

Terms of Reference – International Consultant EFI Kenya

Assignment title: Financial Literacy Advisor

Contract duration: 6 months

Start Date: June 20th, 2024

Travels: No travel required.

Background:

ITC's Ethical Fashion Initiative - EFI, which operates within the Division of Sustainable and Inclusive Trade, has developed a powerful business model to intervene in the fashion sector. It has all the tools needed to create sustainable value: expertise in using green processes and materials; capacity to establish and manage locally owned product development and production management facilities; environmental, social and governance (ESG) due diligence, performance monitoring and reporting systems; and a large portfolio of international and regional trade and investment partners. These elements form a competitive advantage that is unique among development agencies and at the level of Trade Support Institutions (TSIs) and similar institutions. In addition, EFI has a strong and relevant technical knowledge of the sector, with a team that is sought after by the international fashion industry.

Through its Environmental ESG, the programme ensures respect for human and environmental rights along global value chains that go beyond national regulatory mechanisms.

To maximise the output and impact of its presence in Kenya, EFI has engaged an implementing partner, Tujikuze. EFI, in partnership with Tujikuze, is supporting and leveraging the fashion value chain with the aim of creating employment opportunities and economic development for communities across Kenya and the continent. As such, EFI is seeking a financial advisor to support in developing a sustainable and effectively managed social enterprise.

Duties and Responsibilities:

Under the overall guidance of the EFI Chief Technical Adviser, and the direct supervision of the Senior Programme Officer, the consultant will perform the following tasks:

- Perform Tax compliance work for the company and directors;
- Develop and implement accounting systems including cash control measures;
- Research trade obligations for domestic and international markets: VAT, Certificate of origin, EUR 1, AGOA and similar etc.

- Support with costing and pricing including calculation of production timing and definition of overheads and margins.
- Develop accounting and accruals/financial reporting for the inception period.

Expected deliverables:

- Provide advisory services on tax compliance for the company and directors with weekly meetings; performed by 30 June 2024;
- Accounting systems in place including cash control measures; by 31 July 2024;
- Research on trade obligations for domestic and international markets: VAT, Certificate of origin, EUR 1, AGOA and similar etc completed by 31 Aug 2024;
- Report on costing and pricing including calculation of production timing and definition of overheads and margins, finalised by 31 Sept. 2024;
- Report on accounting and accruals/financial reporting for the inception period finalised by 31 Oct 2024.
- Feedback report on Tujikuze financial operations submitted by 30 Nov 2024.

Skills:

- Good analytical skills;
- Capacity to synthesise a large amount of information and complex data;
- Pro-active and initiative-driven behaviour;
- Extensive knowledge in assessing financial and accountability results for companies;
- Excellent interpersonal, presentation, written and oral communication skills.

Education:

Undergraduate degree in financial management and / or accounting.

Experience:

5 Years of relevant experience in accounting, taxes, financing in lieu of education.

Language:

Advanced knowledge of English and Swahili language. Knowledge of the local languages in Kenya is an added advantage.