TERMS OF REFERENCE
Consultant: Finance support

1. Background

IPPF is a locally owned, globally connected civil society movement that provides health services and champions sexual and reproductive rights for all, especially the under-served. IPPF’s Member Associations deliver sexual and reproductive health services to millions of women each year, and the Federation aims to provide technical leadership to the wider SRHR community based on global expertise.

IPPF requires technical financial expertise to complete critical discrete pieces of work, specifically relating to the finalisation of IPPF’s USAid NICRA submission, development and implementation of IPPF’s Cost Recovery Procedure, and updating the IPPF Finance Manual.

2. Responsibilities and Deliverables

Purpose

The purpose of this assignment is to provide technical financial expertise to deliver three objectives. This consultancy will be managed by the Manager Donor Reporting in coordination with the Financial Controller and the Director of Institutional Delivery.

The objectives of the assignment are:
1. To finalise the responses to USAid – NICRA application.
2. To build and implement an IPPF Cost Recovery Procedure working with Finance, Institutional Delivery, Strategic Partnership Development and other sections of IPPF.
3. To update the IPPF Finance Manual

Key tasks

USAid NICRA
1. Provide responses to USAid – NICRA queries.
2. Maintain up to date correspondence with the USAid in relation to NICRA.
3. To highlight any issues obtaining the NICRA.

Cost Recovery tool/procedure
4. Produce a Cost Recovery Procedure Action Plan
5. To embed in the cost recovery procedure the requests from the Global Income Generation strategy (GIG).
6. Build a Cost Recovery tool/procedure to be implemented across IPPF
7. To highlight any issues while completing the tool/procedure

Update IPPF Finance Manual
8. Review the existing finance manual and produce an action plan for updating it to include requisite reviewers and chapters/sections to be prioritized
9. Update the requisite sections of the finance manual to bring it up to date with IPPF financial management and accounting systems to include NetSuite for Finance team review
10. Incorporate all Finance team feedback on the finance manual for consensus and completion of the sections needed, and re-write new sections mainly in view of updated ways of working and the new accounting system, NetSuite
11. Highlight any issues while completing the manual

**Deliverables:**

The timeline for the deliverables, and specific milestones within, will be discussed with the candidate at the interview.

1. **NICRA**
   - Provide responses to USAid to NICRA queries.
   - Provide further responses to USAid NICRA queries within a week of receiving them unless further information is required.

2. **Cost Recovery Procedure**
   - Present a Cost Recovery Procedure Action Plan to the Director of Institutional Delivery, Financial Controller and Manager Donor Reporting.
   - Produce a twice a month report on progress, highlighting any issues based on the Action Plan.
   - Deliver a Cost Recovery Procedure for approval and implementation.

3. **Update IPPF Finance Manual**
   - Action plan for updating existing finance manual to include requisite reviewers and chapters/sections to be prioritized completed and shared with finance team
   - Of the requisite sections of the finance manual, bring these up to date with IPPF financial management and accounting systems to include Netsuite for Finance team review
   - Incorporate all remaining Finance team feedback on the finance manual for consensus and completion
   - Document and share recommendations for IPPF review and updating of finance manual going forward (Finance committee review semi-annually, for example)

3. **Timeline**

The contractor will be paid upon completion of deliverables, to be defined with the successful candidate.

**Commencement date:** as soon as possible

**Anticipated Completion date:** 4 months

**Factors that may affect completion date:** Delays in responses from USAid

4. **Contractor Requirements**

- Qualified Accountant (ACA, ACCA or CIMA)
- Previous IPPF experience desirable
- USAid – NICRA experience
- Strong financial analysis experience.
- Good understanding of financial controls, processes and procedures.
- Experience of ERP and financial reporting systems (this assignment will require use of SUN and Netsuite).
- Experience in donor budget preparation and reporting.
- Knowledge of ERP
Excellent written communication skills with an ability to write to a variety of audiences
Excellent interpersonal and verbal communication skills – tactful and diplomatic.
Good negotiating skills to work effectively with all partners.
Good IT skills – Word, Excel, PowerPoint
Fluency in English
Strong attention to detail
Ability to work independently and as part of a team
Cultural sensitivity
Strong commitment to advance the sexual and reproductive health and rights of young people

5. How to apply

To apply, please submit the following:
- CV
- A cover letter that directly addresses the TOR
- Fees / daily rate
- Availability

Please send the application to Jane Disborough, Financial Controller (jdisborough@ippf.org) and Cristina Smith, Manager, Donor Reporting (csmith@ippf.org).