

TOR FOR ASSET PHYSICAL VERIFICATION AND REGISTRATION.

Background:

Save the Children is the leading global independent organisation for Children and that believes every child deserves a future. Around the world, Save the Children works every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes and children are most vulnerable, we are always between the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach. Currently Save the Children offices in the following field locations in South Sudan; Kapoeta, Torit, Nimule, Magwi, Bor, Abyei, Rumbek, Tonj, Walgak, Akobo, Lankien and Maban.

Problem Statement:

Save the Children – South Sudan asset book value derived from the Master Asset Register is approximately US\$4,197,194. Since 2016, the CO has not conducted a countrywide asset verification process to establish the physical asset status in all the field office locations including Juba country office. SCI is currently rolling out an E-Asset management platform globally and Save the Children South Sudan country office is currently in wave 2 of the implementation plan. E-Asset management will help in asset maintenance and provide accurate reports.

The roll out implementation plan kicked off on 07th November, 2022 with setup meetings involving key stakeholders to map out readiness activities with a robust plan to go live before the end of December 2022. However, the CO team raised concerns about the authenticity and validity of the current asset inventory records to be migrated into the E-Asset platform without conducting a 100% verification process across all field offices and the verification will target both capital and non-capital assets.

Current Asset valuation as per Save the Children – South Sudan Master Asset Register.

S/No	Office where the Asset is located	Sum of Purchase Price in USD
1	Abyei	161,601.72
2	Akobo	482,290.80
3	ARC	1,194.00
4	Bor	338,892.20
5	Juba	1,375,429.29
6	Kapoeta	450,879.86
7	Lankien	121,621.46
8	Maban	194,886.99
9	Magwi/Torit/Lafon	296,245.74
10	Malualkon	194,644.18
11	Nairobi	902.92
12	Nimule	249,107.70
13	Nuba mountain	4,256.28
14	Regional Office	1,145.00
15	Rumbek	139,193.39
16	Sudan	1,280.00
17	Tonj	121,486.57
18	Walgak	62,136.29
	Grand Total	4,197,194.38

Objective of assignment:

Save the Children is seeking to contract an independent consultant or firm to conduct and verify 100% physical verification of its assets in Juba and 10 of its field offices situated in South Sudan. This assignment is not expected to exceed a period of 40 days and must be completed by the **31st, March, 2023** and the consultant including his/her team will be expected to visit each and every field office to conduct the physical verification, tagging and registering any asset that was not included in the Master Asset Register (MAR). The contracted consultant/firm will coordinate with SCI Asset Officer based in Juba and the field Supply Chain Officers during the physical verification process including registration of assets.

Methodology:

The contracted consultant/firm will have an inception meeting in Juba and at each field office prior to commencement of the activity. The physical asset verification will focus on all capital and non-capital assets¹ in all Save the Children field offices including Juba office. The MAR will be used as reference guide to the asset verification team and any asset that is not part of the MAR will be registered in the final report including its current residual value as per the Save the Children finance manual.

The Consultant will also be required to present a more feasible methodology to SCI on how the end-to-end physical asset verification will be conducted to achieve the objection of the TOR.

Deliverables:

At the end of the process, the consultant shall deliver to Save the Children, the most current and fully reconciled MAR including all assets for the Country Office per location including their present net dollar value. A separate report for all shall be provided for all assets proposed to be disposed off and assets that were not physically identified including their dollar value. Additionally, the consultant/firm will produce and present a PowerPoint presentation to SCI on their final reports.

Expected Deliverables

SCI expects the following deliverable to be achieved.

Milestones	Deliverables	Payment	Working days indication
	<p>All Country Assets shall be 100% physically verified of their current condition, physical location and value. All assets without asset tags will be tagged and information captured in the MAR. All assets physically present however not in the MAR shall be updated accordingly.²</p> <p>Ascertain and report on all Ghost lost through pilferage or misplacement per field office including their dollar value.</p>		

¹ **Capital Assets >US\$50,000 and Non Capital Assets >US\$1,000 - <US\$4,999**

² **Asset located out of South Sudan to be verified virtually with support from the respective country offices.**

Physical Asset Verification and Registration	Establish and report on all redundant assets fit for disposal per field office.	40 working days.
	Ascertain any loss/stolen assets as per the MAR with a special focus on non-capital assets for example laptops, IPADS and phones.	
	Provide a consolidated clean MAR for the Country Office and for each field office.	

The consultant/firm shall be able to include the following in the final report.

- Proposed areas of improvements in the current Asset Management system for Save the Children South Sudan.
- Identify the Positives area in Asset Management Across South Sudan Programmes both in the CO and the field Offices

Annexes:

- Save the Children Asset Manual.
- Current Save the Children- South Sudan Master Asset Report.
- Save the Children Financial Manual

Experience and skill set required

Minimum competencies:

At least a minimum of not less than 05 (five) years' of progressive experience in managing similar assignments. Please attach evidence of previous experience from other INGOs or UN Agencies.

Proven experience in Audit or Accounting.

Ability to work in a team and good communications skills.

Fluency in written English.

Knowledge of and experience in South Sudan context highly preferred.

Consulting Cost:

The consultant/firm is required to provide an all-inclusive financial proposal for conducting this service in relation to the level of effort that will be required to deliver high quality deliverables. This cost will be subject to a 20% withholding tax as per the South Sudan financial act 2022/2023.