



**Women Association for Marginalized Women (WAM)**

**Head Office**

**Birendranagar-8 Aawas Cheetra surkhet**

[www.wam.org.np](http://www.wam.org.np)

Email: [info@wam.org.np](mailto:info@wam.org.np), [wam.skt@gmail.com](mailto:wam.skt@gmail.com)

Phone: +977-083522437

## **Terms of Reference**

### **Developed communication Policy & MEALD guideline**

#### **1. Background**

Women Association for Marginalized Women (WAM) is a prominent non-governmental organization located in Birendranagar-8 Aawas Chhetra, Surkhet, Nepal. Established in 1997 (2054 BS), WAM is dedicated to advancing the dignity, empowerment, and self-reliance of women. As a non-profit organization, WAM works to bridge the gap between men and women across social, economic, and cultural dimensions to promote an equitable society.

WAM focuses on empowering women through awareness activities addressing traditional beliefs, violence against women, gender and social discrimination, and social exclusion. By mobilizing local resources, WAM aims to empower women and establish effective partnerships with government, non-governmental organizations, and international agencies to achieve its goals.

#### **2. Overview:**

WAM is a women's rights-based organization. Various programs are conducted especially for women empowerment and social inclusion. WAM has several policies and strategy plans formulated in different time periods. The Oxfam Nepal funded by Partner's Investment fund (PIF) project is helping to create various policy and Guideline. According to the agreement between the organization and Oxfam Nepal, we are doing this work with the aim of increasing the capacity of the organization.

The organization had previously developed various policies and guidelines. Now the organization has developed the communication Policy & MEALD guideline. WAM is seeking an experienced and qualified consultancy firm or professional to lead the development of communication Policy & MEALD guideline.

#### **3. Scope of Work**

The selected consultancy firm or professional following the key tasks:

- Review of existing strategic plan and other relevant documents to understand the internal context of organization.

- Currently, The organization now has a Financial Management Policy, HR Management Policy, Procurement Policy, GEDSI policy, Safeguarding Policy, Advocacy Policy, cost sharing and partnership policy, Good governance and anti-fraud policy, Monitoring and evaluation policy, Policy on Preventing Sexual Exploitation and Abuse and guideline for providing assistance to victims affected of gender violence. These policies should be reviewed and understand.
- The consultant will have to develop Developed communication Policy & MEALD guidelines.
- Conduct interview/consultation meetings with inter and external stakeholders.
- Conduct an in-depth assessment of WAM is a current internal and external landscape, analyzing strengths, weaknesses, opportunities, and threats analysis (as a part of workshop for policies develop and update)
- Comprehensive policies incorporated organization vision, mission, values, goals, objectives, thematic areas (with description), pathways to achieve the goals and objectives which guides effective project design and implementation with standard norms and values.
- The policies need to include organizational governance and management system, program management strategies, fundraising strategies and organizational sustainability.
- Facilitate the policy and guideline development workshops involving key stakeholders from WAM's senior staff, board members, general members, beneficiaries, and partners.
- The consultant should have aligned with best practices, regulatory requirements, and the organization's strategic objectives.
- Provide tailored capacity-building sessions to WAM are internal team, equipping them with the knowledge and skills needed for effective implementation of the policies.
- Communication Policy & MEALD guidelines of the organization have to be prepared in English language.

#### **4. Qualifications and Requirements:**

Interested consultancy firms or professionals must have the following qualifications:

- At least Master's in organization management, social science or any other relevant subjects.
- Solid experience of developing policies of NGOs (at least 2 NGOs)
- Experience of working in organization development of NGOs.
- English language should be good.
- Understanding of local context of Karnali province, government policies and priorities.
- Understanding of Gender and Social Inclusion and women's right issues.
- Understanding of Communication and MEALD System.
- One should have potentiality in conducting comprehensive assessments, facilitating participatory workshops and producing high-quality policies guidelines documents.

- Familiarity with the social and development landscape in Surkhet or similar contexts.
- Deep understanding of local culture, challenges, and opportunities that inform strategic decision-making.
- Firm's registration certificate, tax clearance, VAT, PAN certificate should be attached with the application.

## 5. Tentative days required and timeline

- Preparation and desk review -2 days
- Consultation meeting -1 days
- Workshop-2 days
- Write up /draft -5 days
- Presentation of draft-1 day
- Finalization of policy 4 days

## 6. Application Process

Interested parties who meet the criteria are requested to submit their proposals, containing the following components:

- A cover letters their understanding of the project's scope and objectives.
- A detailed methodology and approach for conducting the policy and guideline develop.
- Comprehensive documentation of relevant experience and successful projects, including beneficiaries' references.
- A detailed budget breakdown, consultancy fees and any additional costs.

## 7. Submission Deadline:

Interested parties should send documentation stated above in this document to (5 PM Nepal time) to the addresses below.

Physical Address	Email Address
Women Association for Marginalized Women (WAM), Birendranagar-7, Itram, Surkhet	<a href="mailto:vacancy.wam4@gmail.com">vacancy.wam4@gmail.com</a>

## 8. Selection Process:

Submitted proposals will be evaluated based on the criteria outlined in the Announcement. Shortlisted candidates will be invited to present their proposals in an interview or presentation to further discuss their approaches and address any questions. The organization will select the financial and technical proposal submitted by the applicant according to its procurement rules.

**Contact Information:**

For inquiries or further information, please contact:

Women Association for Marginalized Women (WAM), Head Office, Birendranagar-8, Aawas  
Cheetra, Surkhet

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**Recruitment committee,**

**Women Association for Marginalized Women (WAM) Surkhet**