

## Request for Proposal

Training of UP Standing Committee Members of Minority Communities on the structure and functions of the Union Parishad, Union Parishad Act, Right to Information Act, Good Governance, Advocacy and the Methods of Effective Participation (2 days training)

### 1. Background:

The left behind minority communities of Bangladesh suffers multiple forms of discriminations and deprivation in the society due to their identity. Their capacity to contribute in the development process is very often ignored. About 9.5% of the total population of Bangladesh are religious minorities. A large portion of them is discriminated and excluded from the decision-making process due to their work and descent-based identities. This community is known as Dalit in Bangladesh. According to the ministry of social welfare, there are about 5.5-6.5 million Dalits in Bangladesh. Besides, according to the 2011 census, there are about 1.5 million plain land ethnic minority communities in Bangladesh. There are more than 1 million tea communities in the Sylhet region of Bangladesh who are discriminated against due to their occupational identity. A significant part of Bangladesh's population is the Hijra and the people with disabilities (PWDs) who face different forms of discrimination in society due to gender diversity and physical disabilities. Although there are specific laws for the protection of the disabled population, many of them remain outside the social protection zone due to obstacles in its proper implementation. Furthermore, as there is no specific law to reduce discrimination against other left behind communities, no effective initiatives are observed to eliminate the ongoing discrimination against them. To reduce discriminatory practices against left behind minority communities and empower them through capacity building and to facilitate their active participation in the development of Bangladesh, Nagorik Uddyog with the support of European Union and Christian Aid have been implementing a project titled **“Empowering left behind minority communities to effectively participate in the development process of Bangladesh (ELMC)”** since June, 2021.

Over the last 3 years, the project has successfully advocated for the inclusion of minority communities in the development process. As a result, 230 people from the left behind minority communities has been included in different standing committees of the local Union Parishads (UPs).

The project intends to build capacity of the minority UP standing committee members on the structure and functions of the Union Parishad so that the members can effectively participate in the decision-making process ultimately contributing to the development process of Bangladesh.

Therefore, the project has planned to organize a training course for the minority standing committee members on the structure and functions of the Union Parishad, Union Parishad Act, Right to Information Act (RTI), Good Governance, Advocacy and the Methods of Effective Participation and requesting for proposal from the interested individuals or consultancy firms to conduct 2 (two) days training for 7 batches of participants in Khulna, Sylhet and Rajshahi divisions. The objectives of the training course are:

- Increasing knowledge of the participants on the structure and functions of the local government institutions (Union Parishads) including budgeting and services provided to the minority communities.
- To provide a clear understanding to the participants on Good Governance, Union Parishad Act and Right to Information Act (RTI).
- Building capacity of the participants on Advocacy and the Methods of Effective Participation.

### 2. Introduction of Nagorik Uddyog:

Nagorik Uddyog (NU) is a non-government human rights and development organization working since 1995 for ensuring the rights of participation of poor, marginalized, Dalit and socially excluded communities in the decision-making processes that affect their lives. (<https://nuhr.org/>)

### 3. Description of the assignment:

(i) **Title of the Assignment:** Capacity Building Training for the Minority UP Standing Committee Members

(ii) **Objectives of the assignment:**

- Design and deliver a comprehensive training course on the structure and functions of the Union Parishads (UPs)
- Capacitate the minority standing committee members on their roles and responsibilities in the UP standing committees.
- Enhance participant's capacity on effective participation in the decision-making process.

(iii) **Number of batches:** 7 (Khulna-3, Sylhet-3 & Rajshahi-1)

(iv) **Number of members in each batch:** 30-35

(v) **Course duration:** 2 days (for each batch)

(vi) **Course content:** The structure and functions of the Union Parishad, Union Parishad Act, Right to Information Act, Good Governance, Advocacy and the Methods of Effective Participation

(vii) **Type of participants:**

The members from Dalit, Ethnic Minority, Hijra, Tea Workers and People with Disabilities (PWDs)

(viii) **Expected time of engagement by the consultant/firm:**

SI No.	Assignment	Location (district)	Total days of engagement	Remarks
1.	Facilitation of 3 batches of training	Khulna (2), Jashore (1)	6 days	
2.	Facilitation of 3 batches of training	Moulvibazar (3)	6 days	
3.	Facilitation of 1 batch of training	Rajshahi (1)	2 days	
<b>Total days of engagement=</b>			<b>14 days</b>	

**Note:** The consultant will dedicate time for the development of course outline, handouts, pre and post-test questionnaires and training schedule. In addition, he/she has to dedicate time to travel to the locations mentioned above.

### 4. Required qualification and experiences of the facilitator:

Masters in Social Science/Law/development Studies or any other related fields. Having at least 5 years of experience in module development and training facilitation on local government institutions especially Union Parishads (UPs), minority rights, advocacy, good governance, RTI Act, UP Act and effective participation. Should have skills in customization of training module and training facilitation.

### 5. Key responsibilities, deliverables and time frame:

#### 5.1 Key responsibilities:

- Prepare and share course outline (for two days training);
- Prepare and share training plan and training schedule;
- Prepare and share training handouts based on the training contents;
- Prepare and share pre and post-test questionnaires;
- Prepare and share list of training materials and logistic support required;
- Facilitation 7 batches of 2 days long training (at Khulna, Jashore, Moulvibazar & Rajshahi districts).
- Prepare and share a complete training report with pre and post-test results (7 batches of training) after successful completion of the assignment.

## 5.2 Key Deliverables:

- Developed and submitted 2 days long training outline on the structure and functions of the Union Parishads (UPs), Union Parishad Act, Right to Information Act, Good Governance, Advocacy and the Methods of Effective Participation;
- Customized and finalized the training handouts based on the training contents;
- Conducted 7 batches of training successfully and produced a compiled training report with pre and post-test results of 7 batches.

**5.3 Time Frame:** The whole assignment will be completed within 20 May to 10 July 2024.

## 6. Reporting

The consultant/firm will report directly to the Project Coordinator of Nagorik Uddyog and submit any required documents and reports. After completion of the task, the consultant will submit one copy final version of the completion report to Nagorik Uddyog for reviewing from the organization's end. After the necessary review is done, the final deliverables will be submitted to the Project Coordinator of Nagorik Uddyog. The final report is expected to be submitted to the responsible person within 10 working days upon completion of the 7 batches of training.

## 7. Terms and conditions:

Nagorik Uddyog will bear the actual travel (AC Bus-both ways upon submission of travel documents), accommodation (AC Room) and food cost for the consultant/firm as per organizational policy.

## 8. Payment procedure:

Payment will be made in 3 installments by Nagorik Uddyog:

- 1st installment will be paid after development and submission of 2 days long training outline and session plan on the structure and functions of the Union Parishads (UPs), Union Parishad Act, Right to Information Act, Good Governance, Advocacy and the Methods of Effective Participation;
- 2nd installment will be paid after customization and finalization of the training module and handouts based on the training contents;
- 3rd installment will be paid after conducting 7 batches of training successfully and producing a compiled training report with Pre and Post Test.

Payment will be made through account payee cheque/bank transfer and after deduction of Tax and VAT as per government rule.

## 9. Guideline for Proposal Writing

Topic	Maximum Page Limit
<b>Technical Proposal</b>	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment	1 page
Methodology	2 Pages (Maximum)
Proposed Work Schedule	1 page
Role, Responsibility and CVs of persons involved	As required
Any other relevant information (if required only)	1 page
<b>Financial Proposal &amp; Budget detailing out</b>	
<ul style="list-style-type: none"> <li>• Consultancy days and fees</li> <li>• Travel, food and accommodation</li> <li>• Any other expenditure (please mention nature of expenditure)</li> <li>• VAT and taxes</li> <li>• Total amount</li> </ul>	
<b>Required annexure</b>	
<ul style="list-style-type: none"> <li>• Curriculum vitae of the consultant</li> <li>• Legal Status: Registration, TIN, VAT certificate (if any)</li> </ul>	
<b>Evaluation Criteria: Technical Proposal and Financial proposal will be evaluated in the following criteria:</b>	
<b>Technical Proposal : 80%</b>	
- Education of Consultant or Focal Person	: 20%
- Overall Experience	: 20%
- Relevant Experience	: 40%
<b>Financial Proposal : 20%</b>	

## 10. Application procedure:

If you find yourself eligible for the above-mentioned assignment, please send your technical and financial proposals (excluding travel, accommodation and per diem cost) along with a forwarding letter, your CV and other related documents illustrating your qualification and experiences. Please send hard copy of your proposal to-

Sardar Zahidul Islam  
Manager (Finance & Admin)  
Nagorik Uddyog  
8/14, Block-B  
Lalmatia, Dhaka-1207

OR

Send soft copy of your application to -  
info@nuhr.org  
copying to istiaque.ab@gmail.com  
and szislam78@gmail.com

## 11. Proposal Submission deadline: 10 May, 2024