



BASMEH & ZEITOONEH
RELIEF & DEVELOPMENT

Terms of Reference BasmeH & Zeitooneh Lebanon

1/ Introduction:

BasmeH & Zeitooneh was founded in September 2012 by a group of volunteers committed to serving refugees in Lebanon. While initially focusing on short-term emergency relief, the organization now implements an extensive range of programs that aim to allow refugees to move beyond a state of victimhood and dependence and empower them to become productive members of society. Currently, B&Z runs centers in four areas: Shatila, Nabaa, the Bekaa Valley (Bar Elias), Abu Samra (Tripoli).

2/ Background of the assignment:

BasmeH & Zeitooneh established an internal control unit, the aim of this unit to develop the Internal control procedures, establish an internal control Activities to be configured appropriately to enable the organization's staff and programs to fulfill their duties effectively, efficiently, and ethically, and to be accountable and transparent in line with the organization's policies and objectives.

3/ Purpose of the assignment:

A person to support the newly established Internal control unit to transform it from its infancy stage to a unit that is a trusted adviser, and more strategic in direction by finding ways to expand its role and align contributions with organizational objectives.

4/ Required Competencies Knowledge and Skills:

Experience in applying a consistent internal audit/control methodology applicable to NGOs.

Experience in developing and framing the “Internal control framework” for NGOs.

Experience in risk management, strategical planning, and NGO governance.



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An understanding of current standards relating to internal controls over non-governmental organization work and compliance objectives.

Experience in applying innovative approaches to conducting audits Communication and Presentation Skills.

Clear and concise reporting writing skills.

Effectively communicate issues to clients.

Demonstrated experience in preparing internal audit/control reports, recommendations, briefing materials, issues analysis and responses, and other materials using word processing and presentation software.

Adapt to changing priorities and circumstances and meet deadlines.

Skills of motivation, coaching, and adaptive leadership.

Build and maintain effective working relationships with clients and stakeholders.

Analyze processes and identify opportunities for improvement in the work environment.

5/ SCOPE OF WORK:

The tasks of the Consultant will include, but not be limited to the following:

Assessment & technical analysis of internal policies and procedures, control strategies, structures, and systems of the organization, to identify the current level of internal control management expertise, and the key capacity gaps.

Conduct an analytical report to clarify the result of the assessment.

Assess and develop risk management policy and internal control framework and set out the technical methodology and practical procedures that help the organization in strategic planning.

6/ Duties and responsibilities:

The consultant to shall, among other things, strengthens and or establish the following:



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1-Internal Control Framework, Planning, and Coordination:

Develop the internal control frameworks to be used in describing the organization's risk management strategies; conducts an assessment of control strategies, structures, and systems of the organization.

Advises on the carrying out of the internal control unit's planning tasks and the coordination with the organization's departments and units.

Providing guidance on identifying and defining issues, developing criteria, reviewing and analyzing evidence of internal control assignments.

Develops internal control methodology, the scope of assurance projects, resource requirements, terms of reference and work plans to provide assurance on organization risks and measure the achievement of the organization's objectives.

2- Internal Control Unit management:

Provides expertise, advice and consulting services to assist the unit staff in the development, use, and evaluation of risk management and control strategies for current and proposed operations, processes, policies, and programs.

Contributes to ongoing continuous improvement in the development of a quality assurance program for the unit and continuous improvement activities.

Advises on the unit's relationships and networks with the other departments and units.

Establishing/documenting the organization's operative control strategies and structures in identified risk areas and to participate in strategic and operational planning for the audit function.

3-Risk Management Policy and Risk Management Standards :

Develop a risk management policy to set out the technical methodology and practical processes of establishing the context in which the organization business operates and identifying, analyzing, evaluating and treating the risks which may provide uncertainty around its ability to achieve its objectives.

Set out risk management standards as specific strategic processes that start with the overall aspirations and objectives of an organization, and intend to help to identify risks and promote the mitigation of risks through best practice.



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7/ Key Deliverables:

Internal Control Framework for the whole organization.

Risk Management Policy and standards.

Internal control policy and procedures.

The time frame for all key deliveries is three months.

8/ ADMINISTRATIVE ARRANGEMENTS

Basmeh & Zeitooneh will provide office space, access to information and the cooperation of the staff, transportation when visiting centers if needed.

9/How to apply:

Interested candidates are required to submit a C.V, ID copy, candidate technical profile, financial offer, and technical offer in closed envelop to our office directly by hand or through Liban Post
Address: Basmeh & Zeitooneh HQ Address :Furn El Chebbak , Rizkallah Semaan Street , Sabbah Building , 3rd Floor