

TERMS OF REFERENCE (ToR)

Consultancy for:

- 1) Review and Update of Finance Policy; and
- 2) Development of Procurement and Logistics Policy
for the Local Peer Humanitarian Partner (PHP) – MDPOD

The consultant reports to: ("Senior Coordinator")	Taslina Akter Project Focal Point, ToGETHER 2.0 project Centre for Disability in Development (CDD) Phone: 01715462148
Name of consultant/agency:	Consultant name, email address, phone
Description of consultancy	The consultant will be responsible for reviewing and updating the existing Finance Policy and developing a Procurement and Logistics Policy for Manikganj Disabled Peoples Organization to Development (MDPOD), a Local Peer Humanitarian Partner under the ToGETHER 2.0 Project. The assignment will assess MDPOD's existing financial, procurement and logistics systems, identify key gaps and areas for improvement, and develop practical policies appropriate to its organizational structure, operational needs and humanitarian programming context. The consultancy will result in a revised Finance Policy and a comprehensive Procurement and Logistics Policy, with clear procedures, roles and responsibilities, approval mechanisms, internal controls, transparency and accountability measures.

1. Background and Rationale

The Centre for Disability in Development (CDD), in partnership with Malteser International (MI), is implementing the ToGETHER 2.0 Project, supported by the German Federal Foreign Office (GFFO). The project aims to strengthen local humanitarian actors, promote equitable partnerships and enhance the capacity of local organizations to lead inclusive, accountable and people-centred humanitarian action.

Under the ToGETHER 2.0 Project, CDD is supporting Manikganj Disabled Peoples Organization to Development (MDPOD), Manikganj, as a Local Peer Humanitarian Partner (PHP).

As part of the organizational strengthening support, CDD intends to engage a consultant/agency to review and update MDPOD's existing Finance Policy and develop a comprehensive Procurement and Logistics Policy.

The assignment will assess MDPOD's existing systems, procedures and practices, identify gaps and areas for improvement, and develop practical policies appropriate to the organization's size, structure, operational requirements and humanitarian programming context.

The policies are expected to strengthen transparency, accountability, financial control, value for money, segregation of duties and effective management of organizational resources.

2. Purpose of the Consultancy

The purpose of this consultancy is to strengthen MDPOD's institutional systems by:

1. Reviewing and updating its existing Finance Policy; and
2. Developing a practical and comprehensive Procurement and Logistics Policy.

The policies should be user-friendly, realistic and aligned with good organizational management practices and the operational context of a local humanitarian organization.

3. Specific Objectives

The consultant will:

1. Review MDPOD's existing Finance Policy and related financial procedures and practices.
2. Identify gaps, inconsistencies and areas requiring revision or strengthening.
3. Update the Finance Policy to strengthen financial management and internal control systems.
4. Review existing procurement and logistics practices and identify institutional gaps.
5. Develop a comprehensive Procurement and Logistics Policy appropriate to MDPOD's operational needs.
6. Establish clear roles, responsibilities, approval authorities and segregation of duties.
7. Strengthen transparency, accountability, documentation and value-for-money principles.
8. Incorporate appropriate procedures for regular and emergency procurement.
9. Consult MDPOD management and relevant staff throughout the process.
10. Facilitate validation and orientation on the revised/new policies.

4. Scope of Work

The consultant will undertake the following:

4.1 Review and Update of Finance Policy

- Review the existing Finance Policy and relevant financial procedures/documents.
- Assess key areas including budgeting, financial authority, cash and bank management, payments, advances, accounting, financial reporting, asset management, audit and internal controls.
- Identify gaps and areas requiring strengthening.
- Revise and update the Finance Policy based on the findings and MDPOD's operational context.

4.2 Development of Procurement and Logistics Policy

Develop a practical policy covering, as appropriate:

- Procurement principles and planning;
- Procurement methods and thresholds;
- Approval and authorization procedures;
- Quotation and competitive procurement processes;
- Supplier/vendor selection and management;
- Purchase orders and documentation;
- Conflict of interest;
- Emergency procurement;
- Asset and inventory management;
- Transportation and logistics;
- Record keeping and documentation;
- Roles and responsibilities; and
- Monitoring, compliance and accountability.

4.3 Consultation and Validation

- Consult MDPOD management and relevant staff.
- Review existing practices and operational requirements.
- Facilitate validation of the revised Finance Policy and draft Procurement and Logistics Policy.
- Incorporate agreed feedback into the final policies.
- Provide a brief orientation to relevant MDPOD staff on the policies and their application.

5. Expected Deliverables

The consultant will provide the following deliverables:

1. Inception Report and Detailed Work Plan
2. Finance Policy Review and Gap Assessment
3. Revised Finance Policy

4. Draft Procurement and Logistics Policy
5. Consultation and Validation Report
6. Final Finance Policy
7. Final Procurement and Logistics Policy
8. Brief Orientation Session for relevant MDPOD staff
9. Final Consultancy Completion Report

6. Timeline

The consultancy is expected to require approximately 28 days, commencing on 15 October 2026, the date of contract signing, and to be completed by 30 November 2026, within the agreed consultancy period.

Activities	Days
Inception report and document review	4
Finance Policy review and gap assessment	4
Procurement and logistics systems review and consultation	8
Drafting/revision of policies	8
Validation and staff orientation	2
Finalization and submission	2
Total:	28

The detailed schedule will be agreed with CDD and MDPOD during the inception stage.

7. Required Qualifications and Experience

The consultant should have:

- A postgraduate degree in Finance, Accounting, Business Administration, Management, Procurement, Development Studies or a relevant field.
- Demonstrated experience in reviewing/developing finance, procurement and/or logistics policies for NGOs, CSOs or humanitarian/development organizations.
- Strong knowledge of financial management, procurement procedures and internal control systems.
- Good understanding of NGO operational and compliance requirements in Bangladesh.
- Experience in developing practical policies, procedures and organizational systems.
- Knowledge of transparency, accountability, value for money and segregation of duties.
- Strong analytical, consultation and policy-writing skills.
- Experience working with local/national NGOs will be an advantage.

8. Consultancy Fee

The total consultancy budget for this assignment is inclusive of applicable VAT and taxes. The consultancy fee will be provided by CDD through the ToGETHER 2.0 Project, subject to the agreed terms and conditions of the consultancy.

The agreed amount will cover the professional services required to complete the assignment and deliver the outputs specified in this ToR, unless otherwise agreed in writing. Applicable VAT and taxes will be deducted at source in accordance with prevailing Government of Bangladesh rules and regulations.

9. Payment Schedule

The consultancy fee shall be paid in two instalments. Forty percent (40%) of the total consultancy fee shall be paid upon signing of the consultancy agreement and commencement of the assignment, subject to submission of the agreed inception/assessment deliverables. The remaining sixty percent (60%) shall be paid upon satisfactory completion of the assignment and acceptance by CDD of all final deliverables, including the revised Financial Policy and developed Procurement and Logistic policy, completion of the required orientation/validation sessions, and submission of the consultancy completion note. All payments shall be subject to applicable VAT and taxes in accordance with the prevailing laws and regulations of Bangladesh.

10. Safeguarding, PSEAH and Confidentiality

The consultant/consulting firm will comply with CDD's applicable safeguarding, PSEAH and Code of Conduct requirements throughout the assignment; maintain confidentiality and protect sensitive information; uphold professional and respectful conduct; obtain appropriate consent during consultations; declare any conflict of interest; report safeguarding concerns through appropriate channels; and ensure that the consultancy process does not expose any stakeholder to unnecessary risk or harm.

11. Evaluation Criteria

The selection will be based on 80% technical and 20% financial evaluation.

Technical Evaluation: 80%

Criteria	Weight
Understanding of the assignment and MDPOD context	15%
Proposed methodology and approach	20%
Relevant experience in Finance Policy review/development	15%

Relevant experience in Procurement and Logistics Policy development	15%
NGO/humanitarian organizational systems experience	10%
Total	80%

A minimum technical score of 56 out of 80 (70%) will be required to qualify for financial evaluation.

Financial Evaluation: 20%

The financial proposal will be assessed based on:

- Reasonableness and competitiveness of the proposed fee;
- Clarity and completeness of the financial proposal; and
- Inclusion of all relevant costs.

The final selection will be based on the combined technical and financial scores, subject to CDD's procurement procedures and satisfactory verification of the consultant's experience and references.

12. Application Procedure

Interested individual consultants or consulting firms are invited to submit:

Technical Proposal

- Cover letter;
- Understanding of the assignment;
- Proposed methodology and approach;
- Work plan;
- CV/profile of consultant/agency (s);
- Evidence of relevant previous assignments; and
- At least two professional references.

Financial Proposal

- Total consultancy fee;
- Professional/day rate;
- Travel or other applicable costs, if any; and
- VAT and Tax details.

Required documents:

Valid Trade license, TIN Certificate with proof of up-to-date income tax filing, BIN Certificate, VAT Registration (if available), Bank solvency certificate, previous working experience with photocopy of work orders, and profile of the business organization.

Applications should be submitted to:

Email: cddjobsac@gmail.com

Deadline: 10/10/2026

Subject: *Consultancy for Update Finance Policy and Develop Procurement Policy*

CDD reserves the right to contact shortlisted applicants for clarification, further discussion and/or negotiation of the proposed methodology, timeline and financial proposal.

Contact Address

Centre for Disability in Development (CDD)
A-18/6, Genda, Savar, Dhaka-1340