

Terms of Reference (ToR)
for
Development of Operational Manual and Guideline for Women Community Leadership Platform (WCLP)

Rational & Background:

Women community Leadership Platform (WCLP) is an inclusive platform for Women Community Leaders who to stop violence against women and girls (VAWG) and discrimination addressing harmful social norms and values and to raise collective voice against all forms of discrimination. This platform initially will be supported by Oxfam to develop their operational guideline that includes formation of executive members, working group, periodic action plan etc. This platform encompasses for with women from rural and urban who are in some points leading at their own community. This will be a full independent platform and will act as collective work force against any kind of violence and discrimination.

The major objective/s of the platform are as follows:

- Support women to increase their dignity and self-esteem with an intention to reduce existing inequalities in the society and to make them agent for social change.
- Amplify community leaders voice on protecting women human rights, violence and all forms discrimination with an intention to emphasis women in transformative leadership.

This platform will uphold women's leadership and potential at community level to recognize and find the space to act as leaders for social change along with other network/alliances. This platform will engage women at the community level form different social backgrounds to identify the risk and barriers that are hindering women to practice their full potential with dignity. Gradually they will extend their wings at National level as influencing actor to work with relevant policy makers.

In Bangladesh, initiative of women community leaders is a new initiative to unite women as collective power. At this stage, a two days' workshop has been organized to form their working group, January 2018. As per action pan of that workshop this action has been taken to take forward.

This platform will work initially at the local level and with other network/alliances at National level (only working group and members of executive) for influential activities specifically reform and appropriate implementation of laws related to women rights ; i.e. Prevention and Protection of Domestic Violence Act 2010, Child Marriage Restraint Act 2017, Women And Children Repression Prevention Act 2000 , This year we only need to formalize them , build their capacity and if needed they will act as protection group at the community level and their executive members will connect at National Level for further move.

This Platform will act Locally more and will connect with other activists/org/network/platform at district and National level but they will launch as National level to cover their member and work opportunity all over the country. It will contribute to raise and awareness and agency of women it reached and will make progress to improve social norms that typically exclude women and girls form public life, while contributing to institutional change by using evidence, all members of this platform are currently engaged with our existing projects/ program (EJ, GJ and with Humanitarian program) with different level and degrees. Target women are form our existing partners and from the community.

As part of scaling up these leaders will gradually involve in sensitization activity, monitoring and reporting of violence against women, Intention of this platform will also focus on increasing women union parishad member's engagement to raise their voices as well as strengthening collective action for women to advocate publicly for their improvement.

Objectives of the TOR:

The main objective of the assignment/consultancy is:

1. To design and develop **Operational Manual and Guideline** for WCLP in Bangla and English.
2. To **facilitate a validation workshop** for finalizing the Operational Manual and Guideline.

The operational manual and guideline will provide a comprehensive understanding and operation outline for WCLP incorporating the following issues and ideas;

- a) Comprehensive explanation and description about Women Community Leadership Platform (WCLP) including background information with women movements in Bangladesh
- b) Structural outline and abstract of this platform
- c) Role and responsibility with importance of Women Community Leadership Platform (WCLP)
- d) Function (mechanism and operational procedure) and obligation of the platform
- e) Formation procedure (Election) to form the Executive committee of WCLP
- f) Function of the Executive Committee to perform the role and responsibility
- g) Mechanism for relationship development and communication strategy for WCLP and Oxfam partner organization
- h) Monitoring Evaluation Learning and Accountability system development for WCLP
- i) Evidence gathering and reporting mechanism of WCLP
- j) Way forward to contribute to the national and international Networks and Alliance working for women rights and entitlement
- k) Sustainability mechanism development for WCLP etc.

Methodology:

Consultant will find-out the best possible ways to design and develop a meaningful and untestable operational manual and guideline for WCLP. To develop this guideline, consultant will review secondary literature, consult and discuss with relevant stakeholders, community leaders, expertise, network and alliance considering their scope of work. **Operational Manual and Guideline** should be easier to understand and internalized by women community leaders.

After developing draft **Operational Manual and Guideline** consultant will facilitate a validation workshop with the participation of containing committee of WCLP and partner and Oxfam.

After consultation workshop consultant will incorporate all findings and suggestion to finalize the manual and guideline. Operational Manual and Guideline will be developed both in **English and Bengali language**.

Scope of work:

- 1) A detail work time action plan & methodology describing how the consultant will design and develop **Operational Manual and Guideline** following the objective and timeframe of the assignment outlined by Oxfam in Bangladesh. The work plan shall be submitted for review and approval by Oxfam seven (7) days after the signature of the contract and before commencement of the consultancy.
- 2) Facilitate a validation workshop on Draft **Operational Manual and Guideline for WCLP**
- 3) The first draft of the **Operational Manual and Guideline, in Bangla**, which shall be submitted by 20 September 2018
- 4) Validation workshop will be facilitated by October 2018 and it will be organized by Oxfam in Bangladesh.
- 5) Final draft of the **Operational Manual and Guideline, both in Bangla and English, for WCLP** shall be submitted by 31 October 2018.

The General Terms and Conditions:

- All soft and hard copy of the assignment will be treated as the property of Oxfam
- In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- If the consultant fail to complete the assignment, they have to compensate (monitory compensation) to Oxfam based on a common understanding and decision
- The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting
- The consultant shall have the responsibility to rewrite the deliverable, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/consulting organization shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- Oxfam GB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

Schedule 2: Ethical declaration

You undertake that you, your parent, subsidiaries and any other organisations with an interest of more than 10%, are not involved in any of the following activities:

- arms manufacture;
- the sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.
- tobacco production and sale;
- the sale of baby milks outside the WHO Code of Conduct;
- pesticide sales outside the FAO guidelines for pesticide retailing;
- extractive industries;
- are seen to be party political;
- any other activities which violate the basic rights of Oxfam GB's intended beneficiaries.