

## **TOR for the study on**

### **Identifying the stoppers for a cleaner Financial Statement and removing the process bottlenecks**

#### **Introduction**

Finance function of SCiBD has undertaken Continuous Improvement (CI) plan to ensure an effective and efficient financial management system. To accomplish that, we need to have much better financial control & compliance. One of the ways to address this is to improve the quality accounting process and financial reporting, which of course, is highly dependent on purity of accounting/financial data. Therefore this exercise will largely focus on data authenticity and accuracy and accounting process efficiency.

#### **Objective:**

Main objectives of the study are to: i. identify areas/issues that are causing accounting/financial data inaccuracy and data management inefficiency; ii. Identify underlying reasons for such inaccuracy and inefficiency; iii. Recommend an action plan and roadmap for Accounting/Finance Information improvement initiative.

#### **Scope of Work:**

The scope of work will include but not limited to:

- Reviewing the consistency and coherence in interpretation and implementation of financial policy
- Reviewing the level of awareness and current practices in budget/expenditure coding (with special focus to Project code, Donor Expenditure Analysis codes etc) at all levels
- Reviewing the payment process, type of related errors and process bottlenecks, if any
- Reviewing the pre and post approval/payment related errors
- Reviewing inefficient efforts in booking payments, i.e whether we can do more in getting the right coding/info at the first pace
- Reviewing the process efficiency and accuracy related to effort reporting
- Reviewing the accounting preparedness/readiness to deal with award kick off and close out
- Reviewing the transactions narratives and their effectiveness
- Reviewing the re-classification process and current practices and their accuracy and efficiencies
- identifying requirements on reporting which are not met by the current coding structure
- list of issues faced with the current coding used for themes and subthemes

#### **Output:**

- A formal presentation to the finance and award departments based on the study findings
- A formal report showing the following:
  1. Current areas of inaccuracy and inefficiencies in accounting/financial information process and generation which are contributing towards unclear and misleading outputs (reports, Financial statements etc).
  2. Recommendation to ensure authenticity, accuracy and efficiency in processing and generating accounting/financial information with indication of immediate, mid and long term interventions.

**Time-frame:**

Activities	Timeline
Signing of the Contract	30 April,2015
Submission of draft report and salient features of the presentation	20 May,2015
Collate the feedback of Finance and award departments on the draft and presentation features	26 May,2015
Conduct the presentation to Finance and Awards leadership teams	02 June, 2015
Collate the feedback received during the presentation, to the extent possible and issue the final report	08 June,2015

**Key Contract**

Sanjoy Chakraborty-Manager Financial Performance & Standards will be the focal person for this study.

**Reporting**

The Consultant will report to Shoaib Siddiqui, Director-Finance & Support Services.

**Key Stakeholders for Consultation:**

CO Payables and Cash Teams, CO FMS team, Field Office Finance OICs, CO Award staff, PSOs, Key staff of P&SC, Admin, ICT and HR.

**Eligibility of Consultant:** The lead consultant must be a qualified professional accountant (e.g. CA/ACCA/CIMA). S/he should have prior experience in financial/accounting system review of similar type of organization i.e. INGO/NGO. The ideal consultant should have exposure to automation or very good understanding of business process improvement through automation. Overseas qualification or experience or exposure to advanced system and processes is added advantage.

## Technical and Financial Proposal evaluation criteria

### Technical Evaluation Criteria

Sl.	Criteria	Assigned Score
i	Demonstrate understanding of objectives and completeness of the assignment	10
ii	Methodology and implementation plan a. Details methodology proposed for the assignment (10) b. Details implementation plan indicating time frame (10)	20
iii	Proposed Team  <ul style="list-style-type: none"> <li>Detailed description of the team composition including their position and expertise and CVs' of team leader and team members (not more than 3 page per CV)</li> </ul> <p>The lead consultant must be a qualified professional accountant (e.g. CA/ACCA/CIMA). S/he should have prior experience in financial/accounting system review of similar type of organization i.e. INGO/NGO. The ideal consultant should have exposure to automation or very good understanding of business process improvement through automation. Overseas qualification or experience or exposure to advanced system and processes is added advantage.</p>	50
iv	Organization  a. Profile of the firm and experience in similar assignment in similar organisations in last 5-years (10) b. Copy of contracts/appreciation letters in support of accomplishments of similar assignments (10)	20
<b>Total Points: 100 (Pass Marks 65 Points )</b>		

Evaluation criteria for Financial review		Assigned Score	Justification/ remarks
I.	Financial Proposal Reflects Applicant's realistic financial estimation based on experience and volume of work	30	

Technical Proposal	Financial Proposal	Technical pass Marks
70%	30%	65