

## Asmani Foundation(AF)

### Terms of Reference (ToR)

For Hiring Consultants to Develop Financial Policy of Asmani Foundation

#### Background and Introduction

The Asmani Foundation (AF) is a women and youth-led development organization established in 2016, headquartered in Jaldhaka, Nilphamari. AF works across Nilphamari, Kurigram, Rangpur, and Dhaka to diverse programs, livelihoods, women's empowerment, strengthen institutional capacity and ensure sustainable growth, Marginalized communities through programs in education, SRHR, climate resilience, and governance.

To strengthen institutional capacity, AF recently conducted an Organizational Capacity Assessment (OCA). As part of the resulting Organizational Capacity Development (OCD) plan, Asmani Foundation is jointly implementing the "Space to Lead" project with Plan International Bangladesh. Funded by Sida and running from October 2025 to December 2028 across 5 districts, this initiative supports AF in developing a comprehensive Financial Policy aligned with its core values of transparency, accountability, equity, and good governance.

Project Title	Space to Lead
Duration of Assignment	3 weeks
Location	Jaldhaka Office
Proposal Submission Deadline and location	Boglagari Plan Office (Nilphamari Road) Jaldhaka, Nilphamari PH: 01796725569 Email: <a href="mailto:procurement@asmanifoundation.org">procurement@asmanifoundation.org</a>
Development Partner	Plan International Bangladesh

## 2. Objectives of the Assignment

- To develop a **Financial Policy** that ensures transparent, accountable, and efficient financial management practices, aligned with donor requirements and international standards.

## 3. Scope of Work

The consultants will be responsible for the following tasks;

### Financial Policy Consultant

- Review existing financial practices and systems.
- Develop policies on budgeting, accounting, procurement, internal controls, Fixed Assets, audits, reporting, and donor compliance.
- Ensure alignment with international financial management standards and Bangladesh regulations.
- Provide guidelines for financial transparency, fraud prevention, and accountability.

## 4. Methodology

- The consultant is expected to adopt a participatory and consultative approach throughout the assignment. The methodology should include:
  - Desk review of existing policies and organizational documents
  - Consultation meetings with management and staff
  - Assessment of existing systems and practices
  - Drafting and revision of policies and tools
  - Validation and finalization sessions

## 5. Deliverables.

- Methodology and work plan
- Finalized Financial Policy after incorporating feedback from AF management and stakeholders
- Final consultancy report including recommendations.
- Orientation session for AF staff on the new policies

## 5. Duration

- The assignment is expected to be completed within **3 weeks** from the date of signing the contract.

## 6. Required Qualifications

### Financial Policy Consultant

- Advanced degree in Finance, Accounting, or related field.
- Minimum 5 years of experience in financial policy development for NGOs/INGOs.
- Strong knowledge of donor compliance, financial reporting, and audit standards.

## 7. Reporting and Supervision

- Consultants will report to the **Executive Director of Asmani Foundation**.
- Regular coordination meetings will be held with AF's management team.

## 8. Payment Terms

- Payment will be made in installments based on deliverables:
- 30% upon submission of draft policies.
- 40% upon submission of final policies.
- 30% upon completion of staff orientation.

## 9. Application Process

Interested consultants are requested to submit:

- A cover letter outlining relevant experience.
- CV with references.
- Technical proposal (methodology, work plan).
- Financial proposal (consultancy fees)- Itemized budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax. AF will select potential candidates and will invite them for an online interview after the application deadline.

Interested consultants/firms are requested to submit their proposals **by 12:00 AM, June 06.06.2026** via email or in-person at the Asmani Foundation office. Queries and Clarifications For any queries or clarification, interested applicants may contact: Contact Person:

Kamruzzaman Shawon

Designation: IT and Communication

Email: shawon@asmanifoundation.org

Phone: 01319406791

Disclaimer

Asmani foundation ( AF) Reserves the right to accept or reject any or all proposals, cancel the procurement process or modify the scope of work without assigning any reason whatsoever. Any direct or indirect attempt to influence the selection process may result in disqualification

Applications should be sent to: **Asmani Foundation**

**Email: procurement@asmanifoundation.org**