



**Terms of Reference**  
**For**  
**Consultant (s) to developing Operational and Finance Management**  
**Policy for Intersex Asia**

**Position:** Consultant for the development of Operational and Finance Policy for Intersex Asia

**Location:** Home-based (Remote working)

**Report to:** Executive Director of Intersex Asia (IA)

**Contract period:** 10 October 2024 to 10 November 2024, inclusive (can be negotiated)

**Application deadline:** 25 September 2024

**1. Who are we**

Intersex Asia is an autonomous regional network of intersex-led organizations and individuals from Asian countries that work to support, educate, and advocate for the rights and lives of intersex individuals and raise awareness on human rights violations and discrimination faced by intersex communities.

Intersex Asia was established when 12 intersex people representing organizations and communities from Hong Kong (China), India, Indonesia, Myanmar, Nepal, Pakistan, Philippines, Taiwan, Thailand, and Vietnam came together to attend the first Asian Intersex Forum, which took place in February 2018 in Bangkok, Thailand.

For more details about the Intersex Asia, please click [here](#)

**2. Scope of the Consultancy Work**

The hired consultant will create a comprehensive operational and finance management policy/manual for Intersex Asia. S/he will follow an inclusive approach by engaging with the IA staff and its board members and will develop the document that will meet the organization's specific operational and financial management requirements. The primary objective of this policy will be to elevate the standards of operational and financial management, fostering improved internal controls, transparency, and accountability to program staff, donors, and other stakeholders. The consultant's work will directly contribute to enhancing operational and financial practices within the organization, thus strengthening its overall effectiveness and impact.

- **Description of tasks:**

The consultant will undertake the following tasks but are not limited to the following;

- a. The consultant will conduct virtual meetings with the staff of Intersex Asia and Board Members to gather insights about the organization's existing operational and financial processes. This online meeting will assist the consultant in understanding the organization's day-to-day operational processes, financial management, and any other relevant aspects of the organization's functioning.
- b. Review the effectiveness and functionality of the existing financial management system, including the financial software in use, and present comprehensive suggestions and recommendations for improving efficiency, accuracy, and overall effectiveness.
- c. Assess the procurement system, asset management practices, etc, for improvements or suggestions.
- d. Draft a comprehensive policy for operational and financial management that aims to enhance and strengthen Intersex Asia's operational and financial management systems and its monitoring and evaluation. This policy should encompass guidelines and procedures to improve the efficiency and effectiveness of financial operations, along with strategies to ensure sustainable and transparent financial management.
- e. Include a practical policy for fixed assets management, depreciation calculation systems, etc,
- f. Present the developed operational and finance policy draft to Intersex Asia's staff and board members for feedback and incorporate any necessary revisions.
- g. Finalize the operational and finance policy/manual incorporating feedback and recommendations.
- h. Conduct online training/workshops with the staff to implement the operational and finance management policy.

### **3. Deliverables**

- a. Draft operational and finance management policy;
- b. Finalized operational and finance management policy;
- c. Capacity building session for staff to effectively implement operational and finance management policy.

### **4. Duration**

The consultancy contract is set to be in effect for a maximum of 30 days, **commencing from 10 October November to 10 November 2024 (tentative).**

### **5. Qualification, Experience and Skills**

- **Qualification**

- a. Master's Degree in accounting, audit, business administration, commerce, or related field.

- **Experience and Skills**

- a. Minimum of 5 years of experience in accounting, financial management, audit, technical assistance, or other directly relevant experience.
- b. Good knowledge of donor financial management practices and requirements, including policies and procedures.
- c. Experience with general management practices and techniques, including management principles, governance and accountability, risk management, use of technology, project management, research and analysis, quality assurance, and human resources management, is required.
- d. Experience with not-for-profit organizations/ International Non-Governmental Organizations (NGO), is highly desirable.
- e. Strong writing, editing, and language skills, with an ability to convey complex policies in a concise, clear, and direct style.

## **6. Reporting**

The Consultant will closely work with the program manager under the overall direction of the Executive Director of IA.

## **7. Application process:**

The application must include the following:

- CV and Relevant experience of those who will be involved in the project.
- 2-3 page proposal that, among others, shows how the consultants understand and will operationalize the work (methodology), the outline of the activities involved against deliverables, timelines, and potential risks.
- Samples of Past work
- 2 References of previous clients/organisations.

## **How to Apply:**

Please send your complete application to **program.manager@intersexasia.org** no later than **25 September 2024** with the subject line "Application - IA Operational and Finance Management Policy Consultant"

## **Note:**

- We kindly ask for your understanding that, given the large number of applications we receive, we will only be able to follow up with those candidates who have been shortlisted for further consideration. We are grateful for your interest in our organization and for taking the time to submit your application.

**Intersex Asia’s equal opportunities statement:**

- Intersex Asia aims to ensure that all full-time and part-time employees, potential employees, and other individuals will receive equal treatment, including access to employment, training, and opportunities for promotion, regardless of any personal attribute, including but not limited to color, nationality, national or ethnic origin, race, gender, sexual orientation, gender identity, gender expression, domestic circumstances, marital status, pregnancy, trade union membership, gender reassignment, health status, HIV status, religion or belief, age, sexuality, sex characteristics, bodily diversity, and disability.
- We strongly encourage individuals who identify as intersex, as well as those from diverse ethnic and racial backgrounds, to submit their applications.
- We strive to ensure the accessibility of our recruitment process for all applicants, including those with special needs. If you require any accommodations or assistance, please do not hesitate to inform us. We are committed to providing a fair and inclusive experience for all candidates.