

Consultancy | Development of Financial Manual

Development and Update of Procurement Manual

General

Help - Hilfe zur Selbsthilfe e.V. is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of app. 35 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

Throughout its missions worldwide Help implements projects and programs based on international standards and codices. Help seeks to improve and harmonize its approach on financial management and procurement.

Introduction:

Help - Hilfe zur Selbsthilfe e.V. is seeking a qualified consultant to coordinate the development of a Financial Manual and the update of a Procurement Manual. The purpose of this consultancy is to ensure the establishment of common standards and guidelines in financial management and procurement processes within our organization. The successful candidate will be responsible for coordinating various stakeholders, leveraging their expertise and knowledge, and guiding the development and update process to ensure the manuals meet the organization's needs.

Objectives:

The primary objectives of this consultancy are as follows:

- a. Coordinate the development of a comprehensive Financial Manual that outlines standardized financial management procedures, systems, and guidelines.
- b. Facilitate the update of the existing Procurement Manual, incorporating best practices and aligning it with current regulations and organizational requirements.
- c. Ensure effective collaboration and coordination among stakeholders involved in the manual development and update process.

Scope of Work:

The consultant's responsibilities will include, but not be limited to, the following:

- a. Conduct a thorough assessment of the organization's current financial management processes and procurement practices to identify gaps, challenges, and areas for improvement.
- b. Engage with relevant internal stakeholders, including finance and procurement teams, program managers, and other key personnel, to gather input, requirements, and feedback for the manuals.
- c. Coordinate and facilitate working group meetings and workshops to collaboratively develop the Financial Manual and update the Procurement Manual.
- d. Develop an outline and structure for the Financial Manual and Procurement Manual, ensuring they are clear, concise, and user-friendly.

- e. Draft and revise the Financial Manual and Procurement Manual, incorporating stakeholder inputs and addressing any identified gaps or issues.
- f. Facilitate review and validation processes, ensuring input from relevant stakeholders and final approval from the management team.
- g. Produce a final version of the Financial Manual and updated Procurement Manual in both print and electronic formats.
- h. Provide training and capacity-building sessions to relevant staff members on the implementation and utilization of the manuals.
- i. Either provide guidance and recommendations to ensure the manuals reflect industry standards, adhere to financial regulations and promote efficiency and transparency, or closely collaborate with appointed help employees to verify the adherence of those standards

Deliverables:

The consultant will be expected to deliver the following:

- a. Draft versions of the Financial Manual and updated Procurement Manual.
- b. Revised versions of the manuals based on stakeholder feedback and review processes.
- c. Final versions of the Financial Manual and updated Procurement Manual, ready for dissemination and implementation.
- d. Recommendations report highlighting gaps, challenges, and recommendations for improvement in the financial management and procurement practices.

Timeline:

The estimated timeline for this consultancy until November 2023 starting as soon as possible. The specific milestones and deliverable deadlines will be agreed upon between the consultant and Help e.V.

Qualifications and Expertise:

The ideal candidate for this consultancy should possess the following qualifications and expertise:

- a. Proven experience in coordinating and leading the development of manuals, guidelines, or similar documents involving multiple stakeholders.
 - b. Background in and understanding of financial management, project finance, and procurement practices.
 - c. Familiarity with relevant financial regulations and best practices in the field of humanitarian assistance and development.
- Excellent facilitation and communication skills, with the ability to engage and collaborate effectively with diverse stakeholders.
- e. Strong analytical and problem-solving skills, with attention to detail.
 - f. Ability to work independently, meet deadlines, and manage multiple tasks simultaneously.
 - g. Previous experience in the humanitarian and/or development assistance sector or similar contexts is an advantage.
 - h. Fluency in French and English.

Offer Submission

Interested consultants/firms are invited to submit an offer to bewerbung@help-ev.de including:

- a description of the consultant's understanding of these Terms of Reference incl. a plan of activities proposed
- CV
- a list of relevant previous assignments/experiences
- a list with which tools and methods the consultant already worked
- a fix price offer (travel costs that arise during the consultancy will be reimbursed upon presentation of original receipts and in accordance with German travel expenses law (Bundesreisekostengesetz, BRKG)
- **Submission Deadline: 10 August 2023**

Assessment Criteria

- Offers will be assessed as follows:
 1. Clarity of activities proposed
 2. Applicant's previous experiences
 3. Financial offer

Implementation Duration:

The required service must be completed between August and December 2023.