**Local Capacity Strengthening for Response (LCS4R) Project**

**Consultancy**

**Terms of Reference: Seeking Bangladesh based Subject Matter Expert (SME) to support National NGO**

**Purpose:**

Concern Worldwide US is looking for a Bangladesh based Subject Matter Expert (SME) to provide technical advice and support in the area of Financial Management to a National NGO based in Khulna, Bangladesh.

**Background:**

The Local Capacity Strengthening for Response (LCS4R) project aims to strengthen the organizational capacity of local and national NGOs to respond to emergencies within the humanitarian coordination system. The goal of LCS4R is to enable, through focused capacity strengthening activities, national NGOs to better coordinate and prepare for and respond more effectively to humanitarian emergencies. **Funded by the U.S. Agency for International Development, Bureau for Humanitarian Assistance (BHA), the LCS4R project is implemented in a consortium by International Medical Corps and Concern Worldwide**. The consortium will implement LCS4R through three components (1) intensive capacity strengthening activities for 10 NGOs; (2) a series of training symposia in Bangladesh and Malawi targeting a broader audience of NGOs; and (3) a knowledge management platform providing resources to all participating organizations, as well as the global humanitarian community. This consultancy will support the intensive capacity strengthening activities under component 1 of the Project.

**Scope of Work:**

The Subject Matter Expert will work with the selected NNGO to provide support and technical advice in their area of Finance Management. The main areas could include the following: Finance Policy & Procedures, Financial Planning, Financial Controls, Donor Financial Management, Cash Control Systems, Anti-Fraud and Corruption Systems, Financial Reporting. The exact areas of work will be finalized with the NGO based on the findings from the Organizational Capacity Assessment process.

The main tasks will include:

1. Using the already completed Organizational Capacity Assessment Tool (OCAT) to work with the NNGO to develop a capacity strengthening plan (CSP) for the Finance Management function.
2. Provide both in-person and remote support to the NGO staff member and their team to implement their capacity strengthening plans
3. Provide virtual follow-up support to the assigned NNGOs to improve their institutional capacities and monitor progress

**The consultancy will be for a maximum of 15 days and the duration will be from early June until the 20 July 2023.** The estimated breakdown is below, but will be finalized with the successful candidate:

* 2 days for preparation of the Capacity Strengthening Plan (CSP)
* 12 days for capacity strengthening activities (both in person and remote)
* 1 day for preparation of post deployment report

**Reporting Lines:** The Consultant will report to the LCS4R Program Manager for the duration of this consultancy.

**Qualifications and Experience:**

* Master’s in Business or Accounting or Qualified Accountant
* Eight years' work experience in financial management. With at least three years’ in a management capacity.
* Five years’ experience working with NGO finance management – this could be a mix of international NGO and National NGO.
* Experience of working on capacity assessment processes with NGOs.
* Experience in designing and delivering capacity strengthening activities (coaching, training, mentoring, and others) for colleagues / national NGO staff. Both in person and virtual.
* Experience of working in an organization that has responded to emergencies and disasters.
* Ability to draft and produce documents that would be shared on the Project’s Knowledge Management Platform.

**Application Process:**

Interested parties should submit the following to**LCS4R.Project@concern.net** ; **please indicate ‘LCS4R Subject Matter Expert Finance Management’ in the subject line of your e-mail.**

* **A CV (maximum 3 pages).**
* **A cover letter outlining your suitability for this post. The letter should contain an example of recent capacity strengthening activities that you have been involved in.**
* **Please include your proposed daily fee in USD.**
* **Details of 3 referees who can speak about your previous relevant experience.**

The closing date is **10 June 2023.** Please note that LCS4R will be reviewing applications on a rolling basis, and the project may select a candidate before the closing date.