



Consultant for Conducting Civil Society Organization (CSO) Mapping for Start Fund Bangladesh Membership Minimum Due Diligence Requirements and Capacity Building Framework

**TERMS OF REFERENCE
PD REFERENCE – BD-DH-02220 (CSO MAPPING)**

1. Basic Information:

Title of the Work	CSO mapping for SFB membership minimum due diligence requirements and capacity building framework
Duration	75 working days (01 April – 15 July 2018)
Background	<p>The Start Fund Bangladesh (2017-2020) is a £10 million rapid emergency response fund set up by the Start Network with support from UK aid from the British people. Modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert, the fund will be accessible to both national and international member NGOs operating in Bangladesh to respond early and fast to under the radar emergencies in Bangladesh.</p> <p>Currently Start Fund Bangladesh (SFB) membership comprises of prequalified Start Network member agencies that are operational in Bangladesh. Meanwhile, the Bangladesh initiative is committed to expand its membership base and include more local and national NGOs (L/NNGOs) in the decision-making process and facilitating their direct access to at least 25% of the Start Fund Bangladesh by 2020. However, to have direct access, the L/NNGOs need to meet the required due diligence requirements of international humanitarian donors. Start Fund Bangladesh therefore needs to identify and understand the barriers that impede the L/NNGOs from accessing the funds and need to design context specific due diligence measures (i.e. in terms of governance, policies and practices and capacities to maintain minimum standards in monitoring, reporting and verification) in consultation with relevant experts and stakeholders.</p> <p>The mapping exercise will therefore help to establish a nationally appropriate, bottom-up due diligence and risk management approach/mechanism incorporating capacity-building elements that is acknowledged by humanitarian donors. Additionally it will serve as the basis to appraise the principles of partnership and Start Fund Bangladesh membership criteria proposed/set by the Localization Working Group (LWG) as well as make recommendations to the Start Fund Bangladesh Committee as how to deliver a tailored capacity building support framework to comply with the agreed due diligence. ACF, as Hosting agency of Start Fund Bangladesh, has the legal responsibilities for fund management. Hence, the consulting agency/consultant for the mapping exercise will work closely with the concerned team/s of the Hosting agency.</p>
Objective of the work	<p>The specific objectives of this mapping exercise will therefore be to:</p> <ol style="list-style-type: none"> A. Identify criteria (due diligence and humanitarian capacity) for the selection of L/NNGOs for Start Fund Bangladesh membership B. Identify NGOs for membership and evaluate their potential preparedness to join SFB based on identified criteria C. Identify due diligence and capacity gaps of L/NNGO in terms of humanitarian response, and suggest new ways of measuring accountability beyond traditionally applied fiduciary risk approach. D. Identify capacity gaps and demands of selected/potential NGOs in terms of accessing and utilising humanitarian funds; and develop a framework to address these issues
Key Accountabilities	<ol style="list-style-type: none"> A. Developing list of due diligence requirements through (i) reviewing humanitarian standards (e.g. Sphere, CHS etc.) and commitments (e.g. the Grand Bargain, the Charter for Change etc.); (ii) reviewing the alignment with requirements of donor (e.g. DFID, ECHO) and UN agencies; and (iii) building on the work done on due diligence under DEPP, CHS and other initiatives. The assessment will also consider the audit and compliance of ACF Bangladesh as it has legal

	<p>responsibility of the Fund as the hosting agency of the Start Fund Bangladesh.</p> <p>B. Facilitate call for Expression of Interest (EOI) based on identified due diligence along with capacity requirements</p> <p>C. Identify and shortlist L/NNGOs from EOIs based on identified due diligence requirements, humanitarian expertise, geographic presence with support from ACF Bangladesh's Compliance and Audit team and Start Fund Bangladesh team</p> <p>D. Organise and facilitate Onsite Orientation at divisional level of NGOs submitting EOI</p> <p>E. Assessment of the shortlisted L/NNGOs in terms of capacity in due diligence, expertise, geographic presence etc. through direct visits with support from ACF Bangladesh's Compliance and Audit team along with SFB Audit and Localization Officers</p> <p>F. Suggest minimum due diligence requirements, based on onsite assessment, to enable easy access to emergency funds by L/NNGOs while considering recommendations from LWG</p> <p>G. Develop capacity building framework on the basis of assessment findings</p> <p>H. Endorsement of the list of potential L/NNGOs for Start Fund membership by Start Fund Bangladesh Committee</p>
Deliverables	<p>A. A comprehensive overview and review of due diligence requirements across humanitarian donors in Bangladesh in light of key global humanitarian commitments (Grand Bargain, Charter for Change etc.) through secondary literature review (and Key Informant Interview - KIIs if necessary)</p> <p>B. Developing a SMART (Specific, Measureable, Achievable, Realistic, Timely) mechanism to identify geographic presence, due diligence and capacity through the call for EOI</p> <p>C. Overview and analysis on the existing status of N/LNGOs in terms of meeting donor due diligence (as well as constraints) along with locational presence, surge/humanitarian capacity (i.e. experience, human resources, policy/mechanisms etc.) through desk review of EOIs and onsite appraisal of N/LNGOs</p> <p>D. Suggest a list of minimum due diligence requirements that can be adopted for Start Fund Bangladesh membership along with a list of potential N/LNGOs that can be offered for Start Fund Bangladesh (tiered) membership</p> <p>E. Recommend a capacity building framework (including a timeline/scheduling) based upon the findings from due diligence and capacity assessment</p>
Expected Outputs of the Consultancy:	<p>A. SFB membership criteria (due diligence and humanitarian capacity) for N/LNGOs</p> <p>B. Lists of potential N/LNGOs (tiered) to be included as members</p> <p>C. Identification of capacity building needs (focusing towards organisational development as humanitarian agencies and their ability to access the Fund) and ways forward</p> <p>D. Minimum due diligence requirements that can be advocated to other donors for adoption</p>
Work Location	Dhaka
Funding (Budget Code):	Grant: GF1E; Budget line: PPT02
Responsible organization and Contact Information	ACF Bangladesh, Orin Tower, House 23, Road 113A, Gulshan 2, Dhaka 1212, Bangladesh

2. Estimation of days:

75 working days (01 April – 15 July 2018)

- Review of due diligence requirements across humanitarian donors in Bangladesh by April 2018
- Call for EOI and Shortlisting: by 15 May 2018
- Onsite appraisal of shortlisted L/NNGOs: By June 2018

- Validation workshop with LWG (and if possible including submitting/shortlisted L/NGOs, SFB Committee) and final report: by 10 July 2018

3. 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.

4. Outline of the Financial Proposal:

The highest bidding amount for this assignment can be up to BDT 2,800,000 (Twenty-Eight lacs only) including VAT and TAX (all-inclusive and will be deducted at source during settlement of invoice as per government rule). However, the bidding amount need to be justified and supported by the quality of the technical proposal.

5. 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 20% upon signing the contract, second trench of 50% after satisfactory review of the first deliverable (A), and the remaining 30% upon validation of the final submitted report.
- The consultant will conduct the work using own computer equipment.
- The consultant will have to bear the transport and accommodation costs for the assignment.

6. 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.

	Criteria	Total Points
	Knowledge skill and capacity: <ul style="list-style-type: none"> • In depth understanding of humanitarian work and localization aspect in Bangladesh • Understanding of donor due diligence and humanitarian capacity requirements • Capacity to conduct onsite appraisals • KII, narrative report writing, report presentation etc. 	40%
	Professional experience: Adequate experience of similar work (organizational development, compliance / due diligence and capacity assessment)	40%
	Overall Technical Evaluation Points	80%
	Financial Evaluation	20%
2	Total	100%

The shortlisted consultants or consulting agencies/firms will be then called for an interview and the final contract will be offered upon satisfactory performance.

7. Competencies Required:

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

- Academic degree in Disaster Management, Social Sciences, Business Administration, Organizational Development or other relevant technical areas.
- Awareness and understanding of the humanitarian system as well as recent developments that have arisen after the Grand Bargain, Charter for Change commitments for addressing the underlying requirements of more equitable partnerships with local and national NGOs.
- Strong background in humanitarian response/recovery
- Proven experience of working on localization agenda, due diligence & capacity assessment along with conducting similar humanitarian sectoral reviews.
- Experience of facilitating similar review exercises that involves diverse stakeholders.
- Excellent analytical, report writing and presentation skills.

- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Fluency in written and spoken English and Bangla

8. Supervision:

The consultant will design and conduct the assignment in consultation with the ACF Bangladesh's Audit/Compliance and Partnership team, Start Fund Bangladesh team.

9. 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.

10. Submission of Expression of Interest (EOI):

Submission Criteria:

Interested parties are requested to submit their bids inclusive of the following documents:

1) Consultant/Company Profile, Portfolio

- Inclusive of proven prior work experience.
- Company registration (if applicable)
- Resume of Consultant(s)

2) Complete total Financial Offer for the Consultancy Work

- * Inclusive of VAT and other TAX which will be deducted at source.
- All other personal costs related to travel, accommodation, communication tools, materials and Equipments to be considered within the financial offer (break-down not necessary).

* As per the current Govt rules 15 % VAT and 10% AIT

3) Technical proposal

- Proposed Work plan or Plan of Action to be elaborated as per deliverables and timeline mentioned.

Once the contract is awarded, the work plan, timeline of deliverables and other technicalities will be developed in collaboration with the START team once

Deadline for submission of EOI is 27 March 2018

The consultant will confirm his Expression Of Interest (EOI) and submit the proposal according to the Terms of Reference (TOR) in a closed envelope clearly marked as (EOI-CSO mapping, PD REF 02220), on or before the **27 March 2018** at ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh.

In case of any query of further information please contact **Shofiul Alam** (email: poff-start@bd.missions-acf.org; mobile: +8801882086243)