

## **Terms of Reference (TOR)**

### **Consultancy for Preparation of Annual Report and Financial Statement – Federal IRAQ**

#### **1. Background**

INTERSOS is humanitarian non-governmental organization committed to transparency and accountability in its operations. As part of its statutory requirements, the organization prepares an Annual Report and audited Financial Statements each year. To ensure high-quality documentation, INTERSOS seeks to engage an external consultant with expertise in financial reporting.

#### **2. Objective of the Consultancy**

The objective of this consultancy is to support INTERSOS in drafting and finalizing its Annual Report and Financial Statements for the fiscal year 2024, ensuring accuracy, clarity, and alignment with internal standards and donor requirements.

#### **3. Scope of Work**

The consultant will be responsible for the following tasks:

- Review internal financial data, donor reports, and activity records.
- Prepare the annual narrative report in collaboration with relevant departments (programs, finance, HR, logistics).
- Draft and format the Financial Statement based on finalized accounting records.
- Ensure compliance with Federal IRAQ financial reporting standards.
- Design the final layout of the Annual Report, incorporating infographics, tables, and charts where necessary.
- Provide editable and print-ready versions of the final deliverables.

#### **4. Deliverables**

The consultant is expected to deliver:

- Final version of the Annual Report (PDF and editable version)
- Final version of the Financial Statement

#### **5. Qualifications and Experience**

- Advanced degree in Finance, Accounting, Business Administration, or related field.
- Proven experience in preparing annual reports and financial statements for NGOs or international organizations.

- Strong knowledge of international accounting and reporting standards.
- Excellent writing and presentation skills in English and Arabic
- Graphic design and layout experience is a strong asset.

## **6. Submission Requirements**

Interested consultants are requested to submit the following documents:

- Quotation including total cost
- Updated CV and/or organizational profile (if company)
- Examples or portfolio of similar previous assignments
- Technical proposal outlining the approach and methodology

## **7. Evaluation Criteria**

Quotations will be evaluated based on the following:

- Financial proposal (cost-effectiveness)
- Relevant experience and qualifications
- Quality of previous work
- Proposed methodology and work plan

## **8. Submission Instructions**

Please submit your complete proposal by 19<sup>th</sup> of July to ([tender.Iraq@intersos.org](mailto:tender.Iraq@intersos.org)) indicating **“Consultancy – Annual Report and Financial Statement”** in the subject line.