



Terms of Reference

MAPPING THE ACFID CODE OF CONDUCT AND DFAT ACCREDITATION CRITERIA

1. PURPOSE:

ACFID seeks a consultant with detailed knowledge of the ACFID Code of Conduct and the DFAT NGO Accreditation process to update an [existing mapping document](#) that compares the compliance requirements of both frameworks. The updated tool will reflect recent changes to the ACFID Code of Conduct and DFAT Accreditation criteria, and support ACFID members and stakeholders to understand alignment, differences, and opportunities for efficiency.

2. BACKGROUND:

2.1 ACFID Code of Conduct

The ACFID [Code of Conduct](#) (the Code) is a voluntary, self-regulatory sector code of good practice. The Code aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of ACFID Members. The Code sets out 9 Quality Principles that describe high level principles of practice. Each Quality Principle has a set of associated Commitments, which are the behaviours that apply directly to ACFID's members and to which members commit.

Implementation of the Code is supported by the [Quality Assurance Framework](#), a separate but linked document that describes how members' compliance with the Code is assessed and verified. The online [Good Practice Toolkit](#) (GPT) provides guidance and practical suggestions to help members meet their compliance requirements, to promote learning and development and to strengthen their policies, practices and operations over time.

ACFID members commit to being compliant with all aspects of the Code, and to continuously monitor their compliance. Responsibility for compliance with the Code rests primarily with members, who self-assess against the Compliance Indicators. Compliance is ensured through a suite of reporting mechanisms by which members are bound, which are outlined on [ACFID's website](#).

2.2 DFAT NGO Accreditation

The Australian NGO Cooperation Program (ANCP) is a partnership between the Australian Government and accredited Australian NGOs. To gain accreditation, Australian NGOs undergo a thorough and independent assessment of their organisational structure, philosophies, policies and practices against an agreed set of criteria. Australian NGOs must demonstrate capacity and performance against a range of indicators and may seek accreditation at either Base or Full level. Full details of the accreditation process and criteria can be found on [DFAT's website](#), in particular the Accreditation Manual.

2.3 Project rationale

ACFID previously developed a mapping document comparing these two frameworks. Since that time, both the ACFID Code and DFAT Accreditation criteria have been updated. This project will ensure that ACFID members have access to an up-to-date mapping tool that clearly identifies areas of alignment and divergence between the ACFID Code and DFAT Accreditation criteria. Updating the mapping will assist members to streamline compliance efforts, reduce duplication, and better understand requirements for accreditation.

3. DELIVERABLE:

3.1 Updated Mapping Tool

Review and update the existing mapping tool to reflect current ACFID Code requirements and DFAT Accreditation criteria. The document should clearly identify equivalencies, partial alignments, and differences between the two frameworks. It will take into consideration the guidance provided by both ACFID and DFAT about how the relevant indicators/criteria should be implemented and the types of evidence NGOs are required to have to demonstrate their compliance.

The purpose of this document is to help ACFID, its members and other key stakeholders understand the shared and different requirements of both compliance processes, to assist ACFID members who are, or wish to be, DFAT accredited.

The updated tool will utilize the existing spreadsheet and the successful candidate will be expected to have the Excel skills necessary to make these updates.

4. ENGAGEMENT WITH ACFID MEMBERS

This project will be completed primarily through independent, desk-based research, with guidance from ACFID staff.

ACFID members or individuals who have experience with DFAT accreditation may also be asked to provide feedback on the proposed updates, including the DFAT ANCP team. ACFID will liaise with the consultant and relevant parties to arrange consultation as needed.

5. MANAGEMENT

The consultant will be managed on a day to day basis by the ACFID Sector Standards and Practice Lead. Further oversight will be provided by the Director of the Effectiveness and Engagement Team.

The Sector Standards and Practice Lead will be responsible for:

- Preparing a contract for signature by ACFID and the consultant
- Negotiating key steps, timetable and logistics for the work with the consultant
- Collaborating with the consultant on design and detailed requirements
- Providing support and advice to the consultant, including access to resources, research and materials held by or known to ACFID that are relevant to the consultancy
- Coordinating consultation opportunities as required.



6. TIMING AND DURATION

Subject to discussion and availability of the successful consultant, the following is provided as an indicative timeline:

Application close – Wednesday 24 June 2026

By end JUNE 2026 – Consultant engaged. Initial scoping discussions with ACFID Code team completed.

By mid JULY 2026 – First draft produced. Feedback sought from ACFID and key stakeholders.

By end JULY 2026 – Final draft produced.

7. HOW TO APPLY

Qualified candidates are requested to submit their [application via the following link](#) by **5pm (AEST) Wednesday 24 June 2026**.

- CV
- Statement or cover letter outlining your experience and planned approach in line with the selection criteria below. (max. 1 page)
- Fee per day, and expected number of days
- Availability over June-July 2026

Please contact Julie Robert at code@acfid.asn.au with any questions.

8. CRITERIA AND BUDGET

ACFID will select the Consultant based on the following considerations:

- Appropriate skill set, credentials and experience to be able to deliver the project, including:
 - Detailed understanding of the new DFAT Accreditation criteria and the ACFID Code of Conduct requirements.
 - Experience participating in or supporting organisations with DFAT Accreditation reviews.
 - Advanced Microsoft Excel skills
- Budget, noting that ACFID's budget sits within the \$4000 - \$6000 range.
- Planned approach and methodology for updating the existing mapping.