

Afghan Youth Services Organization (AYSO)
Call for the Quotation for Conducting Micro-Assessment

TERMS OF REFERENCE

Micro Assessment of Afghan Youth Services Organization (AYSO)

Contract type	Individual Contract OR Institutional Contract
Description of Assignment:	Conduction of Micro-Assessment of (AYSO)
Contracting Authority	Afghan Youth Services Organization (AYSO)
Duty Station	AYSO Kabul Office Kabul Afghanistan
Duration	3 working days – during the period 26 th to 28 th of July 2020

The present Terms of Reference is related to the contracting of a team or company to complete a Micro-Assessment of the Afghan Youth Services Organization (AYSO) based in Kabul Afghanistan.

1. Background:

Afghan Youth Service Organization (AYSO) is a non-governmental, non-political and non-profit organization. It came into existence in March 2003 with the name of Afghan Youth Foundation (AYF). In 2006 changes were brought in the vision, mission and objectives of the organization and the name was changed to Afghan Youth Services Organization (AYSO). Therefore, in 2006 by the name of Afghan Youth SERVICE Organization (AYSO) the organization was registered with Ministry of Economy with registration no. 397.

Due to having valid registration and License with the Ministry of Economy, AYSO is authorized to work in all development sectors in Afghanistan to provide support to government and the people of Afghanistan.

Three boards were established for organization as well as a comprehensive and accumulated charter was developed for the organization. Meanwhile, all related departments of AYSO started working for the development of strategies, manuals, guidelines and SOPs for its all working sectors including policies, leaderships, management, implementations, supervisions, quality assurance, administration, financial, HR, stocking, project designs, program designs, partnerships and all other sectors of organization.

Since the organization came in to being has been providing developmental and humanitarian assistance programs and projects in Afghanistan. AYSO has been implementing Health, Education, Capacity Building, income generating, Behavior Change, social development, Youth wellbeing, Gender Equality & Equity, Humanitarian & Charity and Emergency AID, Peace, stability and livelihood projects as well as researches, assessments, studies and surveys for the different problems and circumstances analyzes.

AYSO since its establishment has implemented numerous health and educational projects in different parts of the country. In this way, AYSO has been able to reach the most vulnerable segments of the society such as; children, illiterate youths, women, elders and people with disability, either through its developmental projects or by raising their awareness on their rights through IEC/BCC channels, short term courses, seminars and workshops.

2. Description of the Assignment

AYSO plans to evaluate the overall organization performance and its documents. AYSO also plans to conduct the micro assessment should be performed by a third party service provider and includes the site visit to the AYSO Kabul main office. The assessment primarily consists of interviews with AYSO personnel and a review of relevant documentation sufficient to complete the micro assessment questionnaires and other required tools. The questionnaire should support to provide an overall risk rating based on responses provided:

- Low risk – Indicates a well-developed financial management system and functioning control framework with a low likelihood of negative impact on the AYSO's ability to execute the Programme in accordance with the donors' and globe standards requirements.
- Medium Risk – Indicates a developed financial management system and control framework with moderate likelihood of potential negative impact on AYSO's ability to execute the Programme in accordance with the donors' and globe standards requirements.
- Significant Risk – Indicates an underdeveloped financial management system or control framework with a significant likelihood of potential negative impact on AYSO's ability to execute the Programme in accordance with the donors' and globe standards requirements.
- High Risk – Indicates an underdeveloped financial management system and control framework with a significant likelihood of potential negative impact on the AYSO's ability to execute the Programme in accordance with the donors' and globe standards requirements.

3. The purposes of the micro assessment are:

3.1. Capacity development objective:

It supports the three UN Agencies (UNDP, UNFPA, and UNICEF) and the Government to identify the status, strengths and weaknesses in the NIP's capacity for financial management and areas for capacity building by the Government and other partners.

3.2. Financial management objective:

It assists in the identification of the most appropriate and standard financial management, procedures, and scale of assurance activities to be applied by the AYSO and its partners.

AYSO will use the overall risk rating provided by the micro-assessment to plan the appropriate programs, management, and capacity building programs for staff, strategies and policies development for AYSO.

The Service Provider receives general information regarding the AYSO and the Programme from the AYSO office for preparation of the assessment. The Service Provider reviews this documentation in advance of performing a site visit to the AYSO. The Service Provider should also provide the AYSO with an advance

request of the documents and interviews they would like to have while on site, to ensure efficient use of time while on-site. The Third Party Service Provider also completes the Micro Assessment Questionnaire based on the procedures performed during the assessment period. Upon finalization, the service provider delivers an executive summary, detailing the overall risk rating and specific identified risks, and the completed questionnaire.

4. Deliverables

The consulting firm should submit a final report with the following elements:

- An overall risk rating (H-High risk; S-Significant risk; M-Moderate risk; L- Low risk) of the NIP's financial management capacity.
- Risk ratings for funds flow, staffing, accounting policies and procedures, internal audit, external audit, reporting and monitoring and information systems.
- A summary of the financial management assessment of the organization
- A description of the organization including the physical address, phone numbers, fax numbers, web sites and general e-mail addresses.
- A description of the accounting standards applied, and whether they are defined at the organization level.
- A description of any specific internal control weaknesses noted in financial management, in terms of both compliance to Government rules and regulations, and management practices at the organization level
- A description of any specific internal control weaknesses in reference to international standards that are derived from the normative environment of the organization.
- Recommendations for monitoring and assurance activities to address or compensate for the weaknesses in the short term.
- Recommendations to resolve/eliminate the internal control weaknesses noted, including short and medium-term capacity development measures, at the organization level.
- All recommendations should focus on actions, adjustments, arrangements, or the like, that are on the line agency's authority to implement.
- List of people met and interviewed during the conduct of the micro assessment at organization level
- An executive summary of the whole micro assessment exercise enclosed with a consolidated summary of the financial management assessment.

5. Qualifications of the Third Party Service Provider

The Third Party Service Provider should be experienced in performing assessments similar to a micro assessment and assessing risks related to organizational financial management capacity (i.e. accounting, reporting, procurement and internal controls).

- An advanced University degree (Master's) in Accounting, Business Administration, Financial Management, Economics, International Development or a directly-related technical field(s) is required. A valid professional certification (CA; CPA; etc.) from an accredited chartered accountancy institution, in conjunction with a relevant first-level (Bachelor's) university degree in a directly-related technical field (as identified above), may be taken in lieu of an advanced university degree.

- A minimum of five (5) years of relevant experience, at the national and international levels, in Operations Management, Financial Management, Audit Management, Risk Management and/or Programme Management; with hands on experience in planning, undertaking and reporting on financial management assurance activities related to or similar grant management oversight systems used by donor and funding agencies is required.
- Prior knowledge and experience in implementing and monitoring is required.
- Previous experience in training professionals in the context of audit, monitoring and micro-assessment is considered highly desirable.
- Previous experience/knowledge of the United Nations system and the development sector would be an asset.
- Previous hands on experience in a supervisory/managerial capacity is desirable.

5. Duration of the Consultancy

This short term consultancy is expected to take a maximum of 3 working days, with at least 3 working days in AYSO Kabul Office.

All interested companies are required to submit their through email form 12 July to 22 July 2020 to operation.m@ayso.org.af