

## **Project:** Niu Vaka Pacific Strategy Phase Two

**Terms of Reference:** Finance Management Consultant for Kiribati Family Health Association

**Engagement Duration:** 3-4 weeks

**Location:** Tarawa, Kiribati (with potential remote support pre- and post-engagement)

**Daily Rate (Max):** 500 AUD (not inclusive of tax, travel, per diem)

### **About the International Planned Parenthood Federation (IPPF) Sub-Regional Office for the Pacific (SROP)**

The IPPF SROP, based in Suva, Fiji, oversees the implementation of the Niu Vaka Strategy Phase II (2023–2028). This strategy represents the second phase of IPPF’s Pacific-focused initiative to advance sexual and reproductive health and rights (SRHR) across the region. Building on the successes and lessons of Phase I (2019–2022), Phase II aims to break down barriers to SRHR access, ensuring equitable, high-quality services for all, particularly underserved and vulnerable populations in the Pacific.

### **Objectives and Scope**

The Niu Vaka Strategy Phase II is a comprehensive roadmap designed to address emerging challenges and opportunities in the Pacific, a region marked by some of the world’s highest unmet needs for contraception and persistent health disparities. It aligns with IPPF’s global mission while being tailored to the Pacific’s unique cultural, geographic, and social context. The key goals include:

1. Expanding access to integrated, gender-responsive, and rights-based SRHR services.
2. Strengthening the capacity and sustainability of IPPF’s nine Pacific Member Associations (MAs).
3. Advocating for policies and norms that promote SRHR and gender equality.
4. Enhancing resilience and resourcefulness in service delivery, drawing inspiration from the Pacific symbols of “Niu” (coconut, representing sustainability) and “Vaka” (canoe, symbolizing connectedness).

### **Implementation and Impact**

Led from the SROP office, the strategy involves collaboration with Pacific MAs, governments, and partners like the Australian Government’s Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT). Phase II emphasizes local solutions, evidence-based approaches, and partnerships to deliver measurable outcomes. Since its inception, efforts under the Niu Vaka framework have enabled over 1 million people to exercise their SRHR and provided 1.2 million quality SRH services, with a focus on reaching marginalized groups.

### **Background of the Call**

The Kiribati Family Health Association (KFHA), an IPPF Member Association (MA) established in 1985, and as part of capacity strengthening for a MA on the thematic area of financial management.

To address this thematic area and align with the Niu Vaka Pacific Strategy 2 goals, IPPF SROP is seeking a Finance Management Consultant to support KFHA in developing and implementing a collaborative improvement plan, fostering operational excellence and sustainable growth.

### **Objective**

The Consultant will collaborate with KFHA's Senior Management Team (SMT), Finance Team, and Board to develop and execute a prioritized action plan which addresses financial governance, compliance, and operational efficiency while building local capacity to sustain improvements under the Niu Vaka Pacific Strategy 2.

### **Scope of Work**

The Consultant will undertake the following tasks.

- Develop and implement a Financial Integrity Policy with supportive training.
- Establish a risk register and collaborative risk management process with Board updates.
- Assist in securing appropriate insurance coverage for assets and staff.
- Provide MYOB technical guidance and support financial system improvements.
- Strengthen procurement practices with clear quotation and documentation guidelines.
- Review and update cash flow forecasts and payment schedules for payroll obligations.
- Introduce monthly bank reconciliations with timely variance follow-up.
- Consolidate and refine financial procedures for bank accounts and reporting.
- Create quarterly financial reports (budget vs. actual, cash flow, balance sheet) tailored to KFHA's needs.

### **Expected Deliverables**

1. Financial Integrity Policy – A clear, actionable policy with training materials for staff.
2. Risk Register and Monitoring Framework – Practical tools for identifying and managing risks, including a Board update schedule.
3. Insurance Coverage Plan – Documentation of secured insurance options for assets and staff, coordinated with KFHA leadership.
4. Financial System Enhancement Report – A summary of MYOB implementation progress, including training outcomes and system updates.
5. Procurement Guidelines – A streamlined process document with quotation and documentation standards.
6. Cash Flow and Payroll Plan – An updated forecast and payment schedule for payroll obligations, reviewed with stakeholders.
7. Bank Reconciliation Process – A monthly reconciliation template and variance follow-up procedure.  
Consolidated Financial Procedures – A unified document covering bank accounts, reporting, and related processes.
8. Quarterly Financial Reports – Tailored templates for budget vs. actual, cash flow, and balance sheet reporting, ready for KFHA use.

### **Qualifications and Experience**

The Consultant must have:

- A degree in Finance, Accounting, or Business Administration (postgraduate preferred).
- Minimum 7 years' experience in financial management, audit compliance, or NGO grants management.
- Expertise in MYOB, donor compliance (e.g., USAID, DFAT, MFAT), and policy development.
- Knowledge of Pacific region financial and legal frameworks.
- Experience with IPPF or similar organizations is an advantage.
- Strong training and capacity-building skills.

### **Reporting and Supervision**

The Consultant will report to IPPF SROP's Architect of Cooperation (AoC) and work with KFHA's Executive Director, Finance Team, and Board Treasurer. Weekly progress updates are required, with a final debriefing upon completion.

#### **Duration and Location**

- Duration: 3–4weeks (to be finalized with KFHA and IPPF SROP).
- Location: Primarily Tarawa, Kiribati, with potential remote support.

#### **Application Process**

Candidates should submit:

1. A technical proposal outlining their approach.
2. A CV highlighting relevant experience.
3. A financial proposal (fees and travel costs, if applicable).

Applications must be emailed to (ENTER RECRUITMENT EMAIL) by **6<sup>th</sup> February 2026**, with the subject line: "Finance Project Management Consultant – KFHA (Niu Vaka Strategy 2)".