

MG Consultancy Work Accomplishment Report

NiN Policy Documents Preparation

Consultancy Assignment: Revision of Policy Manual for Neighbors in Need (NiN)

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1. Introduction

MG Consultancy was engaged to revise and update the Policy Manual of Neighbors in Need (NiN) in order to ensure compliance with current legal frameworks, enhance structural coherence, and improve usability for organizational governance and operational effectiveness. This assignment was undertaken with a comprehensive, systematic, and participatory approach, ensuring that the final policy documents reflects both the organizational context of NiN and the requirements of national legislation and international best practices.

2. Objectives of the Assignment

The key objectives of the consultancy were to:

- Review and update NiN's existing policy documents for consistency, clarity, and compliance.
 - Revise and align the manual with new laws, directives, and relevant proclamations of Ethiopia.
 - Reorganize and structure the content into a coherent, professional policy manual.
 - Identify gaps and add new policy provisions where necessary.
 - Ensure separation of previously merged policies into distinct, user-friendly sections.
 - Enhance the layout and format for improved readability and accessibility.
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3. Process Summary

1. **Initial Review** – Comprehensive assessment of the old manual.
2. **Legal Mapping** – Alignment with current Ethiopian proclamations, regulations, and directives.

3. **Content Development** – Filling gaps, adding new policies, and revising outdated sections.
 4. **Restructuring** – Organizing into clear thematic sections for ease of use.
 5. **Stakeholder Consultation** – Feedback integration from NiN leadership.
 6. **Finalization** – Delivery of a legally compliant and professionally structured manual.
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4. Methodology and Process

The consultancy process was carried out in several structured phases:

4.1 Document Review and Analysis

- Conducted a comprehensive review of NiN's existing policy manual and related documents.
- Assessed alignment with organizational needs, operational realities, and Ethiopian legal frameworks.
- Identified areas of inconsistency, outdated references, and gaps requiring new content.

4.2 Legal and Regulatory Alignment

- Cross checked the manual against current proclamations, directives, and regulations of the ACSO.
- Updated all proclamation numbers and legal references to reflect the most recent laws.
- Ensured that provisions comply with labor law, CSO regulations, financial accountability requirements, and other sector-relevant directives.

4.3 Structural Revision

- Developed a new layout and structure to improve flow, clarity, and categorization of policies.
- Rearranged and restructured sections for logical sequencing and coherence.

- Separated merged or overlapping policies into independent, clearly defined policies.
- Ensured that the document conforms to the standards of a professional policy manual.

4.4 Content Revision and Development

- Revised existing provisions for clarity, accuracy, and practical application.
- Incorporated new policy points based on best practices in governance, human resource management, finance, procurement, safeguarding, and organizational ethics.
- Ensured that the manual addresses emerging issues relevant to NiN's operational context.

4.5 Formatting and Layout Enhancement

- Applied a professional layout and formatting style for readability and reference.
- Standardized policy headings, numbering, and document flow.
- Incorporated a consistent design that distinguishes between chapters, sections, and annexes.

4.6 Validation and Finalization

- Ready to present policy documents for NiN's review and feedback.
- Incorporated stakeholder inputs to strengthen ownership and applicability.
- Finalized the Policy Manual, ensuring it is ready for adoption and implementation.

5. Key Accomplishments

- Comprehensive review and restructuring of the existing Policy Manual.
- Alignment of all sections with new Ethiopian proclamations and directives.
- Addition of new policies and provisions relevant to NiN's mission and operational needs.
- Improved organization and clarity by separating merged policies and rearranging content.
- Professional formatting and layout that enhances usability.
- Delivery of a finalized, legally compliant, and structurally sound Policy Manual.

6. Deliverable Policy Documents

- 6.1. Human Resource Policy
- 6.2. Financial Management Policy
- 6.3. Procurement Policy
- 6.4. Child Protection Policy
- 6.5. Code of Conduct
- 6.6. Conflict of Interest Policy
- 6.7. Data Protection and Privacy Policy
- 6.8. Gender Equity and Social Inclusion
- 6.9. Human Trafficking and Forced Labor Policy
- 6.10. Protection from Sexual Harassment
- 6.11. Whistleblower Policy

7. Conclusion

The assignment successfully transformed NiN's Policy Manual into a modern, comprehensive, and legally aligned document that will serve as a reliable reference for governance, decision-making, and operational management. The revised manual reflects both the organization's vision and Ethiopia's regulatory environment, providing NiN with a strong foundation for accountability, transparency, and institutional effectiveness.