



## **Terms of Reference**

For

A CONSULTANT TO CONDUCT A FINANCIAL POLICY REVIEW.

**September 2022**

## About the TOR

NUWODU is seeking for the services of a consultant to capacitate NUWODU on financial policy review and amendments. This assignment shall commence in September and be completed by the end of September 2022.

<b>Title of the TOR</b>	NUWODU financial policy review and amendments.
<b>Goal</b>	Conduct a review of the financial manual to establish its relevance to the new developments in the sector and NUWODU's operations.
<b>Outcome</b>	The above goal is being realized through. <ul style="list-style-type: none"><li>• A fully revised and applicable financial policy</li><li>• To build an up-to-date NUWODU financial policy relevant to her operations.</li></ul>
<b>Objectives of the consultancy</b>	To assess some of the gaps and recommendations identified by Bod and managements and guide on their possible implications. To develop and present to the BOD a set of recommendations in reference to gaps identified in the policy To review NUWODU financial policy and ensure it is in line with the recommended standards

## **1.0 About NUWODU**

NUWODU is an organization of Girls and Women with Disabilities that defends, protects and promotes their rights and advocates for equal opportunities for them. NUWODU's programmes are grounded on: advocacy, capacity building, research and documentation, resource mobilization, gender mainstreaming, networking, partnership and economic empowerment.

NUWODU is a membership organization comprising of; district association of women with disabilities, uni-disability and cross disability associations and national associations of GWWDs. The organization facilitates its membership and organisations of women with disabilities by providing information and guidance and advocates for their rights at all levels nationally and internationally. To date NUWODU has 67 district associations of the 126 in Uganda.

### **1.1 About the Financial policy review**

The organization already has a fully effective and functional financial policy, however following one of NUWODU's BOD meetings, A resolution was passed to have a committee to review NUWODU's current policies and identify some of the areas with gaps that needed to be amended in order for the policy to remain applicable to the changing economic times and developments in the sector and its operations. The committee sat together with management and some areas were identified, however the areas identified may not be conclusive in totally as there might be other areas that may be prudent to be looked at and revised in these policies. In this regards the committee tasked management to develop at TOR that best suits the policies under review.

#### **Objective**

To build a strong financial policy incorporating in the new developments in the working environment and the sector.

## **2.0 Methodology**

NUWODU will engage and contract the consultant to undertake the work. It is expected that the consultant will clearly outline the specific methods and tools required to meet the stated objectives of the assignment.

### **2.1 Deliverables**

The deliverables of this assignment shall include;

- Financial policy reviews highlight some of the gaps
- Assessment tool (Areas of reference in regard to the recommendations)
- Final draft of reviewed financial policy

### **2.2 Who participates in the review process.**

This exercise will directly involve, BOD members and NUWODU's management.

## **2.3 Logistics**

NUWODU will be responsible for the logistics

## **3.0 Qualifications and competencies**

The consultancy shall be carried out by a person who shall have the following skills and competencies:

- Minimum of a bachelor's degree in the relevant discipline
- Demonstrated experience in undertaking similar assignments.
- Proven experience and skills in financial management and different related aspects.
- Good understanding of the recent financial developments in the sector
- Good understanding of the key areas in financial management.
- Proven skills in facilitating trainings and mentoring sessions that will enable our BOD to appreciate financial policy review and recommendations in their context.

### **3.1. Supervision**

The overall supervisor of this assignment will be NUWODU's FAM supported by the Executive secretary

### **3.2. Timeframe and estimated working days**

September- October 2022.

### **3.3. How to Apply: Submission of proposals**

Consultants who qualify should submit Expression of Interest which should include the following:

- a) Technical proposal that spells out their qualifications and experiences.
- b) Suitability statement that expresses commitment to the period of the assignment.
- c) Concise expression outlining your understanding of the TORs and the proposed methodology including a work plan.
- d) Financial proposal for the assignment.

Interested and qualified consultants should send their applications before or by **19<sup>th</sup> september,2022 by 5.00 P.M** and indicate **APPLICATION FOR FINANCIAL POLICY REVIEW** in the subject line to the email address below:

[nuwodu@gmail.com](mailto:nuwodu@gmail.com)