



Vanuatu Chamber of Commerce and Industry

Call for Expression of Interest for a Finance and Administrative Consultant

Section	Details
A.	<ul style="list-style-type: none">• LOCATION: VCCI head office Port Vila, Efate• TYPE OF CONTRACT: Service Contract• STARTING DATE: ASAP• APPLICATION DEADLINE: Friday, June 7, 2024• DURATION OF INITIAL CONTRACT: 20 days over 2 months
B.	<p>Background:</p> <p>The Vanuatu Chamber of Commerce and Industry (VCCI) is the country's private sector national representative body. The work undertaken by the VCCI is varied, providing information and advice to its membership and business development support via its services such as the running of workshops, projects and programs to support the development of Vanuatu's micro, small, medium and large businesses. We are here to service all industry sectors including tourism agriculture, manufacturing, retail, at national and provincial levels. We are also responsible for advocating for good policy and legislation development by decision makers when it comes to matters affecting the private sector and the business environment.</p> <p>It is our mission to pursue continuous improvement of our services, therefore, we would like to contract a professional service provider to meet our needs in this area.</p>
C.	<p>Who are we are after:</p> <p>VCCI is looking to engage a Finance and Administrative Consultant to assist the organisation in its development of Standard Operating Procedures to contribute towards the improvement and development of internal systems of VCCI.</p> <p>Based on a needs gap assessment the selected consultant will not have to start from scratch but to review consolidate the available tools, guidelines, and procedures that have already been developed for providing on-the-job support to all staff. There will be development of required SOPs where best practice guidelines do not exist.</p>
D.	<p>What are we after:</p> <p>The outputs expected include:</p> <ol style="list-style-type: none">1. A revised Financial Management Manual: The overall objective is to review the current Financial Management manual to streamline the financial management function of the organisation. Financial Management Manual must include consistent and uniform accounting policies, accounting of transactions with adequate controls, guidance on authority of delegation and segregation of duties, payment, cash and bank management, documentation requirements for

	<p>payment and expenses, asset management, payroll process, security for cash management etc. In addition, provide user-friendly templates/formats relevant to financial management activities.</p> <p>2. A revised Human Resource (HR) Manual: The overall objective is to develop a context-specific, compatible Human Resource Management (HRM) manual in line with best practices, local laws and consolidate HR policies, procedures, and practices in a single document for ease of reference. In addition, provide user-friendly templates/formats relevant to HR related activities.</p> <p>3. Internal Operations Manual – to develop a manual containing procedures, instructions, and providing employees with a comprehensive guide to perform their tasks efficiently and in alignment with the organisation’s standards and objectives:</p> <ul style="list-style-type: none"> • Elaborate on the organisations mission, vision, and core values that guide our culture and decision-making process. • Add an organizational chart depicting the hierarchy of roles and reporting lines. • Outline and document the core processes and procedures employees must follow (for example travel requests, hiring of conference room, booking of events) - incorporate flowcharts, step-by-step instructions, and any relevant operational manual templates. • Outline the company’s policies and guidelines on various topics, like code of conduct, data security, confidentiality, and compliance. • Add information on training and development opportunities available to employees - This could include internal and external training programs, conferences, and other professional development resources. • Address common questions and provide solutions in the form of FAQs (Frequently Asked Questions) to answer potential issues that employees may encounter.
<p>E.</p>	<p>Details required:</p> <p>The successful consultant/cy will be engaged for a total of 20 working days and be expected to work closely and collaboratively with VCCI to achieve the above outputs, with additional time being allocated to then familiarise staff on each manual. Please note all works must be completed within 2 months of start date.</p> <p>Please send your expression of interest including your CV and a cover letter providing examples of performing similar consultancies and your daily rate to: adviser@vcci.vu</p>
<p>F.</p>	<p>Please send in your Expression of Interest to:</p> <p>Please send your expression of interest including your CV and a cover letter providing examples of performing similar consultancies and your daily rate to:</p> <ul style="list-style-type: none"> • Joanna Spencer, VCCI Adviser • Vanuatu Chamber of Commerce and Industry • Email: adviser@vcci.vu • Phone: +67827543