Terms of Reference

“Financial Management Strategy”

Financial Management Training

**Oxfam** is advertising the below as one of the outputs of Oxfam's Programme funded by Global Affairs Canada (GAC), to develop capacity strengthening plans for partner staff to improve the capacity of local implementing partners and ensure sustainability. CLDH, in coordination with Oxfam, carried out an assessment to identify areas of needs requiring additional capacity strengthening and development. The below is one of the fields that came out from the assessments findings that Oxfam has committed to support.

**Background:**

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for all Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations. CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases. CLDH currently has 4 offices: Dora, Zalka, Bekaa and Tripoli.

**Context:**

CLDH seeks to enhance the capacity of its staff working in the Accounting and Finance department through a workshop on developing a Financial Management Strategy and analyzing donor’s requirement. The workshop will beaddressing the need for the improvement of the department management skills, and a deeper understanding of effective management strategies.

This TOR outlines the objectives, structure, and expected outcomes of the Finance management strategy for the NGO's staff and volunteers in Lebanon. It is expected that the workshop will contribute to enhancing the participants' skills, capacities, and abilities to manage the department in an effective way.

**Objectives:**

The primary objectives of the workshop are as follows:

1. To enhance the financial literacy and skills of the participants.
2. To improve the understanding of financial management principles and practices.
3. To equip participants with the knowledge required for effective financial decision making.
4. To ensure compliance with relevant financial regulations and policies.
5. To enhance the overall financial management capacity within the organization.

**Workshop Details:**

a. Duration: The workshop will be conducted over 2 to 3 days.

b. Location: The workshop will be held in a suitable venue in Lebanon, facilitating a conducive learning environment.

c. Participants: The workshop is designed for CLDH staff comprising of 3-4 employees.

d. Methodology: The workshop will consist of a mix of interactive lectures, hands-on practical sessions, group discussions, and case studies.

**Workshop Modules:**

1. Introduction to financial management strategy

* Participants will be aware of financial management strategy and its importance.

1. Effective department management techniques

* Participants will be able to identify effective tools and techniques for department management
* Identify challenges and how to overcome them

**Deliverables:**

At the conclusion of the workshop, participants will be expected to produce the following deliverables:

1. Steps to develop a financial management strategy
2. Tools for departmental management
3. List of donors’ requirements in financial management
4. Feedback and Reflections

**Evaluation:**

The training will have several tools to evaluate the learning effectiveness and progress of the participants. The tools will be used are:

* Pre and Post tests at the beginning and end of the training
* Training evaluation template
* Verbal feedback from participants

**Budget:**

The workshop budget will cover trainers' fees, equipment rental, and materials.

**Submission of quotations and Questions**

Submission of quotations and any requests for clarification may be submitted by email to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk)