

CALL FOR FINANCIAL CAPACITY DEVELOPMENT CONSULTANCY

I. Summary of Consultancy

Project Title	Civil Society Strengthening Support for LGBTQ+: “Empowering the LGBTQ community in Myanmar - Amplifying CSOs' Resilience and Impact”
Area coverage	Myanmar
Position	Consultant for Financial Capacity Development
Duration of Consultancy	15 th June to 30 th Sept,2024 (Workplan and working days to be included in the proposal. Working days should not be more than 30 days)
Location	Online
Application closing date	31 May, 2024
How to apply	Apply together with 1) Cover letter explaining why you would be a good fit for this consultancy 2) CV detailing relevant experience and qualifications (Please include CV of the team leader and critical team members if the application is made by consultancy firm) 3) Technical proposal including workplan for the Scope of Work 4) Contact details for two relevant references Proposals should be sent to comms.qed@gmail.com ; and subject line should mention “Proposal for Financial Capacity Development Consultancy”

II. Objective

The consultancy's objective is to strengthen the financial capacity of the grantee CSOs, enhancing their organizational capacity to initiate and lead locally led interventions. The participating CSOs are expected to be well-equipped with strong financial policy, procedures and capacity to manage subgrants.

III. Scope of Work

1. The consultant/consultancy firm shall work closely with the Project Team and Finance team for designing and facilitating financial capacity development trainings and workshops with the CSOs.
2. The consultant shall be responsible for leading the Development and Review of Financial policy, procedures, forms and formats of five CSOs.
3. Coordination with CSOs will be provided by the Project team and the consultant is responsible for all technical initiatives including but not limited to training design, materials, policy drafting, policy review, development of forms and formats, internal control systems
4. The consultant will have access to the documents concerning the financial capacity of the CSOs through Baseline assessment and Organizational Capacity Assessment (OCA) for desk review.

IV. Approaches and Methodologies

1. The consultant shall consider financial capacity development activities based on the observations of OCA and Baseline assessment.
2. Online meetings, workshops, FGD or KII shall be defined by the consultant for the policy and procedure development for the CSOs.

V. Project Goal and Outcome

1. Goal: To strengthen LGBTIQ and LBQ CSOs to manage granted projects dedicated to addressing the specific needs of their communities.
2. Outcome: *The capacitated LGBTQ+ CSOs have successfully delivered locally led SOGIE and Gender Inclusive sub grants achieving SOGIE inclusive humanitarian assistance in Myanmar and border areas.* This outcome focuses on the strengthening and capacity building of 12 LGBTQ+ CSOs and groups formed with the support of The LinQ Foundation. These selected LGBTQ+ CSOs will receive training, technical support and mentoring to be better equipped to identify needs and deliver services addressing them in their communities.

VI. Timeline

The consultancy should commence on 15th June, 2024 and the planned activities should be completed by 30th Sept,2024 including reporting. The total working days should be included in the Technical Proposal by not more than 30 days.

VII. Budget

1. The total budget for the consultancy fee should be included in the proposal
2. Communication costs/ Internet costs for the consultant or consultant team should be included in the proposed budget
3. Communication costs/ Internet costs for the activities participants will be managed by the project team.
4. Travel and or Accommodation costs are not illegible as the assignment takes place online

VIII. Expected Deliverables

1. Workplan and Activity report for the capacity development initiatives regarding financial management
2. Workplan for the Financial policy development and review
3. Tailor-made Financial policies and related templates for the five CSOs

IX. Qualification and Experience

- Individual or Organizational proposals are eligible
- Strong work experience in financial management and operations, financial capacity development, financial policy making
- Experiences in Procurement policy and operations are favorable
- Proven financial management and financial capacity development skills
- Solid background in Finance, Procurement and Accounting
- Cooperative and flexible to work together with diverse community organizations
- Fluent in Burmese and able to communicate in English in both written and oral
- Tolerance to engage with diverse communities