

Asmani Foundation(AF)

Terms of Reference (ToR)

Consultant/Firms

Hiring a Consultant _for Financial Policy and Internal Control Systems Strengthening for Asmani Foundation

Assignment Type	Consultancy / Firm Engagement
Assignment Duration	21 days from contract signing
Location	Bogulagari (Plan Office), Nilphamari road, Jaldhaka, Nilphamari-5330
Submission Email	procurement@asmanifoundation.org
Deadline	27 July's 2026. 11:59 PM

Hiring a Consultant for Financial Policy and Internal Control Systems Strengthening for Asmani Foundation

1. Introduction

The Asmani Foundation (AF) is a women and youth-led development organization established in 2016, headquartered in Jal Dhaka, Nilphamari. AF works across Nilphamari, Kurigram, Rangpur, and Dhaka to diverse programs, livelihoods, women's empowerment, strengthen institutional capacity and ensure sustainable growth, Marginalized communities through programs in education, SRHR, climate resilience, and governance.

Asmani Foundation is implementing an Organizational Capacity Development (OCD) Plan under the Space to Lead Project, supported by Plan International Bangladesh following the Organizational Capacity Assessment (OCA). Based on the OCA findings on organizational internal control mechanism and existing capacity gaps strengthening financial management systems, internal controls, accountability mechanisms, and institutional governance has been identified as a priority area.

To support implementation of the approved OCD plan, Asmani Foundation intends to hire an experienced consultant to review, update, and strengthen organizational financial policies, procedures, and internal accountability systems.

2. Background Information

The Organizational Capacity Assessment identified gaps related to:

- Financial policy and procedure standardization
- Procurement and inventory management systems
- Fixed asset management practices
- Delegation of authority and approval processes
- Financial accountability and compliance systems
- Internal Control System

As part of the OCD implementation process, Asmani Foundation seeks technical support to strengthen these systems in alignment with organizational priorities and donor compliance requirements.

3. Purpose of the Consultancy

The purpose of this consultancy is to strengthen Asmani Foundation financial governance, accountability, transparency, and internal control systems through review and updating of policies, procedures, and organizational financial management tools.

4. Scope of Work

The consultant will be responsible for the following tasks:

1. Financial Policy and System Strengthening
2. Review and update the Finance Manual
3. Review and strengthen policies and procedures related to:
4. Procurement management
5. Inventory management
6. Fixed asset management
7. Budget Management
8. Internal control systems
9. Cash/Advance Transaction process
10. Internal & External Audit system and compliance
11. Bank account maintaining system

12. Document preserve & destroy method
13. Travel & Peridium payment system
14. Anti-fraud & bribery
15. Annex.

Institutional Accountability Strengthening

- Develop a Delegation of Authority Matrix.
- Review approval and authorization processes.

Consultation and Facilitation

- Conduct consultation meetings/workshops with management and relevant departments.
- Incorporate organizational feedback into revised documents and systems.
- Organize an orientation workshop about the new Financial policy immediate after finalization for respective Finance people and organization's Management staff.

5. Methodology

The consultant is expected to adopt a collaborative and consultative approach throughout the assignment.

The methodology should include:

- Desk review of existing policies and organizational documents, identify the gaps focusing on financial condition and practice of the organization
- Consultation meetings with management and staff
- Assessment of existing systems and practices
- Drafting and revision of policies and tools
- Validation and finalization sessions

6. Deliverables

A proposed Gantt chart is desirable to present expected deliverables with following tasks

1. Methodology and work plan.
2. Updated Finance Manual.
3. Updated procurement, inventory & fixed asset Manual.
4. Internal Audit module (internal control procedures).
5. Delegation of Authority Matrix.
6. Final consultancy report including recommendations.
7. Financial Recording Templates.

7. Duration of the Assignment

The consultancy assignment will be conducted over a period of 21 Days from 2nd August 2026 to 23th August 2026.

8. Reporting Line

The consultant will work closely with the management team of Asmani Foundation and report directly to the Project Coordinator space to Lead Project.

9. Required Qualifications and Experience.

The consultant should possess:

- Advanced degree in Finance, Accounting, Business Administration, Public Administration, or related field.
- Proven experience in NGO financial management systems and policy development.

- Asmani Foundation reserves the right to accept or reject any application without assigning any reason.