

TERMS OF REFERENCE

Financial Management Lead Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Abuja, Nigeria (remote)

DURATION OF CONTRACT 12 months

Purpose of Assignment

The EU SARAH programme and GAVI HSS3 programme (2025–2026) support the strengthening of Sexual, Reproductive, Maternal and Child Health (SRMCH) services and primary health care systems through State Primary Health Care Development Agencies (PHCDAs). As part of these initiatives, the Harmonized Approach to Cash Transfer (HACT)/Implementing Partnership Management (IPM) team will provide financial management system strengthening support to PHCDAs in EU SARAH states (Adamawa, Kwara, and Sokoto) and GAVI Health System Strengthening 3 (HSS3) states i.e. Bayelsa, Kano, Kebbi, Kaduna, Sokoto, and Zamfara). To support the effective delivery of this work, a Financial Management Consultant is required.

Scope of Work

The lead consultant will work closely with the IPM specialist, the financial management team and the health programme team to support the 3 EU SARAH states' Ministry of Health and PHCDAs and the 6 states PHCDAs under GAVI HSS3 grants to strengthen financial management systems:

Key results will be covering:

1. Strengthen asset management through asset registration, verification, tagging, and accountability support
2. Facilitate stakeholder engagement to institutionalize financial management reforms in State Ministries of Health and PHCDAs.
3. Deliver Training of Trainers (ToT) programmes to support the rollout and effective use of accounting software across MOH and PHCDA finance units.
4. Lead the 2027 financial planning and budgeting processes to enhance financial stewardship, accountability, and resource utilization within State PHCDAs.
5. Build the financial management capacity of selected partners through training, mentoring, and technical support.
6. Enhance financial management practices through process improvements and targeted capacity building for State and LGA PHCDA accounting teams.
7. Develop knowledge management systems to capture and share financial management best practices and lessons learned.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Deliver TOT to support the deployment of the accounting software to all MOH and PHCDAs accounts units on Financial Mgt System Strengthening Initiative.	Assessment Report & training Materials	30-Oct-26
Strengthen fixed asset management systems within the 3 States' MOH & PHCDAs under EU SARA by supporting the establishment and maintenance of comprehensive asset registers, conducting asset verification and tagging exercises to improve asset accountability mechanisms	Fixed Assets Register	30-Dec-26
Lead and facilitate the 2027 financial management planning and budgeting processes within the State PHCDA to strengthen financial stewardship, accountability, and efficient utilization of EU SARA and GAVI HSS programme resources.	Annual Plan Development Report	25-Jan-27
Provide financial management capacity development support to three selected implementing partners in Abuja, including assessments, training, and monitoring of improvement actions to strengthen financial management systems and compliance.	Activity Report	30-Mar-27
Organize and facilitate stakeholder engagement and institutional workshops with the management of State Ministries of Health, PHCDAs to promote ownership, sustainability, and integration of financial management reforms into routine health sector governance and decision-making under the EU SARA programme and GAVI HSS 3	Activity Report	15-May-27
Provide process optimization support and targeted on-the-job capacity strengthening and trainings to the six State and LGA PHCDA accounts teams to enhance compliance, standardization, and sustainability of financial management practices under the GAVI HSS 3 programme	Capacity Strengthening Report	29-Jul-27
Lead the development and institutionalization of financial management knowledge management systems to capture, document, share, and sustain critical financial processes, lessons learned, best practices, and technical guidance across the EU SARA and GAVI HSS 3 partners.	Knowledge Management Product	25-Aug-27

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT****Education:**

- Minimum BA university degree in Social Sciences, Business Administration, Finance, Accounting, Audit or any other relevant field is required.
- A master’s or professional accounting qualification is an advantage (e.g CPA, ICAN and ACCA).

Work Experience:

- Minimum 7–10 years of progressive experience in financial management, accounting and financial controls and partnership management.
- Demonstrated experience supporting donor-funded health programmes, preferably GAVI, EU, Global Fund, World Bank, or similar
- Experience working with government institutions and sub-national entities, including State Primary Health Care Development Agencies (SPHCDA). will be an advantage

Language Requirements:

- Fluency in written and spoken English.

- Strong report writing and presentation skills.
- Ability to communicate effectively with diverse stakeholders at national and state levels.

Knowledge/Expertise/Skills:

- Strong knowledge of financial management, budgeting, financial reporting, and internal controls.
- Expertise in donor compliance, grant management, and public financial management systems.
- Strong analytical, capacity-building, and stakeholder engagement skills.

Desirables:

- Knowledge of Nigeria's health financing and primary health care systems