

# NGO COMMITTEE ON THE RIGHTS OF THE CHILD (NGOCRC)

## TERMS OF REFERENCE

### ON

## THE TRAINING ON “INTEGRATE FINANCIAL MANAGEMENT FOR NON-FINANCIAL STAFF”

### I- BACKDGROUND AND RATIONALE:

The NGOCRC is a national coalition of fifty one (51) national and international organizations in Cambodia whose major commonality is their commitments towards the Rights of the Child. Established in September 1994, NGOCRC endeavors to raise awareness of the Convention on the Rights of the Child among children, their parents and all relevant institutions. It dedicates its efforts and resources to the efficient and effective implementation of the CRC by advocating for child rights. Specifically, it concentrates on the formulation and amendment of laws, policies and action plans pertaining to children. It also monitors the implementation of the CRC in Cambodia and submits supplementary report on the implementation of CRC in Cambodia to the United Nations Committee. NGOCRC also aims to strengthen the capability of its Secretariat’s staff and NGOs members.

NGOCRC is governed by the Executive Committee (ExCom) composes of five members including chairperson, vice-chair, secretary, treasurer and one member. The Ex.Com members are elected by NGO member organizations for 3 years and 2 terms and they work voluntarily. The main roles and responsibilities of the Ex.Com, Management Team (MT) and key program staff are to keep and strengthen good communication and cooperation with the government institutions, LNGOs, IOs, UN agencies and donors for funding and technical supports. ExCom approves policies and procedures within the NGOCRC as well as to approve on the Annual Budget of the NGOCRC and responsible in monitoring the financial transactions while the MT responsible in daily management within the NGOCRC Secretariat. Most of members of the ExCom are those who represented their organizations as Executive Director and Program Manager that their experience and capacity on leading and managing is noted with high level but still limited in the context of working as leaders of the National Coalition such as NGOCRC especially in the context of guiding NGOCRC on financial management.

A five-year Strategic Plan has been developed for 2010-2014. One of the strategic directions is addressed to enhance the organizational growth and development of NGOCRC by responding to the management, administrative and finance issues and concerns. Therefore, improvement of the management system by building and strengthening capacity of ExCom’s members, MT and key program staff including program managers and senior program officers on Finance System is necessarily needed while they are implementing the program along with financial management.

### II- PURPOSE OF THE TRAINING:

To provide training on “**Integrate Financial Management for Non-Financial Staff**” to 13 staff including Executive Committee members, Management Team members, Senior Program Officers and Finance staff to have common understanding and support each other and also to strengthen advices from the Management to Finance Unit’s staff to ensure the assurance of internal control are in accountability and transparency.

### III- EXPECTED OUTCOME:

Participants understood common tasks and issues, which could be able to support, advice and provide feedbacks/comments to improve their financial management and internal control system in terms of their roles and responsibilities.

### IV- PROPOSED TOPIC CONTENT:

- Financial management concept and process for Managers or Non-Financial Staff
- Budget management concept: development, control, monitoring, and review (for Managers or non-financial staff)
- Concept on Financial Control: internal control, internal audit, external audit, and spot check
- Financial Statements:
  - Financial reports
  - Review and analysis reports
  - Filing management
- Cambodian Law on Taxation compliance
  - Tax on Salary
  - Withholding tax
  - Tax registration progress and payment
- Risk of Financial Management
- Main duty of Financial Staff

### V- SCOPE OF WORK

The trainer/facilitator is required to undertake the following key tasks:

1. Provide detail proposal/work plan, estimated cost and methodologies to be used with the training within the below time frame.
2. Carry out action plan followed the agreed process.
3. File all documents of the processes used and outputs generated following the above mentioned processes including the final report of the process, etc.

### VI- TIMEFRAME

The training will take 2 days starting from December 15-16, 2011.

### VII- THE MINIMUM QUALIFICATIONS AND EXPERIENCE

- Relevant post graduated background
- Sound understanding and relevant work experience on Financial Management and Tax System
- Excellent and proven facilitation and financial training skills
- Experienced in conducting participatory training
- Availability to deliver within the timeframe

### VIII- FACILITATOR TASKS AND ACTIVITIES

The facilitator will be accountable to perform the activities as highlighted in section III given in this Terms of Reference.