

Terms of Reference (TOR)

Develop/update (I) MEAL Policy (II) Whistleblowing policy for AFAD

## **1. Background**

AFAD (Association For Alternative Development) is a women-led non-profit organization based in northern Bangladesh, actively working since 1999 to empower women and girls for a world of equal opportunities and full potential. AFAD is a dynamic force for positive change, championing gender equality and women's empowerment. The organization addresses a wide range of critical issues, including gender equality, education, economic empowerment, disaster risk reduction (DRR), climate change resilience, WASH, livelihood, and the localization of humanitarian aid. AFAD is registered with the NGO Affairs Bureau (NGOAB) of the Prime Minister's Office of the People's Republic of the Government of Bangladesh, with registration number 2443. It also obtained registration from the Directorate of Women's Affairs (DWA). Simultaneously, AFAD is registered with the Directorate of Youth Development, Government of Bangladesh.

With the support of Malteser International, AFAD has been implementing a localization project titled "ToGETHER! - Towards Greater Effectiveness and Timeliness in Humanitarian Emergency Response" in Bangladesh since 2021. The project aims to transcend organizational boundaries, enabling local and international partners to develop approaches to humanitarian responses and create synergies during crisis response collaboratively. It also supports local actors in enhancing their capabilities in humanitarian response, preparedness, coordination, and advocacy. Additionally, the program aims to create opportunities for establishing complementary partnerships and promoting the roles of local partners. Capacity-strengthening and exchange measures are based on LHPs' self-defined needs and priorities, as well as the broader humanitarian context within their countries and contextsAs part of the project's partner organizational capacity strengthening activities, AFAD is going to hire consultant/ Consultancy Firm to develop a comprehensive Monitoring, Evaluation, Accountability, and Learning (MEAL) Policy, as well as a Whistleblowing policy in English.

## **2. Objective:**

The key objectives of this consultancy are:

* Evaluate the existing monitoring, evaluation, accountability, and learning practices within AFAD.
* Develop a (I) MEAL Policy, and (II) Whistleblowing policy that conforms to international best practices while addressing the unique requirements AFAD.
* Propose strategies for seamlessly incorporating the MEAL, and Whistleblowing policy into the current organizational frameworks and processes.

## **3. Scope of Work**

The specific scopes of work are as follows:

* Review existing organizational documents, including strategic plans, program reports, and relevant policies.
* Conduct consultations with key stakeholders, including program staff, management, and beneficiaries.
* Analyze the strengths and weaknesses of the current MEAL practices.
* Develop a draft (I) MEAL Policy, (II) Whistleblowing policy that includes clear frameworks for monitoring, evaluation, accountability, and learning.
* Present the draft policy to key stakeholders for feedback and incorporate relevant suggestions.
* Finalize the (I) MEAL Policy (II) Whistleblowing policy document, including an implementation plan and guidelines for monitoring and evaluation.

Top of Form

**Supports from AFAD**

* AFAD will extend all necessary cooperation and support to the consultant for the proper execution of the assignment.
* AFAD will provide all necessary documents and information required by the consultant.
* AFAD will assign a focal person to liaise and coordinate with the consultant to accomplish the assigned task within the stipulated timeframe.

## **4. Duration of the assignment**

The contract period is from **20 January 2024 to 19 February 2024** (Maximum 30 days).

## **5. Deliverables**

The consultant will be required to submit the following deliverables:

* Inception report outlining the approach and methodology within the first week of the consultancy.
* Draft (I) MEAL Policy (II) Whistleblowing policy document for review.
* Presentation of the draft policy to AFAD management & Staff.
* Final (I) MEAL Policy (II) Whistleblowing policy document incorporating feedback and recommendations, as well as a staff orientation.

## **6. Qualification Experience of Consultant/Consultancy Firm**

* At least Master’s degree Social Science or relevant subject. (For individual consultants)
* At least 5 years of work experience or relevant sectors. Demonstrated experience in developing MEAL policies or relevant policies for NGOs.
* Proficiency in Bengali and English, with a focus on presentation/reporting skills
* Good communication and relationship-building skills
* In-depth understanding of international best practices in monitoring, evaluation, accountability, and learning.
* Strong analytical and communication skills.

## **7. Terms of Payment**

The payment will be made through the A/C Payee Cheque in favor of the contract holder. All expenditures during survey will be taken care of by the consultant/ firm. AFAD will deduct TAX and VAT according to Regulation of the Government of Bangladesh. The payment will be made according to the following schedule:

* 1st Payment: 40 % upon signing of the contract.
* Final Payment: 60 % upon the submission of final MEAL Policy and staff orientation, subject to its acceptance by AFAD.

AFAD will not settle any payment unless the Consultant/ consultant firm accomplished all the tasks in a timely fashion.

## **8. Application Procedure**

Interested candidates/ should submit their application material by **05:00 pm, January 19, 2024**. Please mention “**AFAD-**(I) MEAL Policy (II) Whistleblowing policy” in the email subject line. The proposal should be addressed to:

Email: [*yesminafad@gmail.com*](mailto:yesminafad@gmail.com) *,muzahid.afad@gmail.com*

Or drop the proposal by in-person / courier.

***AFAD Head office, R.K Road Khalilganj Bazar, Kurigram***

**For further information, please contact to,**

Name: Sayda Yesmin

Designation: Chief Executive, AFAD

Mobile: 01719691409

Email: *yesminafad@gmail.com*

The application itself should include the following components:

* Curriculum Vitae (CV) of Consultant/ Short description of Firm
* A technical proposal including proposed methodology and work plan.
* Financial proposal

Proposals will be evaluated based on the consultant's qualifications, experience, proposed methodology, and budget. The above areas might be re-arranged as follows: Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

* **Capability statement:** How the consultant or firm is structured for the assignment, the role each member of staff will play including the CVs of the key personnel who will take part in the consultancy.
* **Technical Proposal:** The consultant’s understanding and interpretation of the Terms of Reference, a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the baseline as well as any other proposed approaches the consultant may deem fit for this assessment.
* **Financial proposal:** Itemized budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax. AFAD will select potential candidates and will invite them for an online interview after the application deadline.

## **9. Ethical Considerations and Data protection**

Any data, information, documents, and other materials related to the work shall remain the property of

AFAD and shall be kept confidential by the Consultant/ Consultant Firm. The Consultant is not allowed to transfer or divulge any information to any other person or organization without prior approval of AFAD.

## **10. Contact Information**

For inquiries or clarification, please contact:

Sayda Yesmin, Chief Executive, AFAD

Email: *yesminafad@gmail.com*

Mobile: 01719691409