

**ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND**  
**TERMS OF REFERENCE (ToR)**  
**FOR DEVELOPMENT OF CODE OF CONDUCT FOR ZANAB**

**1. Background**

The Zanzibar National Association of the Blind (ZANAB) is a national organization representing persons who are blind or visually impaired in Zanzibar. ZANAB advocates for the rights and inclusion of people with visual impairments across education, health, and economic sectors.

To strengthen institutional integrity, accountability, and ethical standards, ZANAB seeks to develop a comprehensive Code of Conduct. This will guide behavior and professional standards for Board members, staff, volunteers, and partners.

Currently, there is a need to formalize expected conduct, prevent misconduct, and promote a culture of respect, transparency, and responsibility within the organization.

**2. Purpose of the Assignment**

To engage a qualified consultant to develop a Code of Conduct for ZANAB that will:

- Define acceptable and unacceptable behaviors
- Promote ethical standards and professionalism
- Strengthening accountability and compliance mechanisms
- Provide a framework for handling misconduct

**3. Objectives**

The objectives of this assignment are to:

- Develop a comprehensive Code of Conduct Policy for ZANAB
- Aligning the Code with national laws and organizational values
- Define roles, responsibilities, and ethical expectations
- Establish clear procedures for reporting and addressing misconduct
- Develop a Code of Conduct declaration form for signing by staff, Board, and stakeholders

**4. Scope of Work**

The Consultant will be expected to:

- i. Review relevant national laws, organizational policies, and best practices in ethics and conduct.

ii. Conduct consultations with ZANAB Board, management, staff, and members to identify key ethical issues and risks.

iii. Develop the Code of Conduct Policy covering:

- Organizational values and guiding principles
- Expected standards of behavior and professionalism
- Conflict of interest guidelines
- Anti-corruption and anti-fraud provisions
- Prevention of harassment, abuse, and discrimination
- Safeguarding and protection considerations
- Use of organizational resources and confidentiality
- Disciplinary procedures and consequences of misconduct

iv. Develop a **Code of Conduct Declaration Form** to be signed by:

- Board members
- Staff
- Volunteers and relevant stakeholders

v. Ensure the Code is inclusive, accessible, and uses clear, simple language (including considerations for people with disabilities).

vi. Develop an implementation and dissemination plan.

vii. Facilitate a validation meeting/workshop with stakeholders.

viii. Submit final documents in English and Kiswahili.

## **5. Expected Deliverables**

- Inception report with methodology and work plan
- Stakeholder consultation report
- Draft Code of Conduct Policy
- Draft Code of Conduct Declaration Form
- Presentation of key components
- Final validated Code of Conduct Policy and signed-form template

## **6. Duration of the Assignment**

The assignment will be conducted over a period of 3–4 weeks from the date of contract signing.

## **7. Consultant Qualifications**

The Consultant should possess:

- Degree in Law, Governance, Ethics, Human Rights, or related field
- Proven experience in developing Codes of Conduct or organizational policies
- Experience working with NGOs/CSOs
- Strong understanding of governance and ethical standards
- Excellent facilitation and report writing skills

## **8. Reporting and Supervision**

The Consultant will report to the Executive Director of ZANAB and work closely with a designated technical team.

## **9. Application Process**

Interested consultants should submit:

### **For Individuals:**

- Cover letter
- Technical and financial proposal
- Updated CV

### **For Consulting Firms:**

- Cover letter
- Technical and financial proposals including methodology
- Team composition and CVs
- Certificate of registration
- TIN certificate

Applications should be sent to email: [wasioona@gmail.com](mailto:wasioona@gmail.com)

Deadline for submission:

## **10. Confidentiality**

All information obtained during this assignment shall remain confidential and used solely for the purpose of this assignment.