



CAREFOUND-Liberia

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Terms Of Reference Of Consultant-Auditor

Carefound-Liberia is a national Non-Governmental- women's led organization, established to advance the rights of women, youth and adolescent girls through holistic education, health, Gender and economic empowerment programs Care found-Liberia believes in providing youth especially vulnerable young women and adolescent girls' opportunities to rise above their challenges and develop into economically independent, confident and successful leaders. With focus and contribution to achieving the Sustainable Development Goals (SDGs) nationally, Carefound-Liberia works support SDGs 1, 3, 4 and 5. In compliance with this mandate and adherence to a strong financial management practice, **CF-L is in search of an independent and qualified Contractor / firm to review its financial management and record keeping systems.**

Background

Carefound's-Liberia is also a feminist's Organization working for the elimination of all form of discrimination against women and girls (EVID) and the achievement of equality between women and men as partners and beneficiaries of development. Its goal is to promote women's human rights and gender equality which are key in sustaining and furthering achievements in stability and development. In this regard, its program include enhancing women's economic empowerment (WEE); and advancing women's rights to live free from violence.

Carefound-Liberia works to contribute to the escalating cases of sexual and gender-based violence (SGBV) and the prevention of harmful traditional practices (HTP) including child early and forceful marriages, Female Genital Mutilation/Cutting (FGM/C) and Harmful traditional Practices. Carefound-Liberia Overall goal and is to change perceptions and attitudes and strengthen systems to address issues of Sexual Gender Based Violence against Women and Girls including rape, early marriage, domestic violence, harmful traditional practices and their inter-linkages with sexual and reproductive rights and HIV and AIDS.

Objectives of the assignment

The main objective of this consultancy is to review and strengthen CF-L Financial management and record keeping systems.

Scope of Work (SOW)

The scope of work of the independent Consultant/ Firm is to develop and submit to CF-L an audit plan/proposal for the audit of CF-L and to strengthen CF-L Financial Management system inclusive of the following:

1. Perform an internal audit of the financial records of CF-L for the period May 18, 2017 thru June 30, 2020;

2. Review prior audit and assessments recommendations to ensure recommendations and corrective measures are ahead to;
3. Establish the account balances of CF-L accounts (individual donors, and partners) as at Dec. 31, 2020;
4. Review the draft financial policy of CF-L to ensure that it conforms to the CF-L financial management practices and procedures, to cover essential areas such as contracting procedures, store requisition procedures, etc.
5. Review the procurement system to ensure accountability, check and balance, and value for money in procuring goods and services;
6. Review materials/supplies procurement, delivery and insurance procedures, and make recommendations;
7. Assess the internal control structure and recommend measures for improvement.
8. Review fixed assets registry and ensure that same is updated to include all fixed assets of the CF-L;
9. Review transactions processing procedures and recommend measures to improve the system;
10. Review all financial reports to Donor prior to presentation during the contracted period; Disclose any useful information and make recommendations to improve/strengthen CF-L financial management system;
11. Integrity and reliability of financial and operational information;
12. Perform any/all related financial system review functions necessary to conclude the audit report;
13. Conduct Financial Management Training for CF-L Financial Staff;
14. Express an audit opinion of CF-L in totality and submit a final report, in writing, addressed to the Executive Director of CF-L of findings and recommendations.

The key deliverables:

#	Deliverables	Estimated # of Months	Indicative Deadline
1	Inception note: To include the proposed methodology and tools, proposed timeframe and expected outputs.	1 week	Aug.1-7,2020
2	Perform an internal audit of the financial records of CF-L for the period, May 18, 2017 thru June 30, 2020; to include final validated of the draft financial manual in preparation for printing	1.5 mths	Aug. 7-Sept.. 30, 2020
3	Establish the account balances of CF-L accounts (individual donors, and partners) as at Dec. 31, 2020;	1 weeks	Oct. 1- 7, 2020
4	Document contracting and procurement procedures and recommend system for inventory;	1 week	Oct. 8- 15, 2020
5	Conduct Financial Management and Quick book Training for CF-L Financial Staff;	1 month	Nov. 1-30, 2020
6	Express an audit opinion of CF-L in totality to include and findings recommendations to strengthen the internal structure of CF-L and submit a final report, in writing, addressed to the Executive Director of CF-L	1 month	December 4-29, 2020

IV. Inputs

- Carefound-Liberia will provide the Consultant /Firm with materials relevant to the assignment;
- The Consultant is expected to work using his/her own computer in addition to CF-L Finance Computer;
- Carefound-Liberia will provide the Consultant/Firm with necessary logistical support, transportation in the case of out of town, materials (office supplies) and office space where needed.

IV. Performance evaluation:

Consultant's performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

V. Required experience and qualifications

The Consultant/Firm should fulfill the following requirements:

Education:

- University degree in Account or Financial Management

Experience:

- At least 3 years of professional experience in auditing;
- Knowledge and experience in the area of women peace and security and Gender Equality is an asset;

Language requirements:

- Fluency in English. (Excellent writing, editing and communication skills).
- Proficiency in oral and written English
- Computer literacy with emphasis in Access and ability to effectively use office technology equipment, Internet and email.
- Excellent facilitation and training skills

VI. Submission of application

Interested candidates are requested to submit electronics copies of motivational letter and CVs Include contact information of 3 references; to the below email with the subject Consultant-Auditor carefoundation73@gmail.com no later than **August 10, 2020** or hard copy to the below listed address:

ABC Road,
Baptists Seminary Community,
RIA High Way, Paynesville, Liberia