



FOUNDATION FOR HUMAN RIGHTS INITIATIVE (FHRI)



Terms of Reference for Finance Training of non Finance Managers

Introduction and Background

The Foundation for Human Rights Initiative (FHRI) is an independent, non-partisan and non-profit human rights organization. The main aim of the organization is to promote and protect internationally recognized human rights norms and standards in Uganda. The organization specializes in legal education and training, civic awareness, research, lobbying and advocacy, election observation, voter education, policy and law reform.

In 2014, the Foundation for Human Rights (FHRI) in partnership with Freedom House received a grant from the United States Agency for International Development (USAID) to implement the five-year USAID Rights and Rule of Law Program (RRL). The major beneficiaries of the program are the Judiciary, civil society and the media.

Under the auspices of FHRI, besides the component on strengthening judicial independence, the program implements institutional strengthening that sets principles, minimum standards, best practices and tools for an effective, efficient and a sustainable organization. Following the Organizational Capacity Assessment exercise conducted by AKIJUL Consultants in December 2014, FHRI adopted an Institutional Strengthening Plan (ISP) in 2015. The ISP prioritizes five thematic areas for capacity strengthening including monitoring and evaluation, fundraising and donor relations, external communications, safety and security and advocacy. The ISP guides institutional strengthening and results based planning, budgeting, program review and reporting.

RRL is organizing finance training for non-finance managers for staff members in a bid to enhance budget preparation and tracking, grants awarding and closing, audit processes, accounting procedures and policies. By this Terms of Reference (ToR), FHRI is seeking to hire a resource person who will successfully deliver the said training to realize the stated objectives stated herein.

Purpose of training

The purpose of the training is to improve financial programming of staff members to be accurately aware of how their decisions and project performance impacts the financial strength of the organization.

Training Objectives

- To understand and apply key concepts in finance.
- To provide financial knowledge necessary to make better financial decisions.

Target Beneficiaries for the Training

A total of 20 staff members will attend the training. This team mainly consists of members who directly implement programs within the organization. 1 Freedom House official will also be invited.

Resource person fees

The resource person will be paid a fee to cover four (4) days for delivering the training, two days for presentation of training materials (handouts) and two days for report writing.

Training venue and time

The training is envisaged to take place at the Human Rights House, FHRI, John Kiyongi Road, Nsambya. The training will take place from August 23-24, 2018. However, preparations by the resource person have to start early in order to have quality training.

Expected Deliverables

1. Training program for the four days with clear methodologies to be used.
2. Training materials (handouts) for participants provided at the end of the training.
3. Draft training report to be submitted to FHRI for review, two days after the training.
4. Final training and consultant report submitted to FHRI four days after the training.

Training Report

The training report will be written by the resource person and submitted to the RRL team not later than four days after the training. The report format will be determined by the resource person but should not exceed 18 pages of A4 size.

Qualifications

a) Education:

Minimum of Master's degree in Business Management and Accounting, Project Planning and Management, or any relevant course from reputable institution.

b) Experience:

- Ten years of progressively responsible experience in financial management.
- Well acquainted with development partner's program/project development and management, and budget preparation (project cycle management).

- Proven knowledge human rights programing and terrain in Uganda.
- Excellent communication, interpersonal and liaison skills.

Language Requirements: Excellent written and spoken English.

Expression of interest

Competent individuals with interest to apply, please submit the following:

- ❖ A detailed CV (should clearly show previous engagement).
- ❖ A simple technical proposal with clear methodologies.
- ❖ A draft work plan clearly indicating the time allocated.
- ❖ Financial proposal/Budget breakdown for the training.

Submit your Technical and Financial Proposal, in English via email to

Ms. Maria Kaddu, (Coordinator, Rights and Rule of Law Program) at maria_kaddu@yahoo.com, copied to Ntanzi Rosabella (Project Officer) at rosabellantanzi@ymail.com, NOT LATER THAN August 16, 2018. Please address any queries you might have to these ToRs to the RRL team by August 13, 2018.