



Subject: Hiring a Retainer Consultant for the Delivery of Financial Analysis and Compliance Guidance Services

Issued By: NGO Forum for Public Health

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Closing Date for Submissions: [29 January 2025]

Ref.: NGOF-403-07-2025

1. Background and Introduction

NGO Forum for Public Health is a leading non-governmental organization dedicated to driving sustainable development and providing essential services to vulnerable communities. We are committed to upholding the highest standards of financial integrity, ensuring transparency in all our operations, and maintaining compliance with international standards and donor requirements.

To strengthen our financial management systems and enhance accountability, we seek to engage an experienced consultant to provide ongoing financial analysis and compliance guidance services. This engagement will operate on an open-ended retainer basis, allowing the organization to access professional expertise as needed while ensuring continuity in compliance assurance, management, and implementation.

2. Objectives of the Engagement

The primary objectives of this engagement include:

1. Enhancing the financial decision-making process through detailed and actionable financial analysis.
2. Ensuring compliance with international standards, regulatory requirements, and donor guidelines.
3. Identifying and mitigating financial risks that may impact the organization's operations.
4. Providing expert recommendations to improve financial processes, systems, and reporting mechanisms.


3. Scope of Work

The consultant will provide the following services:

Financial Analysis:

- Review and analyze monthly and quarterly financial statements.
- Monitor financial performance against budgets and provide variance analysis.
- Identify key financial trends and provide actionable insights for strategic decision-making.


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Compliance Guidance:

- Provide compliance guidance for financial statements to ensure adherence to international standards.
- Prepare detailed compliance reports, including findings, risks, and recommendations for improvement.
- Verify the accuracy and integrity of financial records and transactions.

Risk Management:

- Identify potential financial risks and provide expert guidance on mitigation strategies.
- Evaluate the effectiveness of internal controls and recommend enhancements.

Compliance and Advisory Services:

- Ensure adherence to donor requirements, national laws, and relevant financial regulations.
- Provide consultation on best practices in financial management and compliance.
- Support the organization in preparing for compliance-related reviews or inspections.

4. Deliverables and Reporting

Financial Analysis:


- Analyze and review monthly and quarterly financial statements to identify key trends and insights.
- Monitor financial performance against approved budgets and provide detailed variance analysis reports.
- Deliver actionable recommendations to enhance strategic decision-making based on financial trends and data.


Compliance Guidance:

- Provide compliance reviews of monthly financial transactions to ensure adherence to international standards and organizational policies.
- Submit detailed compliance reports highlighting findings, potential risks, and recommendations for corrective actions.
- Verify the accuracy and consistency of financial records, transactions, and reconciliations.

Risk Management:

- Identify and document potential financial risks that could impact the organization's operations or compliance.
- Provide monthly assessments of internal control systems and recommend specific enhancements for improved risk mitigation.
- Outline proactive strategies to address identified financial risks.


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TOWARDS AN INCLUSIVE SOCIETY

Compliance and Advisory Services:

- Confirm adherence to donor requirements, applicable national laws, and relevant financial regulations through regular checks and reports.
- Provide monthly advisory reports on best practices in financial management and compliance to align operations with global standards.
- Offer preparatory guidance and documentation support for any upcoming compliance reviews or inspections.

5. Contract Duration and Payment Terms

- **Contract Duration:** Open-ended (retainer basis), tentative starting from 01 March 2025.
- **Fees and Payment Terms:** The fee will be paid on a quarterly basis or as per contract agreement.
- **Termination Clause:** Either party may terminate the agreement with a short notice of one (1) month.
- **Confidentiality:** The consultant must maintain strict confidentiality of all financial and organizational data accessed during the engagement.

6. Eligibility Criteria

The consultant must meet the following requirements:

1. Professional Experience:

- Minimum of 5 years of experience in financial analysis and compliance guidance for multiple UN agencies.
- Proven track record of delivering high-quality financial services.

2. Technical Expertise:

- In-depth knowledge of international financial best practices and standards.
- Familiarity with donor compliance requirements relevant to NGOs.

3. Educational Qualifications:

- Master of Business Administration with a major in Finance from a reputed university.

4. Skills and Competencies:

- Strong analytical and problem-solving skills.
- Excellent communication and report-writing abilities.
- Proficiency in financial management software and tools.

7. Submission Requirements

Interested consultants should submit the following documents:

1. A detailed technical proposal outlining:



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TOWARDS AN INCLUSIVE SOCIETY

- Understanding of the scope of work.
 - Approach and methodology for delivering the services.
2. A financial proposal (**should be submitted in BDT**)
 3. Consultant's Curriculum Vitae outlining the required experience, expertise, and qualifications.

The hard & soft copy of Technical & Financial Proposal/Offer will be accepted. As per RFP instruction Proposal to be submitted to the following address **on or before** 29 January, 2025 by 3:00 PM:

NGO Forum for Public Health, 4/6, Block-E, Lalmatia, Dhaka-1207 or email through the following email address (tender@ngof.org)

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevance and quality of the technical proposal.
- Competitiveness of the financial proposal.
- Consultant's qualifications and relevant experience.

NGO Forum for Public Health reserves the right to accept or reject any proposal without assigning reasons.

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