

## Annex: TOR

# **Service of an “Individual Expert for “Financial & Procurement Manuals’ Development”**

### **1. Background**

AMAN was established in 2000 as a civil society organization that seeks to combat corruption and promote integrity, transparency, and accountability in the Palestinian society. The Coalition was first formed by an initiative from several civil society organizations working in the field of democracy, human rights and good governance. In 2006, the Coalition was accredited as a national chapter for Transparency International.

AMAN is a Palestinian think tank and a specialized body providing knowledge on corruption at the local and regional level through producing specialized reports and studies. The periodic publications include: The annual Integrity and Anti-Corruption Report, the annual Palestinian Integrity Index and the National Integrity Manual studies and reports, in addition to the Coalition's continued contributions to produce reports and studies on the status of corruption in the Arab region.

As part of the global anti-corruption movement - and of international alliances and partnerships with relevant specialized coalitions and organizations - AMAN plays a key role in the transfer and contextualization of necessary international knowledge and tools to combat corruption in all sectors.

### **2. Main Objectives of the Assignment:**

To implement the assignment of review and develop both Financial and Procurement Manuals.

### **3. Scope of Assignment:**

- Review the compliance of AMAN’s Financial Manual and develop it to implement the best accounting & financial practices in line with IFRS & applicable Palestinian law.
- Review AMAN’s Procurement Manual in compiling with the developed financial Manual.
- Make sure that committees’ role is clear and effective in a way avoiding conflict of interests.
- Review the compliance of organizational structure with AMAN and the financial policies.
- Enhance the compliance of the current procurement templates with the financial procedures.
- Enhance the compliance between the operations and procurement process.
- Enhance the internal financial control efficiency.
- Verificative the process of segregation via finance and admin department.
- Compatible AMAN’s approach with the applicable financial policies via consultancy and training services.

#### 4. Language:

- The Financial and the Procurement Manual Deliverable should be submitted in Arabic Language.

#### 5. Timeframe

AMAN shall contract the Expert to implement the assignment, taking into consideration that the deliverable will be handed as final draft by 25<sup>th</sup> May 2023.

#### 6. Deliverables

Manuals Cycle	Task No.	Task Description	Deliverables	Due Date
Manual Cycle " Financial & Procurement Manual" . 17 <sup>th</sup> April 2023- 25 <sup>th</sup> May, 2023	Task One	<u>Desk review:</u> <ul style="list-style-type: none"><li>- Meeting the Internal control committee for discussion, enhance the process of developing the manuals, understanding the assignment and time frame.</li></ul>	Submission of Methodology in line with AMAN's time frame.	17 <sup>th</sup> April,2023
	Task Two	Conducting visits to AMAN for discussions. <ul style="list-style-type: none"><li>- Meeting with the financial &amp; Administrative Manager to review &amp; discuss the current financial and Procurement Manuals and discuss the action methodology.</li></ul>		18 <sup>th</sup> April-14 <sup>th</sup> May 2023
	Task Three	Drafting the 1 <sup>st</sup> draft of the financial and Procurement manual <a href="#">in one booklet</a> .	"Draft the Manual "Booklet"	20 <sup>th</sup> May, 2023
	Task Four	Drafting the final Manual.	"Exit Conference meeting" to discuss the output with the internal control committee.	25 <sup>th</sup> May,2023

#### 7. Minimum Qualifications Required:

The expert should have the following minimum requirements:

- 4+ years proven working experience as a financial expert in business development and establishment of financial and procurement policies.
- A bachelor's degree in a field of accounting, other advanced certifications is a plus.

- Proven knowledge of NGOs procedures, law, rules and regulations.
- High attention to details and excellent analytical skills.
- An advanced computer skills on MS office, accounting software, and database.
- Excellent writing skills in both English and Arabic.

## 8. Other Terms / Conditions

- Remuneration: The expert will be remunerated due to multi cycle deliverables and according to the input justified through the reports.
- **The outputs of the assignment will be considered “deliverables” upon the approval of AMAN.**
- There will be **NO** extra compensation for any extra efforts than the demanded ones.
- The expert should submit the “Financial Offer” (signed).
- Applied financial cost should be in USD currency including income tax according to the law of Palestinian authority.
- The assignment referral will be based on a technical and financial evaluation.
- A personal resume to be submitted highlighting the requested technical experience and qualifications.