



# REQUEST FOR PROPOSALS TO DEVELOP A BOARD CHARTER

## Introduction

Youth Initiative for Community Development (YICOD) is local organization established in response to the growing need for community-driven solutions to challenges facing children, young people and women in Dedza district. It was founded by a group of young professionals with a shared passion for promoting good governance, community development and began its initiatives with promoting child rights in the district. Over the years, the organisation has expanded its thematic areas and currently includes: economic empowerment, governance, gender equality and social inclusion, child protection, education, food systems, health, Water Sanitation and Hygiene (WASH), and climate change adaptation and mitigation. YICOD is registered with Malawi Government under the Trustees Incorporation Act (CAP.5:03), National Youth Council of Malawi, Council for Non-Governmental Organization in Malawi, NGO Regulatory Authority and Malawi Revenue Authority.

YICOD received **Core Support Funding** from IM Swedish Development Partner to support its strategic objectives. This support is instrumental in strengthening YICOD's capacity, and ensuring the effective implementation of its long-term vision. Other than enhancing organizational development, the core support is also used in addressing the gaps of the previous Food and Nutrition Security project that YICOD implemented as well as scaling up the interventions' (best practices) that were there.

Therefore, it is against this background that YICOD is seeking the services of a competent and experienced consultant (Individual / Firm) to support in the development of the **Board Charter**.

## Desired Qualifications, Experience and Competencies

- A minimum of a Master's Degree in Social Sciences, Management Sciences or any other related disciplines from a reputable university
- Proven experience in the development of board documents, preferably in the nonprofit sector.
- Excellent analytical, writing, and presentation skills.
- Good understanding of the NGO context and legal framework in Malawi

## Application Process

Interested applicants are hereby notified that detailed **Terms of Reference** can be requested through email to [info@yicodmalawi.org](mailto:info@yicodmalawi.org)

Interested applicants should submit their proposals, together with all required documents, clearly marked in the subject line: **DEVELOPING A BOARD CHARTER FOR YICOD** via email to [procurement@yicodmalawi.org](mailto:procurement@yicodmalawi.org)

Closing date for the applications is **15th October, 2025 at 16:00 hours**.  
Late submissions will not be considered.