

# **ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND**

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

### **FOR REVIEW AND UPDATE OF ZANAB WHISTLEBLOWING 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 transparency, accountability, and good governance, ZANAB has established mechanisms to encourage reporting of misconduct and unethical practices. However, evolving organizational needs and best practices require a comprehensive review and update of the existing Whistleblowing Policy.

This review aims to ensure safe, confidential, and accessible reporting systems that protect whistleblowers and support timely response to concerns.

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

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

- Strengthen safe and confidential reporting mechanisms
- Enhance protection of whistleblowers against retaliation
- Promote a culture of transparency and accountability
- Aligning with best practices and legal frameworks

#### **3. Objectives**

The objectives of this assignment are to:

- Review the existing Whistleblowing Policy and identify gaps
- Ensure alignment with national laws and international standards
- Strengthen reporting, investigation, and response procedures
- Define clear roles and responsibilities in handling complaints
- Ensure accessibility of reporting mechanisms for people with disabilities
- Promote awareness and trust in the whistleblowing system

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

The Consultant will be expected to:

- i. Review the existing Whistleblowing Policy and related procedures.
- ii. Conduct consultations with Board members, management, staff, and key stakeholders to identify gaps and challenges.
- iii. Identify and propose improvements in the following key areas:
  - Definition and scope of whistleblowing
  - Types of reportable concerns (fraud, corruption, abuse, misconduct, etc.)
  - Reporting channels (confidential, anonymous, and accessible mechanisms)
  - Procedures for receiving, recording, and investigating complaints
  - Protection measures for whistleblowers (including protection against retaliation)
  - Roles and responsibilities of Board and management
  - Timelines for response and resolution
  - Record-keeping and confidentiality procedures
- iv. Ensure the policy incorporates:
  - **Confidential and secure reporting systems**
  - **Accessibility for people with disabilities (e.g., multiple reporting channels)**
  - **Clear safeguards against victimization or retaliation**
- v. Develop practical tools/templates (e.g., reporting forms, tracking logs).
- vi. Facilitate a validation workshop with stakeholders.
- vii. Submit the final revised Whistleblowing Policy.

## **5. Expected Deliverables**

- Inception report with methodology and work plan
- Stakeholder consultation report
- Gap analysis report
- Draft revised Whistleblowing Policy
- Reporting tools/templates
- Presentation of key updates
- Final validated Whistleblowing 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 Law, Governance, Ethics, or related field
- Proven experience in developing or reviewing whistleblowing or safeguarding policies
- Experience working with NGOs/CSOs
- Strong understanding of accountability and compliance systems
- Excellent analytical 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.