



Terms of Reference for Review and Update Procurement and Finance Manuals of Partners (SONYO, HARHUB, and WAAPO) and Training on the Reviewed Policies

Background

SOS Children's Villages is the umbrella organization for the global federation of 136 national SOS Children's Villages associations, working in more than 2500 programmes locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS).

SOS Children's Villages in Somaliland shares vision with SOS CV International and beliefs that every child belongs to a family and grows with love, respect and security. To realize this, SOS children's villages build families for children and young people in need, help them shape their own futures and share in the development of their communities.

SOS Children's Villages in Somaliland was established in Somaliland in 1999, and it started first operations in Sahil region. Currently, SOS Children's Villages Somaliland implements programs in all regions of Somaliland ranging from childcare, child protection, youth empowerment and participation, education and humanitarian interventions. SOS Children's Villages in Somaliland is operational in all regions of Somaliland: (Maroodi-jeeh, Togdheer, Sahil, Sanaag, Awdal and Sool), and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

SOS children's villages in Somaliland implements - **Leave No Youth Behind Project (LNYB)** in Somaliland. The overall objective of the project is for young people in Somaliland to be resilient and self-reliant to become independent and contributing members of society. This project is to contribute to the realization of a better society where young people are self-reliant and depend on their own powers, resources and abilities to meet their needs and manage their own affairs. The project also aspires to make young people resilient to adversities/challenges in life and capable to withstand and recover quickly from difficult conditions.

SOS Somaliland has conducted a Capacity assessment for 18 local partner organizations. The assessment revealed both strengths and capacity gaps across several organizational domains, with gaps noted in **grant management, donor compliance, financial reporting, and risk management systems**.

SOS Somaliland has conducted capacity assessments for 18 local partners including SONYO, HARHUB, WAAPO, candlelight, are local partner organizations working with SOS children's villages in Somaliland as implementing partners of Leave no youth behind project (LNYB). To enhance accountability, transparency, and compliance with donor requirements, there is a need to review and update their procurement and finance manuals.



Updated manuals will align with the best international practices, local regulatory requirements, and donor compliance standards. Following the review of policies the staff of the three partners will be trained in the revised policies and procedures to ensure effective implementation.

Objectives

The overall objective of this assignment is to strengthen the financial management and procurement systems of SONYO, HARHUB, and WAAPO by:

- Reviewing the existing procurement and finance manuals.
- Updating procurement and finance manuals of the three local partners in line with current donor compliance requirements, national laws, and international best practices.

Issues/Activities.

The consultant/firm will undertake the following tasks:

1. Desk Review and Gap analysis

- Collect and review the current finance and procurement manuals of SONYO, HARHUB, and WAAPO.
- Review local partners procurement and financial policies for donor compliance requirements, relevant national laws, and international best practices in financial and procurement management.
- Identify gaps, overlaps, or outdated sections in the current manuals.
- Update the procurement and finance manuals while maintaining the context of each organization.
- Ensure manuals include clear policies on procurement processes, financial reporting, internal controls, fraud prevention, and donor compliance.

2. Validation & Finalization

- Present draft updated manuals to the three partners for feedback.
- Incorporate inputs and finalize the manuals.
- Deliver three finalized sets of procurement and finance manuals (one for each partner).

3. Capacity Building/Training

- Develop training modules based on the updated manuals.



- Conduct training workshops for relevant staff of SONYO, HARHUB, and WAAPO 4 participants each partner for three days separately inclusive of all the training costs such as refreshment, venue, lunch, stationery and Banner.
- Provide user-friendly guides/checklists to facilitate day-to-day application.

Methodology

The consultant will apply mixed methods for policies update and relevant staff training.

- DESK REVIEW- reviewing the donor guidelines, local relevant laws, international practices on procurement and financial management
- Updating Procurement and financial manuals for local partner present for validation
- Training partners staff on policies through demonstration and lecturing/presentation

Reporting

The consultant/firm will report to leave no youth behind Project coordinator with overall guidance of fund development manager and technical assistance of national procurement coordinator and finance manager of SOS children's villages in Somaliland and will work closely with focal points from SONYO, HARHUB, and WAAPO.

Deliverables

The consultant/firm will provide:

1. Inception report with work plan and methodology.
2. Final reviewed and updated manuals for each partner (hard and soft copies).
3. Training materials and facilitation plan (checklists, training agenda etc)
4. Reports of the Trainings conducted for each partner organization.
5. Final report summarizing the process, key findings, recommendations, and training outcomes.

Required Qualifications and Experience

The consultant/firm should have:

- Advanced degree in Finance, Accounting, Business Administration, or related field.
- Proven experience in developing or reviewing financial and procurement manuals for NGOs/CSOs.
- Strong knowledge of donor compliance requirements (EU, UN, USAID, DANIDA etc.).
- Experience in capacity building and conducting training workshops.
- Excellent communication, facilitation, and writing skills.



Application process

Interested consultants/firms should submit:

- Technical proposal (understanding of assignment, methodology, work plan).
- Financial proposal including all relevant cost (transport, consultancy fees, training costs).
- CVs of consultant(s) highlighting relevant experience.
- At least two examples of similar assignments undertaken with the last 3 years.

Work Plan

N o	Activity	Time	Location
1	Kick-off, inception meetings, document collection		
	Prepare and submit inception report		
	Stakeholder interviews, document reviews, finding preliminary gaps for existing manuals of the partners		
	Draft manuals (procurement & finance) and toolkits for each organisation		
	Validation workshops separate for each partner and integrate feedback		
	Finalize manuals; prepare training materials		
	Deliver training sessions for partner organisation key relevant staff		
	Post training coaching and reporting		

Budget breakdown

N o	Activity Description	Qty	Unit price	# of days	Amount
3.					



Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent procurement@sos-somaliland.org electronic submissions preferred.

The titles of submitted documents should clearly state “Technical proposal for Review and Update Procurement and Finance Manuals of Partners by the company/consultant title” and “Financial Proposal for Review and Update Procurement and Finance Manuals of Partners by the company/consultant title”. Please make sure that the technical and financial proposals are a separate PDF file in electronic submission. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step. Include all required forms listed below:

- Technical proposal (understanding of assignment, methodology, work plan).
- Financial proposal including all relevant cost (transport, consultancy fees, training costs).
- CVs of consultant(s) highlighting relevant experience.
- At least two examples of similar assignments undertaken with the last 3 years.

Deadline for submission

The proposal must be received by latest on **November 07th, 2025**, at the end of the day. Proposals received after the deadline will not be considered.