

Call for Proposals for the development of Financial Management, Procurement and HR Manuals

Introduction

Forward MENA is a non-for-profit organization aiming to develop the skillset of people from all backgrounds to fulfill the digital jobs of today and tomorrow. It supports the new generation of educational programs in testing and developing their curriculum, sourcing participants and scaling. Forward MENA is an incubator of educational programs at the intersection of design, technology and leadership targeting Kids, University Students and Continuous Learners.

Scope of Work

The objective of this exercise is to support Forward Mena organization in developing:

- Finance manual
- Procurements Manual
- HR manual

The above documents will present a standard financial and HR management system of the organization considering its growing needs. These manuals should take into consideration as well as align to the needs of the major international donor organizations.

Below is a breakdown of the scope of work:

1. Conduct a rapid assessment of the financial, Procurement and HR systems and procedures of Forward MENA
2. Draft a comprehensive Financial Management Manual that includes, but is not limited to, the following procedures and areas.
 - Financial Principles
 - Accounting policies and procedures
 - Bank Accounts and Reconciliation
 - Petty Cash Management
 - Cash Payment Policy
 - Check list and end of Month procedure
 - Budget Monitoring Procedure
 - Budget development procedure
 - Cost allocation policy
 - Financial reporting procedures
 - Grants management and subcontracting procedure
 - Training policy for accounting and finance staff
 - Internal control
 - Anti-fraud policy
 - Audit
 - Finance Forms and Templates
3. Draft a comprehensive Procurement Manual that includes, but is not limited to, the following procedures and areas.
 - Procurement Principles
 - Procurement Standards
 - Procurement Process
 - Sourcing of suppliers
 - Suppliers' registration and management

- Solicitation Methods
 - Management and evaluation of submissions
 - Procurement Process Review
 - Award of contracts
 - Responsibilities and key roles
 - Procurement Forms and Templates
4. Draft a comprehensive HR Manual that includes, but is not limited to, the following procedures and areas.
- Recruitment Procedure
 - Employee Contracts, timesheets, and payroll
 - Consultant's Compensation
 - Performance Review
 - Salary Payment
 - Promotion Policy
 - Organizational Development
 - Leaves policy
 - Travel Policy
 - Insurance
 - HR Forms and templates
 - All other policies related to donors' standards and procedures, i.e., Anti-Harassment policy, equity, diversity and inclusion policy, grievance policy, Whistleblowing policy and prevention of sexual exploitation and abuse policy

Eligibility to Apply

Forward Mena is looking for an experienced firm with relevant experience in designing and drafting finance, procurement and HR manuals, procedures, and tools. Therefore, the firm should have the below qualifications or have team members who have the below qualifications:

- Master's in accounting, Finance, HR, Procurement, Management or other relevant subject
- A minimum of 5 years of relevant work experience
- Proven experience in designing finance and/or Procurement manuals and/or HR manuals, policies, and tools for NGO
- Familiar with the NGO and donors' ecosystem in Lebanon
- Familiar with the international donors' requirements
- Excellent writing and communication skills in Arabic and English

The firm is expected to:

- only apply to the service(s) that fit(s) its expertise
- provide a detailed approach and workplan for the execution of the assignment
- work closely with the relevant staff and provide them with a first draft of the manuals for review and feedback over several rounds
- present and explain the content of the manuals for the relevant staff

Deliverables

The main deliverables under this exercise are:

- The detailed work plan
- The final draft of the Finance, Procurement and/or HR manuals after considering and incorporating the comments and feedback from Forward Mena team submitted in both English and Arabic specifically for the HR manual

How to Apply

Interested firms are invited to submit:

- a technical proposal (including a detailed approach and work plan)
- financial proposal
- consultant portfolio or CV

To info@forwardmena.org on or before September 11, 2022 at midnight Beirut time.