

Ethiopian Center for Disability and Development (ECDD)
TOR for Revision & development of Operational Manuals.

1. Organizational Background

The Ethiopian Center for Disability and Development (ECDD) is an Ethiopian non-governmental, non-religious, non-profit development organization established in 2005. ECDD works collaboratively with other organizations to promote, facilitate, and build organizational capacity for “Disability Inclusive Development” in Ethiopia – the inclusion of disability issues and persons with disabilities and their families in mainstream government service delivery and development organization programs. ECDD was re-registered on 17 May 2019 as a local CSO, Registration No. 0321, with the Civil Society Organizations Agency under the Organizations of Civil Societies Proclamation No. 1113/2019. ECDD envisions an inclusive Ethiopia, where children, youth, and adults with disabilities, regardless of gender or kind of disability, as well as their parents and families, enjoy the same rights and have access to the same health, educational and social services, training, and work opportunities enjoyed by other citizens. Among one of the program priorities, ECDD has been implementing Disability Rights Programs and Projects in several regions of Ethiopia.

2. Purpose

The purpose of hiring the services of the consultancy firm is to develop existing ECDD Operational Manuals (procedures for Financial Management, Human Resource (HR) and Administration Manual including Fleet Management Manual, Procurement Manual, Store Management Manual, Safeguarding policy and other related SoPs) with the aim of improving operational efficiency and effectiveness. The manuals are expected to contribute towards appropriate internal controls, transparency and accountability to program participants, donors and stakeholders.

3. Objectives

The overall objective of this consultancy is to solicit professional service or expertise in the review and development of the aforementioned manuals. The selected consultant (s) will not

have to start from the scratch but to review and update the available ECDD manuals and to develop the new ones. The consultant(s) is required to streamline the provided material, as well as consider credible external resources for the development of required manuals.

Human Resource (HR) Manual: The overall objective is to review and develop a context-specific, compatible Human Resource Management (HRM) manual in line with local laws and both national and international best practices. The HR Manual should also consolidate HR policies, procedures and practices into a single document for ease of reference, as well as include user- friendly HR related forms, templates and procedures, to meet the HRM needs of ECDD. The purpose is to enhance the HR system of ECDD in the domain of recruitment, selection and management of staff with systematic policies and procedures in place for an overall effective HR recruitment management including staffing level, HR file, setting a grading structure, hiring of staff with clear procedures to ensure that the necessary human resources and support systems are in place for rapid and effective recruitment and mobilization at any given point. The HR policies will provide in-depth guidance on non-discriminatory and an equitable hiring process that promote gender equality and hiring of qualified staff with requisite knowledge, skills and credentials.

In addition, the consultant is expected to review the current staff welfare, remuneration and benefits structure which is comparable against similar organizations and best practices.

The development of the HR manual should take into account the newly developed HR Management Information System and align the HR policies, processes and procedures with the HRMIS functions.

Financial Management Manual: The overall objective is to develop a Financial Management manual to streamline the financial management function of ECDD. Based on the identified gaps, the selected consultant(s) will analyze the accounting and financial management requirements of ECDD, review and develop an appropriate financial manual to ensure proper processing, accounting, management and reporting of project funds and transactions with improved internal controls to ensure accountability to program participants, stakeholders and donors as per IPSAS Procedures. The Financial Management Manual should include consistent and uniform accounting policies, accounting of transactions with adequate controls, guidance on authority

of delegation and segregation of duties, payment, cash and bank management, documentation requirements for payment and expenses, asset management, payroll process, security for cash management etc. The existing supplementary manuals can be included in this manual. The development of financial management manual should take into account the newly developed Financial Management Information System and Financial Expenditure Tracking System.

Administration Manual: The manual will serve as a guide to assist ECDD employees in their day-to-day activities of administrative and management functions. The manual will contain instructions for completing forms, reporting relationships, procedures for requesting services, and delineates responsibility. Administration Manual comprises of fleet management manual, procurement manual, Store management manual, Safeguarding policy and other related SoPs.

In addition to the above manuals review of *Code of Conduct, Diversity and Inclusion Policy, Children and Adults-at-Risk Safeguarding Policy, Conflict of Interest and Anti-Corruption Policy, Whistleblower Protection Policy* are there which are prepared before five years.

Procurement Manual: must also include policies and procedures for overall procurement cycle, procurement thresholds, acquisition of goods/services, transport management, basic assets management and record keeping.

The assessment would be performed through desk review of existing legal and procedural frameworks, consultations/interviews of relevant staff and members of senior management team and general observation of work practice.

4. Work Requirements

The selected consultant(s) will not have to start from the scratch but ECDD has Admin and Finance Manual which are supplemented by four other manuals like Travel manual, Procurement manual, Property Management manual & Petty Cash Manual.

Therefore, ECDD needs to recruit consultant for updating these manuals and developing new ones mentioned here under:

1. Updating the Finance Manual as per IPSAS Procedures (the existing supplementary manuals can be included in the main manual). It should also include grant management policies and procedures.
2. Preparing standalone HR Manual separately from the existing Admin Manual, annexing organogram, salary scales, benefits packages (staffs and Management salary and benefits package can be shown in different articles) and employees handbook
3. Updating Admin Manual including all those policies other than Financial and HR Issues

5. Consultants Requirements

The Consultant should have the following minimum qualifications and experience:

- Preferably 8 years, but not less than 5 years' experience in developing Operations policies and manuals for similar or higher organizations preferably NGOs working on issues of Persons with Disabilities, Letters attesting the work done in such organizations should be attached. Include three client references, preferably NGOs.

6. Selection Criteria

The Technical and Financial Proposals will account for 70% and 30% respectively as shown here under

Criteria	Score
Budget/Price Quotation	30%
Technical proposal:	
Experience related to the task	20%
Qualifications of team member(s)	20%
Technical proposal	30%
Total	100%

7. Schedule of Payment

- First Installment of 30% of Contract amount upon signing the Contract

- Second Installment of 30% of Contract amount upon submission of the first version of the manuals
- Third Installment of 40% of Contract amount upon submission final approved manuals.
- Taxes will be deducted and paid by ECDD according to government rules.

8. How to Apply

Submission of Proposals

Interested and qualified Consulting Firms may send their proposals, along with the following information:

- Profile of the firm or consultants involved
- Technical Proposal
- Financial proposal
- Copy of renewed Registration Certificate, License, or Work Permit
- Other relevant supporting documents

Applicants interested in bidding for this consultancy must provide the aforementioned items on or before **July 18, 2023** through the following email address: tenderecdd@ecdd-ethiopia.org. or in person at ECDD Head Office located behind Dreamliner Hotel, Meskel Flower Road, Kirkos Sub city W/02 H/No. 575, telephone: +251-114-165859 or through post office box no. 1530 Code 1250.