



## Call for International Finance and Operations Consultant

### Scope of Work

Equal Access International (EAI), a non-governmental organization (NGO) headquartered in Washington, D.C., partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects, and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and Philippines.

#### Overview:

EAI seeks an International Finance and Operations Consultant to review and reconcile balance sheet accounts for its Nigeria country office and provide capacity building for improving reconciliations. At the same time, the Consultant will work with the finance and operations team on strengthening their ability to monitor subrecipients. The Consultant will coordinate closely with EAI Nigeria's finance and operations staff and Country Director, as well as EAI's home office backstopping support team to provide the following consulting services:

- Discuss the current status of balance sheet accounts (accounts receivable, accounts payable, 13<sup>th</sup> month bonus, prepaid schedules, accrued leave, bank reconciliation) and work completed to date.
- Conduct a comprehensive review of all Nigeria balance sheet accounts to date.
- Provide a detailed analysis to EAI of how to proceed with reconciliation and write offs and upon receiving approval, execute recommendations.
- Train EAI Nigeria finance staff on proper, regular balance sheet account maintenance.
- Train finance and operation staff on budget monitoring for current awards and subrecipients.
- Monitor and check receipts for subrecipients.
- Review EAI Nigeria's internal financial policies and procedures.
- Finalize and update the financial policies and procedures, to include review and monitoring of subrecipients.
- Submit final report of work completed, including recommendations for how to ensure proper balance sheet maintenance moving forward and subrecipient monitoring.
- Other services as assigned.

Deliverables:

#	ITEM	DELIVERABLE	DUE DATE
01	Initial Analysis of Balance Sheets	Provide EAI with a written, comprehensive analysis of current status of all balance sheet accounts	o/a October 22 (Week 1)
02	Recommendations Report for Balance Sheets	Submit a report that details how to proceed with reconciliation and write offs and receive approval to execute recommendations.	o/a October 29 (Week 2)
03	Budget & Subrecipient Monitoring Training	Submit training material and attendance list for completed training.	o/a November 5 (Week 3)
04	Initial Analysis / Recommendations for Policy & Procedure	Provide EAI with a written, comprehensive analysis of current status of all policy and procedure structure, implementation and suggest recommendations for improvement.	o/a November 5 (Week 3)
05	1 <sup>st</sup> Draft Report for Policy & Procedure	Submit a revised, marked up version of EAI policy and procedure manual.	o/a November 12 (Week 4)
06	Final Policy & Procedure Revisions	Based on EAI feedback, revise and submit Final clean and marked up version of EAI policy and procedure manual and receive approval	o/a November 19 (Week 5)
07	Final Report	Submit a final report of work completed, meetings held, training conducted, and recommendations implemented to ensure proper balance sheet maintenance, subrecipients monitoring, and efficient financial management workflows moving forward. Receive approval of report.	o/a November 19 (Week 5)

Expertise:

- At least 10 years of expertise in USG finance, accounting, and operations of international development assistance programs in a field office (not headquarters)
- Extensive knowledge of USG financial regulations and procurement compliance
- Demonstrated experience as a trainer including development of training materials and delivery of training to finance and operations staff
- Familiarity with USAID, DoS, and USG and non-USG processes and regulations
- Experience with budget development and monitoring preferred

#### Available Resource Materials:

EAI will provide the consultant with necessary documents. While EAI will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

#### Location:

Kano

#### Travel:

International travel required.

#### Period of Performance:

The period of performance for this Scope of Work is from October 15 through November 30, 2021, with the possibility of extension depending on need. Estimated level of effort is around 25 days total.

#### Application Instructions:

To apply, please send your CV/daily or hourly rate, and indicate your finance and operations experience to: [consultancies@equalaccess.org](mailto:consultancies@equalaccess.org) with “International Finance & Operations Consultant” in the subject line of the email.