



TERMS OF REFERENCE (TOR)

About Hope Revival Organization (HRO)	<p>Hope Revival Organization (HRO) / Umudu Canlandırma derneği (UCD) is a humanitarian, advocacy, non-profit organization dedicated to working with communities in order to overcome experiencing difficulty coping. HRO's main priorities are aimed at improving access and availability of evidence-based, high quality and culturally sensitive mental health services and psychosocial support for populations affected by conflict and crisis in order to build sustainable local capacities and provide comprehensive, integrated and community-based mental health services and psychosocial support activities that promote the resilience and overall wellbeing of vulnerable refugees, internally displaced people and host populations. We work on involving women, youth and people with disabilities in economic, social and civil activities in order to limit marginalization, violence and empower them by raising awareness for their rights. HRO focuses on community care by creating safe environments through increasing quality of life, mitigating violence, opposing marginalization, and striving to eliminate poverty.</p>			
Objective	<p>This consultancy shall review and modify Hope Revival Organization's operational policies and procedures to ensure the organization's compliance with the standards and requirements of the international NGOs and institutional donors in addition to writing SOPs. This would be followed by staff training on the use of revised policies and procedures. As well as suggesting the required structure for that financial department.</p>			
Scope of Service (including mission and goal):	<p>This consultancy will cover the policies of logistics, asset management, financial (inc. budgeting and allocation), internal control, accounting (inc. chart of accounts), and grants financial management.</p>			
Ref. NO:	TO-0053	Duration	60 days between September 1st and October 30th 2023	
Title	Finance and Supply Chain Consultant	Location (Remotely or physically)	Physically	
Service Details	<p>Task/Outputs</p> <p>IV-Technical proposal: In accordance with the TOR, the achievement of this consultancy's objectives will be through the following: 1. Desk review of the existing policies, procedures, forms and structure. 2. Comparative analysis of the documents mentioned in item 1 against the FCDO, ECHO, & USAID rules, regulations and compliances of the noted variances and suggestion of the resolutions to eliminate them. 3. Present the suggested revisions of the policy to Hope Revival Organization management for review and approval. 4. Present the suggested revisions of the chart of account to Hope Revival Organization management for review and approval. 5. Develop a Compliance Guideline. 6. Discussions on the implementation of the above-mentioned documents and identification of implementation variances and analysis of their reasons. This includes training (onsite and/or online sessions). 7. Discussions on the best structure that fits the capacity and needs of Hope Revival Organization to implement the new policies and procedures. 8. Conduct Orientation sessions for all Hope Revival Organization staff on the modified/developed policies and procedures. 9. Support Hope Revival Organization in developing the annual master organizational budget.</p> <p>V-Deliverables required: 1. Modified policies and SOPs of Finance (inc. budgeting, allocation and Chart of Account), logistics and Asset management and with a set of tools for compliance. 2. Developed Compliance manual. 3. Developed annual master organizational budget. 4. Training report on the training conducted for HRO staff in these documents.</p> <p>VI-Duration of the consultancy: The assignment will take approximately 60 days between September 1st and October 30th 2023 including the presence of the consultants at the Hope Revival Organization office.</p> <p>VII-Responsibilities: The consultant will be responsible for the transportation, accommodation and other costs of him/herself. Hope Revival Organization will only cover the fees for the consultancy.</p>	Estimated Duration for full service delivery (day/month/year)	Target due date	Payment schedule in proportion to the percentage of completion for each output
		Full service Package	To 31 Oct 2023	
Total (from 100%) including taxes				
Minimum Qualifications of the Individual Contractor				
Qualification	Education: University qualification (master's degree is preferred) in the field of finance, or any relevant field.			
Professional Experience	<p>VIII-Language of the consultancy: The above consultancy should be provided in Arabic and procedures might be translated to English. IX-The competencies and skills required for the consultant: 1. Experience in Finance Management and Compliance in the humanitarian sector for more than 10 years. 2. Experience in working with institutional donors: USAID, ECHO, FCDO, etc. 3. Experience in similar consultancies. 4. Strong coordinating, facilitation and training skills. 5. Analytical thinking and reporting skills.</p>			
Other Competencies	<ul style="list-style-type: none"> Time management (in managing deliverables); Team management; Professionalism, courtesy, patience; Outstanding inter-cultural communication, networking and coordination skills 			
Language Requirement	Arabic is essential and English proficiency is required			
Supported Document (identified by service requester)	<p>Copy of CV, ID, Copy of Certificates, Proof of previous experience, and reference letters. Deliverables (Policies, SOPs, Guidelines, Manuals). Services completion report and Invoice.</p>			
.Criteria for Evaluation of Level of Technical Compliance of Individual Contractor				
Evaluation Criteria			Obtainable Score	
1	Total Price/السعر الإجمالي		40%	
2	Certificates of experience related to the requested service/شهادات الخبرة المرتبطة بالخدمة المطلوبة		25%	
3	Certificates of academic qualifications related to the requested service/شهادات المؤهلات العلمية المرتبطة بالخدمة المطلوبة		25%	
4	Previous contracts with HRO or with other parties to provide similar services/العقود السابقة مع منظمة احياء الامل أو مع جهات أخرى لتقديم خدمات مماثلة		10%	
Total (out of 100%)			100%	
<p>Applicants must fill the questionnaire based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the individual provider's duty station) and any other applicable cost to be incurred by the service provider in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs. Note: Only in the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be paid from the service provider.</p>				
How to Apply:				
<p>• Hope Revival has a zero-tolerance regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. HRO also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles</p> <p>• Hope Revival is an Equal Opportunity Employer. Hope Revival considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.</p> <p>• If you are interested to contract with HRO you should fill the following link: https://forms.gle/PBQDvzqe9Aq7 no later than 14/08/2023 (Turkey Time) clearly stating the title of service applied for and the reference number (Ref No TO-0053). Any offers received after this date/time will not be accepted. Service providers wishing to contract with the Hope Revival organization must submit the following documents at the minimum: 1-A copy of the company's license - for service providers in Turkey 2- A copy of the tax number of the company or the service provider - for service providers in Turkey 3- A copy of some of the previous contracts executed by the company or by the service provider - for service providers in Syria and Turkey 4- A copy of the recommendation letters for the institutions / organizations / companies or previously contracted parties - for service providers in Syria and Turkey 5- A copy of the ID card (except if the contractor is a company) - for service providers in Syria and Turkey 6-A copy of the bank account - for service providers in Syria (PTT account) and Turkey. 7- Any other documents that can support the information presented above is considered an added value for evaluating the provider's service 8-Signed CV including names of at least 3 referees including contact information and cover letter in ENGLISH describing your reasons for applying and relevant qualifications</p> <p>• Hope Revival thank all applicants; however, kindly be informed that only winner provider will be contacted.</p>				
Human Resource Management		Form No	SR-01	