

TERMS OF REFERENCE (TOR) EXPERT/FIRM TO SUPPORT FINANCIAL MANAGEMENT AND MONITORING

Project	INTECMED
Contracting Authority	SEKEM Development Foundation

**Please include the TOR name above in all correspondence.*

1. Background Information

1.1 INTECMED

INTECMED project aims at facing common challenges of the areas involved in the project, all characterized by two phenomena: generalized economic slowdown and serious job deficit. In the mid-term, the project expects to set up a stable decision-makers group to define an innovation strategy at the local level able to coordinate all actions of different players. The pilot project mentorship programmes will improve the competencies and capacities to commercialize research results of at least 48 entrepreneurs/researchers. In the long term, an improvement in the innovation capacity of the involved regions, and particularly those of the southern shore of the Mediterranean, is expected.

1.2 SEKEM Foundation

SEKEM was founded in 1977 by Dr. Ibrahim Abouleish to realize the vision of sustainable human development. SEKEM aims to contribute to the comprehensive development of the individual, society and the environment. The Foundation is established on the principles of the SEKEM initiative and seeks similarly to bring about a greater integration of the facets of human life. Over the last two decades, the Foundation has expanded its program activities from initial basic educational initiatives. It now implements a variety of projects and programs in the fields of social development, research, health care, education, and vocational training.

1.2 SUBJECT OF THE CONTRACT

The subject of this TOR is the provision of services to SEKEM – INTECMED Project to support the preparation of the six monthly and yearly financial reports to be provided to the lead partner:

- Collect all the information about activities and achievements of INTECMED Project
 - Revise the data to comply with the program templates and lead partner and ENI JTS/JMA needs
- In addition to the following services:
- Support the preparation of the intermediate and final financial reports and of the expenditure verification reports to be provided to the lead partner:
 - Unofficial check of the eligibility of expenses and of the correctness of supporting documents
 - Advice on the reporting of all data in the program templates
 - Advice to the financial auditor with relation to the use of the ENPI CBC templates
 - Advise on the revision of the reports according to the lead partner and ENI JTS/JMA remarks

2. The scope of work:

The scope of work encompasses various key tasks, including but not limited to

- Supporting the preparation of intermediate and final financial reports.
- Conducting an unofficial check of the eligibility of expenses and correctness of supporting documents.
- Providing advice on reporting all data in program templates.
- Offering guidance to the financial auditor regarding the use of ENPI CBC templates.
- Advising on the revision of reports based on lead partner and ENI JTS/JMA remarks.

3. Qualifications and Expertise:

The ideal candidate for this role should possess:

- Demonstrated expertise in financial management within the context of ENI CBC MED.
- Proven experience in supporting the preparation of project financial reports.
- In-depth knowledge of program templates and compliance requirements.
- Strong analytical and advisory skills in financial auditing processes.

3. Key Deliverables

The consultant will be responsible for delivering:

- Comprehensive and accurate six-monthly and yearly financial reports.
- Expenditure verification reports meeting lead partner specifications.
- Revised reports addressing lead partner and ENI JTS/JMA feedback.

4. Reporting

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5. Budget

The fee amount will be max amount of 10,850.00 EUR on the qualification of the Firm/expert.

7. Submission of offers

Please send your quotation to SEKEM Development Foundation, by 20 December 2022, referencing **(Expert To Support Financial Management and Monitoring)** in the subject line and including support documents as outlined.

11. Selection Criteria

- Expert/Training firm track record (60%)
- Financial offer-quality ratio (40%)

12. Disclaimer

- Shortlisted experts may be invited to discuss their quotations in more detail at SEKEM's premises or online.
- SEKEM Development Foundation, at its sole discretion, will select the successful offer.
- SEKEM Development Foundation shall be free to:
 - Accept the whole, or part only, of any submission
 - Accept none of the proposals
 - Republish this Request for Quotations

SEKEM Development Foundation reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Thank you for your proposal