Terms of Reference
Consultant
Aflatoun Operations Manual and Staff Handbook

Date: 17 June 2020
Period: July 15 2020 – September 14 2020
Fee: Euro 3000 inclusive tax for 80 hours a month pro rata and upon deliverables

Key Objective
To edit, produce and consolidate Aflatoun’s various operational manuals into a single manual for all staff references and consolidate a staff handbook.

Background
Aflatoun International is an NGO based in the Netherlands offering social and financial education to children and young people worldwide. Through a strong network of 200 partners and 30 governments the organisation reaches 5.4 million children and young people each year in more than 100 countries. Aflatoun International creates high-quality curricula, for different age groups, which can be contextualised to local needs or specific circumstances. In addition, teachers are provided with training and we conduct research to evaluate the quality and effectiveness of our programmes.

Strategic Goal 1: I. Advocate Social & Financial Education for every child.
Strategic Goal 2: Deliver quality Social & Financial Education & Skills Programs.
Strategic Goal 3: Accelerate scale-up of Social & Financial Education.

As Aflatoun, continues to expand various policies and processes will need to be expanded or incorporated into a single Operations manual and a Staff Handbook. The manuals are 85 percent completed, but require the necessary finalisation on various topics.
The operations manual will deal with the processes and procedures related to all operational matters within Aflatoun

Deliverables
Deliverable 1: Collect and review all present Aflatoun manuals and policies and consolidate in a single coherent operational manual and a single staff handbook. The review should consider best practice bench marks within the Dutch NGO sector. The consultant will work with various director in the organization to ascertain their view point on several issues and policies. The work will include editing for coherency and reasonable flow between various topics. The consultant will also apply clear policies and procedure in consultation with the Director of Finance and Operations.
Deliverable 2: Ensure the following policies are written and incorporated into the staff manual:

- Gender policy
- Environmental Policy
- Reviews of complains policy
- Working from Home Policy

Aflatoun International
Usbaanpad 9-11 | 1076 CV, Amsterdam | TheNetherlands
+31 20 626 2025 | info@aflatoun.org | www.aflatoun.org |
Deliverable 3: Delivery of a comprehensive final operational manual and staff Handbook, which is clearly edited in English, formatted and ready for production, with a presentation to the management team.

Consultant will be paid on acceptance of different deliverables.

**Timeline**

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<tr>
<th>Activity</th>
<th>July</th>
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<tr>
<td>Delivery 1 and 2</td>
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<tr>
<td>Deliverable 3</td>
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**Requirements**

Experience in HR and/or process management with a minimum of 10 years;
Experience in writing easy to use manuals
Clear knowledge of the English language both written and spoken.

Deadline for Application is July 1 2020

Please send application to jobs@aflatoun.org