



TERMS OF REFERENCE TO CONDUCT A CAPACITY BUILDING TRAINING IN QUICK BOOKS TO FINANCE STAFF OF ENVIRONMENTAL ALERT.

1.0 Background

Environmental Alert (EA) is a Ugandan Non-Governmental Organization, founded in 1988, that promotes sustainable agriculture and natural resources management for sustainable livelihoods in Uganda through supporting community development and policy lobbying and advocacy. EA envisions, *'resilient and dignified communities, managing their environment and natural resources sustainably'*

EA in partnership with Water Aid, AEE, UWASNET and KCCA, is implementing a 36-month project Water Sanitation and Hygiene project titled ***Kampala Slum Transformation Initiative (KASTI)*** being Implemented in the informal settlements/slums of Kampala specifically in two urban divisions of Central and Nakawa Divisions. The project covers 13 Parishes of: *Kamwokya II, Bukesa, Mengo, Kisenyi III of Central Division, Banda, Mbuya I & II, and Bukoto 1 of Nakawa Division and Mulago III, Bwaise I, II, III and Kyebando parishes of Kawempe division.* The KASTI project is funded by Comic Relief.

The project is intended to improve school children's access to water and sanitation, increase hygiene understanding amongst both school children and slum dwellers, promote the construction and use of public latrines, and support communities to advocate for improved living conditions as well as build capacity of urban authorities in the two divisions to enable them respond to these needs.

1.1 Project objectives

- a. To contribute to better health by improving access to safe water supply, sanitation services and hygiene education for 24,000 school children in 30 schools of 5 parishes in Central Division, and providing education to 36,000 community members;
- b. To enable the urban poor to have access to WASH services by being able to participate in influencing urban water and sanitation reforms;
- c. To support stakeholders to develop the policies, capacity, institutional coordination structures and collaborative mechanism to deliver sustainable urban WASH Services.

1.2 Justification for the staff training in Quick books

In EA like in any organization, management relies on accurate and timely information to make decisions that impact on the smooth running of the entity. Among the critical information required for decision making is financial information that is generated mainly by the finance team in its various forms. Of note however, required financial information at EA has not been obtained on time and at times its integrity has been questioned much as its system generated. It is against this background that a decision was made to engage a competent firm to review the system set up, identify the gaps and address them; re-train the operating staff to enhance their system management and application skills and upgrade the system to meet current information needs as appropriate.

By building the staff capacity in effective utilization of the system the staff will be able to generate accurate and timely information that can support both management and programs department for appropriate decision making.

Additionally with improved skills the overall reporting to partners and preparation of financial reports will be timely and simple which will allow the staff to concentrate and apply their skills set on other strategic areas.

While the upgrade will ensure that the organization improves its information management infrastructure to respond to current information needs of all stake holders.

2.0 Specific objectives of the training

These are derived from the challenges experienced by the department staff through failure to generate accurate reports and also inability to address the inaccuracies identified. Thus, the specific objectives for the assignment are as follows:

- a. *To ensure that the system chart of accounts is appropriate and has the ability to meet the information needs of the organisation in terms of generating accurate reports;*
- b. *To ensure that the technical capacity of the two department staff in application and usage of quick books is enhanced to be able to meet the organisations information needs in terms of reporting using the system.*

3.0. Target group for the activity

The two finance department staff.

4.0. Key deliverables/expected outputs

- A) *An Inception report focusing on the consultant/s's understanding and interpretation of the ToRs for the assignment clearly highlighting the methods, approach, tools and associated compensation in terms of professional fees;*
- B) *An articulation of the causes of failure of individual projects financial reports to balance (Balance sheets, trail balances...) and have them balanced off;*
- C) *A realigned chart system of accounts in relation to the needs of the organisation in order to generate accurate reports;*
- D) *Enhanced knowledge and skills of EA's Finance staff in respect to effective application of the accounting system through use of quick books accounting system;*
- E) *A final report describing how the assignment was conducted and the associated results from the assignment.*

5.0. Duration

The exercise is scheduled to take **seven days** beginning on the **20th October 2017 and must be completed by 30th October 2017**. The training for staff will be arranged at the EA offices at least for 2 days while the system reviews can be done at the consultant's convenient place. An inception meeting before commencement of the exercise will be held at the EA offices to agree clearly on the terms and expectations of both parties.

6.0. Reporting requirements

The Consultant is responsible for the timely delivery of the specified outputs as described in section 4. A contract will be signed by both parties, which will clarify the reporting requirements for the consultant.

7.0 Facilitation

The identified consultant will be given professional fees, which will be paid per man days as the compensation for the time invested by the consultant into this initiative.

The daily professional fees quoted per day will be subjected to statutory taxes. Furthermore, an additional 10% of the total professional fees will be charged as contribution to EA's management costs.

8.0. Skills/competencies:

The consultant/s should have the following skills, competences and experience:

- a. *Relevant academic background (preferably advanced degree or equivalent as a minimum) in Accounting;*
- b. *Demonstrated experience (at least 5 years) in carrying out similar assignments in relation to accountancy and financial management;*
- c. *Demonstrated experience in use and application of quick books to generate financial information/reports for management decision making;*
- d. *Excellent skills for training and mentoring using appropriate theories linked to real practical scenarios;*
- e. *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

9.0 Requirements:

EA requires that you submit both technical and financial proposals covering the following:

- a. CV of experts/consultant/s;
- b. Evidence of previous experience especially in conducting trainings of a similar kind;
- c. Proposed methodology including timeframe (1-2 pages);
- d. Financial proposal.

These should be sent to the address below by 16th October, 2017 by 5:00pm to this email: manager.finance-administration@envalert.org with a copy to ed@envalert.org.