**Terms of Reference (ToR) for Project-Based Financial Consultant**

**Position Title:** Financial consultant for CAMP Alatoo Public Foundation

**Location:** Bishkek, Kyrgyzstan

**Contract Type:** Project-Based

**Start Date:** October, 2024

**Background**

Public Foundation "CAMP Alatoo" is a non-profit organization working in sustainable management of natural resources, environmental protection and the support of local communities in Kyrgyzstan.

Our key areas of work include implementing educational and awareness programs, improving sustainable natural resource management practices, wildlife conservation, developing eco-tourism and promoting socio-economic development in the regions. We collaborate with international donors, government and private partners, as well as local communities to implement sustainable measures aimed at wildlife conservation and sustainablel use of natural resources.

CAMP Alatoo develops methodologies for sustainable natural resource management, conducts trainings, seminars, provides technical support for environmental initiatives, and actively fosters the participation of local mountain communities in environmental and social projects.

For more detailed information about the organization, visit our website: <https://www.camp.kg/>

**1. Objective of the Assignment**

CAMP Alatoo Public Foundation is seeking a skilled Financial Consultant to develop financial mechanisms for revolving fund management and implementation of small grant program that support community-driven initiatives. The consultant will also manage all related financial operations, ensuring compliance with donor regulations, national accounting standards, and project-specific financial management requirements.

**2. Scope of Work**

The Financial Manager will be responsible for:

**2.1 Financial Planning and Budgeting**

* Develop and manage the project’s budget in collaboration with the Project Coordinator and the project team.
* Monitor the financial status of the project and provide regular updates to the Project Coordinator.
* Prepare budget forecasts and re-forecasts as needed.

**2.2 Financial Reporting**

* Prepare accurate financial reports in accordance with donor and organizational requirements.
* Ensure timely submission of financial reports to the donor and relevant stakeholders.
* Reconcile project expenditures with the budget on a monthly basis.

**2.3 Accounting and Record-Keeping**

* Maintain accurate and up-to-date accounting records for the project.
* Ensure all financial transactions are properly recorded, classified, and coded according to the project’s chart of accounts.
* Oversee the management of cash flow, including cash forecasting, disbursement, and bank reconciliations.
* Assist to an accountant in making payments for the project’s expenditures

**2.4 Compliance and Audit**

* Ensure compliance with donor regulations, national financial laws, and the organization’s financial policies.
* Assist with internal and external audits, including preparing required documentation and implementing audit recommendations.

**2.5 Procurement and Contracts Management**

* Review and verify financial aspects of contracts, agreements, and procurement documents.
* Ensure procurement procedures comply with donor and organizational policies.

**2.6 Development of Financial Mechanisms and Policies**

* Design and develop financial mechanisms that support the project's sustainability, such as revolving funds, micro-finance schemes, or cost-recovery models:

a. Organize the issuance of interest-free loans to borrowers based on loan agreements and project applications, either in a pre-designed or free format, submitted by households or partner communities in collaboration with CAMP Alatoo.

b. Conduct negotiations with borrowers, provide payment reminders, and offer consultations on payment schedules, addressing any issues that may arise.

c. Regularly monitor outstanding debts and the financial situation of borrowers, applying penalties according to loan agreements in case of late payments.

d. Maintain clear records of loan repayments, delinquencies, and outstanding balances, and prepare regular reports for management or the fund’s founders.

* Collaborate with stakeholders to identify and implement innovative financing solutions tailored to the project’s objectives.
* Evaluate the effectiveness of financial mechanisms and make recommendations for improvements or scaling.
* Develop and implement financial/administrative policies that align with the project’s goals and ensure compliance with donor regulations, organizational standards, and national legal requirements.

**2.7 Small Grant Provisions Development and Management**

* Develop and manage a small grants program within the project, ensuring it aligns with the project’s goals and donor requirements.
* Establish criteria for grant selection, evaluate proposals, and oversee the disbursement of funds.
* Monitor the use of grant funds and ensure grantees comply with financial reporting and project objectives.
* Provide capacity building and support to grant recipients to ensure successful implementation of funded activities.

**2.8 Capacity Building**

* Provide training and support to project staff on financial management and compliance issues.
* Assist in developing and improving financial systems and processes for the project.

**2.9 Risk Management**

* Design a project-specific risk management system and integrate it with the broader organizational risk management framework.
* Identify, assess, and mitigate risks throughout the project lifecycle, ensuring alignment with the organization's overall risk management strategies.
* Implement controls to minimize financial risks.

**3. Qualifications and Experience**

* A degree in Finance, Accounting, or a related field.
* At least 2 years of experience in financial management, preferably in the context of development projects.
* Knowledge of donor regulations and financial reporting requirements will be an advantage.
* Experience in designing and implementing financial mechanisms including small grant programs, revolving fund will be an adavantage.
* Strong communication and interpersonal skills.
* Ability to work under pressure and meet deadlines.
* Profficient English skills for preparing financial reports, communicating with international stakeholders, and understanding donor requirements.

**4. Deliverables**

* Monthly financial reports.
* Budget forecasts and re-forecasts.
* Audit reports and compliance checks.
* A comprehensive report on developed financial mechanisms, including implementation plans and recommendations.
* Revolving fund management guidelines.
* Small grants program guidelines, evaluation reports, and monitoring updates.
* Risk management system guidelines.

**5. Duration and Conditions**

* Financial Consultant will be hired for the duration of the project, with a possibility of extension based on performance and funding availability.
* Position requires travel to project sites within the country.
* Compensation will be competitive and commensurate with experience and qualifications.

**6. Application Process**

Interested candidates should submit the following information to [zakupki@camp.kg](mailto:zakupki@camp.kg) with a copy to murat@camp.kg and aliya@camp.kg. Please use the subject line: **"Financial Consultant for CAMP Alatoo."**

\*Commercial proposal (including price list for services provided);

\* Applicant's CV;

\*Copy of diploma or relevant certificate(s);

\* Recommendation letters.

The deadline for submitting applications is October 7, 2024, by 4:00 PM (Bishkek time).

Shortlisted candidates will be invited for interviews following the application review.