

**Accounting and Financial Systems Assessment  
Consultancy**



**May 2019**

**Organization and Background**

Tostan is a US 501(c)(3) nonprofit organization headquartered in Dakar, Senegal and currently operating in five West African countries.

Strategically, the organization is committed to continuing to develop its core competency of empowering education and to documenting and scaling the sustainable impact it creates across a range of issues. Tostan's flagship model, the 3-Year Community Empowerment Program (CEP), has already reached thousands of communities in both West and East Africa since 1991. Outcomes in governance, education, health, economic empowerment, and the environment are currently tracked, and Tostan has been particularly proud to play a significant role in the large-scale empowerment of women and girls and the community-led abandonment of harmful practices such as female genital cutting and child marriage.

New models for building partnerships with communities after the CEP, and for sharing Tostan's approach with a range of local and global audiences, have joined powerful additions to the ever-evolving CEP to create a unique and exciting strategic moment. Tostan has recently completed a strategic scaling design process and has a clarified sense of its organizational priorities across three scaling pathways through which Tostan seeks to scale community wellbeing.

Tostan, its Board of Directors, and its finance and accounting teams have a longstanding commitment to excellent financial management systems and practices, as evidenced by yearly rigorous audits and numerous grants from leading philanthropic organizations successfully managed. In keeping with this history, as Tostan prepares itself for larger scale following its new strategy, the organization is prioritizing an effort to refine and improve its existing financial management and accounting systems to drive program quality and improve operational efficiency and effectiveness at scale.

Tostan believes a critical first step in improving its finance systems to be a full review and assessment of its entire systems by a proven and experienced consultant, allowing best practices to guide next steps.

Tostan is currently seeking a consultant to conduct a short-term, comprehensive on-site review and assessment of its accounting and finance systems with a view towards making

recommendations to evolve these systems in keeping with Tostan's specific needs as well as international best practices.

### **Consultancy Objective**

The overall objective of the consultancy is to provide Tostan with a clear assessment of its financial systems and a corresponding workplan to improve them.

### **Consultancy Deliverables and Activities**

The main deliverables of this consultancy are:

- An assessment report containing specific, prioritized recommendations for moving the organization's accounting systems forward to be in keeping with best practices and in preparation for scale. This will include (but not be limited to): accounting systems structure, accounting software and systems, cashflow monitoring and reporting, management of multiple currencies (in a way that allows us to use off-the-shelf software), and financial reporting systems and tools.
- An accompanying working plan for the organization to follow in implementing recommended changes.

The main expected activities are:

- Review of organization's accounting books, policies, procedures, and other systems
- Review of the past five year's audit letters as well as ongoing goals and objectives of the finance dept
- On-site interviews with senior leaders, Board members, finance team staff based in Thiès

### **Location, Length and Availability**

Tostan is seeking a consultant based in or able to travel to Senegal. Tostan estimates the proposed assessment to be 10 days in length not including travel. Tostan is seeking consultants with availability for this 10-day contract in the month of June 2019.

### **Experience**

The ideal candidate will demonstrate:

- Success in working rapidly to assess and make recommendations on finance and accounting systems of US-registered international nonprofit organizations working in multiple countries and currencies
- Deep understanding of US GAAP and corresponding accounting systems and best practices
- Previous experience in recommending successfully implemented improvements and/or revisions to complex accounting systems
- Experience working in Senegal and other West African nations required
- Full fluency in both English and French

### **Relevant information**

Tostan uses GAAP; it uses Quickbooks (locally installed) at both field offices and international level. Tostan is a US 501(c)3. The main headquarters offices are in Dakar, Senegal; with country offices in Senegal and 4 other countries, and the Tostan Training Center located in Senegal. Tostan receives grants and donations in a range of reporting currencies. Tostan manages information other softwares including Popay HR and payroll in West Africa and Gusto to manage small payroll in the US (manual QB entry). Tostan is currently expanding its use of Salesforce from a CRM-only instance to one that will offer project management and potential integration of project financial information. Further information will be provided upon request.

**To apply**

Send your CV indicating all past experience from similar work, a brief technical proposal, your daily rate, and at least three (3) professional references at: [hr@tostan.org](mailto:hr@tostan.org) before May 26th 2019.