

## **CALL FOR APPLICATIONS: CONSULTANCY SERVICES FOR AMWIK POLICY DEVELOPMENT AND REVIEW**

### **Background**

The Association of Media Women in Kenya (AMWIK) is a professional association that champions the rights and representation of women in media while promoting ethical journalism and gender equality. As part of our commitment to strengthening our institutional frameworks, we are seeking qualified and experienced **FIRMS** to support the development and review of key organizational policies.

This consultancy will play a critical role in enhancing AMWIK's governance, operational efficiency, and strategic alignment with its mission. We invite applications from professionals with proven expertise in policy development, organizational management, and institutional strengthening.

### **Scope of Work**

The selected consultants will be tasked with the following:

1. **HR Policy** – Conduct a comprehensive review of the existing HR policy to ensure it aligns with best practices and meets the organization's evolving needs.
2. **Finance Policy** – Develop a robust finance policy that ensures accountability, transparency, and compliance with financial management standards.
3. **Procurement Policy** – Develop a procurement policy to guide the acquisition of goods and services in a fair, competitive, and transparent manner.
4. **Resource Mobilization Policy** – Review the current Resource Mobilization Strategy (RMS) and provide actionable recommendations for improvement.
5. **Programs Policy** – Develop a programs policy to streamline planning, resource mobilization, implementation, monitoring, and evaluation of AMWIK's projects and initiatives.
6. **Strategic Plan**: Review the current strategy to strengthen the development of a 5-year strategic plan that inform the renewal of AMWIK's commitment and approach to addressing gender inequities and inequality through media in Kenya and globally.
7. **Reserve Fund Policy**: Develop a policy that addresses, controls and procedures for reserves in accordance with risk preferences, liquidity needs and investment objectives of the organization.

### **Eligibility Criteria**

We are looking for consultants who meet the following qualifications:

- Demonstrated experience in developing and/or reviewing organizational policies.
- A solid understanding of governance frameworks for non-profits or professional associations.
- Knowledge of gender-sensitive approaches in policy formulation is an added advantage.
- Strong analytical, research, and communication skills.

## **Application Guidelines**

Interested applicants should submit the following:

1. A detailed proposal outlining your approach to the assignment, methodology, timeline, and fee structure.
2. A portfolio or evidence of similar work conducted in the past.
3. Updated company profiles including references.

## **Submission Details**

- **Deadline:** All applications must be submitted by **August 30, 2025**, at 5:00 PM EAT.
- **Email Address:** Send your application to [info@amwik.org](mailto:info@amwik.org) with the subject line: “*Consultancy Application: AMWIK Policy Development.*”