



## **JOB VACANCY**

### **External**

#### **Consultancy for Policies, Procedures and Systems Review and Development.**

WANEP-Nigeria is the Nigerian Country Office of the West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO with regional secretariat based in Accra, Ghana, whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society-based peacebuilding practitioners and organizations in West Africa by promoting cooperative responses to violent conflicts; providing the structure through which these practitioners and institutions will regularly exchange experience and information on issues of peacebuilding, conflict transformation, social, religious and political reconciliation; and promoting West Africa's social and cultural values as resources for peacebuilding.

We are recruiting to fill the position below:

#### **1. Purpose of the Consultancy**

The primary purpose of the consultancy is to review and draft new operational policies, processes, and procedures for WANEP covering the entire organization's systems and processes, and create or review existing operating forms and procedures.

The consultant will be required to carry out a system assessment of the organization and develop policies, procedures, and systems that best suit the operations of the organization and donor requirements for best practices in line with the organization's strategic plan.

#### **2. Expected tasks of the consultant:**

- I. Carry out an independent assessment of the systems and processes (travel to Lagos and Abuja office will be required).
- II. Consult with internal and external stakeholders to ensure the inclusion of relevant factors.
- III. Review of organizational policy to reflect best practices and international standards.

- IV. Review the existing systems and processes and create new policies, processes, and procedures in line with international best practices for NGOs.
- V. Review policies to align with the organization's strategy and donor requirements.
- VI. Ensure that policies meet Nigerian legal and donor requirements.
- VII. Provide education, interpretation, and consultation to staff on policies and procedures.

### **3. Deliverables**

- I. Standard Policies, procedures, and process documents (Detailed and Summarized).
- II. Forms, tools and Template to be operationalized by WANEP (Where applicable).
- III. Diagrammatic display of process (if applicable).
- IV. Review and develop all relevant policies and procedures (stand-alone policies) under each LOT category.

### **4. Category of Policies (LOT)**

LOT 1 – Finance, Internal Control, and Grant Management

LOT 2 – Operations, Procurement, Supply Chain and Administration

LOT 3 – Human Resources Management

LOT 4 – Code of Conduct and Safeguarding

LOT 5 – Program, Monitoring, and Advocacy

LOT 6 – Safety and Security

LOT 7 – Ethics, Governance and Legal

### **5. Timeframe**

The time frame will be for 1 month commencing from the date of contract signing but not exceeding 31<sup>st</sup> of January 2024.

## **6. Evaluation of offers**

Consultants may be invited to discuss their proposals with a presentation and for budget negotiation at WANEP's discretion and as may be applicable.

**WANEP reserves the right to:**

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Proposal if suitable consultants cannot be selected.

WANEP may award multiple contracts to a single or different consultant (individual or corporate entity) and all contracts will be non-exclusive.

## **7. Plagiarism**

All policies developed will be subjected to plagiarism checks to prevent data protection risks. WANEP has the right to reject any policies, procedures, process, and template developed if it fails plagiarism check.

## **8. Required Qualifications and Experience:**

### **For Individual and Corporate Organisations**

- A minimum of 7 years of professional work experience in a relevant policies category (LOT).
- The applicant/team leader would have an educational background at the postgraduate level.
- Demonstrated skills and experience in relevant policy development and system review.
- Demonstrated work experience and understanding of international donor regulations such as USAID, EU, ECHO, etc.

- For corporate organizations, demonstrate skills and experience in organizational system review and experienced team members.

## 9. How to Apply

- Interested applicants (individual or corporate) should submit their technical proposal (a checklist of policies/processes under each LOT category) and financial proposal as well as Resume (for an individual) and Company profile and resume of team members (for a corporate entity) to [tenders@wanep.org](mailto:tenders@wanep.org)
- Applicants should indicate the category of the LOT being applied for as the subject of the email e.g **“Consultancy for LOT 1, LOT 2, and LOT 3”**
- Other information may be required from the consultant as the need may arise.
- Deadline for submitting applications: 13<sup>th</sup> of December 2023.

