

Consultancy services: Development of Operational Manuals

Location: Tunis

Duration: 3 months

Closing date for application: November 21, 2022

1. Background

The Association for the Promotion of the Right to Difference (ADD) is a non-governmental, non-profit association. It was created on April 15, 2011, with the primary goal of defending universal human rights and democracy in Tunisia. Since its creation, the ADD has not ceased to emphasize in its fieldwork axes the importance of detecting the social phenomena inherent to the transition in Tunisia. Its general activities are based on defending the right to difference, including cultural, linguistic, and parity between genders.

The ADD is currently implementing a diverse variety of programs, including:

- The Observatory for the Defense of the Right to Difference (O3DT), launched in 2018 by The ADD, is a space for coordination between discriminated groups discriminated against, public actors, and civil society to rethink and address blatant injustices by implementing structural reforms. The O3DT assumes the role of raising awareness among the authorities and the general public about the inequalities suffered by minorities, the formation of a network of influence on a bill in favor of the protection minorities, and capacity building of stakeholders for a better engagement in the project is also planned.
- The Free to Be Program, as a host country, which is an ambitious, daring, and innovative 5-year program that will help build a vibrant LGBTIQ+ movement that is confident and capable to lobby and advocate for their human and economic rights. Our alliance comprises three consortium members Hivos, ILGA World, and Positive Vibes, and three technical partners Sogicampaigns, the Global Interfaith Network (GIN), and Workplace Pride.

and other annexed projects.

Amongst many objectives within the internal capacity development framework of the ADD, an important goal is to contribute towards the improvement and development of its internal system. For this purpose, the ADD requires the services of a consultant to support the development of operational manuals. The ADD will select one or two consultants, based on their technical capacity for a period of three months, to develop the necessary manuals and train the ADD's team to upgrade its operations.

2. Purpose

The purpose of this consultancy is to develop operational manuals/procedures for Financial Management including sub-granting procedures, Human Resources (HR), Anti-harassment and Sexual harassment Policy and Complaint Mechanism, Whistle Whistleblowing Policy, Conflict of Interest Management Manual as well as to update an existing Code of Conduct.

3. Objectives and specific tasks to be undertaken by the consultant

The key objective of the consultancy is to increase the operational efficiency and capacity of the ADD for improved project and resources management.

The selected consultant will not have to start from scratch, but will consolidate the available tools and information provided by the ADD. Hence, the consultant is required to consolidate

and streamline the provided material, as well as consider credible external resources for the development of required manuals based on the ADD's needs and mission.

Based on the need/gap assessment of the ADD conducted by its partner Hivos, the potential tasks/assignments to be performed by the selected consultant are listed in a Capacity Building Plan. It is not, thus, a conclusive list, and the requirements and needs for the consultancy may vary, incumbent upon the findings and recommendations of the NGOs' capacity.

4. Consultant Essential Expertise/Experience

- Institutional operational experience in consultancy services of at least ten (10) years;
- Previous proven work experience with local and INGOs relevant to similar assignments;
- Availability for the proposed assignments;
- The consultant must have requisite academic qualifications in fields related to management;
- Understanding of local labor laws, safeguarding requirements (organizational code of conduct), procurement rules, and internationally accepted best practices and standards
- Adherence to all human rights principles.

5. Duration of the mission

The elaboration of manuals and staff training will be performed within 3 months from the date of signing the service contract.

Deliverables/ activity	Submission date	Type
Initial meeting with ADD	First week of December 2022	Meeting minutes (Elaborated by ADD's PM)
Review of the first draft of manuals	Second week of January 2023	Report drafts
Final versions of manuals	Second week of February 2023	Consolidated manuals
Staff training on new procedures	Final week of February 2023	Training

6. Application

Please send your:

- CV;
- A methodological note;
- Documented evidence e.g., copy of manuals previously developed, contract award or reference letter from the clients stating scope of services and deliverables related to previously completed similar assignments (Maximum two previous related documents/sample);

- A financial offer;
- Fiscal code;

to:

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We accept applications in English and French.