



EXPRESSION OF INTEREST FOR MTI-UGANDA FINANCE POLICY SUPPORT CONSULTANCY

BACKGROUND:

Medical Teams International has operated in Uganda since 2004 as a faith-based international NGO headquartered in USA with operations in seven (7) other countries. Medical Teams International receives funding from institutional funders such as UNHCR, ECHO, WFP, UNICEF and PRM, additional funding comes from private donations.

Our programs provide life-saving medical care for people in crisis, such as survivors of natural disasters and refugees. Medical Teams International focuses on health and medical sectors, working within communities and with local health partners. Medical Teams International operates in two contexts:

1. Sudden onset emergencies such as hurricanes and earthquakes.
2. Protracted emergencies such as forced displacement of people or post-conflict/disaster areas.

Medical Teams International offers three types of services in these contexts:

1. Direct Health Services (DHS) – medical care for refugees and US based mobile dental care.
2. Health Systems Strengthening (HSS) – capacity building and strengthening the quality and delivery of services, improving logistics and providing supplies.
3. Community System Strengthening (CSS) – empowering communities and training community health workers and volunteers, building community-based demand for services.

Consultancy Assignment:

MTI Uganda is updating its finance policies and forms that guide daily work. Sound offline and online processes need to be documented. The goal is to have clear guidance for MTI Uganda Finance staff for the daily accounting management both at its Kampala office and field level. This will include a review of the monthly closure process including recommendations for improving accuracy and timeliness of month closure as well as a review of the documentation submitted to HQ. At the same time, MTI Uganda endeavors to reduce cash transactions.

MTI is looking for an individual consultant on a three-month, full-time basis as per the activities on the net page below:

Interested consultants can obtain a copy of the detailed TOR by writing to: Esau Mujuni, emujuni@medicalteams.org

Detailed proposals including the methodology, work plan, proposed fees and evidence of relevant experience should be submitted either in hard copy addressed to Mujuni Esau at our Country Office on Plot 65 Katalima Road, Naguru or by mail on the above email. Deadline for submission is Friday 14th August, 2020, 3pm

SPECIFIC ACTIVITIES:

- Review all financial processes such as cash management, transaction management, budgeting, recording keeping, advances, allocation of shared costs, payroll, and Balance sheet type activities to ensure adequate internal controls. Document any gaps or weaknesses and provide recommendations to strengthen the processes.
- Develop written Standard Operating Procedures (SOP) (cash management, transaction management, budgeting, record keeping, advances, allocation of shared costs, income/donations, write-off, end of year closure, standard forms), including workflow documentation in Unit4.
- Review the finance team structure including each position's role and responsibilities to ensure the structure itself promotes strong internal controls and each position has clear roles and responsibilities. Provide recommendations.
- Develop guidance for hard and softy copy filing of financial documents for easy retrieval and archiving purposes. Include the guidance in the Standard Operating Procedures (SOP)
- Develop guidance to streamline financial month closure (advances review, timely posting and review, automated bank reconciliation, financial month closure workflow in Unit4, templates and storage of documents shared with to HQ). Include the guidance in the Standard Operating Procedures. (SOP).
- Determine ageing analysis of all balance sheet items that need reconciliation. (For Example: Taxes payable, Accrued Payroll, etc. Include ageing and reconciliation guidelines in the Standard Operating Procedures (SOP).
- Develop a strategy to reduce cash transactions for MTI Uganda

DELIVERABLES:

- Draft Standard Operating Procedure (SOP) manual that includes guidance on month-end closing, filing of documents, and balance sheet items.
- Recommendations on Finance Structure, including roles and responsibilities
- Work Plan for the strategy to reduce cash transactions for MIT Uganda operations.