



Terms of Reference (ToR)

Short-term Consultancy for reviewing existing HRM and Financial policies & procedures and prepare new HRM and Financial policies & procedures for Heifer International Bangladesh

Introduction and background:

Heifer International began operations in Bangladesh in 2006 under the supervision of Heifer International Nepal and has since developed and implemented programs in collaboration with the Government of Bangladesh and local NGO partners that has contributed immensely to improving the livelihoods of many families. The country office was initiated in 2012 after receiving registration as INGO from NGO affairs bureau. These projects have used social capital development, integrated crop and livestock agriculture, and savings and loans schemes as entry points into communities to achieve results in increased family income, food and nutrition security, women's empowerment, environmental conservation, and strengthened value chains of various agriculture commodities.

To date, Heifer Bangladesh has supported 29,425 smallholders and marginalized families through its interventions. Heifer Bangladesh has set an ambitious goal of bringing 400,000 families out of poverty, vulnerability and make them resilience through securing a living income by 2030. In this regard, Heifer Bangladesh works closely with development partners and networks, private sectors, multiple government agencies, including the Departments of Agriculture, Poultry & Livestock and Local Government Institutions.

Responsibilities:

The consultant will work alongside and together with the Heifer Project International Bangladesh Country Director, Associate Director of Finance and Administrative Manager to review existing HRM and Financial policies & procedures and prepare new HRM and Financial policies & procedures.

Responsibilities of the Consultant:

- Consultant will review and updates existing HRM and Financial policies & procedures in consultation with the Heifer Bangladesh Senior Management.
- Prepare new HRM and Financial policies & procedures as per requirements of Heifer Bangladesh Country Office and taking into consideration of other INGOs and best practices of local laws.

Timeframe Level of Effort:

The consultant will complete all assigned works by two weeks after signing the Purchase Order.

Fees:

Total fees should include Vat and Tax. VAT and Taxes will be deducted at source upon government rules from each payment.

Qualifications and competencies required:

- Experience on policies preparing and reviewing of INGOs and NGOs
- Sound knowledge on Bangladesh Labor Law and best practices of INGOs
- Good command over written and oral English.

Contact (if needed):

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