

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

Snap Organizational Policy & Procedure Development

We design, co-create, and deploy essential organizational policies and procedures at speed—without compromising compliance or quality. Built for organizations that need donor-ready frameworks on tight timelines due to audits, new awards, or restructuring. Focused on accelerated, outcome-driven delivery.

What You Gain

- Swift creation of donor-compliant policies and procedures
- Customizable frameworks integrating with existing systems
- Reduced operational risks through pragmatic guidelines
- Centralized, user-friendly handbooks for easy reference
- Enhanced alignment with legal, regulatory, and donor expectations

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	On-site, Remote, Hybrid
Ideal Use Cases	<ul style="list-style-type: none"> • Newly established organizations requiring foundational policy frameworks • Organizations undergoing rapid growth or expansion needing quick policy rollouts • Immediate compliance for donor funding, accreditation, or audits • Operational crises or restructuring requiring prompt procedural clarity • Standardization for remote, hybrid, or decentralized teams
Scope of Work	<ul style="list-style-type: none"> • Quick scan to confirm priorities and compliance using interviews and surveys • Draft policies aligned with vision and context, including workflows and procedures • Stakeholder review rounds embedding donor, government, and industry requirements • Consolidate into digital manual plus quick guides, checklists, and onboarding sheets • Optional rollout support via staff training and on-call assistance • Typical package covers 6–12 areas: Governance, HR, Finance, Procurement, Program, Safety, etc.

Tools Used	<ul style="list-style-type: none"> • Policy Audit Frameworks • Stakeholder Workshops & Surveys • Compliance Checklists (donor requirements) • Version Control Systems (Microsoft Forms, ClickUp)
Delivery Process	<ol style="list-style-type: none"> 1. Pre-assessment consultation 2. Desk review 3. Policy audit and gap analysis 4. Drafting and stakeholder review cycles 5. Final policy delivery with implementation tools
Deliverables	<ul style="list-style-type: none"> • Policy audit report with gap analysis • Draft and final policy documents • Centralized policy handbook (editable format) • Implementation toolkit (onboarding, audits)
Add-On Services	<ul style="list-style-type: none"> • Translation (Dari, Pashto, English) • Training sessions for policy rollout • Summary slides for donor presentations
Sample Size	Organizations of all sizes
Duration	1-3 weeks (varies by policy volume and complexity; expedited 3-week delivery with 20% surcharge)
Staff Time	4-8 hours per policy revision; 2-4 hours per stakeholder consultation; 3-5 hours per drafting/review; 1-2 hours per compliance audit
Geographic Coverage	
Pricing Structure (Individual)	
Pricing Structure (Organization)	Base Cost: USD 1,200 per policy document
Pricing Logic	Tiered by policy volume and customization
Team Composition	<ul style="list-style-type: none"> • Policy Specialist • Legal Advisor • Field Team
Key Considerations	
Lead Consultant Profile	Led by a policy development expert with 10+ years' experience in governance, compliance, and institutional strengthening; expertise in HR, finance, procurement, and operational policy frameworks.

Contact

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