



**Call for applicants – [Financial consultant](#)**  
**for the project “Integrated temporary shelter and family reunification to protect the  
rights of unaccompanied and separated children”, in Tartous, Syria**

**SOS Children’s Villages Belgium**

**Terms of Reference**

# Contents

- 1 Context of the assignment ..... 3
  - 1.1 Description of the organization..... 3
  - 1.2 Context and description of the project ..... 3
- 2 Topics of the assignment..... 4
  - 2.1 Object and responsibilities of the consultancy ..... 4
  - 2.2 Stakeholders of the consultancy..... 4
- 3 Profile of the consultant ..... 4
- 4 Timing and location, reporting lines and expected deliverables of the consultation ..... 5
  - 4.1 Timing and location of the consultation..... 5
  - 4.2 Reporting lines and organization of the assignment ..... 5
  - 4.3 Expected deliverables ..... 5
- 5 Financial offer ..... 5
- 6 Content of the offer and deadline ..... 6
- 7 Contact..... 6

These Terms of Reference are developed to launch a call to find a financial consultant for a program coordinated by SOS Belgium and implemented in Syria. The consultant will be responsible for the financial follow-up during the last months of the program and its closure and for the preparation and organization of the financial audit by an external auditor.

The offer must be sent SOS Children's Villages Belgium before 26 July 2019 (9:00 Brussels time) to:

[job@sos-kinderdorpen.be](mailto:job@sos-kinderdorpen.be)

<b>Title :</b>	Financial consultant for an EU-funded project in Syria
<b>Purpose:</b>	Financial follow-up and closure of the program and preparation of the financial audit by an external auditor
<b>Reporting to:</b>	SOS Children's Villages Belgium
<b>Duty station:</b>	Home-based with travels to Syria
<b>Duration:</b>	40 days in several assignments
<b>Period:</b>	1 September 2019 – 31 January 2020

## 1 Context of the assignment

### 1.1 Description of the organization

SOS Children's Villages Belgium (SOS Belgium) is a non-governmental social development organization that has been active in the field of children's rights and committed to children's needs and concerns since 1963. SOS Children's Villages Belgium is a member of SOS Children's Villages International, an international federation in 134 countries.

The main target group of SOS Children's Villages are children having lost parental care or that are at risk of losing it. SOS focuses on the development of the child so that (s)he becomes an independent member who participates in the society. The best way for a child to develop fully his/her potential is to grow up in a loving family environment. Recognizing the child's role in their own development and the role of their family, community, state and other service providers, we work with all relevant stakeholders to find the most appropriate response adapted to the situation of the child. Based on the specific situation and the best interest of the child, interventions are developed and the corresponding measures are implemented. Together with other stakeholders, we build on existing resources, initiatives and capacities, and strengthen them where necessary. In this way, we respond with relevant interventions using the available resources in the best possible way while having a greater impact on the situation of the children in our target group.

### 1.2 Context and description of the project

In 2019, the Syrian crisis enters its ninth year. Currently, almost 14 million people are in need, of which 5,7 million are children. The rights of children are severely violated. Two-thirds of the children have lost a loved one and many of them are left alone or are at risk of being separated from their family. Children have been exposed to severe forms of violence, and are often suffering from mental distress. The level of education has dropped dramatically, child labour is becoming more rule than exception, and access to essential services as health care is very poor.

Since the start of the Syrian crisis in 2011, Tartous remained a relatively safe location with very few security incidents. Nevertheless, it is estimated that currently 553.000 people are in need in Tartous, half of them are in acute need. Tartous is an area indirectly affected by the Syrian conflict. Since the start of the conflict, there was an important influx of IDPs in the governorate of Tartous and its capital, which caused (and continues to cause) an increased pressure on the existing local structures and mechanisms (in terms of infrastructure, economic opportunities, accommodation, health and education structures).

Since May 2016 and until October 2019, an emergency program titled 'Integrated temporary shelter and family reunification to protect the rights of unaccompanied and separated children' has been implemented in Tartous. The project focuses on protecting the rights of 2500 children affected by the conflict still living with their families and of 150 unaccompanied and separate children. Different activities are being conducted to achieve this objective:

- Child Friendly Spaces (CFS) are established for children of IDP families and families of the host community and awareness raising campaigns on children's rights are being organized with community's representatives, authorities and concerned families.
- An Interim Alternative Care Centre functions to shelter 150 unaccompanied and separated children while tracing activities are conducted to ensure reintegration according to their best interests in strengthened families of origin, long-term family-based settings or quality alternative care-facilities
- A Family Strengthening Program is organized to provide support to households in terms of contribution to house rent, school fees and equipment, clothing, health care, legal advice and income generating activities.

The project is supported by the European Union and coordinated by SOS Children's Villages Belgium. The implementing partner and co-applicant of this project is the Syrian Arab Association for SOS Children's Villages.

## 2 Topics of the assignment

### 2.1 Object and responsibilities of the consultancy

The object of the assignment is the financial management of the project titled '**Integrated temporary shelter and family reunification to protect the rights of unaccompanied and separated children**', as it was approved by the European Commission (DG NEAR, contracting authority) and implemented by SOS Belgium and SOS Syria. The focus of the consultant is on the financial follow-up and closure of the program and on the preparation and organization of the financial audit by an external auditor.

The main tasks of the consultant are:

- To prepare and to develop the final financial report related to EU project
- To control all the expenses of the EU project (quality of supporting documents, respect of financial rules and procurement procedures), to ensure all necessary corrections are done and all supporting documents are available
- To ensure corrections and reallocations are made in financial reports and in the accounting system if necessary
- To prepare the shipment of all supporting documents to SOS Belgium
- To report regularly to SOS Belgium regarding all questions on financial related issues
- To guarantee the follow-up on financial observations related to HR documents and expenses
- To be the focal point for the preparation of the audit of the project

### 2.2 Stakeholders of the consultancy

The internal stakeholders of this project are listed here below. These parties signed a partnership agreement for the implementation and management of this project in Tartous. The financial consultant will have contact with all stakeholders during the assignment.

- (i) SOS Belgium: lead-applicant and contract holder of this project. For more information on SOS Belgium, see chapter 1.1. The lead-applicant is the final responsible for the (financial) management of the project.
- (ii) SOS Syria: implementing partner of the project. The Finance Department of SOS Syria is based in Damascus. The project team (including project director and project accountant) are based in Tartous.
- (iii) International Federation of SOS Children's Villages (SOS IO): via its regional office of the Middle East and North Africa (MENA), SOS IO provides advice and support. The Financial Advisor of IO MENA is based in Casablanca (Morocco).

## 3 Profile of the consultant

### Required competences and experiences of the consultant

- Have a strong and demonstrated experience in terms of financial management of multi-annual development programs implemented by (I)NGOs
- Have a strong experience in terms of (compliance with) institutional donor regulations, and preferably with EU regulations (DG NEAR)
- Have an extended experience in accounting, financial reporting, financial controlling and adjustments, financial reconciliation
- Have an extended experience in coordinating audit processes, preferably audits of EU programs.

- Have impeccable communication skills and the ability to work with management and executive staff.
- Have a good command of Arabic (for contact with the local teams) and English (for contact with SOS Belgium)
- Have strong skills on report writing and on sharing the outputs of the consultancy process with the project stakeholders

The consultant is expected to have a hands-on mentality, to combine financial management skills with practical work (archiving, entering corrections in raw data etc.), to work autonomous combined with transparent teamwork, and to respect strict deadlines.

## **4 Timing and location, reporting lines and expected deliverables of the consultation**

### **4.1 Timing and location of the consultation**

- 11 July 2019 : publication of the terms of reference of the consultation
- 26 July 2019 (9:00 AM Brussels time) : deadline for the submission of applications
- 5 - 9 August 2019: interviews with shortlisted applicants and selection of the consultant by SOS Belgium management after analysis of the offers of the consultants
- Between 12 and 16 August 2019: signature of the contract with the consultant and kick-off meeting with consultant (face to face or virtually, depending on the location of the consultant)
- 19 August 2019 (negotiable): start of the assignment
- December 2019 (TBC): organization of the audit and submission of the financial report (draft)
- 31 January 2020: submission of the final financial report

The consultant will be home-based with travels to Syria. The main location of the missions of the consultant is the head office of SOS Syria in Damascus. The consultant will work closely together with the Finance Department of SOS Syria. Occasional field visits to Tartous will take place.

Duration of the contract: 5 months. The number of days of assignment is estimated at 40 days in this period.

### **4.2 Reporting lines and organization of the assignment**

The consultant will work independently and will not be part of the SOS Belgium personnel as such. During each mission, the consultant will report directly to the International Program Coordinator of SOS Belgium via e-mail or any other appropriate means of communication on the progress of the services as well as on the potential difficulties, as often as necessary. SOS Belgium will be the contract signatory.

During the consultancy missions, the consultant will mainly work together with the staff of the Finance and HR Department of SOS Syria, based in Damascus, and the project director and project accountant, based in Tartous.

The consultant may have contact with the Financial Advisor of the SOS regional office based in Casablanca. These contacts will be mainly via e-mail or any other appropriate means of communication.

The consultant will be engaged to perform tasks and duties on an ad-hoc basis based on the request of SOS Belgium. Each request will be accompanied by a specific mission order, detailing the timing and the agenda. During the missions, the consultant undertakes not to provide, against remuneration, goods, works and services other than those described in these ToR and in each mission order. The consultancy assignment is planned to end on 1 February 2020.

### **4.3 Expected deliverables**

The consultant is expected to deliver:

- An action plan and mission plan, based upon an initial assessment of the needs
- A mission order for each proposed mission and a mission report for each mission done
- A final financial report of the project

All documents have to be delivered in English.

## **5 Financial offer**

The indicative number of working days for this assignment is 40 working days. However, this will be subject to the actual needs and will be detailed in the mission orders. Travelling days will be considered as working days.

The consultant is asked to present the financial offer for the fee per working day.

For the duration of the agreement, the consultant will subscribe, at his/her own expense, to any insurance that he/she considers useful for the successful implementation of these ToR. The consultant is not entitled to sickness pay.

SOS Belgium will cover costs for national and international travel, including costs for travel, visa, accommodation and per diem.

## **6 Content of the offer and deadline**

The offer must be sent SOS Children's Villages Belgium before 26 July 2019 (9:00 Brussels time) to:

[job@sos-kinderdorpen.be](mailto:job@sos-kinderdorpen.be)

The offer must include:

- A proposal of the overall methodology of the assignment
- A financial proposal with the fee per working day
- The CV of the consultant, clearly focusing on the competences required for this assignment
- Overview of relevant consultations of other sort-like projects

## **7 Contact**

The contact person within SOS BE for these Terms of Reference is Mr. Stijn Raes, [stijn.raes@sos-kinderdorpen.be](mailto:stijn.raes@sos-kinderdorpen.be) or +32 (0)2 639 09 70.