

**Terms of Reference**

OAWCK is committed to ensuring that its policies are up-to-date, effective, and aligned with best practices in the NGO sector. To enhance organizational efficacy and compliance, an external review of existing policies is required, followed by bults point training for staff on the updated policies.

2.⁠ ⁠Objectives:

* Review Current Policies: Assess the existing policies of the OAWCK for relevance, effectiveness,compliance with local regulations, and alignment with international standards.
* Identify Gaps: Highlight any gaps or areas for improvement in the current policy framework & bring the subject changes.
* Develop Recommendations: Provide actionable recommendations for policy amendments or the development of new policies.
* Training Program: Design and deliver a training program for staff to ensure understanding and adherence to the updated policies.

3.⁠ ⁠Scope of Work:

•⁠ ⁠Policy Review:

•⁠ ⁠Conduct a comprehensive review of existing policies, including but not limited to:

* Finance & Accounting Policy
* Procurement & Logistic Policy
* Admin Manual
* HR policy
* Protection Policies (Gender, Child Protection, SEA)
* Accountability to Affected Population policy
* Internal Control Policy
* Code of Conduct
* MEAL Policy
* Program Management Policy
* Conflict of Interest Policy
* Anti-Fraud & Anti-Corruption policy
* Anti-Harassment Policy
* WHISTLE BLOWER Policy.
* Fixed Asset and Inventory Policy.
* Share Cost Policy.
* Contract Management Policy.
* Employee Training and Development Policy.
* Security Policy.
* Board of Director Policy.
* Operational Plan.
* Risk Management Policy.
* Program Management Policy.
* External Communication and Outreach Manual.
* Contract Reteractive and Post Facto Guidline.
* Strategic Plan for 5 years
* Data Protection Policy.

•⁠ ⁠Benchmark policies against best practices and relevant legal requirements.

•⁠ ⁠Prepare a detailed report outlining findings, gaps, and recommendations for policy updates.

4. Training Program Development:

•⁠ ⁠Design a training program tailored to the needs of the organization, covering:

•⁠ ⁠Overview of updated policies

•⁠ ⁠Practical applications of policies in daily operations

•⁠ ⁠Role of staff in policy implementation and compliance

•⁠ ⁠Conduct training sessions (in-person or virtual) for all relevant staff and board members.

•⁠ ⁠Develop training materials, including handouts and presentations.

4.⁠ ⁠Deliverables

* Policy Review Report: A comprehensive report detailing findings and recommendations for policy improvements.
* Training Program Outline: An outline of the training program, including objectives, content, and delivery methods.
* Training Materials: All materials used during the training sessions, including presentations, handouts, and any other relevant resources.
* Final Training Report: A summary of the training conducted, including participant feedback and recommendations for future training.

6.⁠ ⁠Qualifications

The consultants should possess the following qualifications:

•⁠ ⁠Proven experience in policy development and review within the NGO sector.

•⁠ ⁠Strong understanding of legal and regulatory frameworks governing NGOs.

•⁠ ⁠Experience in designing and delivering training programs.

•⁠ ⁠Excellent communication and facilitation skills.

**7.⁠ ⁠Application Process:**

Interested consultants or firms should submit:

•⁠ ⁠A proposal detailing their approach to the assignment.

•⁠ ⁠Examples of previous similar work.

•⁠ ⁠A financial proposal outlining costs associated with the review and orientations.

**8.⁠ ⁠Selection Criteria:**

Proposals will be evaluated based on:

•⁠ ⁠Relevant experience and qualifications.

•⁠ ⁠Quality and feasibility of the proposed approach.

•⁠ ⁠Cost-effectiveness.

**9.Offer Submission Guidelines**:

RFP shall be submitted via email: [procurement@oawck.org.af](mailto:procurement@oawck.org.af) & [cp.manager@oawck.org.af](mailto:cp.manager@oawck.org.af)