Terms of Reference (ToR) - General Management Audit

Introduction

German Leprosy and TB Relief Association (GLRA) – India was initiated in late 1950’s to medically and socially rehabilitate people affected with Leprosy and TB across India. We support the Government of India (GoI) in implementing the National Leprosy Eradication Program (NELP) and Revised National TB Control Program (RNTCP). GLRA implements the above-mentioned programs through a network of NGO’s supported financially, technically, and programmatically.

GLRA India has around 45 full time staff and have 3 regional offices’ (RO) across India one each in Delhi, Kolkatta, and Chennai. Our Country Office (CO) is located in Chennai.

Affiliation

GLRA India is a founder member of International Federation of Anti-Leprosy Associations (ILEP) in India, an international federation of nine autonomous non-government anti-leprosy organizations actively participating in leprosy control program. The member representatives in India support the NLEP by coordinating its activities along with the activities of other members if present in a given state through the established state coordination mechanism. These activities specifically entail a broad spectrum of services including management of leprosy and its complications, reconstructive surgery, and socio-economic rehabilitation.

GLRA India was the first civil society organization selected in 2007 as a member with India Country Coordinating Mechanism (CCM) of the Global Fund representing around 2,500 civil society organizations in the Tuberculosis (TB) constituency. It’s also a member of the National TB Consortium (NTC) along with 11 other partner members.

Funding Resources

GLRA receives financial support from its parent organizations in Germany to augment the needs of persons affected with leprosy and tuberculosis.

GLRA has recently established a fund raising unit in India- ‘HealthFirst India’, in order to tap local market to raise funds and resources to facilitate in improving the lives and rehabilitating people affected and living with leprosy, TB, and other poverty related diseases.

GLRA partners receive grant in aid from central government and concerned state governments for SET (survey education and treatment) work and RNTCP schemes as well.

GLRA India receives co-financing aid from USAID through World Vision for TB-ACSM project in six districts of West Bengal and another funding from USAID through Care India for the same project in additional 6 districts. More recently GLRA India is the recipient of the Rd-9 funding from the Global Fund in 8 districts of West Bengal.
Programs

**Leprosy - NLEP:** GLRA is involved in all kind of leprosy related services through its 58 partner NGO’s (specifically for Leprosy program) and directly support to state governments through 18 programs. Disability care (DPMR), management of reaction/wounds, reconstructive surgery, in and out-patient care, socio-economic rehabilitation, technical support, IEC and ILEP state coordination are the major activities.

**Tuberculosis - RNTCP:** GLRA participates in RNTCP activities of the country through its 44 NGO partners (specifically for TB program) and provide direct support to state TB-Unit/Department of the governments in Andhra Pradesh, Gujarat, Rajasthan, Delhi and West Bengal. ACSM, DOTS provision, microscopy and treatment, urban slum intervention, PPM and drug adherence are the few areas the organization contributes.

**TB HIV – NACO:** The 6 NGO partners (specifically for TB-HIV program) of GLRA are actively collaborating TB HIV activities and affiliated with National AIDS Control Organization by initiating community care centres and Integrated Counseling and Testing Centers (ICTC’s).

**GLRA Rehabilitation Fund:** GLRA India has been implementing several rehabilitation interventions both directly as well as through its partners in India for the past four decades. GLRA Rehabilitation Fund started in 1979 as a direct initiative of GLRA-INDIA. Initially the rehabilitation program was implemented within Tamil Nadu and based on its success the rehabilitation program was extended to other parts of the country through different NGO partners.

As of December 2008, the organization has financially assisted nearly 6,000 persons through interest free loans and around 1,500 persons through bank loans to carry out self employment. It is also worth mentioning that around 1,300 families were helped under social housing program across the country. Other than these financial services nearly 1,50,000 interventions under SER services such as counseling and guidance, placement services and educational services have been made.

In Tamil Nadu alone the organization has formed nearly 280 numbers of self help groups through which nearly 2,588 persons have been benefiting currently. This special program of formation self help groups and implementing savings and credit program have led us to plan for community Based Rehabilitation program

**NGO supported Partner Organizations**

Currently GLRA has an association with 58 NGO partners (cumulatively for all the abovementioned programs including the Rehabilitation Fund) located across 14 states besides partnership with National TB Consortium (NTC) and USAID who works for leprosy elimination and TB control.
Purpose

GLRA is interested in undertaking an audit exercise and wishes to engage the services of a Consultant/Organization. The Consultant will be responsible to facilitate the clients’ (GLRA) understanding of our operations in India. This can be done either by utilizing an existing tool or other standardized tools. Additionally, the Consultant can develop a customized tool for the client. Primarily the exercise will focus on functions that include programs or technical, partnerships, finance, and administration with an aim to provide an improved and unbiased opinion of our operation. Specifically, it'll enquire the following:

1. How is the program currently being implemented? (this includes Leprosy, TB-including the USAID [WVI and CARE India] programs; ascertaining the technical skills of the staff, matching their job profiles usually accompanied by their job description, and reported achievements)
2. How is the finance system currently being operated? (RO and CO related accounts including the Rehabilitation Fund account; this specifically entails financial transactions, maintenance of vouchers/bills, quotations, and other vital financial processes)
3. How is the administration function being implemented?
4. How has the Rehabilitation fund implemented its services?
5. To ascertain the functioning of the GLRAtrust.
6. How are the partnerships being maintained and followed-up with the Government, ILEP, NTC, CARE India, World Vision India, GLRA supported NGO projects?
7. What are the current gaps?
8. How does GLRA and SEI reposition itself in the current context and environment?

Duration

It is expected that the Consultant will complete the task in the next 6 months from the time of signing the contract. If additional time is required then the Consultant should intimate in writing to the client of any unforeseen delay/challenges. It’ll be useful to provide a proposed plan of action for the exercise.

Budget

Negotiable based on the current market trend. Please note that the proposed budget should include all costs to undertake the audit with separate line items for each proposed activity for the audit.

Client Expectation

The Consultant is expected to forward a copy of the proposal with budgets and plan of action within a fortnight from the release of the advertisement. The client also expects the Consultant to provide a profile of the Consultant/Organization with a copy of an audit report that the Consultant has engaged in an earlier assignment.
Outcome

An honest and independent opinion of the Consultant about GLRA’s operation in India is forwarded to the GLRA board. In addition to a formal report, the Consultant should also set aside time to de-brief the board, senior functionaries of the funding agency along with the CEO/Dy. CEO of GLRA prior to the final submission of the report.

For further details please contact

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