



Financial Management Training

TERMS OF REFERENCE.

1.0 Introduction

The African Women's Development Fund (AWDF) strives for Africa to become a continent where gender justice is fully achieved for all African women, girls and gender-diverse people, and dignity and freedom are a reality for all Africans. In its first 21 years, AWDF disbursed nearly USD 51 million to women's rights organisations, primarily throughout Africa (and in selected Middle Eastern countries through one of our projects). Through its grant making, programmatic and advocacy work, AWDF has supported work that led to changes in law and policy, social norms, narrative, and movement-building for gender equality – particularly on three main thematic areas: body and health rights (including a range of issues from sexual and gender based violence to SRHR), women's leadership, participation and peace, and women's economic empowerment.

Building on its strong track record, AWDF is soon to launch a ten-year strategic framework (2023-2033) which will guide its efforts to advance gender equality and gender justice for girls, women and gender-diverse people across Africa. At its core, the strategy's focus is on resourcing, nurturing and strengthening those who are best placed to achieve transformative change: African women's and feminist groups, organisations and movements.

2.0 Background to Consultancy

For the last decade AWDF has complemented its resourcing support with institutional strengthening activities to ensure that African women's rights and feminist organisations who are funded by AWDF have the right skills sets, support and capacity to sustain their women's rights work and organisations in Africa. To date, our institutional training support has covered:

1. Financial Management
2. Monitoring, Evaluation and Learning (Results Based Programming)
3. Effective Advocacy through Communications
4. Resource Mobilisation Strategy Bootcamp
5. Feminist Leadership and Governance strengthening (The CEO Forum)

The African Women's Development Fund is organising this year's Financial Management Training Programme with the aim of strengthening the financial management skills of grantee partner organisations, resulting in an increase in their institutional capacity to contribute to advancing the rights of African women and feminists.

The training will be held in two groups on 13th -15th June and 20th-22nd June 2023 for our Anglophone and Francophone grantee partners respectively. Each of the three-day training events will be interactive and will include a range of methods which will 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

The AWDF Agency and Resilience Team has a Financial Management Training Manual that serves as a guide to facilitators. The consultant will undertake a needs assessment to assess grantees' expectations of the training and identify relevant areas of interest. The findings of the needs assessment will help to inform the content and structure of the training.

3.0 Purpose of this Consultancy

The purpose of this consultancy is to lead the design and delivery of an impactful Financial Management Training to finance managers/officers of AWDF grantee partner organisations. The training events will be held in two groups lasting three days each per group for our English-speaking and French-speaking grantee partners respectively. As a trainer, the consultant will be expected to design the training modules based on outcomes of a needs assessment to be carried out prior to the training, and to guide grantees to develop/strengthen their organisational financial management practices.

4.0 Scope of work

The Consultant shall, in consultation with AWDF's Agency and Resilience Programme Specialist and the AWDF Finance Team, deliver the following:

- Lead the design of the training programme.
- Be the main facilitator in the training workshop.
- Develop training modules based on the training topics including presentations, handouts and other guides.
- Ensure that the training modules and other materials that will be used in the training, are consistent in both English and French.
- Produce a training report in English. (for internal AWDF use)
- Provide additional on-line one on one technical support to grantees to put the learning from the workshop into practice within the context of their organisation. (2 hours per partner organisation participant over a period of two months)
- Assist grantees to develop action plans to strengthen and improve their organisational financial management practices.

5.0 Deliverables and timelines

The consultant's key deliverables for this assignment will include the following:

- Conduct a needs assessment for registered participant organisations.
- Submit a needs assessment and training report to AWDF.
- Deliver the training for two groups of 3-days each.
- Submit the training handouts, presentations, and other materials developed for the training.
- Provide online technical support to grantees after the in person training.
- Recommend to partners tools for financial planning and analysis and good practice in financial management.

6.0 Required Skills and Experience

Education

- Professional Chartered Accountant or an MBA in Finance plus University degree in a relevant field (Financial Management, Accounting, Procurement etc.).

Experience/ Skills

- 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 the nonprofit/non governmental organisation sector, including current trends, opportunities and challenges.
- Experience facilitating training programmes for groups.
- Understanding of AWDF / feminist values and principles.
- Ability to communicate in French.

7.0 How to apply

Please send a brief technical and financial proposal to fadzai@awdf.org , copying ntitenewaah@awdf.org by close of business on the **31st March 2023**. In addition to the proposals, please add a CV or profile of your relevant previous experience.