



SANGRAM
(Sangathita Gramunnyan Karmasuchi)

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Expression of Interest (EOI)

Ref: SANG/BAR/1305/2026

Date: 20/5/2026

SANGRAM (Sangathita Gramunnyan Karmasuchi) is going to hire individual consultant for updating/preparing its HR Policy and Service Rules in order to make staff oriented its Human Resource Management under its ToGETHER 2.0 Project. These two documents should be enriched with **HR Policy** (Organizational Overview, Recruitment & Selection, Employment Terms & Conditions, Compensation & Benefits, Leave & Time-Off Policies, Performance Management, Training & Development, Code of Conduct & Discipline, Safeguarding & Protection Policies, Health, Safety & Security, Grievance & Complaint Procedures, Separation & Exit, HR Administration, Policies Specific to NGOs) **Service Rules**(Mission & Scope of Services, Governance & Management, Beneficiary Selection Criteria, Service Delivery Standards, Financial Management, Human Resources & Volunteers, Monitoring & Evaluation (M&E), Reporting & Compliance, Code of Conduct & Ethics, Risk & Safety Management, Partnerships & Coordination, Communication & Public Relations). Selected consultant will have to provide 1 copy HR Policy in English, 2 copies Service Rule of which 1 English and 1 Bengali and soft copy of each document.

Interested candidates are requested to submit their Expression of Interest (EOI) containing technical and financial proposal to the e-mail: **contact@sangram.ngo** by **10/6/2026** at most 5 pm. Financial proposal must contain VAT and TAX as per NBR rules.

N.B: The organization deserves every right to cancel or discontinue this circulation without any clarification.