

## **A. Call for Expression of Interest (EOI)**

### **Background**

National Federation of the Deaf Nepal (NDFN) is established in 1995 as a national-level umbrella organisation of deaf citizens in the country. NDFN works to promote the rights of people with hearing impairment. NDFN has been working in the rights and empowerment of the deaf people with the MyRights, Swedish disability people organization and member organization Dalanas Deaf Club (DDF) since 1997. MyRight\DDF partnership has played important role in the organizational development of the NDFN. NDFN is going to conduct its System Based Audit (SBA) in support of MyRight.

NDFN announces the call for the Expression of Interest (EOI) from the experienced and qualified experts to carry out the SBA of NDFN. The detail TOR is included in the **section B** of the EOI. Eligible and Interested individual are invited to submit expression of interest to following address:

**National Federation of the Deaf Nepal (NDFN)**  
**Lazimpat-Kathmandu**  
**Email : admin@deafnepal.org.np**

### **Submission of the EOI**

- EOI can be submitted by a company or person having the potential eligibility.
- Interested consultants must provide information with their personal Bio data indicating their qualification to perform the services.
- This expression of interest is open to all eligible Consulting Firm and individual consultants. Company documents should be submitted in case of the companies.
- Individual consultant shall provide at least 3 details of similar assignment experience, their location in the previous 3 years.
- NDFN will select the consultant based on their experience and amount proposed for the task.
- Working experience and knowledge in the field of disability will be an additional point.
- Expression of Interest should include the following information:

	<ul style="list-style-type: none"><li>✓ A covering letter addressed to the NDFN on the official letter head of company or individual consultant duly signed by authorized signatory.</li><li>✓ Include at least 3 years' experience in the field of SBA and disability in the related topics.</li><li>✓ Explain own skills and experience special in the field of SBA and disability in the related topics, updated curriculum vitae demonstrating the mentioned knowledge, skill and expertise required, availability in the proposed service period, a brief plan for how to carry out the services, and budget as well in the EOI.</li><li>✓ Updated curriculum vitae demonstrating the mentioned knowledge, skill and expertise required, availability in the proposed service period, a brief plan for how to carry out the services, and budget as well in the EOI.</li></ul>
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	<ul style="list-style-type: none"><li>✓ Plan of action, expected services, availability within the expected time and duration to carry out the tasks as per the TOR attached.</li><li>✓ Consultancy fees to carry out the overall task.</li></ul>
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**Date of call for the EOI: 2<sup>nd</sup> August, 2022**

**Deadline for the Submission of EOI: 5 pm, 8<sup>th</sup> August, 2022. (Nepali Standard Time)**

NDFN reserves the right to select or not to select any of the application. NDFN keeps safeguarding as a top priority so, any data or information collected during the task shall be kept confidential and shall not be disseminated without NDFN's prior consent.

## **B. TERMS OF REFERENCE (ToR) FOR CONDUCTING A SYSTEM BASED AUDIT On MyRight's partner organisation**

### **1. Introduction**

#### **1.1 Background of the Donor Organisation**

MyRight is the Swedish functional rights movement's organization for international development cooperation and development assistance.

MyRight's mission is to provide tools to organisations of persons with disabilities so that they can develop as organisations and through their work promote persons with disabilities having power over their own lives, self-determination and full participation, as well as the capacity to claim their human rights as set out in, among other sources, the Convention for the Rights of Persons with Disabilities.

- supporting organizations of persons with disabilities and their activities through, among other things, project support in international cooperation with other organizations of persons with disabilities
- providing support to a democratic and transparent development of these organizations
- promoting an international exchange of experiences between persons with disabilities and their organizations of what it is like to live with disabilities
- working for the rights of persons with disabilities
- working from a general child and youth perspective
- working from a migrant perspective
- carrying out awareness-raising activities in matters concerning the rights of persons with disabilities
- provide support to, and participate in advocacy for the Convention on the Rights of Persons with Disabilities and the global sustainability goals of Agenda 2030 to be implemented in Swedish international cooperation and on national level in MyRight's program countries
- represent the disability movement in Sweden within Swedish international development cooperation

The main donor for MyRight is Sida through Forum Civ (a Swedish Frame Organization based in Stockholm, Sweden).

### **2. Objectives of the Systems Based Audit of Partner Organisation**

**2.1 The main purpose of the Systems Based Audit is** to assess the current level of the institutional capacity of the organization, that means; to identify the level of the organizations development, its weaknesses and to recommend measures that should be taken to a further institutional development of the organisation. It is expected that the System Based Audit recommendations will give the organisation a clear picture of their strengths and weaknesses in order to develop their organisation even more.

*Specific objectives:*

The specific objectives of this exercise are as follows:

- 1) To assess the current situation of the partner organization's governance, management, operation and administration.
- 2) To identify important weaknesses that can help the partner organisation to develop.

## **2.2 The Scope of Work for carrying out the systems based audit:**

Unless otherwise stated, the time frame is one (1) year back in time for the reviews below.

### **(A) Review the capacity of organizational governance:**

1. Review the organization's governance capacity:
  - 1.1. Is the organizations Vision clear and understandable?
  - 1.2. Is the organizations Mission clear and understandable?
  - 1.3. Is the strategy for how to reach their vision and mission clear and understandable?
  - 1.4. Is the institutional operational plan clear and include expected goals/results?
2. Review the organizations institutional budget and if it is possible to read out different financial incomes (donors etc.) and different costs?
3. Assess the organizational governing documents and structure together with the transparency towards the organizations members (annual meeting etc.) and identify important weaknesses in the organizational governance

### **(B) Review the system for delegation and segregation of duties:**

4. Review the organizations document for rules of procedure/delegation system
5. Review if the organisation has a procedure/system for appointment of board
6. Review the organisation document for segregation of duties and if it is linked to the organizations financial management
7. Review the how the organisation complies with their internal document for rules of procedure/delegation and segregation of duties
8. Review the Boards documentation and following ups of their own decisions (board meeting protocol etc.)

9. Review the organisation document for “the right to sign in the organizations name” (bank accounts/cheques, agreements etc.)
10. Assess the organisation work regarding delegation and segregation of duties and identify important weaknesses

**(C) Review Organizational policies and guidelines:**

11. Review if current policies and guidelines are signed or approved by board and/or Executive Director in line with internal system for decision making
12. Review if the organizations has following policies/guidelines/steering documents (or similar):
  - 12.1. Financial manual
  - 12.2. Anti-corruption policy
  - 12.3. Procurement policy
  - 12.4. Human Recourse policy
13. Assess the organizational work with develop, approve, and update policies and guidelines and identify important weaknesses.

**(D) Review internal control and compliance environment:**

14. Review the organization's compliance with applicable laws/legislation/agreement terms/regulations that are set by authorities/agencies (such as donors, NGOs, Banks, National tax authority, Labor Ministry, etc.)
15. Review the organisation system for ensuring compliance with above laws/legislation/agreement.
16. Review the routines for follow-up and the management of findings/comments in audit reports
17. Review if the organisation has the required insurance in place
18. Assess the organizations work with internal control and compliance and identify important weaknesses.

**(E) Review the anti-corruption system and risk management**

19. Review the organization's whistle blowing system
20. Review the organization's documentation of detecting and preventing corruption and minimizing risks of corruption
21. Review the organizations documentation of risk and risk management
22. Assess the organization's polices, work and management with corruption and risk and identify important weaknesses

**(F) Review Internal system for planning, monitoring and reporting**

23. Review if the organization's strategic and operational plans are linked to their vision and mission
24. Review if institutional budget is linked to the organizations operational plan or strategy

25. Review the organizations system for overall PME (planning, monitoring and evaluation)
26. Review if the institutional annual report describing the development within the organisation in a way that is comparable to the different goals/areas etc. that is set in the organization's strategic and/or annual operational plan
27. Assess the organizations system for planning, monitoring and reporting and identify important weaknesses

**(G) Review Financial system**

28. Review the organizations financial management (accounting, reporting etc.)
29. Review the organization's following up of comments/shortcomings noted in institutional audits/project audit management letter
30. Review the organization's system of applying of funds and control regarding use of funds when it comes to different donors
31. Review the organization's system of budgeting, monitoring and reporting at an institutional level (consolidated budget and financial statement)
32. Review the system for making changes in approved budgets
33. Review the system/routines when staff's time are apportioned in different projects
34. Review the system of management of payment and refund of advances to staff
35. Review the organisation strategy for sustainable and long-term budget planning
36. Assess the organization's financial system/document, management and internal work within the financial area and identify important weaknesses
37. Asses the quality of the financial manual

**(H) Review Archiving system**

38. Review the organizations system for back-up, archive and safeguarding of accounting records and other important documents (agreements, reports, staff contracts etc.) according to donor's conditions and national laws.
39. Assess the organizational system and work with back-up, archive and safeguarding of documents etc. and identify important weaknesses

**(I) Review the Human Resource Management (HRM):**

40. Review if the HR-policy (or similar document) include;
  - 40.1. procedure for reviewing of salaries and benefits
  - 40.2. procedures for capacity building of staff
  - 40.3. Recruitment of new staff
  - 40.4. Working environment (ensuring a healthy work environment)
41. Review routines/system for staff attendance/Leave Record/Time Reporting
42. Review if the organisation has a code of conduct and if it prohibits members and employees to use organizational funds for personal gain, be involved in irregularities and corruption with funds from the organisation or in its name as well as sexual harassment, threats or violence when representing the organisation in any circumstance
43. Assess the Human Recourse Management and identify important weaknesses

### 2.3 Reporting Guideline for Deliverables

- The draft report, included attached assessment sheet, along with an Executive Summary will be e-mailed by the Consultant to the organisation, to get their feedback before finalization of the report on this Systems Based Audit.
- The organization's management response shall respond to all findings and recommendations made by the Consultant. The response shall be merged in the respective parts of the final Systems Based Audit report.
- The Final Report shall be sent by the Consultant both as digital and hard copies. Language of the reports shall be English.
- The organizations shall present a management response and action plan based on the findings and recommendations made by the Consultant
- Digital copy of the final report will be sent to MyRight, [markus.malm@myright.se](mailto:markus.malm@myright.se) and to the head of the organizations (add email). Two sets of hard copy of the report will be submitted to the partner organizations.

### 2.4 Proposed timeline for carrying out the Systems Based Audit:

The final report shall be sent not later than 31<sup>st</sup> of October 2022.

SI N o	Activities	Requirements	Timeline/ Man Days	Deliverables	Practical things, Responsibilities and Remarks

### 2.5 Confidentiality and Ownership:

All the documents that will be provided to the Consultant by the organisation for realizing the Systems Based Audit as per these Terms of Reference will remain the property of the organisation. The Consultant will not divulge any information related to the documents to any third party without getting the written consent from the organisation.

### 2.6 Data and Assistance to be provided by the NDFN

The following shall be provided to the consultant by NDFN:

- Related organizational reports, documents and policies etc. available in NDFN
- Access to all other necessary documents and data available in NDFN required for the performance of the consultant's services.

The consultant will also be responsible for providing all other necessary facilities and logistical support for own, including accommodation, vehicle, transportation, office equipment, communications, utilities, office supplies and other miscellaneous requirements.

### **2.7 Payment:**

- National Federation of the Deaf-Nepal (NDFN) will release the consultancy fee amounted as proposed including all applicable taxes as per the Nepal Government rule.
- NDFN will release 50% of the amount as a first payment on the starting of evaluation. Remaining amount will be released after the submission of final report to the organization.

### **2.8 Termination**

These Terms of Reference shall enter into force upon signature of the contract and shall thereafter be valid until further notice with a mutual notice period.