

Terms of Reference

Strategic Planning for Leave No One Behind Coalition

Background:

The Sustainable Development Goals (SDG) also known as transforming our World: The 2030 Agenda for Sustainable Development are seventeen goals and 169 targets adopted by 193 UN member states in September 2015. The commitment to these goals will help ensure those experiencing the worst forms of poverty, exclusion, violence and discrimination receive priority access to the resources and programs being mobilized by the global goals. It aims to ensure that no one is left behind which is the overarching means for evaluating the implementation of the goals.

In light of this, ADD International, Christian Aid, Dan Church Aid, Enfants du Monde, The Fred Hollows Foundation, HelpAge International, Islamic Relief, Leonard Cheshire Disability, Helvetas, Orbis, Plan International, Room to Read and Sightsavers have come together and are building on their previous and on-going work on the Sustainable Development Goals (SDG) and have formed the Leave No One Behind Coalition on the Sustainable Development Goals in Bangladesh (LNB Bangladesh Coalition). Four organizations (ADD International, Christian Aid, Dan Church Aid, HelpAge International) initially formed the Coalition and implemented jointly a project supported by CIVICUS. Several consultations at the divisional and national levels were organized, participated by various marginalized groups and a need for further grassroots engagement, raising voices of the marginalized and policy influencing surfaced during discussions. In view of addressing some of these issues, the organizations felt the need of a formal coalition to work with the LNOB agenda.

The objective of the coalition is to 1. Demystify and build an understanding of the SDG and LNB agenda for all including civil society and policymakers. 2. Strengthen a national level platform of multi-stakeholders on the LNB agenda. 3. Gather information on data gaps and best practices on the LNB agenda. 4. Create linkages with policymakers and civil society actors to influence debates and make recommendations at the national and global level. The Coalition intends to use the opportunities created by the LNB agenda to challenge social barriers perpetuating inequality, exclusion, discrimination, stigma and hold decision-makers accountable.

Purpose and overview of the work:

The overall objective of this consultancy is to develop a 3-year strategic plan for the Coalition. The consultant/s and/or consultancy organization will work closely with Coalition members.

Scope of Work:

The scope of work for the Consultant will include, but is not be limited to:

- Review of existing documents on the Coalition
- Review of documents on the Sustainability Development Goals and the LNB agenda
- Meeting with strategy planning working group to provide strategic guidelines
- Workshop with Coalition members tentatively scheduled for December 12, 2018. Meeting with relevant stakeholders involved in the SDG's and LNB agenda in Bangladesh including donor agencies and government departments to know their priorities under LNB.
- Propose a strategy for achieving the overall Coalition goal.
- Hold stakeholder meeting(s) to validate the draft strategy paper.

- Finalize strategy paper and submit to Coalition.

Deliverables:

The deliverables will clearly depend on which approach is used and the time frame needs to be negotiated and approved by the Coalition – but the required outputs of the consultancy will expect as follows:

1. An inception report (maximum two pages) outlining the proposed approach/methodology and execution programme/timetable. This document should be submitted for review and approval five days after the signature of the contract and before commencement of the work.
2. A report on the process including stakeholder consultations and workshops
3. A 3-year strategy plan (one document will be brief between 1-2 pages and another will be detailed and no more than 10 pages).

All deliverables must be in English

Management of process:

In this intervention one of the implementation approaches is partnership. Christian Aid will be the contact person for this consultancy.

Indicative time frame:

The work will be completed within 30 working days. The final strategy documents will be submitted by **January 15, 2019**.

Competency Required:

Qualification and Experiences

- Professionals or experts having excellent technical knowledge on social exclusion and gender
- Significant professional background, experience and track record in the development sector and in strategy development
- Excellent analytical, communication and reporting skills.
- Excellent written and spoken English.
- Excellent understanding of designing theory of changes.

How to apply:

Interested individuals are requested to submit their technical proposal (this should include methodology, work plan, schedule), financial proposal, TIN certificate/VAT registration (if application), CV, references and one sample of previous work related to this assignment on or before **November 27, 2018** via email to lnobcoalitionbd@gmail.com with cc to rmajumdar@christian-aid.org with the subject line “LNB strategy planning.” Shortlisted applicants will be invited for a presentation and discussion.

How we will make the decision:

The key selection criteria for the consultation includes:

- Excellent facilitation and strategic planning skills
- Knowledge and understanding of LNB programming
- Superior analytical and writing skills.

Confidentiality:

The consultant will not, either during the term of this agreement or thereafter, except in the proper course of his duties, disclose any information concerning of any affairs of the assignment, which may come to his knowledge during the course of time. This restriction shall continue to apply after the termination of his agreement without limit in point of time but shall cease to apply to importation or knowledge, which may come to the public domain otherwise then because of disclosure by the Consultant. All documentation related to the assignment (whether or not in the course of the evaluator's duties) shall remain the sole and exclusive property of the Coalition.

Terms and Conditions:

- The contract money will be provided through account payee cheque after the acceptance of final deliverables.
- VAT and Tax will be deducted as per the government policy.
- The Coalition reserves the right to accept or reject any proposal without giving any verbal and /or written rationale.
- This assignment shall be undertaken in full consultation with Coalition members.