

Expression of Interest for Organization Internal Control System Assessment & Capacity building

1. Back Ground Information :

The Adult Basic Education Society is an NGO established in 1971 and registered under Societies Act 1860. The ABES is a non-sectarian, non-profitable organization working under the supervision of an autonomous Board of Directors.

In 1993 ABES opened up their regional office in Rawalpindi and formed a section by the name of ABES Teacher Empowerment Center. ABES with this new change started growing much faster than before and managed to get large projects from several international donor organizations. After the October 8th earthquake, to cater the immediate need of people, ABES also started working in the earthquake affected areas along with the government; other donors and local partners started their relief operations in earthquake-affected areas in NWFP and AJK. In the initial phase the ABES focus was on project-to-project bases however with the passage of time the ABES got long term funding for their respective projects.

2. Objective of assignment

The objective is developing financial capacity in terms of internal controlling, budget process, financial policies and procedures, up gradation of manuals, delivery of financial reports such as periodic and annual audited financial reports.

3. Methodology

There will be two step of this assignment,

- a) Conduct a complete assessment of HR, Procurement and Financial systems, keeping in view the compliance with government laws, standard accounting practices and internal/external controls.
- b) Based on the findings/gap analysis a process will be carried out to fill-in the gaps and put in place an effective and efficient system within ABES and train the concerned staff accordingly on the newly developed policies procedures and internal /external controls.

4. Planned Output

The consultant will be expected to:

- 4.1 Develop capacity in placing adequate internal control system
- 4.2 Having clear understanding of project and organizational annual budget process.
- 4.3 Produce tailored made financial manual and procedures
- 4.4 Assess the capacity of selected finance staff and provide training on the above area
- 4.5 Develop the capacity of staff in planning and reporting financial report both to management as well as for donors such as monthly budget review, periodic, annual and audit report, comparing budget vs actual
- 4.6 Taxation as per Country law

5. Essential and Desirable Experience/Qualification:

ABES is seeking an experienced consulting firm with the following expertise:

- 5.1 Qualified staff in accounting, finance, or a related field, and will have a recognized professional accountancy experience.
- 5.2 The expert should have at least 15 years National, International organization consultant experience on organizational internal control assessment and capacity building.

6. Time Frame

The financial capacity development of ABES is planned to be undertaken as immediate action. The following is a proposed time table that may be revised after discussions between both parties.

S #	Date	Activity Description
1	25 ^h October 2018	Submission of expression of interest, budget and CV
2	28 th October, 2018	Selection of consultant Firm
3	1 st to 8 th November, 2018	Conduction of ABES Internal Control Assessment
4	15 th November, 2018	Assessment Report
5	Dates will be finalized on the bases of Assessment Report	Conducting relevant training and workshop of staff on covering present and future needs of the organization. Individual work with staff focusing on internal controlling – the role of internal controller/auditor Developing the manual and procedures, Review and prepare the Assets register Submission of draft manual and procedures to ABES Draft version reviewed and commented by ABES and sent to the consultant for revision and finalization Submission of the final versions of manuals and assignment report

7. Selection Process:

Selection will be on the following bases:

- 7.1 Quality of proposal
- 7.2 Extensive work experience and proven record in financial management
- 7.3 Demonstrate experience of having undertaken similar assignments
- 7.4 Good analytical and documentation/report writing skills

8. Submission process:

Both Technical and Financial Proposal should be submitted in soft & hard copy on the Email address: samson@abestec.org Postal address: H # 128, Saifullah Lodhi Road, Rawalpindi Cantt.

All proposal documents shall be provided in English language. Consultancy firm, local capacity builders are requested to submit their technical and financial proposals. The proposals should be submitted latest by 16:00 hours, 25th October, 2018 in soft & hard copy to the email address and courier clearly mentioning **“Assessment & Capacity building Title”**.

Only short listed applicants/consultancy firm will be contacted. ABES reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. No telephone inquiries will be entertained. Contact: +051-5130225-7.