



CALL FOR CONSULTANCY FOR PROFESSIONAL SERVICES

Review and Development of EABC Operational Manuals & Policies

The East African Business Council in partnership with TradeMark East Africa (TMEA) is looking for consultants to review the following operational manuals:

- Finance and Administration Manual dated May 2013
- Human Resource Policy dated May 2013
- Procurement manual dated May 2013
- ICT Policy manual dated May 2013

Further, the consultancy will also facilitate the development of the following manuals, policies and tools:-

- Project Management Manual
- Develop standard M&E tools for monitoring of project activities
- Monitoring & Evaluation Database
- Terms of Reference for EABC Board of Directors
- Terms of Reference for EABC Board Committees
- Anti-fraud and Corruption Policy
- A whistleblower policy
- Risk management Policy Framework and a Risk register
- Record Management Policy

All interested qualified consultants are invited to share their CV/ profile to procurement@eabc-online.com and copy director@eabc-online.com by 20th June 2019.

	Name	Signature	Date
Prepared by:			
Checked by:			
Approved by:			
Received by:			