

# **ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND**

## **TERMS OF REFERENCE (ToR)**

### **FOR REVIEW AND UPDATE OF ZANAB RISK MANAGEMENT POLICY**

#### **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 works to promote inclusion and equal opportunities across key sectors including education, health, and economic empowerment.

As part of strengthening organizational governance and accountability, ZANAB has established systems to manage risks associated with its operations. However, evolving operational environments, compliance requirements, and emerging risks necessitate a comprehensive review and update of the existing Risk Management Policy.

This review aims to ensure that ZANAB has a robust, practical, and proactive risk management framework.

#### **2. Purpose of the Assignment**

To engage a qualified consultant to review and update the ZANAB Risk Management Policy to:

- Strengthen risk identification, assessment, and mitigation systems
- Align with best practices in organizational risk management
- Enhance internal controls and accountability mechanisms
- Support informed decision-making and organizational resilience

#### **3. Objectives**

The objectives of this assignment are to:

- Review the existing Risk Management Policy and identify gaps
- Aligning the policy with current best practices and organizational needs
- Strengthening systems for risk identification, analysis, and mitigation
- Define clear roles and responsibilities in risk management
- Integrate risk management into planning and decision-making processes
- Develop monitoring and reporting mechanisms

#### **4. Scope of Work**

The Consultant will be expected to:

- i. Review the existing Risk Management Policy and related documents.
- ii. Conduct consultations with Board members, management, staff, and key stakeholders to identify current and emerging risks.
- iii. Identify and propose improvements in the following key areas:
  - Risk identification and classification (strategic, operational, financial, reputational, safeguarding risks)
  - Risk assessment methodologies (likelihood and impact analysis)
  - Risk mitigation and control measures
  - Risk monitoring and reporting systems
  - Roles and responsibilities at Board and management levels
  - Integration of risk management into strategic planning and operations
  - Business continuity and crisis management planning
- iv. Develop or update a **Risk Register template** and tools for practical implementation.
- v. Ensure the policy is clear, practical, and user-friendly.
- vi. Facilitate a validation workshop with stakeholders.
- vii. Submit the final revised Risk Management Policy.

## **5. Expected Deliverables**

- Inception report with methodology and work plan
- Stakeholder consultation report
- Risk analysis/gap assessment report
- Draft revised Risk Management Policy
- Risk Register Template and tools
- Presentation of key updates
- Final validated Risk Management Policy

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

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

## **7. Consultant Qualifications**

The Consultant should possess:

- Degree in Risk Management, Finance, Business Administration, or related field
- Proven experience in risk management policy development or review
- Experience working with NGOs/CSOs
- Strong analytical and facilitation skills
- Excellent 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.