

CONSULTANCY OFFER FOR THE DEVELOPMENT OF
ORGANIZATIONAL POLICIES
FOR
THE END FGM/C NETWORK, AFRICA.
Terms of Reference (TORs)

1. Background

Project Name	Organizational Policies Development (African Network-AN)
Project Period	Six (6) weeks
Closing Date	Monday 14th July 2025 (Application is on a rolling basis and only shortlisted applicants will be contacted).
No. of consultant needed	One (1).
Location	Regional

The **END FGM/C Network Africa** loosely referred to as the **African Network** is a non-religious, non-political, and not-for-profit network, which comprises of Africa-based civil society organizations (CSOs); most of whom are grassroots organizations, based and working for the elimination of female genital mutilation/cutting (FGM/C) across Africa.

In October 2023, local grassroots organisations and partners across Africa supported by Orchid Project launched a civil society-led network dubbed “The End FGM/C Africa Network, Africa” at the 2nd International African Union (AU) Conference on FGM in Dar-es-Salaam, Tanzania. The African Network engages in coordinated advocacy, knowledge sharing, and policy dialogue to influence change for the protection of women and girls at risk of female genital mutilation.

Orchid Project sits as the Interim Secretariat for the Network that is steered by two co-hosting organisations: **Covenant Foundation for Girls, Liberia**, and the **NGO Universal Education, Niger**.

2. Purpose of the Consultancy

In a bid to strengthen its’ governance and operational effectiveness, the Network is seeking to engage an experienced independent consultant or team of consultants to support with the development of its institutional and governance policies.

The main objective is to develop a comprehensive and coherent set of internal policies to guide the Network’s governance, membership, partnerships, human resource management, safeguarding and Child protection, compliance, and ethical conduct, etc. The policies will ensure accountability, inclusivity, and effectiveness in all aspects of the Network’s functioning.

3. Scope of Work

Working under the guidance and supervision of the Interim Secretariat (Orchid Project), and the Network’s co-hosting organizations, the consultant will:

1. Conduct a policy needs assessment
2. Facilitate consultations with key stakeholders, including Network membership, leadership, and core group
- 3. Draft the core organizational policies including:**
 - a. Network's Bye-Laws & Constitution (SOP, COI, Anti-Fraud, organogram, whistleblower, etc.)
 - b. Human Resource Management and Development Partnership Policy (including membership strategy that guides membership recruitment, onboarding, engagement, and retention, volunteerism, and Partnerships)
 - c. Ethics Accountability and Code of Conduct policy
 - d. Financial management, Procedures, and Fundraising Policy (including Procurement)
 - e. Child Protection and Safeguarding Policy (Including Non-Discrimination, gender, sexual exploitation abuse and sexual harassment (SEA/SH), data & information protection policies)
 - f. Conduct at least two (2) joint validation workshop (Network's members and Orchid Project, in person and virtual)
 - g. Finalize and submit policy documents with implementation recommendations
 - h. Conduct one and feedback workshop (virtual).
 - i. Incorporate feedback and finalize policy documents in English and French.**
 - j. Provide guidance and tools for policy implementation and future review.

4. Language

- ☐ *While there is no expectation that the consultant will speak both the English and the French languages, it is expected that the consultancy final deliverables will be in both English and French*

5. Expected Deliverables

- ☐ Inception reports, detailing methodology, proposed work plan, and consultation schedule
- ☐ Draft policies shared with the Network membership for review and feedback
- ☐ Facilitation of at least two (2) virtual validation workshops to gather final input and consensus on the policies.
- ☐ Final versions of the approved policies (English and French).

- ☐ Final consultancy report outlining the processes, challenges, key findings, and implementation recommendations (English and French).

5. Duration and Timeline

The consultancy will be carried out over a period of six (6) weeks, beginning from the date of signing the contract. A detailed timeline, including milestones and deliverable dates, will be developed and finalized in consultation with the Co-Hosts and the Technical Interim Secretariat.

6. Required Qualifications and Experience

- ☐ A Master's Degree in Law, Public Policy, Governance, Human Rights, or a related field
- ☐ Minimum of 7 years of experience in policy development, organizational governance, or institutional strengthening.
- ☐ Demonstrable experience, expertise, and understanding of female genital mutilation/cutting gender justice, safeguarding, and child protection in the African context.
- ☐ Demonstrable experience and expertise working with regional networks or multi-stakeholder coalitions
- ☐ Excellent facilitation and communication skills, including fluency of English (French and/or Arabic is an added advantage).
- ☐ Excellent writing skills and demonstrable ability to translate complex processes into clear, actionable policies.
- ☐ Demonstrated track records in working with grassroots organizations from diverse backgrounds

7. Management and Supervision

- ☐ The consultant will report to Orchid Project as the Interim Technical Secretariat (ITS) of the End FGM/C Network, Africa and the co-hosting organizations (Covenant Foundation for Girls, Liberia and NGO Universal Education, Niger).

8. Application Process

Interested and qualified consultants are invited to submit the following:

- ☐ A cover letter detailing their interest and proposed approach;
- ☐ A detailed CV highlighting the relevant experience and expertise;
- ☐ A technical proposal (maximum 4 pages) including methodology, proposed timeline, and consultancy fee;
- ☐ At least two samples of previous work related to policy or organizational development; and
- ☐ Two letters of recommendation from previous clients/employees.

Expressions of interest should be sent to info@endfgmafrica.org and HR@orchidproject.org and cc to: jacqueline@endfgmafrica.org and boukarimaman35@gmail.com

Important note: Indicate “APPLICATION – INDEPENDENT CONSULTANT FOR POLICY DEVELOPMENT (END FGM/C NETWORK, AFRICA)” in the subject line.

Deadline for Application: Wednesday 2nd July 2025 @ 11:55 PM Kenyan Time