



Terms of Reference

One-Year Financial Consulting

(USDOS-J/TIP Project)

Established since 1986, Insan Dost Association (IDA) is a non-profit and non-governmental organization, registered in 2002. We work with some of the most underprivileged communities, particularly bonded labourers and victims of human Trafficking in Persons (TIP) in the brick-kiln sector of the Punjab province; responding to TIP and bonded labourer cases, improving access to decent job opportunities, social securities, and education, creating socio-economic and human development opportunities and working closely with communities and government departments to end human trafficking in persons and bonded labour. For further information, please visit us at <http://www.idapk.org>

IDA is looking for an independent consultant to submit an expression of interest for undertaking financial consulting assignment for development, implementation, verification, and monitoring of financial aspects of a three-year project, "**Promotion and Protection of Rights of Bonded Labourers in the Province of Punjab**". The project is funded by the United States Department of State (USDOS), and being implemented in 15 districts of the Punjab.

The main objectives and scope of the task are to;

The objective of the consultancy is to contribute to the improvement of financial management at IDA, ensuring that financial management becomes more effective, efficient, transparent and of good quality.

- Develop financial guidelines, policy and procedures to ensure transparency and accountability of the project funds
- Develop financial monitoring system in close collaboration with the monitoring and evaluation officer of this project
- Develop, and implement reporting mechanisms for head-office (Sahiwal), and three field offices (Lahore, Multan, and Islamabad) to report on the financial matter
- Organize one-day capacity building training for the project staff on financial procedures, policies, recording and reporting of the funds
- Undertake periodical (quarterly) and annual internal financial monitoring
- Make necessary arrangements, and provide all the documentation necessarily required for undertaking external audit and/or financial monitoring
- Develop annual disbursement, financial and internal audit reports

Expected Profile of the Consultant

- The consultant is expected to be an expert in financial management and accounting systems, having in-depth knowledge of financial reporting mechanisms of international donors.
- Experience of working within USAID/USDOS project would be of significance advantage
- Knowledge of accounting software, and developing financial forecasts is desirable
- Experience of grant management would be an added value

- The consultant must be willing to undertake travelling to field offices, and spend adequate time at Sahiwal head-office as required by the Project Manager
- The consultant should not assign this responsibility to someone else without the prior approval of IDA management.

Time frame and consultancy management

The consultancy will be managed by IDA head office Sahiwal. The consultancy is expected to begin by the July 01, 2015 and will be finalized on by June 30, 2016.

Expression of interest and Expected Result

Individual consultants are requested to write an expression of interest by providing a brief technical and financial proposal. They must include in their application the following:

- Their competences to meet the requirements of the assignment including relevant experience related to the assignment.
- A detailed explanation on the methodology to be used in carrying out the assignments.
- A detailed budget.

IDA invites EOI from highly qualified and skilled individuals not later than 20th June 2015 on sahiwal@idapk.org.

IDA is an equal opportunity employer