold a valid license/permit to perform financial audit/ business consulting services;

- The team leader should have at least 7 years of successful experience in provision of financial and business consultancy services.

Duration:

The duration of this assignment is not expected to last for more than one year.

Submission Deadline

5th August, 2013.

Contact:

Procurement Unit

Supply Chain Management Department

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