

Afghanistan Civil Society Organization forum (ACSFo)

Terms of Reference (ToR)

For

Developing, Revising and translation of Policies

Introduction

ACSFo is seeking an experienced and qualified consultant (individual/firm) to submit their application for developing and revising the below mentioned policies/topics, and their translation.

- Develop the privacy and confidentiality policy
- Develop a referral system
- Review the following policy and strategy to address unanticipated harm: 1. Gender Sensitization of ACSFo policies. 2. Financial manual 3. Code of conduct 4. Whistle-blowing policy, 5. Communication Strategy 6. Program management manual 7. M&E policy)
- Translation of mentioned policies

About ACSFo

The “Afghanistan Civil Society Forum-organization” (ACSFo), started at the outset of 2002, and offers representatives of Afghan civil society a platform for exchange of information and opinion on topics relevant to civil society. ACSFo comprises a network of a wide range of actors and seeks to facilitate the coordination and cooperation of their activities. ACSFo aims at promoting civil society forces in Afghanistan and involving them in the economic and political process of reconstruction.

ACSFo having more than a decade of tremendous achievements and experiences, it still remains committed to its mission. ACSFo has been able to reach to the remotest areas (directly or through members/partners) of Afghanistan and has implement many different projects in the areas of coordination, capacity building, advocacy, rule of law, civic education, peace building and research.

ACSFo aims to consolidate its activities in the future under the four core thematic areas of Coordination, Capacity Building and Public Outreach, Advocacy and Rule of Law.

Deliverables:

The consultant, under this contract should perform bellow deliverables:

A:

Develop strategy to build relationship with diverse stakeholder and alliance (Partnership strategy) and include the gender and V&W in organization vision, mission and goal.

- consultant will develop one strategy for building relationship with diverse stakeholder and alliance, because ACSFo is an umbrella organization it need to have such strategy

B: Develop the privacy and confidentiality policy

- The consultant will develop this policy through holding gaining ACSFo management and board members inputs.

C:

Develop a referral system

- The consultant will develop this refer system based ACSFo management and board members recommendations.

D:

Review the following policy and strategy to address unanticipated harm: 1. Gender Sensitization of ACSFo policies. 2. Financial manual 3. Code of conduct 4. Whistle-blowing policy, 5. Communication Strategy 6. Program management manual, and M&E policy)

- The consultant will review all ACSFo policies and strategies to address the unanticipated harm in them.

E:

Translation of mentioned policies

F:

- Conduct orientation/ training for ACSFo key staff on developed and revised policies

Period of Assignment:

The duration for delivery of the services is **One Week (25th January 2021 – 31st January 2021)**

Qualification and Requirement:

- The individual consultant must have masters or equivalent degree in policy and development
- The consultant must have knowledge regarding gender issues
- The consultant must have previous experience in developing policies and strategies
- The consultant is requested to submit a cost proposal including cost breakdown sheet and a narrative description of the proposed costs

Description of the Technical Elements/Requirements:

- Resume/Curriculum Vitae
- Proposed approach and methods for effective accomplishment of the assignment.
- Factor of confidence: Applicant's needs to show proof of the similar assignments that they have carried out it could be Experience Letter, Copy of Contracts or Appreciation Certificates issues by the project owners for the implementer partner organization in relevant to the experiences proposed in proposal.
- Cost effectiveness: proposed cost will consider based on proposed approach and method, duration of the assignment as well as the allocation of the resources.

Submission guidance for proposal:

- All applications must be written in English
- The applications must be submitted in two volumes technical proposal and financial proposal
- The application must include, relevant experience (at least 3 similar assignments must be submitted under this section with similar complexity and scope), a narrative approach and plan for accomplishing the assignment, supporting documents for relevant experience including certification letters and recommendations.
- All applicant should apply to; jobs@acsf.af

Deadline for Submission of proposal:

31st January 2021: The application submission later than due date will not be considered for further evaluation. The shortlisted candidate will be called for an interview. Though the lowest price and technical acceptable principle is applicable but proposals with best value factor will be preferred.