



TAITA TAVETA
WILDLIFE
CONSERVANCIES
ASSOCIATION

TERMS OF REFERENCE (TOR) FOR CONSULTANCY TO REVIEW TTWCA FINANCIAL POLICY

1. Background

The Taita Taveta Wildlife Conservancies Association (TTWCA) is a registered society in the republic of Kenya under the registration certificate number R.41857.TTWCA is an umbrella organization that is a constellation of 33 conservancies located within the Tsavo landscape, mandated to support the development of wildlife conservancies, and coordinate sustainable management and utilization of natural resources through conservation to improve livelihoods.

TTWCA envisions building a robust institution to provide effective and efficient services to her membership and community through reviewing its financial policy.

2. Objectives

The objective of this consultancy is to provide technical support in the review of the financial policy. The selected consultant(s) will be mandated to review and update the policy to provide for the following provisions by developing:

- asset disposal Procedure
- An internal control manual
- Guidelines/ procedures for managing financial documentation.
- A system for regular reviews of financial reports by relevant management staff.
- A financial internal audit system.
- Cost-share policy and procedures.

3. Scope of work

Based on the above description of the overview and objectives, TTWCA seeks to engage a competent consultant to,

- Submit a technical proposal for the assignment.

- Take part in meetings and/or introductory orientation sessions organized by the consultant for the execution of this assignment.
- Prepare an inception report and complete a desk review assessment.
- Prepare and submit the draft financial policy and share it with the TTWCA team.
- Validation of the policy
- Submission of Final policy and report

4. Expected deliverables.

The consultant(s) is expected to prepare and submit the following,

- Work plan indicating when each task will be completed.
- Inception report after signing the contract agreement.
- Draft of the reviewed financial policy after the approval of the inception report
- Final policy after the validation.

5. Time frame

The assignment will take approximately 30 days upon the award.

6. Qualifications

Essential

- Excellent report writing skills, spoken and written English.
- Professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with TTWCA and even after the contract ends.
- Commitment to meeting deadlines.

Desirable

- At least six years of financial management experience within the Conservation sector
- Depth of understanding in Policy Development and exposure to donor funds management
- Has successfully delivered on the design & roll-out of financial policies, designing frameworks and reporting templates, facilitating capacity-building sessions to communicate policies.

7. Requirements

The proposal/application must outline the experience, capacity, and capability to undertake the scope of work within a specified time frame. Submissions should include a clear and consistent approach to this work, supported by a project plan indicating the key activities, milestones, and deliverables.

In addition to providing the proposed approach and activities to be undertaken, the consultant should also provide,

- Detailed Curriculum vitae/ profile of the consultant
- A breakdown of proposed costs
- Other supporting information as deemed to be relevant to the ToR.

8. Application procedure

Interested and qualified candidates should submit their Statement of Intent (SOI) by **3rd February 2023** that clearly addresses their background, experience, and how they intend to meet the requirements to:

Email: jobs@ttwcakenya.com CC: info@ttwcakenya.com

Or Hard copies addressed to:

Taita Taveta Wildlife Conservation Association (TTWCA)

P.O Box 26 – 80300, Voi

Contacts: 0707780438