**TERMS OF REFERENCE (TOR)**

**FOR**

**Short-Term Training Consultants**

**PLATFORMS FOR DIALOGUE (P4D)-Strengthening Inclusion and Participation in Decision Making and Accountability Mechanism in Bangladesh**

**Funded by the European Union**

**Implemented by British Council in partnership with Cabinet Division of GoB**

**Introduction**

Bangladesh has made remarkable progress in economic and social development since independence in 1971. Now it recognises the need to strengthen governance systems, to decentralise, and to increase citizens’ participation so as to promote both further inclusiveness in Bangladesh’s growth and to consolidate the democratic process. Platforms for Dialogue (P4D) is a three-year programme established in partnership between the Cabinet Division of the Government of Bangladesh (GoB) and the European Union Delegation (EUD) with a value of Euro 13 million. P4D started in February 2017 and ends in January 2020.

P4D supports the Government of Bangladesh (GoB) in its commitments made in the 7th Five Year Plan to improve government services through strengthened accountability and engaging citizens and civil society in decision-making using the policy instruments of the National Integrity Strategy (NIS), the Right to Information Act (RTI), Citizens’ Charters (CC), the Grievance Redress System (GRS) and Annual Performance Agreement (APA). P4D also supports the EU’s Roadmap for Engagement with Civil Society in its development partner countries.

P4D operates at local and national levels. At the local level P4D works with key players in local government and civil society in its broadest sense. The aim is to identify solutions to a range of locally identified issues which will be scaled up at regional and national level at later stage. This involves collaborative dialogue, multi-stakeholder consultation, institutional development, capacity building of citizens, civil society actors, Grassroots Civil Society Organisations (CSOs)/ Community Based Organisations (CBOs) and local government officials.

This Terms of Reference is developed to engage 3 short-term **Training Consultants** for coordinating and delivering training for Union Parishad (UP) representatives on social accountability tools and participatory planning.

**P4D Background**

P4D’s activities are divided across three Result Areas.

 CSO’s ability to influence government policy and practice raised through better accountability to - and more effective representation of - citizen’s interests;

1. Accountability and responsiveness of government officials raised through enhanced capacity building of decision makers and engagement with CSOs;
2. New tools and policy platforms for more effective dialogue between citizens and government are developed and utilised.

Within Result Area 1, P4D will operate in 21 Districts across Bangladesh.  In each District it will focus on raising citizen awareness of accountability mechanisms, building the capacity of civil society (especially smaller, local and harder to reach organisations), developing and piloting CSO standards to build civil society accountability, creating Multi Actor Partnership groups (MAPs) to address local policy issues and engaging and ***capacity building of local government***.  This work will be delivered directly by the P4D programme team working in conjunction and in collaboration with local networks and grassroots CSOs/CBOs.  The focus will be on action and learning from good practice, rather than on grant giving.

**Objective**

Overall objective of this assignment is to coordinate and deliver training for local government representatives in 21 districts.

**Scope of Work**

* Organise and ensure participation of selected local government representatives in the training with support from P4D district/regional team, DDLG and concerned UNO.
* Coordinate and facilitate the training.
* Ensure timely presence of district resource persons for the training.
* Prepare the training competition report of each district using agreed format.
* Perform other as requested P4D Civil Society Lead to deliver the training in the assigned districts.

**Deliverables (and timeframe)**

**1. UP Training:** Organise and deliver training for selected Union Parishad Representatives in 21 districts. (***Tentative Timeline***: May – October 2019).

**2. UP Training Report:** Prepare and submit the training report of each districts within one week of completion of the training, using agreed format. (***Timeline***: May-October 2019)

**Methodology**

**Stakeholder consultations**: The consultant is expected to follow a participatory and consultative approach ensuring engagement of relevant government departments, especially in the Cabinet Division (CD) and in Local Government Division (LGD), as well as BC P4D team.

**Coordination**: The consultant needs to meet with the P4D and CD as and when required to discuss and agree the training implementation arrangements.

**Organise and delivery of UP Training**: In prior agreement with the BC P4D project and in consultation with concerned DDLG/UNO, the consultant will organise training on Social Accountability Policy Instruments and Participatory Planning for selected UP representatives between May and October 2019. The consultant needs to inform P4D vendors for necessary logistics support through the P4D District Facilitators.

**Gender and social inclusion**: In line with BC P4D Gender and Social Inclusion (GSI) strategy P4D will provide necessary support to the consultants to help foster an environment to enable effective participation and representation of women and marginalized groups.

**Timeframe and inputs**

Each Consultant is expected to work for a maximum of 80 working days over a period of 1 May 2019 to 31 October 2019. The timeline and duration can be revised based on actual project needs.

**Management, Logistics & Payment**

**Contract management:**

* The consultants will report to the P4D Civil Society Lead

**Logistics:**

* The project will provide the training manual and necessary training logistics through P4D suppliers
* The consultants will be responsible for organising meetings, follow up meetings and the training.
* The consultants are expected to use their own computers.

**Payment**

* P4D will provide necessary transport, per-diems and accommodation for outside Dhaka visit.
* Consultant will arrange his/her own transport for movement in Dhaka. Project will reimburse actual transport cost subject to prior approval from the P4D project.
* Interested candidates should submit a cover letter, CV (maximum 4 pages) and expected daily fee rate by 16th February 2019

**Branding and visibility:**

* The consultants will ensure proper branding and visibility of the European Union in all activities related to this TOR.

**Required Skills and Experiences**

* Proven experience of training organisation and facilitation, particularly for Union Parishad representatives.
* Master’s degree in relevant subject
* Fluent in both Bangla and English
* Good knowledge on government social accountability policy instruments and participatory planning.
* Proven experience of working with senior government officials and experience of interacting with Local Government Department.
* Flexible and good team player
* Excellent writing skills in Bangla and computer literate

**Documents to submit with the application**

Applicants must submit following documents while apply for this position –

A cover letter highlighting why they are suitable for this position and expected daily rate.

Curriculum Vita (CV) – not more than 4 pages.

Only shortlisted applicants will be contacted for the next step of selection process. **No hard copies of the application will be accepted**. To apply, please send the above-mentioned documents to the following email address to [Siamul.Rabbany@britishcouncil.org](mailto:Siamul.Rabbany@britishcouncil.org) with a copy to [nahid.farzana@bd.britishcouncil.org](mailto:nahid.farzana@bd.britishcouncil.org)

Please include ***“*Short-Term Training Consultants”** inthe subject title of the email. No application will be accepted without proper subject and required updated documents.

**Closing date: 16 February 2019**

*“The British Council believes that all children have potential and that every child matters- everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”*