



Women Association for Marginalized Women (WAM)
Head Office
Birendranagar-8 Aawas Cheetra surkhet
www.wam.org.np
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Phone: +977-083522437

Terms of Reference

Minimum Operating Guidelines for PIF partners and Organizational Charter

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

As a women's rights-based organization, WAM conducts various programs aimed at women's empowerment and social inclusion. Over the years, WAM has developed several policies and strategic plans. Currently, with funding from Oxfam Nepal's Partner Investment Fund (PIF), WAM is working on creating minimum operating guidelines for PIF partners and an organizational charter. This initiative, in collaboration with Bagmati Welfare Society Nepal (BWSN), is intended to enhance the capacity of the organization and align with PIF's objectives.

3. Scope of Work

The consultancy firm or professional selected for this project will be responsible for the following tasks:

- Analyze current rules, guidelines, and other relevant documents to understand the internal context of Oxfam and its partner organizations.
- Create minimum operating guidelines for PIF partners and an organizational charter that align with PIF's objectives and standards.
- Conduct interviews and consultation meetings with internal and external stakeholders to gather input and perspectives.
- Perform an in-depth assessment of PIF partners' internal and external environments, including strengths, weaknesses, opportunities, and threats. This assessment will be part of a workshop for developing the guidelines.

- Facilitate workshops with key stakeholders from Oxfam and PIF partners to develop and refine the minimum operating guidelines and organizational charter.
- Documentation: Prepare the minimum operating guidelines and organizational charter in both English and Nepali.

4. Qualifications and Requirements

Consultancy firms or professionals interested in this project must meet the following qualifications:

- At least a Master’s degree in organizational management, social sciences, or a related field.
- Demonstrated experience in developing policies and guidelines for NGO/INGOs (experience with at least 2 NGOs required).
- Organizational Development: Experience in NGO organizational development.
- Strong command of the English language.
- Familiarity with the local context of Nepal, government policies, and priorities.
- Knowledge of gender and social inclusion issues and women's rights.
- Understanding of the minimum operating guidelines approach.
- Ability to conduct comprehensive assessments, facilitates participatory workshops, and produce high-quality guidelines documents.
- The firm must provide registration certificates, tax clearance, VAT, and PAN certificates with the application.

5. Tentative days required and timeline

Preparation and desk review – 1 day

Consultation meeting – 2 days

Workshop – 1 day

Write up/ draft – 7 days

Presentation of draft – 1 day

Finalization of policy – 3 day

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 policies update.
- 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, Itam, Surkhet	vacancy.wam4@gmail.com

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:

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**Recruitment committee,
Women Association for Marginalized Women (WAM)**