

Thailand Program

Terms of Reference: Financial Technical Service Provider (six months with possibility of extension)

Overview: Freedom Fund is seeking a consultant to work with a small partner organisation to ensure financial compliance and improve the capacity of the organisation to implement key financial policies and procedures.

Background and Overview of the Freedom Fund

The Freedom Fund is a leader in the global movement to end modern slavery. We identify and invest in the most effective frontline efforts to eradicate modern slavery in the countries and sectors where it is most prevalent. Furthermore, partnering with visionary investors, government, anti-slavery organisations and those at risk of exploitation, we also tackle the systems that allow slavery to persist and thrive.

The Fund has selected key geographic areas known to have a high incidence of modern slavery, and where our interventions are most likely to result in a measurable reduction in slavery (known as 'hotspots'). In our hotspot programs, we invest in a range of community-based organisations to enable them to protect those at risk of slavery, rescue and rehabilitate those enslaved, and prosecute those responsible. Where relevant, we also engage government and business in order to address systemic drivers of slavery. These hotspot programs encourage cooperation between local grassroots organisations and ensure an integrated, cross-disciplinary approach.

A. Financial Systems and Controls Technical Assistance

The Freedom Fund is currently calling for proposals to provide financial technical service to and capacity building of a small grassroots organisation led by migrant workers in Thailand.

Goal: The consultant will ensure the implementation of financial policies and processes, and ensure compliance to Freedom Fund requirements. The consultant will evaluate the current financial system and address any gaps in financial policies and practices following Freedom Fund programmatic requirements; and carry out on the job training/coaching for key finance and program staff to enable them to use the financial system and policies confidently. The consultant will deliver regular progress reports and updates to Freedom Fund.

Background: In November 2021, Freedom Fund carried out financial reviews of partner organisations in Thailand. This review found that, whilst the migrant worker led organisation has a finance manual, finance policies and an accounting software, staff at this organisation are struggling to implement these policies and processes and use the software correctly. Finance staff do not properly understand the accounting software, financial entries and generating reports in relation to financial transactions and segregated accounts. Finance staff are also not confident enough to require other staff (i.e. program staff) to adhere to various policies, for example, procurement policies, cash advance policies, etc. Program and finance staff do not completely understand organisational and project specific budget planning.

The organisation has one main office, and two smaller regional offices – financial processes of the smaller offices need to be aligned with the head office. In addition, the consultant will need to work with the organisation to develop an internal control system, such as cash count, reconciliation, segregation of duties, asset registration, supporting documents, membership due collections and other control measures.

Finally, it has been identified that additional policies need to be created and put in place for the long-term financial sustainability of the organisation – such as policies to ensure proper recording and monitoring of membership dues. Whilst we would like this consultancy to help with this important task, this is not a requirement if an applicant feels that they are unable to address this above point within the timeframe, or they do not have the expertise for that specific task.

Length and format of consultancy: Freedom Fund would like a consultant that would be able to provide a minimum of **12 days** of in-person financial service and coaching per month (ideally **three days in-person per week**) to the grassroot organisation led by migrant workers. We would like this financial service and coaching to be provided for **six months, starting from August 2022**. The head office of the organisation is located in **Samut Sakhon**, close to Bangkok.

In total this means approximately **72 consultancy days** across a period of 6 months.

Key tasks are set out below. Please note that, with all key tasks, we would like the consultant to undertake the task whilst at the same time training/demonstrating to the current finance officer on how to do these tasks.

Budget:

1. Assist the management in preparation of organisational annual budget, project budget and submit to the board for approval.
2. Monitor and update the approved budgets regularly to reflect the current program and financial situation.
3. Control and monitor budget VS actual regularly and provide variance analysis.

Accounting:

1. Review the current accounting system and processes, and amend in a way that suits the structure and operations of the organisation.
2. Review accounting records and ensure the accuracy and completeness of account coding, calculations and supporting documents.
3. Perform timely month-end and year-end account closing. Review and ensure that any errors are corrected in timely manner.

Financial Management:

1. Oversee the implementation and enforcement of financial management, policies, procedures, and overall internal control. Review, revise and/or update policies and procedures if necessary.
2. Prepare cash flow & forecast, ensure sufficient funds, and inform the management for any potential fund shortage.
3. Review and ensure that expenditures are eligible and in line with the approved budget, relevant policies as well as donor compliances.
4. Prepare monthly financial statements (Balance Sheet and Income & Expenses), management reports and key analysis to the management.
5. Prepare donor financial reports in the formats and details as required by the donors.
6. Serve as a focal point for financial related matters to donors and external auditor.

Payroll:

1. Prepare staff payroll and ensure the accuracy of calculation of applicable benefits, welfare and personal income tax.
2. Maintain and update staff data file e.g. contract, probation status, leaves, etc.

Others:

1. Conduct staff orientation and refresher workshops on the financial policies and procedures.

2. Provide guidance and support to staff who have difficulty following through the policies and procedures.
3. If the consultant has the expertise, and time within the consultancy, work with the organisation to set up a simple, easy to use system to track and monitor dues of the organisation's members.

Deliverables:

- Preparation of organisation and project budget
- Submission of monthly reports on progress concerning key tasks and planning for delivery of key tasks
- Monthly Meeting with Program Advisor on Project Budget Planning
- Preparation of monthly financial statements including year-end financial statements (i.e., Balance Sheet and Income & Expenses)
- Updates to Board Members of LRF and Community Board of MWRN on (organisational and project) budget and financial statements on quarterly basis
- Completion of orientation to all LRF staffs on the revised finance policies and regulations
- Preparation of Quarterly Financial Report for the Freedom Fund
- Preparation of Monthly Pay Roll for LRF/MWRN
- Forecast of Annual Cash Flow
- Forecast of Annual Operating Budget
- Train the finance manager (and other relevant staff) on how to implement key tasks/deliverables as set out above
- If possible, establishment of a simple, easy to use system to track the financial collection and use of membership dues.

B. Management and Monitoring of the Assignment

Freedom Fund Program Advisor and Program Manager will monitor and coordinate the consultancy by:

- Coordinating initial contact with the grassroots organisation involved.
- Monitoring progress of the consultancy through meetings by phone or in person, as needed.
- Providing and facilitating inputs from the Freedom Fund head office as required.
- The selected consultant will be expected to be self sufficient in coordinating visits.

C. Experience and Qualifications:

Essential

- Registered in Thailand as a financial services or accounting firm (and/or) experience in planning and delivering internal controls or financial reviews of small program delivery organisations in the NGO sector in Thailand
- Detailed knowledge of national financial (including taxation) laws, regulations and reporting requirements
- No known conflicts of interest with other Freedom Fund partners or consultants
- Knowledge of the governance, HR and administration requirements for small organisations
- Experience of developing and delivering technical training in financial processes and controls
- Fluency in Thai and English, both written and spoken, including for technical and business applications
- Capacity to support grassroots organisation through the delivery of the scope of work described above, including the ability to respond to and manage urgent requests (e.g. completion of time-bound improvements required by due diligence process)

Desireble:

- Previous knowledge of the Freedom Fund an asset
- Based in any of the mentioned locations (the organisation is located in **Samut Sakhon**)

- Knowledge of Myanmar Language is an asset

D. How to apply:

- An expression of interest: a brief profile of the applicant's experience, including why you are best suited to carry out this work (a cover letter)
- Service provider daily rate (all-inclusive rate)
- Copies of Curriculum Vitae (CVs).
- Two references (including one from your last client/employer).

E. Submission Process:

1. **Deadline: Until a suitable candidate is identified, and applications will be reviewed as they are submitted.** Ideally, the successful applicant should be ready to begin undertaking the work **from August 2022 or as soon as possible**. Please submit the application materials to Freedom Fund at jobs@freedomfund.org. Please use the subject: Thailand Financial Technical Service Provider for Migrant Worker led organisation.
2. **Project Duration:** The project is expected to be completed within a six-month period and **with possibility of an extension for service** as noted in the length and format of the consultancy. The estimated days required are also set out above.
3. **Review:** Following submission of the application, Freedom Fund will review and request additional information as needed. Please identify a contact person and provide contact details with your submission should additional communication be needed.