Terms of Reference/ scope of work

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| **Project Title:** | **Hire professional consultant to Establish Financial Policies and Procedures manual** |
| **Project ID:** | **NA** |
| **Project Location:** | **Khartoum** |
| **Plan Office:** | **Country Office** |

1. **Background**

One of due diligence result that PIS does not have an established Financial Policies and Procedures manual for its office and program units, that is adapted to the local context, the capacity of the office, its units and the nature of its own operational expense and that clearly describes Sudan’s rules and regulations (e.g., tax, currency or payment regulations) and process flows within the office and units. For this reason, we need to hire a consultant to review GH policies and procedures and develop local policies and procedures manual.

1. **Objectives**

In order to maintain proper financial operations and compliance with local rules and regulations and facilitate understanding of the financial operations and processes of **Plan International Global**, we want to hire external professional consultant with finance and audit background that should develop a comprehensive financial policies and procedures manual for PIS based on the relevant local rules and regulations. The development and implementation of this manual will allow for the monitoring of the financial health of the office’s operations while complying with all fiscal obligations.

1. **Deliverables**
2. Draft Financial policies and procedures operation manual for review
3. Comprehensive financial policies and procedures manual for PIS
4. **Scope of Work**
5. Review Global hub financial operations manual
6. Maintain proper local financial operations compliance with Plan Global and local rules and regulations
7. Facilitate understanding of the financial operations and processes of PIS Finance & Operation staff
8. **Project** **Schedule**
9. Draft Financial policies and procedures operation manual to be submit for review within 10 days.
10. Discussion and understanding to be 2 days after the draft manual submitted
11. The final comprehensive financial policies and procedures manual to be delivered within 5 working days after drafting reviewed.
12. We expect to receive the final manual by 20th Feb 23.
13. **Project Management**

The consultant should work with below:

* Country finance manager
* country accountant
* Support service Department
* Senior Audit Compliance Advisor