



Terms of Reference (TOR)

Review of Financial and Administrative, Procurement, and Personnel Manuals

1. Introduction

Based on recommendations contained in the 2025 Management Letter from NMJD's annual financial audit, the organization seeks to strengthen its internal governance and operational systems. NMJD hereby invites Expressions of Interest (EOI) from suitably qualified consultancy firms or individuals in Sierra Leone to undertake a comprehensive review of its current Financial and Administrative, Procurement, and Personnel Manuals.

2. Background

The Network Movement for Justice and Development (NMJD) is a civil society organization dedicated to promoting social justice, accountability, and sustainable development in Sierra Leone. To ensure transparency, efficiency, and compliance with both national laws and international donor requirements, NMJD recognizes the need to update and align its operational manuals with best practices.

3. Objective

The objective of this consultancy is to review, update, and strengthen NMJD's Financial and Administrative, Procurement, and Personnel Manual to:

- Address recommendations from the 2025 audit management letter.
- Ensure compliance with Sierra Leonean regulatory frameworks.
- Align with international donor standards and NGO best practices.



4. Specific Tasks

The consultant will be expected to:

- Conduct a comprehensive review of existing manuals.
- Identify gaps, inconsistencies, and risks in current policies.
- Recommend updates and improvements to strengthen compliance and efficiency.
- Align manuals with donor requirements and NGO sector standards.
- Facilitate a validation workshop with NMJD management and staff.
- Produce a final revised manual incorporating agreed recommendations.

5. Timeline

The assignment is expected to be completed within [4–6 weeks], commencing from 1st October to 15th November 2026.

6. Required Qualifications and Experience

Interested consultants/firms must demonstrate:

- Advanced qualifications in Finance, Accounting, Procurement, Human Resources, or related fields.
- Proven experience in policy review and development for NGOs or similar institutions.
- Familiarity with Sierra Leonean regulatory frameworks and international donor compliance standards.
- Strong analytical, writing, and facilitation skills.



7. Evaluation Criteria

EOIs will be evaluated based on:

- Relevant academic and professional qualifications.
- Demonstrated experience in similar assignments.
- Understanding of NGO operations and donor requirements.
- Proposed methodology and timeline.
- Cost-effectiveness of the proposal.

8. Submission of Expression of Interest

Interested firms or individuals should submit:

- A cover letter expressing interest.
- A detailed CV or company profile.
- Evidence of similar assignments completed.
- A brief technical proposal outlining methodology and timeline.
- A financial proposal.

Expressions of interest must be delivered in sealed envelopes to the address below OR by e-mails to the address below by 12 hours GMT on Friday 25th September 2026

Network Movement for Justice and Development (NMJD),

10 Nylender Street,

Off Cape Road, Aberdeen,

Freetown.

Email: nmjd@nmjdsi.org