



## Terms of Reference

### Development of a Financial Management System for I AM ONE

**Title:** Financial Management Consultant

**Contract Type:** Short-term Consultancy (8 non-consecutive days)

**Expected Start Date:** March 2019

**Location:** Trinidad and Tobago

**Employer:** I Am One

**Project Description:** I Am One is a participant of the Local Capacities for Local Solutions (LCLS) project that was implemented by the Research Technical Institute. This project aims at strengthening the operational and management capacity of organizations in the Eastern and Southern Caribbean. I Am One participated in an Institutional Strengthening Plan (ISP) which is designed to analyze organizational capacity and identify key areas to enhance efficiency. This analysis identified that a key challenge is the development of an efficient financial management system. I Am One received grant funding from the Research Technical Institute through the LCLS project to address this challenge by hiring a Financial Management Consultant. The consultant must implement a robust Financial Management system and provide staff with the necessary training.

**Reporting:** The Consultant will work closely with key I Am One team members and in cooperation with the Director, Zeleca Julien.

**Scope of Work:** The Financial Management Consultant will carry out an assessment of the organization's financial capabilities and design and provide a comprehensive training and development program. This would provide support to I Am One to better manage its income and expenditure, through the responsible implementation of financial management policies, practices and decisions. As such, the Financial Consultant is required to:

**Task 1:** Assess current financial procedures, tools and IT supporting system

**Task 2:** Offer quality advice regarding financial management information



**Task 3:** Provide training sessions designed to equip staff with expanded financial and accounting skills and systems, for example Quickbooks

**Task 4:** Support and guide I Am One's staff in monitoring the financial management system, analyzing financial plan results, identifying and evaluating new financial strategies and recommending changes in goals and plans

### **Deliverables**

- Provide assessment report on I Am One's financial procedures, tools and IT supporting system
- Provide information on financial guidelines and policy
- Develop strategies for internal financial procedures
- Develop tools for monitoring and analyzing the financial management system
- Administer training in a relevant IT supporting system eg Quickbooks
- Develop tools for risk assessment and cash flow analysis

### **Minimum Requirements**

I Am One is looking for a consultant with extensive experience and knowledge of financial management in NGOs or non-profit entities. The individual should possess the following:

- Bachelor Degree in Accounting and Finance, Economics or equivalent
- At least 7 years of professional experience within the area of finance
- At least 5 years experience with management of public funds
- Experience of working with NGOs/CSOs is essential
- Full acquaintance with Trinidad and Tobago laws and regulations relevant to finance

### **Competencies**

- Excellent communication skills
- Teamwork oriented
- Flexible and adaptable

### **Technical/Functional Skills**

- The Consultant must be readily available and ready to start when required
- The Consultant or firm must have the resources to handle the project
- The Consultant should be easily accessible throughout the entire process

### **Administrative and Related Requirements**

The Financial Management Consultant will be responsible for:



- Weekly updates on the progress of the project
- Deliver the services within the agreed time frame

### **Confidentiality Agreement**

The Consultant will be required to sign a Confidentiality Agreement.

### **Application guidelines**

Submit the following documents to [iamoneworld@gmail.com](mailto:iamoneworld@gmail.com) with the subject “Financial Management Consultant”:

1. A cover letter
2. Curriculum Vitae outlining relevant experience
3. Two letters of reference from companies where similar work was done

Applications should be submitted by midnight on **February 28th, 2019**.

### **I Am One is an Equal Opportunity Employer**

I Am One prohibits discrimination in employment, educational programs, and activities on the basis of race, colour, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status and HIV status.

### **About I Am One**

I Am One, incorporated in Trinidad & Tobago in 2014, uses art, culture and research as tools to connect with individuals at all levels to build community. We developed projects such as the Trinidad and Tobago Pride Arts Festival, The Caribbean King Conference, and the Your Story regional research project in an effort to effect social and cultural change.

**Mission:** I Am One is a community-based organization which seeks to address the needs of LGBTQIA persons through research and building community, as well as providing safe spaces, education and expressive platforms for empowerment.

**Vision:** I Am One envisions a Caribbean community which integrates, empowers and celebrates the diversity of LGBTQIA persons in the region and where the formal structures of society recognize and respect this diversity.