



FINANCIAL MANAGEMENT TRAINING

TERMS OF REFERENCE.

The African Women's Development Fund (AWDF) is a grant making foundation that supports local, national and regional women's organisations working towards the empowerment of African women and the promotion and realisation of women's rights and recognition of African women's leadership in all spheres of life. Through specialising in grant making and focused, tailored movement-building programmes, AWDF works to strengthen and support the work of African women's organisations. By amplifying and celebrating African women's voices and achievements, AWDF supports efforts that combat harmful stereotypes, and promote women as active agents of change.

AWDF's operations are centred on grant making, capacity building and movement building. The organisation supports both established and small, locally based women's organisations. It also provides specialised funding to facilitate learning and networking opportunities and to celebrate the contributions and achievements of many un-sung African heroines.

BACKGROUND TO CONSULTANCY

For the last decade AWDF has complimented its grant making support with capacity building activities to ensure that women's rights organisations who receive grants from AWDF have the right skills sets, support and capacity to sustain their women's rights work and organisations in Africa. AWDF applies different methodologies including feminist coaching and skills training in its capacity building activities and these have produced effective results in many cases. Our key capacity building trainings cover:

1. Financial Management
2. Monitoring, Evaluation and Learning (Results Based Programming)
3. Resource Mobilisation
4. Leadership and Governance strengthening Project
5. Communications
6. Effective Advocacy

AWDF is seeking a bilingual trainer (English and French) for its Financial Management training.

PURPOSE OF THIS CONSULTANCY

The objective of this consultancy is to lead in the design and delivery of a virtual Financial Management Training to AWDF Anglophone and Francophone grantee partner organisations across Africa and parts of the Middle East. The training is to help strengthen the financial management practices, systems and structures of grantee organisations which will lead to increased institutional capacity to contribute in advancing women's rights in Africa.

The 3-4-day online training Programme should consist of presentations, case studies and discussions. The training should cover the following areas;

- Governance and Organisational structures
- The Financial Planning Process
- Assessment of financial Health, Budget and Cash flow projection
- Internal control checks and financial risk management (fraud risk)
- Accounting records
- Reconciliations
- Grant Management and compliance
- Procurement
- Other relevant topics based on organisational needs assessment

SCOPE OF WORK AND DELIVERABLES

In consultation with the AWDF Finance and Capacity Building Departments and the Director of Programmes, the scope of work and key deliverables for the assignment will include the following: This may be expanded on discussion with AWDF staff:

- Develop training modules based on the training topics including presentations, handouts, online and offline activities, and other guides.
- Conduct a needs assessment among participating organisations to help inform training structure and content.
- Lead in the design and delivery of the virtual/online financial management training.
- Produce a needs assessment and training report in English (for internal AWDF use).
- Based on needs identified, provide additional one on one technical support to grantees to put workshop concepts into practice within the context of their organisations. (tbc)
- An action plan to grantees for improvements to financial management practices.

- Tools for financial planning and analysis and good practice in financial management.

REQUIRED SKILLS AND EXPERIENCE

- Professional Chartered Accountant or an MBA in Finance plus University degree in a relevant field (Financial Management, Accounting, Procurement etc.).
- At least 6 years' relevant experience in Financial Management, Resource mobilisation, Accounting and Procurement systems and practices.
- Knowledge and familiarity with Financial management practices and systems within women rights organisations, including current trends, opportunities and challenges.
- Prior experience in design and delivery of virtual/online training delivery.
- Ability to handle diverse groups within the same space.
- Excellent written and spoken English and French.
- Proficiency in the use of Microsoft Office tools especially Excel
- Familiarity with zoom and other online platforms.

LANGUAGE

The AWDF training programmes are facilitated in both English and French and with Arabic Interpretations.

LOCATION

The assignment is virtual and shall not require travel.

Interested and Qualified persons should send both Technical and Financial proposals to consultants@awdf.org by **COB 10th May, 2021**.

Applicants should include a cover letter in their applications.

PLEASE NOTE THAT THIS CONSULTANCY IS RESERVED ONLY FOR WOMEN FACILITATORS.