

Financial Management and Procurement Training for Organizations

Background and Rationale:

Proficient financial management and effective procurement strategies are integral for organizational success. In today's dynamic business landscape, organizations must equip their teams with expertise in financial management and procurement to navigate challenges and optimize resources. This training is designed to enhance participants' knowledge and skills in financial management and procurement practices.

The trainer will aim to achieve the following objectives:

- To impart a comprehensive understanding of financial management principles and strategies.
- To enhance participants' proficiency in managing budgets, analyzing financial data, and making informed decisions.
- To familiarize participants with procurement best practices, including vendor management, contract negotiation, and risk assessment.
- To enable participants to apply financial management and procurement techniques that align with organizational goals and industry standards.

Scope of Work:

- Training Duration: The training program will span [4-5 days].
- Target Audience: Professionals involved in financial oversight, accounting, procurement, and strategic planning within organizations.
- Conducting one-on-one coaching sessions with each participating NGO and CBO, offering personalized guidance and addressing specific challenges or concerns they may face in implementing Financial Management and Procurement practices effectively. (3-4 sessions for each participating NGO/ CBO)

Content Areas:

1. Financial Management:

- Principles of financial planning and budgeting.
- Financial analysis and reporting.
- Risk management and mitigation strategies.

2. Procurement Strategies:

- Procurement lifecycle and process.
- Vendor selection, evaluation, and management.
- Contract negotiation and compliance.
- Case studies and practical exercises focusing on real-world financial scenarios and procurement challenges.
- Workshops for practical application of financial management tools and procurement techniques.

Methodology:

- Engaging workshops led by seasoned trainers with expertise in financial management and procurement.
- Interactive sessions, encouraging participant involvement through discussions and problem-solving exercises.
- Practical simulations and case studies replicating real-world financial scenarios and procurement challenges.
- Hands-on application of financial management tools and procurement strategies.

Trainer Qualifications:

- Demonstrated expertise in financial management and procurement with a minimum of 5 years' experience in the field.
- Strong communication skills and a proven track record in delivering effective training programs.
- Previous experience in conducting comprehensive financial management and procurement training sessions for organizations.

Deliverables:

- Design the training curriculum and materials according to the CSO capacity assessment results and the first-party recommendations.
- Provide the training material and references in PDF.
- Prepare the training agenda and schedules.
- Deliver the agreed on training days.
- Conduct pre and post-assessment and analysis.
- Prepare and provide a training report.
- Prepare and provide a report for the coaching sessions.
- Provide a detailed invoice.
- Provide the requested trainer attendance Sheets.
- Provide a copy of ID or Passport.