

Terms of Reference (ToR) for Translation of Financial Management Guideline to Partner Organizations 2022

1. Background and Overview

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. In the 1990s, ActionAid adopted a human rights-based approach to development, which is ongoing as its core approach. In 2003, ActionAid International Federation was established, comprising members in every region of the world, and headquartered in South Africa. ActionAid International Nepal (AAIN) is a member of the Federation, working for human rights, anti-poverty and gender equality. It is a non-governmental social justice organisation established in 1982 and working locally in different provinces of Nepal. It is also a part of both national and global social justice movement and other civil society networks, alliances, and coalitions.

AAIN believes in effective partnership with organizations that hold similar values and genuinely represent or are strongly connected with people living in poverty and exclusion. Country Strategy Paper of AAIN has prioritized the partnership with organizations, institutions, networks and alliances having strong commitment to implementing high quality programmes to well targeted communities ensuring positive transformative changes in their lives. AAIN strongly believes in being accountable to the people living in poverty and exclusion and thus AAIN aims to ensure that partners as well are accountable as well. AAIN has issued Financial Management Guidelines to Partner Organizations as integral part of the agreement with partners to maintain consistency, develop common understanding, provide guidance on financial processes and capacitate the partners for robust financial management.

2. Objectives

The main objective of the consultancy is to prepare a translated version of 'Financial Management Guideline to Partner Organizations 2022' in Nepali language which captures the key essence and message of the original document.

3. Scope of Work

The scope of work are as follows:

- Prepare draft version of "Financial Management Guideline to Partner Organizations 2022" in Nepali.
- Submit draft Nepali version of the Guideline for review and finalization to AAIN.
- Compile the suggestions from AAIN and submit the final version of the Guideline in Nepali.
- Notify and suggest any changes to the Guideline in case any conflicting issues noted while translating the Guideline in Nepali.

4. Intellectual Property

AAIN reserves the right to any intellectual property created or obtained during the course of consultancy assignment.

5. Expected Methodology

The consultant shall study the guideline thoroughly and translate it into a meaningful Nepali version document. S/he can consult with AAIN focal person for bringing more clarity and common understanding on the provision and section of the guideline whenever required.

6. Timeframe

The consultancy will start from 13th May 2024 and conclude on 13th June 2024. The expected timeframe for the assignment will be as follows:

Activities	Timeline
Submit a draft version of translation to AAIN	28 th May 2024
Compile suggestions from AAIN on the draft version	3 rd June 2024
Finalize and submit the final version to AAIN	13 th June 2024

7. Coordination

The consultant will coordinate with Finance and Compliance Manager for conducting the assignment.

8. Consultancy Payment Modality

The fee payment will be made in instalment basis. AAIN will deduct tax as per the prevailing law of Nepal while making the payment. All the costs to be incurred by the consultant during official visit if required will be covered as per AAIN policy procedure, separately.

9. Consultant's Profile

The consultant is required to have practical experience in developing financial policy and/or translation of documents especially translation of financial policy/procedure/guideline/manual. Technical knowledge about financial management, process, practices, mechanism is preferable. Experience of working with I/NGOs is desirable. The consultant must be registered in PAN/VAT.

10. Required Documents

The consultant needs to submit the following documents:

- A financial proposal outlining relevant costing details (including VAT, if applicable)
- CV highlighting the relevant work experiences.
- Few sample works related to development of finance policies, reports or translated documents in Nepali language.

11. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
Technical <ul style="list-style-type: none"> ➤ Demonstrated capacity to carry out the assignment (20 points) ➤ Evidence of past works related to development and/or translation of documents (especially finance related) in Nepali language (20 points). 	40%
Financial Proposal <ul style="list-style-type: none"> ➤ A clear financial proposal linked to the assignment, highlighting key costs and any reimbursable expenses (if any) 	60%

12. Proposal Submission Guideline

Interested consultancy firms/individuals who meet the above requirement should send their technical and financial proposals (which also includes detailed methodology, a work plan, a budget, and their CV) to jobs.nepal@actonaid.org by 8th May 2024, 5:00 pm. The selection will be based on a combination of technical expertise, relevant experience and proposed budget.

13. Amendment of Terms

AAIN reserves the right to amend these terms of reference at any time, and any such amendments will be communicated in writing to the selected consultant.