

TERMS OF REFERENCE: Financial Consultant – CAM Global

Technical Activity: The Canadian Association of Midwives (CAM) wishes to recruit **one financial consultant** to work with three international midwifery association partners to support their financial reporting and assist in building their financial management capacity. The consultancy will consist of both remote work from Canada as well as up to 3 weeks on mission in the Democratic Republic of Congo (DRC) and South Sudan.

Level of Effort: Up to 45 working days (Including 25 days remote work and 20 days on mission in the DRC and South Sudan)

Expected dates: October to December 2022, plus periodic coaching until mid-2023 (TBD)

Remuneration: A maximum of \$22,500 CAD

A. Background

CAM believes that midwives play a unique and fundamental role in the provision of quality reproductive, maternal, and newborn health care in Canada and around the world. CAM works in partnership with the National Aboriginal Council of Midwives (NACM) to ensure equitable access to excellent sexual, reproductive, and newborn midwifery services for all.

Since 2008, CAM's Global Program has been working with partners in low-resource countries to improve maternal and neonatal health outcome and empower women and girls through an evidence-based approach. At present, CAM is engaged in global projects in Haiti, South Sudan, Democratic Republic of Congo, and Somalia. Our work is guided by four pillars: Association Strengthening and Advocacy; Midwifery Education; Quality of Care; and Research and Innovation.

CAM's association partners play a fundamental role in advancing health outcomes in their home countries and providing leadership in sexual, reproductive, and newborn midwifery services. CAM collaborates on mutual capacity building initiatives with midwifery association partners, providing technical and operational expertise to develop policies and programs to ensure associations support the needs of their members.

B. Goal and Objectives

The overall goal of this consultancy is to strengthen the organizational capacity of three international association partners in the areas of financial management and reporting, accounting systems, and procurement. The association partners include l'Association des Sages-Femmes d'Haiti (ASFH), La Société Congolaise de la Pratique Sage-Femme (SCOSAF), and the South Sudan Nurses and Midwives Association (SSNAMA).

Specific objectives include:

- Conduct a desk review of partner and donor policies and procedures, including:
 - CAM's reporting requirements, tools, and procedures, and
 - Global Affairs Canada's policies and reporting guidelines.
- Assess the existing financial management capacity of the three association partners, including a review of current financial and human resources management tools and procedures, and conduct an environmental analysis of each of the three locations.
- Improve the internal financial reporting systems of the three association where possible, in alignment with CAM and donor requirements.
- Strengthen the capacity of key association personnel, including finance officers, treasurers, and management staff through coaching and other support as necessary.
- Develop a report of recommendations for further capacity building and mentoring.
- Conduct supportive supervision (coaching) for the three associations for 3-6 months (approach to be discussed with CAM) following the initial assessment to ensure uptake of the findings/recommendations.

C. Methodology and Approach

Stakeholders

During the course of the mission, work and collaboration will occur between the following stakeholders:

- Financial Consultant
- CAM staff, including the Global Operations Manager, Director of Finance, and Project Officers
- Staff and Executive members of SCOSAF, ASFH, and SSNAMA

Methods

- Desk review of existing policies, procedures, systems, and tools.
- Key informant interviews with CAM and partner association personnel.
- Meetings, workshops and spot-checks with SCOSAF in Kinshasa, DRC and SSNAMA in Juba, South Sudan.
- Remote meetings, workshops and spot-checks with ASFH.
- Periodic mentorship and coaching over a period of 3-6 months

D. Deliverables

1. Detailed work plan outlining the methodology, schedule, and expected outcomes of the consultancy.
2. A supportive supervision plan for each association detailing how the consultant and CAM personnel will be supporting the three association partners in the short and medium term.
3. A report detailing the partner and environmental analysis, changes and improvements to partner association internal financial reporting and accounting systems, and suggestions for ongoing management and policy improvement.
4. A mission report highlighting specific activities performed during the mission to DRC and South Sudan (template to be provided by CAM).

E. Remuneration

As full compensation for the services rendered according to this Agreement, CAM shall pay the Consultant a maximum amount of **\$22,500 CAD**. This amount should include all relevant taxes (GST/PST/HST) and expenses incurred in the preparation of milestones and deliverables (with the exception of travel expenses covered by CAM, as listed below).

The following expenses are covered by CAM: roundtrip airfare from Canada to Juba, South Sudan and Kinshasa, DRC, per diems in transit, in-country transportation costs, visa and processing fees, accommodation, health/travel insurance, and communication costs (maximum of \$20.00 CAD per assignment).

Meals, immunizations and anti-malarials, and any other expenses related to the placement and preparation of deliverables are covered by the consultant.

F. Qualifications

- University degree in finance, accounting, administration, or another relevant field
- At least 5 years of experience in finance or in a field related to the mandate
- Experience working in an international and/or humanitarian context
- Experience in capacity building with civil society organizations
- Excellent cross-cultural communication and facilitation skills
- Fluency (both oral and written) in French and English
- Diplomacy
- Excellent ability to work collaboratively
- Good knowledge of the financial requirements of Global Affairs Canada an asset
- Knowledge of midwifery an asset

G. How to Apply

We welcome applications from individuals of all backgrounds and abilities. Should you require an accommodation or adjustment, please indicate this in your application.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

Please follow these application instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the words "Financial-Consultant" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Financial-Consultant" to admin@canadianmidwives.org
- The application deadline is September 23, 2022 at 5PM ET

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.