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Annex 1

Term of Reference

Consultancy Assignment

Strengthen CSOs' capacity on finance management

Supervised by: Attjala Roongwong and Harin Roongsattham

Duration: 15-30 June 2024

Budget: 150,000 THB (including consultancy fee and travel cost)

1. Background of consultancy assignment

From monitoring of LtC2 CSO partners' operations, one weakness that found include financial management issue, especially to follow several tax requirements in order to comply with the Thai laws. The CSOs themselves have also expressed the need for technical support regarding this issue. Therefore, in close consultation with Finance team the LtC2 will conduct a review and training on financial tax requirements i.e. income tax, withholding tax require for the goods and services, etc. in order to increase understanding of the CSO partner on related laws and proper procedures to ensure the calculation and practice are correct and comply with the laws.

2. Objective of the consultancy

The consultant will provide training session for CSO partners implementing LtC2 project on relevant laws concerning tax issues for their operations, and conduct a visit to CSOs office to review of current practices of the CSOs and provide recommendations to improve the practices and procedures that will be comply with the current laws and regulations.

3. Scope of work/ Major responsibility

The consultant will conduct all activities in coordination with WWF Thailand on;

3.1 To conduct a training session for 3 CSO partners (2 current partners, and 1 to be partnered in year 2) on relevant laws and regulations concerning tax issues for the operations of registered organizations. (two onsite training, one in Ratchaburi and one in Sakon Nakhon province).

3.2 To conduct a visit to the office for 2 CSO partners (current partners) to review the current practices. (one visit in Ratchaburi and one in Sakon Nakhon province)

3.3 To provide recommendations to improve the practices and procedures of the CSO partners that will comply with the current laws and regulations.

4. Outputs/deliverables

No	Activity	Expected output	Timeframe
1	Collect background information of the CSO partners (working with PM and finance team)	-	2 nd week of June
2	Conduct a training session for 3 CSO partners (2 current partners, and 1 to be partnered in year 2)	Training session organized two (two onsite training; one in Ratchaburi and one in Sakon Nakhon)	3 rd week of June
3	Conduct a visit to the office for 2 CSO partners (current partners) to interview and review the current practices and procedures.	Field visits conducted (one visit in Ratchaburi and one in Sakon Nakhon province)	3 rd week of June
4	Provide recommendations to improve the practices and procedures of the CSO partners that will comply with the current laws and regulations.	Report with recommendations	4 th week of June

5. Required profile:

Knowledge/Expertise:

- Knowledge and expertise on financial management standards related to civil society organizations.
- Knowledge on relevant laws and regulations on the CSO operations

Experiences:

- Experience on providing audit or coaching to NGOs, CSOs at various levels
- Develop guidelines, or procedures related to financial management

Skills and Abilities:

- Consulting, coaching, researching

Interested consultant should submit the above-mentioned documents **by Friday, 21 June, 2024** to procurement@wwf.or.th The subject line of the email must be marked with the title: “Strengthen CSOs’ capacity on finance management”.