

Guinea, West Africa

Scope of Work

Background

School-to-School International (STS) is a nonprofit organization headquartered in the San Francisco Bay Area. Since 2002, STS has worked with its locally-registered affiliate in Guinea, West Africa (STS-Guinea) to implement a holistic approach to education called the Whole Child Model. After over a decade of work in Guinea, STS will be moving the implementation of its Whole Child Model to a different country in the aims of uncovering evidence for the viability of the model in a different implementing environment. STS seeks a consultant to work remotely and in-country with STS-Guinea's five staff members to strengthen systems and human resource capacity to operate as an independent entity following STS's departure from a hands-on implementation approach in Guinea.

Scope of Work

The consultancy will commence with an exploratory phase during which the consultant will determine STS-Guinea's strengths and weaknesses as an organizational entity. This will include, but is not limited to:

- A review of financial systems (accounting, cash flow/invoice and bill collection, tax compliance, procurement procedures, financial planning – coordinating income statements, expense statements, and balance sheets, balancing bank account, etc.)
- Determination of steps necessary for local legal compliance and registration as an independent entity with the Government of Guinea
- A review of recruitment and hiring procedures; HR system
- A review of capacity to conduct business development activities, including understanding of proposal budgeting.

The initial exploratory period will occur remotely (from consultant's location of choice). The consultant will review documents and conduct information-gathering calls remotely.

Following this initial period, travel to Guinea to meet with STS-Guinea staff in-person and complete the organizational management review and transition plan. This transition plan

Following the consultant's visit to Conakry, the consultant will develop a transition plan and timeline in conjunction with local and international STS staff and will then meet regularly with the STS Guinea to monitor their progress toward goals and help troubleshoot as necessary.

Deliverables:

- Pre-trip agenda outlining the work the consultant will undertake in country. This plan is to be based on pre-trip discussions with STS International and STS Guinea staff.
- Post-trip transition plan developed in concert with STS-Guinea staff clearly detailing necessary action items and next steps to ensure that STS-Guinea has the financial,

business development, and HR systems to succeed as a local organization. The transition plan will also outline steps necessary to ensure appropriate legal registration. This will serve as a workplan for the STS Guinea staff.

- After two months of follow-up support, the consultant will produce a final list of recommendations, including future needs and areas of improvement to achieve STS-Guinea's full transition to an independent organizational entity.

Qualifications

- Bachelor's degree in finance, accounting or related field. Master's degree in organizational management, finance, or other relevant field preferred.
- Certified Public Accountant (CPA) preferred.
- Proficient in the use of financial software programs and Microsoft Office applications.
- Thorough understanding of nonprofit accounting and Generally Accepted Accounting Standards (GAAP).
- Experience living and/or working in sub-Saharan Africa required (francophone countries preferred, experience in Guinea highly desired).
- Experience in organizational management assessment strongly preferred.
- Experience working with local West African organizations and local registration requirements preferred.
- French fluency required.
- Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment.

Supervision & Oversight: The consultant will report to STS's Executive Director.

Please submit CVs, cover letter, and LOE & budget estimate to info@sts-international.org with the subject line. STS will cover all travel costs (lodging, per diem, airfare) associated with required travel.

"Organizational Management Consultant – Guinea."