Consultant for Start Fund Bangladesh Localisation Process Documentation

TERMS OF REFERENCE

PD REFERENCE – BD-DH-02744 (Localisation Process Documentation)

1. **Basic Information:**

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| **Title of the Work** | Start Fund Bangladesh Localisation Process Documentation |
| **Duration** | April 01, 2019 to May 30, 2019 |
| **Background** | The Start Fund Bangladesh (2017-2020) is a £10 million rapid emergency response pool fund set up by the Start Network with support from UK aid. Modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert, reaches the beneficiaries within 7 days of the project start and finishes within 45 days. The fund has been setup to be accessible to both national and international member NGOs operating in Bangladesh to respond early and fast to under the radar emergencies in Bangladesh, while the funding decisions and governance are led by its member international, national and local NGOs.  Localization is a non-negotiable principle for Start Network[[1]](#footnote-1), which influenced the adoption of an independent localisation review for Start Fund with Bangladesh as a sampled country just before the inception of the Bangladesh Fund. As the first such pilot Start Fund Bangladesh Governance Committee, host (ACF) and the Secretariat has adopted a number of strategies to localize the fund. These include from having establishing in-country secretariat and analysis capacity, having a FD6 approval[[2]](#footnote-2) on the overall fund for rapid in-country fund disbursements[[3]](#footnote-3), facilitated a nationwide CSO mapping exercise to expand its national and local member base[[4]](#footnote-4), in country allocation and project selection decision making, adopting Bengali as the primary language to enable N/LNGOs to participate in the process more effectively, face to face learning exchange and peer reviews in conjunction with member agency representatives as well as their N/LNGO partners etc. Apart from these, the secretariat has been tracking the funding as well as other dimensions as “participation revolution” since its inception, and has been advocating for further equitable sharing of funds and exposure for N/LNGOs in spirit of true partnership between international and national agencies. In the upcoming days, SFB envisages to further strengthen the capacity of the N/LNGO members through intense institutional development support and demonstrate the results in terms of quality due to locally led responses.  As such, Start Fund Bangladesh is planning to engage an independent consultant to undertake a light touch process documentation to keep track of the bulk of activities done so far. The outcome of this exercise will be used to demonstrate the relevance, efficiency and effectiveness of the interventions undertaken by the Start Fund, to external stakeholders as well as used as a benchmark to evaluate the impact and likely sustainability in latter stages. |
| **Objective of the work** | Rather than tracking events and numerical targets, process monitoring should identify any areas for adaptation or modification, thereby enabling to learn how to better shape and implement the project activities and processes by   1. Mapping out and take stock of the strategies and interventions taken so far to nationally adapt the rapid emergency funding model as per plan[[5]](#footnote-5) 2. Identifying, documenting and analysing[[6]](#footnote-6) key results and relevant evidence, best practices and lessons from the national funding model that can be replicated across the humanitarian system and for similar funding mechanisms[[7]](#footnote-7) 3. Providing recommendations to overcome potential risks/constraints and way forward for further effectiveness |
| **Key Accountabilities** | 1. Review of project documents: Concept note, proposal, theory of change, logframe, activity plan, budget, hosting arrangement, risk management plan, agreement, FD6 Approval etc. 2. Review of alert cycle documents: Start Fund Handbook, allocation notes, proposals, selection minutes, final report, learning exchange notes, crisis response summaries, case studies, PDM reports etc. 3. Review of other reports and learning documents: Learning workshop notes, peer review reports, learning visit reports, design & build phase report, biannual reports, delivery chain and risk mapping, workshop/ training/ meeting notes, CSO mapping report, Start Fund Bangladesh Localisation Review, Grand Bargain Localization Work stream Report, Independent Aid Commission Assessment (IACA) Report, National Audit Office report etc. 4. Consultation with key stakeholders: Start Fund Bangladesh Allocation Rota and Project Selection Committee members, Start Fund team, cluster coordinators, host agency/ DFID Bangladesh representatives etc. 5. Onsite appraisal: consultation with local government representatives at the response sites, and project staffs 6. Validation of findings, lessons and recommendation: by the Start Fund Bangladesh members, host and secretariat |
| **Deliverables** | 1. A brief yet easily understandable, evidence based report highlighting key results and lessons from the strategies and interventions taken so far to nationally adapt the rapid emergency funding model along with relevant recommendations. 2. Presentation of findings and lessons for validation 3. A short (2-page) synthesis or summary of the findings and lessons to support the dissemination of learning to a wide range of audiences |
| **Expected Outputs of the Consultancy:** | The Localisation Process Documentation exercise is expected to aid the SFB Secretariat to keep track of the bulk of activities done so far and be used as a benchmark to evaluate the impact and likely sustainability in latter stages as well as demonstrate the relevance, efficiency and effectiveness of the interventions to external stakeholders for replication across the humanitarian system and for similar funding mechanisms. |
| **Work Location** | Dhaka |
| **Responsible organization and Contact Information** | ACF Bangladesh, Orin Tower, House 23, Road 113A, Gulshan 2, Dhaka 1212, Bangladesh |

1. **Estimation of days:**

60 days (April 01, 2019 to May 30, 2019)

* + Document desk review, background work, context analysis and methodology finalization in consultation with the SFB team: by mid-April 2019
  + Primary data collection (e.g. consultation with key stakeholders): By end of April 2019
  + Data analysis, draft report development and validation workshop: by mid-May 2019
  + Final report submission: by May 30, 2019

1. **Validation of the Proposal:**

All cost should be quoted in Bangladesh Taka (BDT) and will remain valid up to **ninety (90)** days from the date of proposal submission.

1. **Outline of the Financial Proposal:**

The financial proposal should include VAT and TAX (all-inclusive and will be deducted at source during settlement of invoice as per government rule). Please note that, the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal.

1. **General condition of consultancy:**

* The consultant/s need to work with Start Fund Bangladesh team at the SFB Secretariat (i.e. ACF Dhaka office) 2-5 days/ as required at the initial stage and during report writing period.
* The payment will be made in three trenches. First trench of 40% upon signing the contract, second trench of 30% after the submission of the draft report (see deliverable A) and, and the remaining 30% upon the validated final submitted report (see deliverable B and C).
* The consultant will conduct the work using own computer equipment.
* The consultant will have to bear the transport and accommodation costs for the assignment.
* Start Fund Bangladesh will bear the cost of arranging venue, accommodation and materials for the orientation workshop/ ToT.

1. **Criteria for Selection:**

We will therefore be selecting the consultant following a two staged evaluation. For the first stage the following criteria will be used for shortlisting.

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|  | **Criteria** | **Total Points** |
|  | **Knowledge Skill and Experience:**   * Experience in conducting monitoring, measurement, impact assessment, evaluations, after action review, outcome mapping, action research, knowledge management, accountability etc. especially for DFID funded and humanitarian projects * Experience of humanitarian work and in depth understanding of emergency funding mechanisms, localization and humanitarian standards and commitments aspect especially in Bangladesh | 30% |
| **Technical Approach:**   * Overall understanding and alignment with the ToR, methodology including proposed design, scheduling, tools, sampling, data management, analysis etc. * Team composition, roles etc. | 40% |
| **Overall Technical Evaluation Points** | **70%** |
| **Financial Evaluation** | **30%** |
| 2 | **Total** | **100%** |

The shortlisted consultant (or firm) will be then called for an interview and the final contract will be offered upon satisfactory performance.

1. **Competencies Required:**

The consultant (or consulting firm) we are looking for preferably meets the following competencies -

* Strong background in monitoring, evaluation, accountability and learning.
* Awareness and understanding of the humanitarian system, standards along with background in humanitarian response/recovery.
* Academic degree in Disaster Management, Social Sciences, Business Administration, Program Evaluation, Research, Measurement, Development Studies, Organizational Development, Knowledge Management or other relevant technical areas.
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Excellent analytical, report writing and presentation skills.
* Fluency in written and spoken English and Bangla

1. **Supervision:**

The consultant will design and conduct the assignment in consultation with the Start Fund Bangladesh team especially MEAL Coordinator.

1. **Confidentiality:**

All the outputs will be treated as Start Fund Bangladesh’s property and the outputs or any part of it cannot be sold, used or reproduced in any manner without prior permission from the Start Fund Bangladesh.

1. **Submission of Expression of Interest (EOI):**

The consultant will confirm his expression of interest and submit a proposal (2 copies of both technical and financial in printed copies including work plan, of max 10 pages) according to the Terms of Reference (TOR) in a closed envelope clearly marked as (EOI-SFB Localisation Process Documentation, PD REF 02744) on or before **14th March 2019** at ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh.

In case of any query please contact Imtiaz Ahmad (email: [mealco@startfundbangladesh.org](mailto:mealco@startfundbangladesh.org); mobile: +8801882086245)

1. The Start Network is also a Grand Bargain signatory [↑](#footnote-ref-1)
2. unlike FD7 approvals for response programs from the NGO Affairs Bureau [↑](#footnote-ref-2)
3. unlike fund transfers through UK or any other international headquarters to reduce intermediate transaction layers, costs and delays [↑](#footnote-ref-3)
4. based on a multi-staged due diligence and humanitarian capacity assessment, that can also be used as an evidence base to influence international donors to directly fund N/LNGOs through civil society owned pool funding mechanisms unlike the global Start Fund membership which mostly consists of INGOs and large NNGOs [↑](#footnote-ref-4)
5. Desk review [↑](#footnote-ref-5)
6. with focus on qualitative and participatory methods [↑](#footnote-ref-6)
7. for example, Start Network Hubs [↑](#footnote-ref-7)