



## **Terms of Reference**

**Appointment of a suitably qualified and experienced individual/ firm to support the Beyond Zero (BZ) Finance unit on a consultancy basis for a period of three months.**

## 1. PURPOSE

The purpose of these terms of reference is to source the services of a suitably qualified and experienced individuals/ firm to support the (Global Fund) Finance unit within BZ on a consultancy basis for the period of three months.

## 2. ORGANIZATION BACKGROUND

- a. Beyond Zero is one of four Principal Recipients (PRs) of funding support by the Global Fund for AIDS, TB, and Malaria (GFATM)) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the GF grant for the period April 2019 until March 2022. Beyond Zero is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following modules: • Prevention programs for adolescents and youth, in and out of school (AGYW); • Comprehensive prevention programs for Men who have sex with other Men (MSM); • Comprehensive prevention programs for Transgender (TG) people and • Community response systems (CRS).

## 3. EXPECTED KEY DELIVERABLES AND SCOPE OF WORK

The Financial Consultant will provide support to the Finance department of BZ, to ensure adequate financial implementation and management of financial resources in line with the funding rules and regulations regarding financial management.

As such, a Financial Consultant is required to:

**Task 1.** Ensure that effective, efficient, and transparent systems of financial and internal control are operating effectively.

**Task 2.** Address operational matters that constitute sound financial management.

**Task 3.** Offer accurate, quality, and relevant financial advice regarding financial management.

**Task 4.** Support and guide BZ's staff in monitoring the budget, analyzing financial plan results, identifying, and evaluating new financial strategies and recommending changes in goals and plans.

To complement the accomplishment of the detailed tasks, the Financial Consultant shall deliver the following:

<b>Deliverables/Output</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>Task 1.</b> Ensure that effective, efficient, and transparent systems of financial and internal control are operating effectively.	12 weeks	06 November 2021	CFO
<b>Task 2.</b> Address operational matters that constitute sound financial management	Ongoing during the project	06 November 2021	CFO
<b>Task 3.</b> Offer accurate, quality, and relevant financial advice regarding financial management	12 weeks	06 November 2021	CFO
<b>Task 4.</b> Support and guide BZ's staff in monitoring the budget, analyzing financial plan results, identifying, and evaluating new financial strategies and recommending changes in goals and plans.	12 weeks	06 November 2021	CFO

#### 4. EXPECTED SERVICE PROVIDER EXPERIENCE, QUALIFICATIONS, AND COMPETENCIES

Applications from individuals/ firms will be assessed on their ability to demonstrate the following qualifications and competencies:

- a. BCom Accounting Hons or senior degree with a professional qualification i.e., CA (SA) etc.
- b. Registered with a professional Body i.e., SAICA, IRBA etc.
- c. A minimum of 8 years' professional experience in Financial Management environment.
- d. Well-developed skills in setting priorities, coordinating tasks and a pro-active approach to work.
- e. Excellent organizational and management skills.
- f. Able to work both independently and as part of a team in a multicultural environment.

- g. Fully computer literate.
- h. Vast experience of the NGO Management environment or compliance driven environment i.e., Global Fund, USAID, government etc.
- i. Knowledge of major international donor requirements
- j. Advanced proficiency in Financial Reporting Software i.e., SAGE, QuickBooks etc.
- k. Excellent communication skills, both verbal and written.
- l. Problem solving and negotiating skills.
- m. Valid driver's license and ability to travel extensively.
- n. Team player who is self-motivated. Ability to work under pressure and meet deadlines.
- o. Knowledge of at least one other South African language is an added advantage.

## 5. DURATION

The service provider will work for a fulltime equivalent of 3 months.

## 6. SUBMISSION & DEADLINE

- i. Proposals are to be electronically submitted at [procurement@beyondzero.org.za](mailto:procurement@beyondzero.org.za) not later than the closing date, which is the 10<sup>th</sup> of September 2021 at 16:00.
- ii. No late submissions will be accepted and considered for evaluation.