



## Terms of Reference

### Finance expert

**Project #:** SYR 1692

**Project title:** Empowering Syrian Communities: Capacity Building Initiatives for Local NGOs and CBOs

#### Background and Context

Dorcac plans to provide capacity building for local NGOs and CBOs based in Aleppo under this project. The initiative is based on findings from the Multi-Sector Needs Assessment (MSNA) conducted in October 2023, which identified significant capacity gaps among local NGOs, particularly in the areas of livelihood, protection, and mental health. The MSNA also recommended strengthening the capacity of local actors to provide comprehensive support services. By enhancing the skills of local actors, including community leaders, healthcare providers, and frontline employees, through training and sensitization programs, this project aims to contribute significantly to effective prevention and response efforts.

**Location:** The training will be conducted in the Syrian territory Aleppo Governorate.

**Dates:** The training will take place during the month of August 2024 (dates to be defined)

#### 1. Objectives of the assignment:

The primary objectives of this finance training are to:

- a) Improve the financial management practices of local NGOs in Aleppo by reviewing/developing financial policy of the partner
- b) Enhance understanding of donor requirements for financial reporting and accountability
- c) Strengthen the capacity of NGOs to secure and manage donor funding effectively
- d) Promote transparency and accountability in financial operations

#### 2. Purpose of the Training:

The primary purpose of this training is to enhance the capacity of local Syrian NGOs in finance practices, with a specific focus on aligning their approaches with donor requirements. This will improve their operational efficiency, transparency, and ability to secure and manage funding effectively.

### **3. Scope of Work**

The expert will:

- Design and deliver training programs focused on finance principles in humanitarian context.
- Develop training materials and resources tailored to the needs of local NGOs and CBOs.
- Provide ongoing support and mentorship to trainees to ensure the sustainability of capacity-building efforts.
- Monitor and evaluate the effectiveness of the training programs and make necessary adjustments.

### **4. Target Audience:**

- Finance managers and officers from local Syrian NGOs
- Program staff involved in budgeting and financial decision-making

### **5. Duration of the assignment:**

The assignment is expected to last for 2 days , starting from (To be defined ) to (to be defined ) . We expect the trainer to have flexibility regarding the schedule and duration of the training sessions to accommodate the needs of the local NGOs and CBOs.

### **6. Qualifications of the Trainer:**

- Extensive experience in finance in humanitarian contexts
- Strong knowledge of donors' requirements
- Experience in capacity building and training delivery
- Familiarity with the local context
- Excellent communication and facilitation skills
- Ability to work effectively with diverse groups and in challenging environments.
- A degree in Finances, management, or a related field is a plus.
- Languages: English and Arabic

### **7. Deliverables:**

- Detailed training curriculum and materials
- Training report including recommendations for follow-up support including participant feedback and recommendations for future training.
- Ongoing support and mentorship plan for trainees.
- Coaching sessions for 2 consecutive months after the training.

## **8. Evaluation:**

The training should include an evaluation component to assess its effectiveness and gather feedback for future improvements.

## **9. Reporting**

The financial Expert will provide a report to Dorcas focal point and will work closely with the project team and local partners.

## **10. Application Process**

Interested candidates should submit their CV, a cover letter, and references to [office@lebanon.dorcas.org](mailto:office@lebanon.dorcas.org) by July 30,2024 deadline

This TOR framework provides a comprehensive outline for finance training programs tailored to local organizations in a humanitarian context. The trainer should be prepared to adapt the content to the specific needs and context of the participating organizations, ensuring relevance and practical applicability.