

TERMS OF REFERENCE (TOR)

WomenWork Venture Limited

Finance and Accounting Manual

A consultant to create a financial and accounting manual for the WomenWork Network

WomenWork Venture Limited is hereby inviting qualified consultants/firms to submit proposals to create a financial and accounting policy and procedural manual.

1. INTRODUCTION AND BACKGROUND

[WomenWork Network](#) is a Kenyan technology-driven company with the pan-African ambition that's focused on the advancement of African women entrepreneurs through digital peer-to-peer communities, knowledge enhancement and access to capital to improve their chances of success. WomenWork has over 4,000 members, has trained over 2,000 women through 50 business learning sessions (online and in person) and has attracted strategic partnerships including Facebook and Mastercard Foundation.

WomenWork is looking for a financial management expert to review, revise and update our Financial & Accounting Policy and Procedure Manual. The expert will have a degree in accounting, finance, or a related field and will have a recognised accountancy qualification.

WomenWork, herein referred to as the "Client," seeks to recruit a corporate Financial Management Expert, herein referred to as the "Consultant" who will be responsible for revising and updating our Financial & Accounting Policy and Procedure Manual.

2. OBJECTIVES AND SCOPE OF WORK

The objective of this consultancy is to support the WomenWork Network in strengthening the development and implementation of the Financial and Accounting processes and reporting framework by revising and modernizing the current policy to ensure alignment with relevant international accounting standards, and reflect current best practices.

Below is a breakdown of the scope of work:

- 2.1. Undertake a comprehensive review of existing processes, policies and other sectoral Financial and Accounting literature/documents and
- 2.2. Assess and align the Financial and Accounting Policy and Procedure Manual with best practices related to Financial and Accounting procedures and reporting standards.
- 2.3. Liaise with the WomenWork's relevant staff to identify specific gaps and barriers in existing policies and procedures;

- 2.4. Compare and contrast best practice with the WomenWork operations and provide substantive contribution/comments on improvements that will align with the expectations and requirements of WomenWork and its Partners
- 2.5. Conduct a review of all forms that are relevant or directly linked to the financial process to bring in line with identified changes where necessary

3. KEY DELIVERABLES

- 3.1. Inception Report, that initial review of the existing relevant financial documents and a detail approach and work plan for the execution of the assignment;
- 3.2. Draft Financial and Accounting Policy and Procedure Manual, that aligns to the needs and standards of WomenWork Network;
- 3.3. Presentation of the Draft Financial and Accounting Policy and Procedure Manual to the relevant program managers and the Co-founders;
- 3.4. Delivery of training to WomenWork relevant Staff on the final draft of the Financial and Accounting Policy and Procedure Manual;
- 3.5. Final Financial & Accounting Policy and Procedure Manual, that must incorporate feedback received from WomenWork Network and any other update that would be viewed as necessary..

4. DELIVERABLE DATES (Estimate)

- 4.1. The client estimates the following timelines:

Deliverable	Due Dates
1. Inception report	10 days after the signature of the contract
2. Draft Financial and Accounting Policy and Procedure Manual	3 weeks after the signature of the contract
3. Presentation of Financial & Accounting Policy and Procedure Manual	5 weeks after the signature of the contract
4. Training on Financial & Accounting Policy and Procedure Manual	6 weeks after the signature of the contract
5. Final Financial & Accounting Policy and Procedure Manual	8 weeks after the signature of the contract

5. CONSULTANCY DURATION

- 5.1. The duration of the assignment will be guided by the consultant/firm. The client estimates a timelines of 8 weeks

6. REPORTING LINES

- 6.1. Working closely with the relevant program managers, the Consultant/Firm will report to the Co-Founders

7. BACKGROUND MATERIALS/DOCUMENTS

- 7.1. Upon signing an agreement, the consultant will get access to all relevant information material as needed.

8. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Bachelor's degree in Finance, Business Management, Economics, or related field.
- Additional certification (e.g. CFP or CFA) is a plus;
- At least 3 years of experience in providing advisory services across a range of services in the area of financial management including design, development and implementation of financial management manuals, etc
- Demonstrated knowledge of government regulations in countries of work, donor requirements and regulations would be an added advantage.
- The ability to analyze financial data;

Interested consultants/firms are invited to submit a resume/CV, a cover letter, and where possible, a pitch for this position, including expected fees to admin@womenworknetwork.com by **Wednesday, 14th April 2021**. The **Subject of the email must read** "Consultancy to develop WomenWork Networks Financial and Accounting policy and procedural manual."

Please note: The selected candidate must be available to start as soon as possible.

We thank all applicants for their interest in working with us. Due to the volume of applications, only shortlisted candidates will be contacted.

For more information on the WomenWork Network, please visit <https://womenwork.co.ke/>