

Society for Health Extension and Development (SHED)
Request for Quotation (RFQ) for Hiring Consultant on Financial Proposal for the frame work agreement

Sl. #	Main Focusing	Activity	Process/Method of implementation	Amount	Remarks
1	1.1 Conduct gap analysis of existing organizational policies with attention on compliance with the regulatory authority and funding agencies along with consistency (in more than one policy like the Gender Policy and the HR Policy) of the relevant directives.	1.1.1 Review and develop Safeguarding, HR and Financial policy and staff capacity development of staff	<ul style="list-style-type: none"> • Develop plan & tools by the consultant • Review the others organizations policy document • Organize workshop with SMT/EC/staff to formulate the safeguarding policy. • Submit the draft Safeguarding Policy to the EC/SMT to get feedback • Finalize and taking approval of Safeguarding, HR and Financial policy by the EC. 		
		1.1.2 Review and develop the PSEA, Gender and Child policy and staff capacity development	<ul style="list-style-type: none"> • Develop plan & tools by consultant • Organize workshop with SMT/EC/staff to formulate the PSEA policy. • Submit the draft PSEA policy to the EC/SMT to get feedback • Finalize and taking approval of the PSEA, Gender and Child policy by the EC. • Organize orientation for staff on policy implementation 		
		1.1.3 Develop Complaint, Feedback & Response system	<ul style="list-style-type: none"> • Develop a ToR and formation a team • Develop plan & tools • Organize workshop with SMT/EC/staff and stakeholders • Submit the draft guideline and Standard Operating Procedure(SOP) to the EC/SMT to get feedback • Finalize and taking approval of the guideline by the EC. • Organize orientation for staff on policy implementation 		
	1.2 Develop and enforce Risk Management Policy and Contingency Plan covering the aspects of Management, Program and Finance	1.2.1 Develop and enforce Risk Management 1.2.2 Policy Develop annual financial projection with contingency planning for the organization.	<ul style="list-style-type: none"> • Formation a team for developing annual financial projection with contingency planning for the organization • Share draft financial projection to EC/ED/SMT for approval • Organize workshop on contingency planning for better understanding to mitigate potential risk. • Regular monitoring on progress and financial trend analysis for decision making. 		
Total					
2	2.1 Establish and strengthen separate functional department/unit/team with specific ToR, system/s, and tools to serve the core organizational functions regarding monitoring, evaluation, feedback handling, and learning.	2.1.1 Establish and strengthen separate functional department /unit/team with specific ToR.	<ul style="list-style-type: none"> • Form full pledged MEAL team • Develop a ToR for MEAL team • Training for MEAL team 		
		2.1.2 Develop M & E system/s, and tools to serve the core organizational functions.	<ul style="list-style-type: none"> • Develop MEAL framework, tools and training module • Develop digital system having dashboard for MIS and MEAL • Organize orientation for team on system operations • Report generation through system. 		
Total					
3	3.1 Establish a full-pledged department/unit for Internal Audit	3.1.1 Establish a full-pledged department/unit for Internal Audit	<ul style="list-style-type: none"> • Develop a ToR for Internal Audit Unit • Prepare audit plan to implement internal audit activity • Organize orientation for audit team/finance/Managers 		
Total					
Grand Total				0	