



TERMS OF REFERENCE FOR PROVISION OF THIRD-PARTY FINANCIAL
SERVICES FOR THE KCCA CDC URBAN HEALTH PROJECT
PROJECT COOPERATIVE AGREEMENT NOFO: **CDC-RFA-GH21-2158**

BACKGROUND

KCCA signed a five-year grant with the U.S. Centers for Disease Control and Prevention (CDC) to improve health services in the Kampala City Metropolitan area. The total Fiscal Year Funding is US \$1,999,907 (US Dollars One Million Nine Hundred Ninety-Nine Thousand, Nine Hundred and Seven only) for Year 1 COP21 under Cooperative Agreement: GH002358 to strengthen Urban Health Services and Models of Care in Kampala Capital City Authority(KCCA)-Uganda under the President's Emergency Plan for AIDS Relief (PEPFAR).

The grant will improve access to HIV and TB services and focus on specific health challenges faced by the urban poor like recurrent cholera and typhoid outbreaks.

This grant intends to strengthen Urban Health Services and Models of Care in Kampala Capital City Authority (KCCA) by achieving 4 general objectives that have been aligned to the core result areas of the grant as stated in the grant guidelines. These include;

- (1) Strengthening partnerships and governance in Kampala and the Metropolitan area in order to efficiently utilize available resources.
- (2) Improving the HIV and TB service delivery in Kampala city in order to have better health outcomes.
- (3) Strengthening the integration of HIV and TB with other diseases in order to improve health services delivery;
- (4) Improving the Health information systems integration for surveillance, M&E, and Lab systems strengthening in order to realize better decision making and accountability.

OBJECTIVES OF THE ASSIGNMENT

KCCA is desirous of engaging a consultancy firm to provide financial management services in support of the project for the contract period. Generally, the firm will provide expertise and support in a range of fiduciary and business management services with a view to support the following project.

It is understood that the scope of the financial management services will encompass: Human Resources, Bookkeeping and Accounting, Fund Management and Disbursements, Procurement and logistics, financial reporting and Statutory remittances.

SCOPE OF WORK

The scope of financial management services that will be provided by the Consultancy firm, will range from reviews of the general accounting procedures, disbursement of funds, receipt and filing accountabilities, operating a dedicated project account, keeping books of accounts and ledgers, conducting regular bank reconciliation, payroll management, preparation of financial reports and financial statements, to facilitating external audit of the project and resolving audit queries in consultation with KCCA staff.

The Consultancy firm's financial management services approach to this assignment will ensure that the services provided to the CDC and KCCA are based on the underlying foundation of:

1. Understanding the financial and project risk environment within the KCCA-CDC Cooperation Agreement
2. Mitigating the risks, and putting in place controls, for the proper use of KCCA-CDC grant management funds
3. Monitoring risks, financial performance, and use of funds on an on-going basis.

The Consultancy firm will ensure that the fiscal management services provided, align with the Government of Uganda, and United States Federal Government, fiscal management regulations guidelines, and are in accordance with Generally Acceptable Accounting Principles (GAAP).

Detailed Tasks and Scope of Work

The detailed tasks for the Consultancy firm, in fulfilling the contractual agreement between KCCA and The Consultancy firm are:

1. Preparation of books of accounts, and management accounts, disbursement of funds, receipt and filling accountabilities, operating project accounts, conducting regular cash and bank reconciliations, preparation of financial reports and financial statements, facilitating external audits, consolidation and year-end financial reporting, in addition, to donor ledgers, suppliers' ledger management and payroll administration.
2. Financial and Procurement Records: Ensure that records are reviewed and recorded supported by valid documentation and approved prior to posting onto the accounting software general ledger. All accounting and finance information will align to the Government of Uganda and US Federal Government Guidelines and complying with Generally Accepted Accounting Practice (GAAP)
3. Accounting Information System: Ensure that the record expenses, cost information, and income are captured into the accounting system on a daily basis and review it at least once a month (on the last day of every month or as need arises) depending on the volume of transactions and the requirement of KCCA Management.
4. Payment and Procurement system: Ensure the complete, accurate and timely recording and processing of supplier and customer invoices is done. Additionally, the Consultancy firm shall see to it that KCCA complies with the set procurement process with tender offers and keeping regular communication with both debtors and creditors to ensure that all invoices are sent and received, and that all payments are made and received. The Consultancy firm will ensure that procurement procedures are followed with the highest level of qualitative services and the best total cost through open and fair competition.
5. Reconciliations: Ensure that all invoices are captured to the correct GL codes and track the cash and bank income and outgoings and prepare reconciliations from the accounting system to the bank records and statements. The consultancy firm will ensure that the cash/bank reconciliation is regularly done on a monthly basis to enable CDC and KCCA to monitor the financial position, in liaison with the approved budget, and ensure that KCCA devises and implements measures to maintain sufficient cash in the bank and the cash boxes to meet the day-to-day cash obligations as and when they fall due.
6. Fixed assets acquisition: Ensure that pertinent documentation in regard to fixed assets acquisition is updated or set up and agree formats of the fixed assets register (FAR). The Consultancy firm shall ensure proper recording of monthly depreciation in the accounting system on basis of the accounting policies of the GOU and GAAP.
7. Preparation and review of Monthly, Quarterly and Annual financial reports: the Consultancy firm will ensure that reports from the accounting software system are in line with the agreed KCCA - CDC format and submit the same before close of business by every 15th day of the month following (or the specified reporting date). The monthly management accounts report will include, but will not be limited to, the trial balance, debtors aged analysis, and creditors aged analysis, Variance analysis comparing actual performance for the month to the budgeted figures, the individual general ledger accounts, and monthly bank reconciliation statements,

statement of financial position, income and expenditure and statement cash flows. The Project Manager and Consultancy firm will also hold a monthly management meeting, on a date agreed each month, to discuss the management accounts with CDC.

8. Ensure that the settlement of tax and other obligations with the tax and other regulatory authorities are effected by KCCA on or before the 15th day of the month, following the month in which the obligation arose.
9. Ensure that the monthly payrolls are reviewed for the relevant staff under the project for the purpose of ensuring accuracy and post payroll expenses into the accounting software system.
10. Ensure that the Budget management functions and procedures are effective to guarantee efficient coordination of the various budgetary units, grants, and designated accounts, and advice on annual budgeting and financial planning.
11. Quality Assurance: The Consultancy firm shall ensure the highest quality of financial services to KCCA & CDC.

The Consultancy firm is expected to perform the following tasks.

	Tasks
1	Hands on FMA, high degree of grant expenditure commitments and transactions of the project
2	Review of capacity building needs of the project implementers, and to inform systematic transfer of skills in financial management and project management
3	Design Key milestones for Financial Management Improvement that would assess progress in enhancing the operational efficiency of the KCCA systems in managing the Fund/grant
4	Sustaining reforms in financial prudence of the KCCA through continual hands-on training of the finance team and further strengthening the internal financial management systems of KCCA
5	Developing and rolling out communication strategy with SOPs on the changes KCCA mechanism has adopted in efficient public financial management
6	Bringing procurement to the required speed including removing bottlenecks and rigidity within the KCCA procurement systems
7	Developing Performance Improvement Plans (PIP) for the principle recipient and implementing partners
9	Any other tasks relevant to assignment as maybe identified in the course of the contract implementation

ROLE OF KCCA STAFF

KCCA Staff will work with the Consultancy firm to deliver on this activity. The following staff will work closely with the Consultancy firm:

1. Director Public Health and Environment-KCCA/ Project Principal Investigator
2. Director Treasury Services-KCCA
3. Project Manager
4. Finance Coordinator

REPORTING, DELIVERABLES AND TIME SCHEDULE

The Consultancy firm shall report to CDC and shall be directly supervised by KCCA. The results of the consultancy shall be addressed to both CDC and KCCA.

The deliverables are to be submitted by the Consultancy firm and the related timelines are set out in the table below:

REPORTS	DATE
INCEPTION REPORT	15 days after end of inception
RISK ASSESSMENT REPORT	3 rd Month of assignment
REGULAR REPORTS	
MONTHLY REPORTS	15 days after end of month
QUARTERLY REPORTS	15 days after end of quarter
ANNUAL REPORTS	15 days after end of year
PROGRESS REPORTS	
INTERIM PROGRESS REPORTS	15 days after end of inception
FIRST STATUS REPORT	15 days after end of quarter
SECOND STATUS REPORT	15 days after end of quarter
THIRD STATUS REPORT	15 days after end of quarter
FINAL GRANT MANAGEMENT REPORT	15 days after end of year
OTHER DELIVERABLES	
MILESTONE REPORT	3 rd Month of assignment
CAPACITY BUILDING REPORT	3 rd Month of assignment
OTHER ADHOC REPORTS	As and when required
AT END OF 1st YEAR	
ANNUAL REPORT	15 days after end of year
DRAFT FINAL REPORT	15 days after end of year

DURATION

The Consultancy will be for a period of 1 year which will be renewable based on performance and availability of funding.

QUALIFICATION AND COMPETENCES

1. The Consultancy Firm should have at least ten (10) years' experiences in providing fiduciary and grant management services.
2. Provide evidence of past similar assignments done as a firm.
3. The Consultancy firm must be formally registered with a recognized body in Uganda and must be impartial and independent with respect to the assignment
4. The Key Personnel used by the Consultancy firm should have relevant professional accounting and practicing certificates
5. The team leader must have at least a master's degree in Accounting, Finance, Business Administration or Economics from a recognized University. Additional professional qualification in either CPA, ACCA is a MUST.

METHODOLOGY

The Consultancy firm must indicate proposed methodology of undertaking the assignment.

KNOWLEDGE TRANSFER

The Consultancy firm should demonstrate how they will implement a knowledge transfer process to KCCA in the execution of the assignment.

SUBMISSION DATE

Should you be interested in offering this service, we request you to submit your hard copy proposal (technical and Financial) by Tuesday 14th December 2021 before 16.00hrs at KCCA City Hall headquarters - DPHE Office (Room B320)

Late proposals will be rejected.

**PRINCIPAL INVESTIGATOR
KCCA CDC URBAN HEALTH PROJECT**