

CALL FOR PROPOSALS

REN21 is looking for a consultant to support on Financial Management

Timeline: June 2022 – June 2023

About REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now. For more information, visit www.ren21.net.

General Scope of the Assignment

The purpose of this assignment is to support the organization on accounting and financial management. The Financial Management consultant will be responsible for budget planning and monitoring, accounting of the transactions of the organization, contract and financial management of grants and contracts. The consultant will work under the supervision of the Executive Director and the Operations Director.

Description of Required Tasks

Over the course of the contract, the contractor will:

- Manage all accounting transactions and effectively plan, and execute monthly, quarterly, and annual closing.
- Management of the data file and the appropriate filing of the electronic copies of the financial documents and reports;
- Maintain payment records of all invoices received;
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation.
- Check and ensure that all expenditures are in accordance with organization's procedures.
- Check budget lines to ensure that all transactions are booked to the correct budget lines.
- Carry out calculation of the payroll for all REN21 staff on the basis of valid contracts;
- Prepare the electronic justification document for various donors.
- Ensure that the financial reporting is done in compliance with the donors' rules and regulations.
- Be responsible for all related finance and accounting work and work with auditor to timely prepare audited Project financial statements.
- Support in the budgeting process of the organization and of new project proposal together with the Executive Director and the Operations Director.

Timeline

The contract will run from June 2022 to June 2023. Projected time commitment is between 10 and 12 days/month.

Key Selection Criteria

The selection of the contractor will depend on:

- Price – 30%
- Relevant experience – 30%
- Quality – 30% to be evaluated based on:
 - Portfolio
 - Expected outputs
- Flexibility and timeline – 10%

Proposal Requirements

The submission can be made in any format, and should include:

- The contractor's specific interest in the project and availability
- Profile and prior experience
- The proposed rate for carrying out the work in the timeframe provided, including VAT (if applicable)

Proposals should be emailed to secretariat@ren21.net. **Please mention "Submission of Proposal: Financial Management Support" in the subject line.** The deadline for receipt of proposals is 11:59pm (23:59) Sunday 26 June 2022. All received proposals will be acknowledged but only short-listed candidates will be contacted.