

Call for Proposals: Consultancy Services for Reviews and Translations of Financial Policy and Standard Operating Procedures

Terms Of References

A. Background

MPG is the largest National Network of People Living with HIV (PLHIV) in Myanmar founded since 2005 with main purpose to promote the meaningful involvement of PLHIV and affected Key and vulnerable populations (KVPs) communities from grass-root to advocate and strengthen the HIV responses in Myanmar. MPG is a legal entity and has been registered as a non-profit association since 2017.

Our Mission: Leading by example, representing the voices (needs) of the people and through meaningful involvement, MPG will network and collaborate with all relevant agencies, organizations and stakeholders in all activities beneficial for the health of the people.

Our Vision: In building an equitable, humanitarian-minded and self-reliant society in future for the people living with HIV community and the people in Myanmar, MPG will be representing the voices of the people, actively participating and leading by example in all activities beneficial for the health of the people.

As of 2024 December, MPG has affiliated with over 160 Self-Help Group across Myanmar, maintains strong partnership with different Community-led organizations of PLHIV and KVPs, employs over five hundred staff and volunteers and have operations at more than 150 townships across all states and regions in Myanmar serving the PLHIV and KVPs communities.

As we embark on our Network Strategic Priority Plans for 2025-2027, our primary objective is to elevate our institutional capacity. This entails refining our financial policies and systems to position MPG as a dynamic and effective community-led direct recipient (Prime or Principal Recipient) of international donor funding and development assistance in Myanmar. With clear vision to achieve excellence in financial management by adhering to international standards while diversifying our funding sources, we will actively engage with domestic donors and inspire individual contributions for enhancing MPG's financial sustainability and aligning our efforts with a long-term plan for significant organizational growth and impactful change.

To achieve this strategic plan implementation efforts, we are seeking a qualified consultancy service provider to review and translate current Financial Policy and SOPs. Main objective of this consultancy is to review and align MPG's financial policies and SOPs with international standards and donor requirements, providing practical recommendations for improvements and a clear governance framework.

The consultant(s) will also ensure accurate translation and validation of the updated documents to enhance financial management and compliance. A critical component of this review process will be conducting a desk review of donor financial policies to ensure compliance and alignment with the requirements of the Global Fund, UN agencies, US federal funds, and international standards for non-profits. The consultant will assess MPG's existing financial policies against these frameworks and recommend updates to meet the highest standards of donor accountability and financial transparency.

B. Scope of Work

The selected consultant(s) will be responsible for:

1. Conducting a desk review of key donor financial policies and international standards, including those of the Global Fund, UN agencies, USAID, IFRS for non-profits and Myanmar's governmental regulations on domestic donations and audit compliance
2. Reviewing the current MPG Financial Policy and SOPs
3. Providing recommendations for updates and improvements aligned with international financial management standards and donor compliance requirements.
4. Providing a clear and practical financial governance framework for MPG to manage both international and domestic funding effectively.
5. Translating the approved version from English to Myanmar language with technical accuracy.
6. Ensuring that the translated document maintains legal and financial terminological consistency.
7. Conducting a validation workshop with MPG's finance and management team to finalize the document.

C. Deliverables and Timeline

The consultancy service is expected to be completed within 30 working days from the contract's commencement. The key deliverables include:

1. Inception Report: Work plan, methodology, and timeline – within 5 days of contract signing.
2. Desk Review Report: Summary of donor financial policies, gaps identified, and recommendations – within 10 days.
3. Reviewed Financial Policy and SOPs: Submission of the revised version with recommendations – within 20 days.
4. Translated Documents: Submission of the English-Myanmar translated version – within 25 days.
5. Final Validation Workshop and Adjustments: Presentation of key changes and finalization – within 30 days.

D. Expected Outcomes

1. Comprehensive Compliance Review – A report outlining MPG's alignment with Global Fund, UN agencies, USAID, IFRS for non-profits, and Myanmar's financial regulations, identifying gaps and areas for improvement.
2. Revised Financial Policy & SoP – Updated policies that meet international donor standards and Myanmar's domestic financial compliance.
3. Clear Financial Governance Framework – Practical guidelines to enhance MPG's financial management, accountability, and readiness as a direct recipient of international funding.
4. Myanmar Language Translation – A complete and accurate translation of the revised Financial Policy and SoP

5. Capacity Building – A presentation and knowledge-sharing session with MPG leadership and the finance team to ensure smooth implementation.

E. Consultant Qualifications and Requirements

Interested consultancy firms or individual consultants must meet the following criteria:

- Academic Qualifications: Lead consultant or team member must have a degree in Finance (B.com or CPA or ACCA) preferably or Law, Public Policy, other relevant degree.
- Experience
 - Minimum of five (5) years of experience in financial policy development, auditing, or financial management in NGOs, INGOs, or UN agencies.
 - Demonstrated experience in conducting desk reviews of donor financial policies (Global Fund, UN, USAID) and audit reports.
 - Experience in translating technical financial documents from English to Myanmar.
 - Previous experience working with community-based organizations or public health programs is an advantage.
 - Familiarity with Myanmar’s financial regulatory framework, including domestic donations and audit compliance.
- Skills and Competencies:
 - Strong knowledge of financial regulations, compliance, and best practices in nonprofit management.
 - Proficiency in both English and Myanmar languages (written and verbal).
 - Excellent communication, facilitation, and stakeholder engagement skills.
 - Ability to meet deadlines and deliver high-quality, precise translations.

F. Evaluation Criteria

Submitted proposals will be evaluated based on the following criteria:

Evaluation Systems	Proportion
Technical Proposal <ul style="list-style-type: none"> ▪ Understanding of the assignment and choice of methodology (20%) ▪ Consultant’s experience and qualifications (20%) ▪ Work plan and timeline feasibility (20%) 	60%
Financial Proposal <ul style="list-style-type: none"> ▪ Cost-effectiveness and budget alignment with deliverables 	40%
Total	100%

G. Proposal Submission Requirements

Interested consultants or firms should submit the following:

1. Technical Proposal (maximum 5 pages), including:
 - Approach and methodology
 - Work plan and timeline
 - Team composition and qualifications
 - Consultant/firm profile with CVs of key personnel
 - Relevant previous experience
2. Financial Proposal, including:
 - Detailed budget (professional fees, translation costs, and other relevant expenses)
3. Samples of Previous Work
4. References (at least two relevant references from previous clients)

H. Submission Details

All proposals should be submitted via email to quotations@myanmarpositivegroup.org with the subject line: "**Proposal – Financial Policy & SOP Review and Translation - Consultant Name**" no later than the 5:00 PM of 21st March 2025 (Friday).

For any inquiries, please contact info@myanmarpositivegroup.org.

MPG reserves the right to accept or reject any proposal without assigning reasons thereof. Only shortlisted consultants will be contacted.

MPG is committed to diversity and inclusion. We strongly encourage applications from qualified individuals of diverse backgrounds, including women, PLHIV, and members of key affected populations.