



Terms of Reference

Bi-lingual Consultant - Due Diligence

1. About AWDF

The African Women's Development Fund was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organisations on the continent. AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformatory choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women. AWDF is mandated to fund in all 54 African countries.

AWDF's current strategic plan "*Shaping the Future*" (2017-2021) focuses the organisations work around investments to build the best possible future for women in Africa. As an organisation AWDF is committed to changing the narrative around Africa women, and highlighting African women's agency, expertise, leadership and ability to transform societies towards justice.

2. Background

As a grant making foundation, due diligence processes are very critical for AWDF risk management processes. These processes start from the pre-award stage where financial; information from the grant applicants are reviewed and continue after the award stage till the grant is closed.

AWDF's overall grant portfolio has increased over the years and so has the Francophone portfolio. This is likely to increase going forward. and has necessitated the need to get a consultant. The Consultant will support the financial management aspects of the grant process from the pre-award stage till the grant is closed.

3. Purpose of the Assignment

As part of AWDF's grant management processes, there are number of tools that are used to collect and assess finance related data from grantees. The information received is reviewed as part of AWDF's risk management strategies. s

The consultant will assist in the following activities for all Francophone Grantees:

- ❖ Review of completed Financial Management Assessment Forms & Audited reports
- ❖ Formatting of budget and financial reporting templates
- ❖ Review of application budgets and translating review comments into English.
- ❖ Review of financial report and Detailed Expenditure listing reports and translate comments to English
- ❖ Review due diligence questionnaires and supporting documents
- ❖ Participate in online Site visits and Due Diligence visits
- ❖ Recommend and develop actions that will strengthen grantee capacity to meet the grant requirements.
- ❖ Provide technical support to grantees to strengthen their financial management arrangements.
- ❖ Carry out any other responsibility as assigned

4. Location

The Consultancy will be desk based (virtual) and will not involve any travel.

5. Deliverable

A monthly report indicating all the accomplished tasks.

6. Consultant's Profile

The consultant should have:

- ❖ A University degree in accounting or related field
- ❖ Knowledge of due diligence processes for NGOs
- ❖ Knowledge of accounting procedures, a commitment to excellence, and a sound, data-driven sense of judgement
- ❖ Ability to handle sensitive information in an appropriate manner, including maintaining high levels of confidentiality.
- ❖ IT skills inclusive of MS Office, excel spreadsheets and other financial accounting software
- ❖ Excellent team spirit, presentation and interpersonal skills;
- ❖ Strong sense of integrity and continuous demonstration of honesty, transparency and accountability
- ❖ Excellent writing skills command of written and spoken English and French including ability to document processes and prepare review findings.
- ❖ Must be self-confident and willing to learn
- ❖ Experience taking initiative, with a proactive and problem- solving attitude.
- ❖ Prioritize work to meet goals and objectives within the acceptable deadlines.
- ❖ Handle stressful situations with ease and composure

- ❖ An understanding of feminism and commitment to social justice, women's rights and social change in Africa
- ❖ Demonstrate commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity.

7. Duration of the Assignment

The assignment is for a duration of 6 months and the Consultant will work 3 days in a week.

8. How to Apply

Qualified and interested persons should please send a cover letter indicating their relevant skills and experience and Curriculum Vitae to consultants@awdf.org, indicating Bilingual Consultant – Due Diligence as the subject line.

Closing Date: **4th June 2021**.

In line with AWDF's Mission, qualified African women are encouraged to apply.