



Afghanistan Organization Civil Society (AOCS)

Terms of Reference (ToR)

Short term consultancy Translation of CSO Policy Reference Manuals from English into Pashto

Timeline; 25 June to 25 July 2019.

Total number of words to translate: Approximately 85000

1. Background of AOCS:

Civil society has long been a key factor in addressing a full range of issues in the social, cultural, religious, humanitarian and political life of Afghanistan. With the focus upon transition to Afghan leadership, civil society, particularly local and national non-governmental organizations (CSOs), have the potential to play an important and complementary role in Afghanistan in the delivery of the government's priority programs, in supporting improved governance, in connecting the wider Afghan population to the state, and in advocating for the vulnerable and excluded.

NGOs in Afghanistan face challenges, including financial and capacity gaps and a public trust deficit, in their endeavors to play such a role effectively. The government, the international community, and civil society have been considering methods by which to support CSOs to address these challenges and realize their potential, dating back to discussions at the Conference on Enabling Environment for Effective Private Sector Contribution to Development in Afghanistan in June 2007. One of the outcomes of these considerations was the formation of a working group, with representation from international and national NGOs, key national CSO networks, and civil society professionals, to establish an organization that will enable CSOs to address these challenges. AOCS is established with the following aims:

- 1) Raise credibility of the civil society sector by certifying local organizations against locally defined and internationally recognized standards;
- 2) Systematize capacity building efforts of local organizations by coordinating initiatives against measurable performance indicators;
- 3) Strengthen the role of civil society in Afghanistan's development through collective efforts of policy dialogue and active engagement with government, donors, the private sector and the broader civil society sector;
- 4) Provide a channel for resources for civil society by strengthening philanthropic and corporate social responsibility efforts.

2. Context Analysis and Purpose of the assignment:

During the assessment of CSOs under its certification program and analysis of key findings, AOCS observed that a considerable number of CSOs require assistance in the development of policies for various organizational functions. In order to address this need, AOCS hired a consultant who developed a set of policy reference manuals in key management functions adapted to internal organizational culture, values, context and structure. With an aim to strengthen the management of CSOs, the policy reference manuals/ guide book developed as result of this assignment are made available to CSOs openly for public good.

These reference manuals developed in English in key management functions such as - Financial Management, Human Resource Management, Project Management, Monitoring and Evaluation, Procurement Management and Communication and Outreach, has to be translated from English to Pashto that should be responsive to the CSOs language barriers.

AOCS is hiring consultant/ consultancy firm for a short-term consultancy to translate the six developed organizational policy reference manuals and CSO Governance Guide Handbook. Comprehensive and updated policy reference manuals and Guide Book are the following:

a. Reference Manual:

- i. Financial Management Policy and Procedure
- ii. Monitoring and Evaluation Policy and Procedure
- iii. Communication and Outreach Policy and Procedure
- iv. Project Management Policy and Procedure
- v. Procurement Management Policy and Procedure
- vi. Human Resource Policy and Procedure

b. Guide book:

- i. CSO Governance

3. SCOPE OF WORK

The consultant/ consultancy firm will undertake the following duties and responsibilities:

- Make written translation and submit translation in word processed documents;
- Proof-read and edit the document;
- Share draft translation with AOCS,
- Incorporate suggested changes to the translation;
- All texts, including texts contained in figures, boxes, captions, and covers requires translation and proofreading;
- Ensure high quality and accuracy of the entire document before submitting it to AOCS;
- Ensure accuracy of the terms and terminology used in the documents;
- Ensure that the translation is written with style, correct grammar, spelling, and punctuation;
- Complete the work within the agreed timeline and submit the final translation in soft copy.

4. Qualifications Required :

- At least Bachelor's degree in a relevant field in the area of social science, business administration, organization development, public policy and or development studies;
- At least five years professional experience in Civil Society as well as the translation in the relevant area;
- Sound understanding of technical terms and terminology used in areas of Civil Society organization, NGO law, Tax Law, and labor law;
- Proven skills in translation from English to Pashto in the fields of Civil Society.

5. Deliverables and timelines

The contracted consultant/firm will produce the following output.

- 1) Translate the above mentioned policy manuals from English to Pashto. The content, quality, order and language of the report should meet accepted standards and should be according to the ToR requirements.
- 2) The total duration of this assignment is one calendar months. Below table explains the key activities of the assignment and the expected duration of time for each one of them.

Activities	Working Days
Initial draft translation	22 days
Present first draft of the translation to AOCS for review and comments	1 day
Incorporate recommendations, comments and changes suggested by the AOCS.	3 days
Present the final draft of translation	1 day
Incorporate if any additional comments and recommendations provided by AOCS and present the final translation to AOCS	2 days

6. Reporting:

The consultant/firm will report to AOCS Program Manager-Certification and will be closely working with AOCS, Finance and Human Resources Manager, M&E Manger, Communications and Outreach Specialist and Operations Manager.

7. Outputs & Payment:

This is deliverables base assignment and the consultant is expected to achieve the deliverables and should satisfactorily complete the assignment within a given period.

Output/ Deliverables	% payment
Deliverables # 1: Initial draft translation	20 %
Deliverable # 2: Present first draft of the translation to AOCS for review and comments and also incorporate recommendations, comments and changes suggested by the AOCS.	30 %
Deliverable # 3: Present the final draft of translation	20%
Deliverable # 4: Incorporate if any additional comments and recommendations provided by AOCS and present the final translation to AOCS	30%
Deliverable # 5: Lead the report presentation in its launch event in Kabul.	20%

8. AOCS will be responsible for the following:

- a) Provide on time feedback and comments ;
- b) On-time payments to the consultant/firm upon successful completion of the assignment. Govt. tax will be deducted from the total contract amount before the payment is released to the firm's account.
- c) AOCS has the right to terminate the contract if its feedback or terms and references mentioned in the contract are not being followed by the firm.

Interested applicants should submit the following for their application:

- a) Soft copy of their proposal (financial and technical along with work plan).
 - Technical proposal should contain methodology, work plan and CVs,
- b) Financial proposal should contain the total amount of the consultancy assignment which should cover consultancy fee, transportation, etc.
- c) Consultant/firm update license and update profile and CV (for the individual applicant)
- d) Supporting documents: similar past experience

Submission: consultants/firms meeting the above requirements are encouraged to submit their complete applications electronically to procurement@aicsafg.org not later than **20 June 2019 (16:00 Kabul time)**. The consultancy assignment is expected to start from 25 June 2019.