**Finance Policies and Procedures Review and Development Consultancy**

Africa Harvest Biotech Foundation International (Africa Harvest) is seeking a highly qualified consultant to undertake a comprehensive review and development of its finance policies and procedures. As a leading international organization dedicated to promoting sustainable agricultural innovations across Africa, Africa Harvest is committed to maintaining the highest standards of financial management, accountability, and transparency. This consultancy aims to ensure that our financial practices are fully aligned with global best practices, legal requirements, and the organization's evolving needs**.**

**Consultancy Objectives**

* **Review Existing Policies** by assessing the comprehensiveness, effectiveness, and relevance of current financial policies and procedures.
* **Gap Analysis by i**dentifying any gaps, weaknesses, or areas for improvement in financial management practices.
* **Policy Development** by creating new or updated finance policies and procedures aligned with regulatory requirements and organizational goals.
* **Training & Capacity Building** by providing recommendations and training on implementing and utilizing updated policies.

**Scope of Work**

* Review and analyze existing financial policies and procedures.
* Benchmark current practices against industry standards and legal requirements.
* Identify gaps and inefficiencies in current policies.
* Develop updated policies to enhance financial management and ensure compliance.
* Consult with stakeholders (finance staff, management, auditors) for feedback.
* Provide a final report and documentation of updated policies and procedures.
* If necessary, develop and deliver staff training or workshops on the new policies.

**Deliverables**

* Inception Report detailing methodology and work plan.
* Review and Gap Analysis Report highlighting key findings and areas for improvement.
* Updated Policies and Procedures draft and final versions.
* Training Materials including the presentation slides and resources.
* Final Report on the comprehensive summary of findings, recommendations, and finalized policies.

**Consultancy Duration**

The consultancy is expected to be completed within **three (3) months** from the agreed start date.

**Required Qualifications**

The lead consultant should possess the following qualifications and experience:

* Advanced degree (Master’s or equivalent) in Finance, Accounting, Business Administration, or a related field.
* Full professional qualifications (CPA (K), ACCA, CIMA, or equivalent) and current membership with the Institute of Certified Public Accountants of Kenya (ICPAK).
* A minimum of 10 years of professional experience in finance, audit, and policy development within similar-sized organizations.
* In-depth knowledge of financial management practices, international finance reporting standards, and public sector regulations.
* Proven expertise in finance policy development and review.
* Strong analytical, report writing, and communication skills.
* Experience in training and capacity-building.

**Payment and Fees**

Please provide a financial proposal along with your application.

**Confidentiality**

The consultant will maintain confidentiality regarding all sensitive financial data and materials produced during the consultancy will remain the **property of Africa Harvest.**

**Selection Criteria**

Consultants will be selected based on:

* Relevant experience and qualifications.
* Proposed approach and methodology.
* Cost-effectiveness.
* References from previous similar work.

**Submission Requirements**

Interested consultants are invited to submit the following by **31st January 2025.**

* A technical proposal outlining the methodology, approach, and work plan.
* A financial proposal detailing the cost of the consultancy.
* A curriculum vitae for the lead consultant and key team members, highlighting relevant experience and qualifications.
* Contact details for two professional references.

For inquiries or to submit your proposal, please contact [accounts@africaharvest.org](mailto:accounts@africaharvest.org)