



CHILDREN RIGHTS AND VIOLENCE PREVENTION FUND (CRVPF)

TERMS OF REFERENCE (TOR) FOR THE FINANCIAL ACCOUNTING FIRMS,

EMPOWER YOUTH THROUGH DATA AND COMMUNITY DEVELOPMENT (EYDCD)

1. Introduction

The Children Rights and Violence Prevention Fund (CRVPF), in partnership with the Mastercard Foundation, is implementing the “Empower Youth through Data and Community Development (EYDCD) program” designed through strengthening and leveraging community-based structures, to improve the lives of young men and women in disadvantaged communities in Uganda by providing technical market facing skills and capacity building for entrepreneurship, and employment. To consolidate these efforts, the program will support them get involved in or establishing where non-existent self-governed savings groups also known as Village Savings and Loan Association (VSLA) and Saving and Credit Cooperative Organisation (SACCOs) groups backed by enterprises while leveraging digitisation for efficiency and added services. CRVPF will partner with 200 (70% women and youth-led & founded) Community-Based Organisations (CBOs) organised in clusters of 2-3 partners each. Together the cluster will support the mobilisation and formation of 3,000 VSLAs and 10 SACCOs and cooperatives. Through these structures, we will reach 400,000 youths ages 15-35 living in Refugee Settlements, Host Communities and Slums- 70% female, 30% male.

CRVPF will collaborate/partner with gnuGrid CRB to ensure members establish digital wallets powered by the Mobile Network Operators which will give visibility to the community VSLAs, Cooperatives and their members within the financial ecosystem and beyond as well as bring efficiencies to address cost and risk of credit.

Overall, the EYDCD program's community-based approach will help ensure that young people, especially young women, are supported and empowered to reach their full potential. By leveraging community-based structures, the program can provide young people with the skills, resources, and support networks they need to access dignified and fulfilling work opportunities, improving their economic stability and self-sufficiency, and establishing a strong foundation for their future success.

The EYDCD program aligns with Uganda's social-economic transformation strategy, the Parish Development Model, and supports innovative, market-system approaches to address financial inclusion at the grassroots level. It combines the power of digital technology and community-based organizations with financial inclusion strategies, taking a community/grassroots-based approach to economic development and youth employment. The program focuses on three objectives:

Objective 1: Strengthen formal and informal grassroots organizations (CBOs) that provide support and opportunities to young people, to aid their personal development to access dignified and fulfilling work. (Institutional Level). Major interventions include: Technical capacity support to CBO partners; Peer-to-peer and institutional Learning- CRVPF has designed activities such as Peer Learning Forums and Cluster Coordination Meetings; and Monitoring partner CBOs

Objective 2: Enhance economic stability and self-sufficiency of program participants through linkages to work, markets, and increased productivity, as well as building resilience to navigate through challenges. (Individual level). Major interventions include:

Workforce Development – through vocational training, soft skills training in leadership and on-the-job training opportunities and apprenticeships.

SME Strengthening – through business grants, Linkages to other service providers especially financial services, and linkage to markets in their communities.

Objective 3: Digitization of Self-Governed Saving groups (VSLAs) to establish a footprint through digital wallets for members creating visibility and scoring them to have access to the wider financial ecosystem/market to promote data-driven credit decisions and other added services. (System level). Major interventions include: Literacy & Financial Services (DFS) training; Mobile Banking integration; and Credit scoring.

2.0. Scope of Work and Deliverables of the financial accounting firm

2.1. Summary

The Accounting Firm will advise and support the day-to-day activities of the implementing Community-Based Organisations (CBOs) to ensure that program funds are used effectively and efficiently. In addition, the firm will support in strengthening the financial management capacity of the various Implementing CBOs.

2.2. Major duties and responsibilities

1. In consultation with the EYDCDC Fund Manager, design an appropriate financial management assessment Tool for the Implementing CBOs.
2. Conduct financial capacity assessments for all the CBOs assigned to the accounting firm.
3. Work with the CBOs to develop detailed capacity enhancement plans.
4. With oversight from the Fund Manager, implement capacity enhancement initiatives for the different CBOs in line with the developed enhancement plans.
5. Ensure that the CBOs have detailed and adequate financial policies and procedures
6. Review all payments by the CBOs to ensure they align with the approved budgets and work plans and EYDCD Financial Guidelines.
7. Review all the procurements conducted by the CBOs to ensure they meet the required procurement guidelines and ensure that procurements achieve the best value for money.
8. Ensure that payrolls prepared are complete, and accurate and all attendant supporting documents are on file.
9. Ensure that all statutory obligations i.e PAYE, VAT, WHT, and NSSF are remitted to the relevant bodies in line with the provisions of the relevant laws.
10. Ensure CBOs maintain a proper filing system for all program and organisation-related documents.
11. Support the CBOs in the selection of external auditors and ensuring Audits are performed in a timely manner.
12. Provide technical guidance to the CBO as they undertake vendor prequalification processes.
13. Ensure that CBOs prepare and submit their monthly narrative, financial report, and attendant documents to CRVPF by the 5th of every subsequent month.
14. Provide guidance to the CBOs on cost-saving strategies and resource allocation to optimize financial outcomes.
15. Ensure community organizations adhere to relevant accounting standards, regulations, and reporting requirements.
16. Stay updated on changes in accounting regulations and advise sub-partners on compliance matters.
17. Assist sub-partners in selecting and implementing financial management software or systems.

18. Provide training, mentorship, and support to ensure sub-partners effectively utilize the selected financial systems.
19. Assess risks associated with financial operations and develop risk management strategies and support community organisations to design risk management policies and guidelines.
20. Support community organizations to design and implement internal control procedures to safeguard assets and prevent fraud.
21. Conduct checks on internal controls and identify areas for improvement.
22. Offer guidance on tax planning strategies to minimize tax liabilities and maximize tax efficiency.
23. Closely work with the fund manager and seek their input wherever necessary during the contract lifetime.
24. Serve as a dedicated point of contact for sub-partners to address any financial concerns or inquiries along with EYDCD Finance Officers and the Fund Manager.

Note: The accounting firm is expected to work with/support 30 CBOs.

3.0. Technical Competencies

- a) A minimum of 10 years experience in providing financial management services, accounting services, fiduciary agency management/fiscal hosting (with institutions such as Community organizations, Non-Governmental Organisations, SACCOs, VSLAs, MSMEs among others etc)
- b) Demonstrated experience in accounting working in the Uganda context, including experience with accounting system installations and training, especially QuickBooks Online, financial management capacity assessments, training and mentorship of finance staff, finance policy review, and development.
- c) Experience managing donor grants/funding is desirable.
- d) Capacity to build the in-house financial management expertise of a variety of local institutions is required.
- e) Experience working with stakeholders in the development space, particularly community-based Organizations will be an added advantage.

4.0 Other Requirements

- i) Experience of not less than ten (10) years providing accounting, financial management, fiduciary, and grant management services. Attach evidence of signed contracts and reference letters/ completion certificates from previous clients
- ii) The firm should demonstrate experience in installation and training in accounting software, especially QuickBooks online.
- iii) The team leader should possess full membership of either ACCA, CPA, CIMA or any other professional accounting body. Should have a minimum of 10 years of experience in accounting. Should also have experience in designing and delivering financial management development programs (training and mentorship programmes) for finance staff.
- iv) The team members should possess a minimum of 5 years experience in accounting, grants management, accounting software installation and training, 3 years of which in a Non-government Organisation, community-based organization, donors, or related field.

5.0. Format of Firms Experience

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “XXX program.....”: designed master plan for rationalization of;}	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}

6.0. Selection process of the financial accounting firms

The firm shall propose a team with diverse specialized experience and expertise in Financial Management. CRVPF will review applications from different firms and select the most qualified firm to undertake this assignment.

7.0. Strategic and Operational Oversight

The Executive Director- CRVPF will have the strategic responsibility for ensuring the financial accounting firms perform as per the agreed scope of work.

The Fund Manager will have the operational responsibility of ensuring the financial accounting firms perform as per the agreed scope of work.

8.0. Confidentiality

All information contained in this ToR is provided on a strictly confidential basis, solely for the use of bidding for the supply of services for the above assignment. It is a condition of this competition that bidders (and any sub-contractors) shall:

- a) Take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information.
- b) Not use this information other than for the purposes of preparation of a proposal
- c) Not disclose, publish, or otherwise reveal any of the information contained herein except with specific prior written authorization.
- d) Failure to comply with the above will result in the bidder’s exclusion from consideration.

9.0. Technical and Financial Proposal Submission

10.1. Technical proposal: Proposals must include the following, with the main proposal body not to exceed twenty pages (not including appendices):

- a) Introduction and understanding of the overall purpose and project objectives of the assignment.
- b) Description of relevant experience.

- c) Outline of the work plan and general cost-efficient approach, including methodology for achieving key deliverables
- d) Overview of the proposed team including details of team composition and specific qualifications of individuals for this assignment.
- e) Overview of proposed partnerships to deliver fieldwork.
- f) List of key activities and deliverables, detailing the timeline and level of effort and associated team member(s).
- g) Any other considerations we should pay attention to that are critical for this assignment.

10.2. Financial proposal: Estimated budget, including LOE for each staff, a brief description of their role in the assignment, and current unit cost for the role, and key assumptions in contributing to the overall objective of the assignment. The budget should be all tax-inclusive, and all costs should be in USD.

10.3. Appendices: The proposal submission should include the following appendices

CVs (Include CV for each team member).

Reference letters (Organizations that the firm has supported on similar assignments.)

10.4 Proposal Submission

Proposals must be submitted via email to edith.tendo@crvpf.org and eydcd@crvpf.org by 30th November, 2024 and if selected, present in an interview to be scheduled and communicated after the submission. Please state ‘Young Africa Works Uganda: “Empower Youth through Data and Community Development (EYDCD)-Accounting Firm” in the subject line.

Proposals must remain valid for 90 days after the submission date.

Use the same email addresses for any clarifications on the proposals by not later than 30th November, 2024

11.0. Contract period.

The duration of the assignment will be one year and renewable upon satisfactory performance, commencing on the date a contract is signed.

12.0. Payment Schedule for service offered.

Quarterly payments will be made in arrears against the invoice submitted.

13.0. OWNERSHIP AND PUBLICATION

All work product created by the consultant under this scope of work is “work for hire” and is the property of CRVPF and Mastercard Foundation. The Service Provider will assign CRVPF all rights, title, interest, and copyright that the Service Provider may have to works created in relation to and/or as a result of the scope of work. CRVPF and Mastercard Foundation retain the exclusive right to publish or disseminate in all languages, reports arising from such materials along with our partners.