



Terms of Reference for Compliance and Governance Consultant for the Regional Inter-Agency Task Team for Children and AIDS in Eastern and Southern Africa (RIATT-ESA)

Description of Service: To assist RIATT-ESA with registration compliance and governance structure development.

Expected Start Date: 10 November 2024

Expected Completion Date: 10 December 2024

Reporting to: To the RIATT-ESA Programme Manager on day-to-day tasks and the Chairperson and Vice chairperson of RIATT-ESA on the specified deliverables.

Introduction:

The Regional Inter-Agency Task Team on Children and AIDS in Eastern and Southern Africa (RIATT-ESA) is a regional network dedicated to addressing the care and support needs of children, adolescents, and families affected by HIV. Since 2006, the network has worked through partnerships with over 41 organizations, including regional economic communities (RECs), civil society organizations, UN agencies, and academic institutions.

RIATT-ESA was registered as a separate entity in 2021, with its registration certificate issued in 2022. However, the network has faced challenges in filing annual returns due to the lack of independently audited financial reports. Additionally, as RIATT-ESA grows, there is a need to strengthen its governance structures to ensure long-term sustainability. RIATT-ESA is hosted by REPSSI, which provides fiscal and administrative oversight. Now, the network seeks to formalize governance, establish clear financial reporting mechanisms, and ensure compliance with registration obligations.

Objectives:

The consultant will assist RIATT-ESA in the following areas:

1. Resolving registration compliance issues, including filing annual returns and establishing financial reporting processes with REPSSI.
2. Reviewing and strengthening the governance structures, aligning policies with the independent status of RIATT-ESA, and ensuring sustainability.

Scope of Work:

1. Compliance Verification and Reporting:

- Liaise with the Department of Social Development to verify RIATT-ESA's compliance status, including pending annual returns.
- Rectify any anomalies and ensure all required documents, including audited financial statements, are submitted.
- Gather necessary financial reports and ensure proper documentation for RIATT-ESA's operations.

2. Submission of Annual Returns and Audited Financial Reports:

- Assist RIATT-ESA in preparing and submitting overdue annual returns.
- Coordinate with REPSSI to complete audited financial reports specific to RIATT-ESA.

3. Governance Review and Policy Adaptation:

- Conduct a governance review to identify gaps in existing policies and structures.
- Adapt REPSSI's relevant policies and procedures to suit RIATT-ESA's independent status.
- Review the Memorandum of Understanding (MOU) between RIATT-ESA and REPSSI, providing recommendations to improve the fiscal host arrangement.

4. Establishing Financial Reporting Mechanisms:

- Develop clear financial reporting procedures between RIATT-ESA and REPSSI to ensure compliance with registration and legal requirements.
- Guide the separation of RIATT-ESA's financial records from REPSSI while maintaining transparency and accountability.

5. Organizational Structure and Leadership:

- Update and formalize RIATT-ESA's organizational structure, ensuring alignment with the network's strategic objectives.
- Create a detailed organogram, highlighting any leadership or key role gaps and proposing new positions with corresponding job descriptions.

6. Strengthening Governance Bodies:

- Assess the functioning of RIATT-ESA's Steering Committee, Technical Working Groups (Advocacy, Social Protection, and Care and Support), and the Programme Manager role.
- Provide recommendations to enhance the capacity of these governance bodies to offer strategic oversight.

7. Capacity Building:

- Provide training for RIATT-ESA staff and leadership on governance frameworks, compliance obligations, financial reporting, and sustainability planning.
- Support the adoption of governance best practices for non-profit networks.

8. Developing a Compliance Maintenance Plan:

- Propose a step-by-step plan for RIATT-ESA to maintain ongoing compliance with registration requirements, including timelines for annual returns and financial audits.

Deliverables:

1. A report on RIATT-ESA's current compliance status with the Department of Social Development.
2. Submission of all overdue annual returns and audited financial statements.
3. A set of financial reporting procedures between RIATT-ESA and REPSSI.
4. A revised governance manual, including new governance policies and structures.
5. A detailed organizational structure and organogram with job descriptions for key roles.
6. A sustainability strategy and action plan for ensuring long-term viability.
7. A compliance maintenance plan for future registration obligations.
8. A final report summarizing all actions taken and providing recommendations for future compliance and governance.

Required Expertise:

The consultant should possess:

- Expertise in non-profit governance and compliance, particularly within South African legal frameworks.
- Proven experience-assisting organizations with registration, financial reporting, and auditing.

- Knowledge of financial management within non-profit organizations, including experience working with fiscal hosting arrangements.
- Expertise in governance development and organizational structures, especially in the HIV and AIDS sector.
- Familiarity with sustainability planning, resource mobilization, and capacity building for regional networks.
- Understanding of the socio-political landscape in Eastern and Southern Africa related to children and HIV programming.

Application Process:

Interested candidates should submit the following:

- A detailed CV outlining relevant experience.
- A proposed methodology and work plan for achieving the objectives outlined in the scope of work.
- A financial proposal with a breakdown of consultancy fees.

Duration of Consultancy:

The consultancy is expected to be completed within 25 days.

All applications should be submitted electronically to: vacancies@repssi.org by Friday, 01 November 2024, and be marked clearly as “Compliance and Governance Consultant – RIATT-ESA” in the subject line.

Only short-listed applicants will be contacted.

Should not hear from us within 30 days after the due date, consider your application as unsuccessful.