

THE ADVERTISEMENT:

CONSULTANCY SERVICE: ORGANIZATION AUDIT

Mathare Community Outreach (MCO), a non-profit, non-political, faith-based organization seeks to engage the services of an independent consultant(s) to undertake a comprehensive assessment of the institution's operations and resource mobilization strategies, with a view to developing a more sustainable organization. MCO promotes education by managing schools and also provide care and support to needy children.

SCOPE OF WORK

The consultant will be expected;

Identify and interview a wide range of internal and external stakeholders

- i. Review of MCO documents
- ii. Identify and recommend best practices and experiences from similar organizations
- iii. Review and analyses the current fee structures taking into account the organization's operations and context, and make recommendations
- iv. The consultant is expected to make a face to face presentation of the draft report to the board and senior management of MCO

QUALIFICATIONS

- i. Post graduate degree in education, business management or any other relevant field
- ii. More than five years' experience specifically in providing consultancy in Organizational development
- iii. Strong financial and analytical skills – a background in finance will be an added advantage
- iv. Knowledge of donor environment especially those who support education, child development and youth
- v. Good writing and communication skills – those who cannot write an analytical, concise and coherent report need not apply.

Interested consultants should send a brief proposal highlighting their interpretation of this TOR, experiences in similar jobs and proposed methodology to:

The Administrator

MCO

P.O Box 71389-00622

Nairobi

Email: info@matharevalley.org

Applications should be not later than 28th February 2017

For more details regarding the work, visit our website (www.matharevalley.ngo) or pick details at our offices located at OCC No 10 Juja road near Moi Air base.

TERMS OF REFERENCE: CONSULTANCY FOR ORGANIZATIONAL AUDIT 2017

1. INTRODUCTION

Mathare Community Outreach (MCO) seeks to engage an independent consultant(s) to undertake a comprehensive assessment of the institution's operations and resource mobilization strategies, with a view to developing a more sustainable organization

2. BACKGROUND

Mathare Community Outreach is a non-profit, non-political, faith-based organization with a mandate to care, protect and support needy children in poor communities, mainly in the slums of Mathare and Kariobangi. The program has been running for the last 20 years offering various program activities mainly in education, socio-economic and spiritual matters.

MCO runs three primary schools and one secondary school with a population of over one thousand children. It also operates a children's center and a discipleship school.

MCO has partnered with various organizations to meet its goal. It is managed by a board of directors, and its projects are implemented by a management staff assisted by key program managers. The number of staff is 106, majority being teachers, social workers, administrative staff and support staff.

The organization's income comes by way of support from partners, well-wishers and internally-generated funds. Support from partners comes in two forms: monetary and in kind, which are channeled to specific program activities within agreed budget. Internally-generated funds are mainly from subsidized school fees collection and hire out of the institution bus.

This assessment has been necessitated after a realization that the institution has not been able to meet its financial obligations. The institution therefore seeks assistance from an independent consultant to carry out an organizational audit and recommend remedies.

3. PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to assess, advice and provide concrete findings and recommendations that will enable Mathare Community Outreach to be run sustainably in order to continue operations and achieve its goal.

4. OBJECTIVES:

By the end of the assignment, the consultant should provide

- i. An assessment of current organizational systems, identifying gaps and make recommendations
- ii. An assessment of the financial position of the organization and make recommendations on required changes and or improvement
- iii. An analysis of potential donors and other potential sources of funding including income generating activities

- iv. A review of the current organizational structure and make appropriate recommendations for efficient and effective operations

5. SCOPE AND METHODOLOGY

The consultancy will cover all sections of MCO - the 3 primary schools and 1 secondary school and any other ongoing projects within MCO. The consultant is expected to advice on additional methods to help meet the above objectives in order to provide a rich report and recommendations. Some of the approaches will include but not limited to;

- v. Identify and interview a wide range of internal and external stakeholders
- vi. Review of MCO documents
- vii. Identify and recommend best practices and experiences from similar organizations
- viii. Review and analyses the current fee structures taking into account the organization's operations and context, and make recommendations
- ix. The consultant is expected to make a face to face presentation of the draft report to the board and senior management of MCO

6. THE DELIVERABLES

The main deliverable for this assignment is a report with concrete recommendations on how to address gaps identified in the system but most importantly, recommendations that can be put into operation to improve the financial position of MCO.

7. CONSULTANT(S) QUALIFICATIONS AND CORE COMPETENCIES

- vi. Post graduate degree in education, business management or any other relevant field
- vii. More than five years' experience specifically in providing consultancy in Organizational development
- viii. Strong financial and analytical skills – a background in finance will be an added advantage
- ix. Knowledge of donor environment especially those who support education, child development and youth
- x. Good writing and communication skills – those who cannot write an analytical, concise and coherent report need not apply.

8. REPORTING LINE

The consultant will work under the supervision of Gilbert Osumba – Director of Administration. The consultant will also work with various managers and Educational leads at field level during data collection and collation.

9. TIMEFRAME

Start date: 15th March

Draft report: First week of April.

Final report: 30 April 2017

Suggested number of consulting days – 30 days spread out throughout the assignment period.

10. APPLICATION

Interested consultants should send a brief proposal highlighting their interpretation of this TOR, experiences in similar jobs and proposed methodology to:

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