



## **TERMS OF REFERENCE (ToR)**

### **SHORT TERM– GRANTS CONSULTANT**

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#### **BACKGROUND:**

Trafficking in Persons (TIP) is a global problem that is multidimensional and multisectoral and thus is a complex issue that requires multi-disciplinary solutions with many stakeholders. Nepal is a source, transit, and destination country for sex, labor, and organ trafficking. The 2018 “Walk Free Foundations Global Slavery Index” revealed that two-thirds out of 40.3 million people around the world who have been living under modern slavery are in Asia and the Pacific. Out of them, 70 percents are women and girls. According to that data 6 percent of the total population of Nepal are compelled to live under modern slavery (Walk Free Foundations Global Slavery Index can be accessed [here](#)). The Hamro Samman project is a five-year program generously supported by the American people through the United States Agency for International Development (USAID) and the British people through the United Kingdom’s UK Aid and implemented by Winrock International. It seeks to build the capacity of and facilitate coordination among the Government of Nepal (GON), civil society, and the private sector to combat human trafficking in Nepal.

#### **OVERVIEW:**

The Hamro Samman Project is seeking qualified consultant to support the Grants and Compliance department on financial report review and auditing; leverage recording and verification; train grantees, facilitate the process of contract modification and close-out, and ensure grantees follow the USAID and Winrock compliances.

#### **TASKS AND OUTPUT:**

The Consultant will undertake the following duties and responsibilities:

- Provide support on financial auditing and documentation
- Provide training and capacity-building support to grantees as needed,
- Review sub-award modifications, notify supervisor of problems and risks,
- Process timely advance requests and reconciliation
- Collect VAT reporting and original invoice from subgrantee and process for reimbursement
- Review all financial reports and documentation provided by Grantees for compliance with USAID rules and regulations and the requirements of the grant agreement,
- Ensure grantee compliance with all aspects of the agreements,
- Coordinate visits to grantees’ offices and project activities regularly to assess compliance and provide capacity-building support,
- Provide support to close out the subgrantee gracefully
- Support on leverage spotting, documentation, and reporting by visiting partners’ office
- Maintain high ethical standards of integrity,
- Respect confidentiality and always represent Winrock International,

#### **TIMING, DURATION, AND LOCATION:**

The consultant should be able to start from mid of September 15, 2022. This will be an estimated 2 months contract on level of effort (LoE) i.e., per day basis. The work will be based in the Kathmandu office.

**QUALIFICATIONS:**

**Education:** Minimum Bachelor's degree in accounting, business administration, finance or ACCA/CA or related field

**Technical:** 3 years of professional expertise in Finance and Grant Management and a minimum of two years of relevant experience under USAID-funded projects.

**Experience/Skills/Knowledge:**

- Strong background in dealing with different cultural groups and ethnicity,
- Experience in managing grantees,
- Experience managing USAID grants highly preferred,
- Experience in handling the strategic decisions and stakeholder analysis,
- Ability to do the best negotiation to fit the organizational objectives,
- Sound knowledge of donor contracts, financial and accounting regulations, and procedures,
- Strong recording and documentation skills required,
- Strong Coordination and effective communication skills required,
- Advanced computer skills in Microsoft Word, Excel, and PowerPoint,
- Knowledge of and adherence to USAID and Winrock International's code of ethics, and specifically child safeguarding and trafficking in person provisions covered in the project agreement.

**TO APPLY:** Interested Nepalese nationals can submit the following documents to [HamroSammanRecruitment@winrock.org](mailto:HamroSammanRecruitment@winrock.org) with the subject "Grants Consultant" in the subject line.

**Application closes on 31<sup>st</sup> August 2022.**

- A cover letter and resume/CV outlining relevant experience and work references.
- Gross NPR daily fee
- PAN/VAT registration required.

All employees and consultants must adhere to USAID, UK aid, and Winrock International's code of ethics, specifically child safeguarding and trafficking in person provisions covered in the project agreement.

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