

TORs of Consultancy Service for "Organization Capacity Building: Policy Development and Updating of Policy and Procedure".

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SAHAMATI is a non-governmental social development organization, established in 2001 by a group of development professionals. SAHAMATI aims to be a recognized as capable and committed national level organization for community plus humane development. SAHAMATI works in partnership with a range of local, national and international, government and nongovernment, private sectors and academic institutions. It has a close relationship and affiliation with Social Welfare Council, NGO Federation of Nepal, Federation of Democratic NGOs of Nepal, Peaceful School International Canada, Disaster Preparedness Network, Tobacco Control and Health Rights Network and District Climate Change Adaptation and Mitigation Network.

SAHAMATI has already implemented more than 75 projects in partnerships with various national and international organizations including German Development Service (DED), German Technical Cooperation (GIZ), Finnish International Development Agency (FINNIDA), UNICEF, Department for International Development (DFID), Plan Nepal, UNDP, CARE Nepal, Human Care, Oxfam Hong Kong, Action Aid Nepal (AAN). Practical Action Nepal (PAN), The Asia Foundation (TAF), AWO International, Lutheran World Relief (LWR), Mercy Corps, Heifer International, Winrock International and Good Neighbor International, WWF, Nepal, Korean International Cooperation Agency and so on. SAHAMATI has been recognized as an expert organization in the areas of Self-Help Development, Women Empowerment, Policy Advocacy, Peace Keeping, Access to Finance, Enterprise Development, Livelihood Promotion, Child Protection, Market Development, Community Based Disaster Risk Reduction and Human Values-Based Development. Currently, SAHAMATI has its existence in 7 districts of Nepal but it has already covered 52 districts of Nepal with various community development projects.

SAHAMATI is looking for consultancy service for "**Organization Capacity Building: Policy Development and Updating of Policy and Procedure**". Interested firms are requested to apply submit a complete document as describe below:

Objective: -

- a. To enhance the capacity of organization.
- b. To find out challenges and opportunity of organization.
- c. To improve internal audit policy, procedure and documentation.

Scope of the Work: -

- a. Study the organization and project.
- b. Develop detailed plan with well- defined planned, methodology and time line.
- c. Access the capacity gap of organization.
- d. Revised, update and develop policies for organization.
- e. Training to board members and staffs on revised policy and procedures.



Expected Deliverables: -

- a. Meeting with project staffs and board members.
- b. Develop detail timeline and methodology.
- c. Access policy and procedures of organization.
- d. Consultant report detailing challenges and recommendations.
- e. Revised audit procedures and policies.
- f. The report should be submitted in English language.
- g. Training to board members and project staffs on revised policy and procedures.
- h. Policies should be prepared/develop in Nepali and English languages.

Selection Criteria

Procurement committee of SAHAMATI will assess applications on the basis of the following general criteria:

- Valid documents
- Length of experience
- Relevance of experience
- Price

Mode of Payment

Payments will be made after the completion report of the schemes as approved by SAHAMATI, and upon provision of evidence of the work carried out to achieve the deliverables.

Application process

Applicants are requested to provide the following information:

- CV of the proposed human resource person
- Technical and Financial proposal
- Tax Clearance Certificate of financial year 2079/80 (in case of a firm)
- PAN registration Certificate
- Company registration Certificate (in case of firm)
- Experience certificate related with above mentioned project (if any)

Applicants are required to submit a letter of interest and the above-mentioned supporting documents online to procurement@sahamati.org within 25th August 2024 with **Subject Line: "Organization Capacity Building: Policy Development and Updating existing Policies and Procedure"**. The completed documents mentioned above can also be submitted in a sealed envelope to SAHAMATI Head Office in Gaindakot Municipality-5, Nawalparasi East, Gandaki, Phone: +977-78-502090, 502277.

Please Note: Only short-listed applicants will be notified for the further processing. SAHAMATI reserves the right to accept or reject any application without giving any reason.



Annex I:

Submission of quotation for "**policies updates and new development**"

Name of the firm/individual:

Address:

Contact no.:

S.N.	List of policies for updates	Rate (NRs.) number and words	Remarks
1	Organization Management Policy (includes Human Resource Policy, Administrative Policy, Financial/ Procurement Policy, Program Planning, Implementation and Monitoring Policy)		
2	Child Right Protection Policy, 2069		
3	Gender Policy, 2069		
4	Fraud and Anti-Corruption Policy 2080 (Eng/Nep)		
5	Safeguarding Policy 2023 (Eng/Nep)		
	List of policies for new development		
1	Conflict of Interest		
2	Environment and Social Safeguarding Policy		
	Total Cost		

Name of the authorized person:

Signature:

Official Seal (in case of a firm):

