

<b>Deliverables and Activities</b>	<b>Number of Days</b>	<b>Dates</b>
<b>1-time:</b> Review Interpeace internal accounting processes for consolidation and internal controls during monthly closures - Risk assessment	15	April 2020
<b>1-time:</b> Propose changes if any gaps on the monitoring front prior to consolidation	3	April 2020
<b>Recurrent:</b> Conduct review/feedback and consolidation of the monthly package for DRC (10 entities, including 3 Interpeace offices and 7 Partners). Performing internal controls on the financial accounts from QuickBooks before consolidating them into SunSystems Financial statements preparation for DRC programme	5 days / month (18 months)	April 2020 – Sep 2021
<b>Recurrent:</b> Feedback on systematic errors and guidance on how to avoid these in order to build competencies among the team	1 days / month (18 months)	April 2020 – Sep 2021
<b>1-time:</b> Budget management reporting - Support the HQ team in developing a Cost Coverage Plan template through Q&A - extracting the financial data from Sun	10	May 2020
<b>Recurrent:</b> Advice on consolidated financial reporting	1-2 days/month (18 months)	April 2020 – Sep 2021