

TERMS OF REFERENCE

Consultant: Donor reporting and financial support

1. Background

The International Planned Parenthood Federation (IPPF) provides health services and champions sexual and reproductive health and rights for all, especially the under-served.

The International Planned Parenthood Federation European Network (IPPF EN) is one of the IPPF's six regional networks.

IPPF EN cares for all women, men, children, and young people across Europe and recognizes their right to lead safe and dignified reproductive lives, free from harm and discrimination.

We work in over 30 countries across Europe and Central Asia to empower everyone, especially the most socially excluded, to live with dignity and to have access to sexual and reproductive health and rights.

To reinforce its finance unit, IPPF EN requires technical financial expertise to participate in the financial management of projects financed by private donor and/or public institutions (hereafter "restricted projects") and to strengthen the IPPF EN finance unit.

2. Purpose, Responsibilities and Tasks

Purpose

The purpose of this assignment is to provide technical financial expertise to the IPPF EN Finance team. This consultancy will be managed by the Head of Finance & Operations.

The objectives of the assignment are:

- a. Financial management of projects financed by private donor and/or public Institutions (restricted projects)
- b. Financial verification and follow-up
- c. Provide support to the Head of Finance & Operations on internal reporting and any other related financial tasks as needed

Responsibilities and Tasks

- A. Financial management of projects financed by private donor and/or public Institutions (restricted projects)

In close collaboration with the Project Coordinator and under the supervision of the Head of Finance & Operations, provide support on the financial management of restricted projects:

- a. Collaborate on the development of funding proposals making certain that cost recovery and financial clauses meet IPPF's financial practices
- b. Oversee project financial management and reporting systems to manage financial donor compliance and project spend against budgets, ensuring quarterly re-forecast in cooperation with Project Managers
- c. Produce comparison budget vs actuals at Consortium, MAs and Partners level

- d. Collect, prepare and analyse project reports in order to meet internal and external submission deadlines and receive donor payments
 - e. Liaising with IPPF Member Associations and collaborative partners on the financial management of sub-grants awarded to them
 - f. Oversee project financial controls in line with donor compliance management, escalating lack of adherence/risks to the Head of Finance & Operations
 - g. Review all Member Association and partner funding agreements to make certain donor financial clauses are included
 - h. Prepare sub-awards disbursement and follow-up payment confirmation from partners
 - i. Contribute to the development and updates of internal financial guidelines on the use of restricted funding, in accordance with donor requirements in order to provide supporting tool for MAs
- B. Financial verification & follow-up**
- a. Checks, corrects and maintain a variety of financial and other business records and documents:
 - Ensure all supporting documentation are available and in compliance with purchase order before payment, as per donor & organisational internal financial rules
 - Check travel expenses and supported authorisation in accordance with internal travel guide
 - b. Follow-up internally to ensure conformity of financial documentation
- C. Internal reporting and other related financial and accounting tasks**
- a. In collaboration with the IPPF EN Finance team members, perform monthly closure tasks, monthly internal reporting, comparison “actuals vs budget”, monthly, quarterly and annual reporting to the Secretariat, quarterly budget revision etc...
 - b. Engagement on the preparation and execution of external and internal audit
- D. Any other financial tasks as required for the good functioning of the overall IPPF EN financial services**

Deliverables: it is expected a daily time contribution (Monday to Friday) to deliver the above tasks.

3. Timeline and Contract Requirements

- Contract Duration: 12 months
- Expected Time engagement for this assignment: 40 hours per week, corresponding to 1 Full Time Equivalent position.
- Excepted Working Daily Time: Monday to Friday between 8:00am and 19:00pm, CEST Time, average 8 hours/day.
- Remote or hybrid working

The contractor will be paid on a monthly basis based on the number of worked days, upon submission of a timesheet.

Commencement date: as soon as possible

4. Contractor Requirements

- Strong financial analysis experience (min. 5 years)
- Experience in donor budget preparation and reporting
- Experience in working with multiple exchange rates
- Excellent command of Excel, including macro
- Highly computer literate
- Fluency in English
- Strong attention to detail
- Excellent interpersonal and verbal communication skills
- Ability to work independently and as part of a team
- Ability to work under pressure and to meet deadlines
- Ability to work on own initiative
- Experience working on a multicultural environment
- Experience on being supervised remotely is an advantage
- Experience to serve offices located in Europe is an advantage
- Knowledge and experience on using an ERP (NetSuite/Oracle) is a strong asset
- Adhere to the IPPF values
- Adhere to the safeguarding reporting and monitoring requirements of this role

5. How to apply

To apply, please submit the following:

- CV
- A cover letter that directly addresses the TOR
- Fees / daily rate (all taxes included)
- Availability

References of other client or previous employers might be requested before awarding the contract.

Please send the application to Head of Finance & Operations, Luisa Tantucci

(ltantucci@ippfen.org).

Deadline for Submission: Wednesday 22nd June 2022, 23:00 CEST TIME