

Terms of Reference

KEN/IC/005/2021b – Individual Consultancy - Review of Amkeni Wakenya CSO Financial Management Manual

GENERAL INFORMATION

Services/Work Description: Consultancy to Update the Financial Management Guideline Manual

Program Title: Amkeni Wakenya II

Type of the Contract: Consultancy

Duration: 16 working days

Expected Start Date: Immediately after Concluding Contract Agreement

1. BACKGROUND/RATIONALE

1. Background

Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs) working in Kenya democratic governance sector. The facility was established in 2008 and rendered financial and technical support to over 370 civil society organizations until the expiry of the first phase in 2014. The facility commenced its second phase in 2015 following the signing of a new project document with the Government of Kenya. Amkeni Wakenya is currently implementing a human rights promotion programme with funding from the Embassy of the Kingdom of the Netherlands (EKN) and an access to justice project with funding from the European Union (EU). The two projects cover a combined 17 counties and its expected to run until 2020 and 2022 respectively.

Amkeni works to achieve the following objectives:

- To improve respect, enjoyment and promotion of access to justice, human rights and freedoms for Kenyans
- To entrench rights-responsive devolved system of governance
- To improve organizational performance, sustainability and enabling environment for CSOs in Kenya
- To enhance capacity of civil society to respond to contemporary governance issues.

Capacity building is one of the core functions of the Amkeni Wakenya facility. Financial Management for Amkeni Wakenya grantees remains a big challenge and needs continuously capacity building. A Financial Management Manual was developed by Amkeni in 2012. At the time Grantees were signing Project Corporation Agreements (PCA). Currently, Implementing Partners (Grantees) sign Low Value Grant Agreement (LVGA) for those who are getting grants and Responsible Party Agreements for those getting NEX Advances, hence the need to update the Manual to reflect the changes including changes reflected in the reporting tools.

Amkeni Wakenya also has guidelines for inducting grantees on the basics of the compliance with the UNDP grants/NEX Advance policies and procedures. UNDP Amkeni Wakenya's updated Manual will not only compliment the induction for compliance but will also build the capacity of grantees in the overall Financial management beyond grants and NEX Advances, hence enhancing the integrity of Amkeni's grant making system.

II. OBJECTIVES OF THE SERVICE/WORK

The Financial Management Consultant will provide support to the Capacity Building Unit of Amkeni Wakenya in reviewing the existing Financial Management Manual of Amkeni Wakenya and develop an updated manual to ensure relevance and also update the appropriate information and tools, both contractual and reporting with support of the Amkeni Wakenya Staff.

III. SCOPE OF THE SERVICE/WORK

The Financial Management Consultant will provide support to the Capacity Building Unit of Amkeni Wakenya ensuring that the existing Financial Management manual is updated and adheres to UNDP Financial Rules and Regulations taking into consideration the new contractual and reporting tools for Grantees.

The Consultant shall work in close consultation with the Programme Manager, Capacity Building Officer, Programme Finance Associate and the Grants Associate of Amkeni Wakenya.

The areas to be assessed include carrying out an internal review for the adequacy of the existing Financial Management Manual covering the following:

1. Internal Control Processes
2. Administrative and Financial Management
3. Reliability and integrity of financial and operational information
4. Effectiveness of operations
5. Compliance with UNDP policies and regulations
6. Identifying capacity gaps and areas that may require improvement
7. Review of the relevance of the tools and inclusion of the new ones in consultation with the Amkeni PMU.
8. UNDP's Legal Frameworks for Financial Management
9. Risk Management Frameworks
10. Financial Reporting & Audit

Furthermore, the purpose of the consultancy will be to assist Amkeni Wakenya with the following:

1. Update the existing Financial Management Manual ensuring alignment and compliance with UNDP Rules and Regulations.

IV. EXPECTED OUTPUTS /DELIVERABLES

The Consultant will be expected to produce the following outputs during the period of the Consultancy:

- a. Inception report detailing the methodology
- b. A Progress Report provided 7 days after commencement of the assignment
- c. Draft updated Financial Management manual for review of adequacy by Amkeni Wakenya staff
- d. Incorporation of feedback thereon and submission of the final Financial Management manual
- e. The assignment Completion Report

V. METHODOLOGY/APPROACH OF THE ASSIGNMENT

The Consultant will be expected to carry out this assignment by:

- Assessment and review of the existing Amkeni Wakenya Financial Management Manual developed in 2012
- Updating of the existing Financial Management Manual in consultation with concerned staff at Amkeni Wakenya and Country Office such as the Programme Manager, Capacity Building Officer, Programme Finance Associate and Grants Associate and other UNDP Country Office staff in Finance and Programme Management Support Unit (PMSU).

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK/DELIVERABLES/OUTPUT

This Consultancy assignment is expected to be completed within a period of 16 (Sixteen) working days. The assignment will involve desk review, face to face interview and will be conducted in Nairobi Kenya.

No.	Deliverables	Implementor	Duration
1	Inception report	Consultant	2 working days
2.	Progress Report and Update	Consultant	6 working days
3	The development and updated Financial Management Guidelines Manual for Amkeni Wakenya aligned to UNDP Rules and Regulations and the relevant contractual/ reporting tools	Consultant	6 working days
4.	Assignment Completion Report	Consultant	2 working days

VII. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIP

The Consultant will work under the overall direction and guidance of the Programme Manager, Amkeni Wakenya and will work in close consultation with the Capacity Building Officer, Programme Finance Associate and Grants Associate.

The Consultant shall receive his/her Milestone based payments upon certification of the agreed tasks, as per the following payment schedule:

Full Payment	Deliverables	Percentage
Total Amount to be paid to the Consultant as per the signed agreement once all the deliverables have been approved.	• Inception report	20%
	• Progress Report	30%
	• Comprehensive Update/Feedback Meeting and subsequent submission and acceptance of Final revised Financial Management Manual	40%
	• Assignment Completion Report	10%

VIII. COMPETENCE AND EXPERTISE REQUIREMENTS

Minimum eligibility criteria of the Consultant:

1. Experience in the delivery of similar type of assignment (at least developed one financial management guideline) for CSOs

Academic Qualification/Skills/Experience

The Consultant will have the following expertise:

- Be a CPA-K holder or possess equivalent qualification
- Be registered and with certificate of good standing from ICPAK.
- Minimum - Masters University Degree in Financial Management, Business Administration or equivalent
- S/he should have 4 years' experience of institutional capacity development interventions targeting civil society organizations in Kenya, with due regard to policy, strategy and skills development in financial management
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- Good knowledge of civil society organizations in the democratic governance sector in Kenya
- S/he shall have solid practical experience in carrying out capacity assessments and evaluation of training activities
- Excellent facilitation and training skills
- Excellent report writing skills
- Experience in undertaking similar assignments in Kenya

IX EVALUATION CRITERIA

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.

Evaluation criteria:

Criteria:	Criteria Weight: 100%	Max Point: 100%
1. Minimum - Masters University Degree in Financial Management, Business Administration or equivalent	20%	20%
2. Be a CPA-K holder or possess equivalent qualification	15%	15%
3. Be registered and with certificate of good standing from ICPAK	15%	15%
4. S/he should have 4 years' experience of institutional capacity development interventions targeting civil society organizations in Kenya, with due regard to policy, strategy and skills development in financial management	30%	30%
5. Good knowledge of civil society organizations in the democratic governance sector in Kenya	10%	10%
6. S/he shall have solid practical experience in carrying out capacity assessments and evaluation of training activities	10%	10%
Total Maximum obtainable points	100%	100%

(X) SUBMISSION OF THE FINANCIAL PROPOSAL

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Application Process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before 5.00 P.M on Tuesday, 07 April 2021.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.



- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org