



বাদাবন সংঘ  
Badabon Sangho  
(A Women's Rights Organisation)

## **Terms of Reference (TOR)** **Individual consultant/firm for reviewing** **Financial Management Policy and Procurement Manual.**

### **Background:**

Badabon Sangho is a women's rights and women-led organisation. It started its journey in 2015 at Rampal Upazila, the south-eastern part of Bagerhat district. Currently, we are working in other districts of Bangladesh as well. Started with feminist approach by engaging women who face the worst forms of violence and discrimination regarding land ownership, race, and natural disaster and are even expelled from their own lands but is forced to remain silent to raise their voice or ask for their rights. It has group-based structure and governance. For more information please visit our [website](#).

Badabon Sangho has a Financial Management Policy and a Procurement Policy, both were developed in 2018. Considering the traditional working pattern and practices, both of policies were developed. However, day by day, the team has been facing challenges to maintaining the policies. Review of policies and procedures are needed to identify whether adequate policies and procedures are in place and support needs of the organisation and all the current policies and procedures are being complied with. In addition to the policies and procedures, our review will encompass the practices and systems of Badabon Sangho which are being practiced and utilized but may not exist in writing as policies and procedures. The review will produce requirements for a complete set of policies and procedures; need for introduction of new systems, including information systems; and retirement of existing systems that do not meet needs of the day.

Given the above, the executive board has decided to review the existing Financial Management and Procurement policy. To make it happen, organisation is looking for a consultant/expert/specialist, who can assist for 15 working days period and coming up with following deliverables:

### **Deliverables:**

- Review the existing financial management policy and relative templates and finally suggest a draft Financial Management Manual
- Review the procurement manual and relative templates and finally suggest a draft procurement manual
- Review the Code of Conduct and suggest revised one.
- Consult with individual team members to review the existing practices and suggest new tools and practices.

### **Requirements:**

- Should have minimum 5-10 years working experience on Financial Management field.
- Team members should have certification of chartered accounts
- Must have adequate consultancy experience on financial policies and employee benefits.
- Should have working experiences with not-for-profit sector

**Skills:**

- Must have strong communication and organizational skills.
- Must be able to work with upper and field team with non-judgment views.
- Possess strong interpersonal skills such as leadership and monitoring capabilities.
- Familiar with technology and able to work with Microsoft applications.

**Subject of the contract:**

- 1) The advisor/consultant will submit the quotation addressing Programme Support Manager within deadline.
- 2) Badabon Sangho has power to cancel the terms of reference and as well as work order without any kind of prior notice.
- 3) Payment may be canceled if the management finds out that the deliverables are not satisfactory.

**Process of submission**

Interested consultants are requested to submit technical & financial proposal including timeline and budget by hand or email at [badabonsangho.bd@gmail.com](mailto:badabonsangho.bd@gmail.com) mentioning the subject line clearly.

All applications must reach on or before 30 April 2023.