## Terms of Reference (ToR) for Organization Development.

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| Project Title: | Y - Moves |
| Partner Organization: | PARITTRAN |
| Technical Partner: | Plan International Bangladesh |
| Donor: | SIDA |

1. **Introduction about the Organizations**

**PARITTRAN:**

In 1993, a group of Dalit students started a small student organization called **"Dalit Student Association"** to establish their human rights. Four years later, that student organization came to be known as "**Parittran**". It is a movement run by Dalits for Dalits. **Parittran** is a rights-base organization working for the empowerment, establishment of dignity, social protection and human rights of Dalit and Excluded Peoples, especially women, children and youth.

In the long term working we have achieved at community, state, institutional level which indicated the sustainable changes of dalit’s in Bangladesh. Such as; Govt. has amended a dalit development policy, 80% quota in cleaning job for sweeper community and declaration for special quota for other dalits unemployed youth. 1.0% reservation in Dhaka University for admit in higher education for dalits student, National human right commission, civil society organization and Law commission under taken initiative to drafting anti discriminatory law. There are 54 district committee of Bangladesh Dalit Parishad (national level dalit right based independent platform), 7 divisional committee and 1 central committee has been developed and nurtured by **Parittran**.

**Plan International Bangladesh:**

**Founded** in 1937, Plan International is a development and humanitarian organization that advances children’s rights and equality for girls. We strive for a just world, working together with children, young people, our supporters, and partners in over 70 countries in order to fulfill this ambition. Plan International Bangladesh has been operating in Bangladesh since 1994, helping marginalized children to access their rights to health, sanitation, education, livelihoods and protection. Plan International is independent, with no religious, political or governmental affiliations. Plan International Bangladesh prioritizes our Influencing works in three key areas (child, early and forced marriage, Girls in Crisis and Safe Spaces for Girls and Young Women) whereby young women and girls hold an inequitable disadvantage.

1. **About the Project**

Plan International Bangladesh is implementing a project name Y-Moves in partnership with PARITTRAN funded by SIDA. Y-MOVES project’s impact is to **“contribute to building a dynamic and inclusive civil society working towards advancing young people especially girls’ rights to participation, protection and sexual reproductive health in Bangladesh”**.

**To achieve the impact of Y-Moves project; it has determined three outcomes:  
  
Outcome 1:**Agency of adolescents and young people, particularly girls and young women increased to act as change agents to promote sexual and reproductive health and rights (SRHR) and prevent sexual and gender-based violence (SGBV).

**Outcome 2:**Capacity of civil societies, including child and youth led networks, have strengthened to hold the state accountable on commitments to promote SRHR and prevent SGBV at national and district level.

**Outcome 3:**Duty bearers and community gate-keepers are responsive to implement policies and programs for the promotion of young people's SRHR and prevent SGBV at national, district and sub-district level.

1. **Geographic coverage of the project**

This project is being implemented in 16 districts and in 6 upazila of Barguna district through 13 Civil Society organizations (CSO’s). The project is also being implemented in the 40 districts- district Sadar Upazila through youth lead organization ‘Youth Engagement for Sustainability in Bangladesh’ (YES BD). The direct impact groups of this project are especial adolescent of the National Children’s Task Force (NCTF) groups coming from 16 marginalized communities from 16 districts and the adolescents who are members of the National Children Task Force (NCTF) in 40 districts of Bangladesh targeted by the project.

1. **Rational of the project**

Bangladesh has a 47.6 million young people, more than 30 percent of the total population of Bangladesh is those between the ages of 10 to 24 years (State of World Population Report 2014). Y-MOVES will contribute to building a dynamic and inclusive civil society working towards advancing young people especially girls’ rights to participation, protection and sexual reproductive health in Bangladesh.

It is based on the premise that adult civil society actors in Bangladesh need to work in partnership with young peoples’ organizations/platforms to effectively influence government stakeholders to implement policies and programmes that caters to the needs of young people on issues of SRHR and protection from SGBV.

At the organization need to enhance their internal accountability and capacity to operate e.g. administrative capacity, established routines for planning, implementation, follow-up and reporting of results in adequate and transparent ways, resource mobilization. At the same time we need to support more gender-transformative and inclusive structures and processes in place to promote girls participation and leadership.

Considering the above-mentioned project modalities, the project has determined to make a difference in improving organizational development of Parittran. The project has planned to strengthen organizational capacities of Parittran, strengthen their collaboration withother youth organizations/platforms/other civil society actorsand thus will create positive social norms around SRHR and participation of girls and young women in decision making processes. The project has partnered with partner with Parittran who are working at the Local level, with other civil society organizations/platforms and work in marginalized communities to deliver this change. By developing organizational capacity to influence decision makers through collective actions, these civil society actors will have a stronger voice and will play the role of key driver of change in promoting SRHR and protection rights of young people. Thus, the project will make a difference in improving status of sexual and reproductive rights of young people through developing organizational capacity of Parittran to hold Government accountable in delivering quality SRHR and SGBV services and changing social norms around SRHR of young people.

1. **Objective of the work**

The main objective of this consultancy is to support and guide the Organizational Development process of our organizations

**The objectives of this consultancy service are:**

* To review the existing Human Resource Management policy, Gender policy, Financial Management policy and Information discloser policy.
* To develop the safeguarding policy and the whistle Blowing Policy.
* To develop the Strategic Plan for Parittran.

1. **Scope of the work**

**The consultant will be required to:**

* Develop technical proposal including understanding the assignment, methodology or how they will do the work, time frame, expertise work experience, previous sample work, clients/ organizations they have worked, work plan. The technical proposal report clarifies the ToR and sets common understanding between the consultant and the **Y-Moves** Project of **Parittran**; and is the operational document for the consultancy, which will use to determine the required inputs for the development and delivery of the outputs of the consultancy.
* After getting the task and fully understanding the task they will provide an inception report detailing the methodology of work.
* Conduct an organizational assessment of **Parittran** considering the project proposal, logical framework, ToR and other project related document of Y-Moves project. Also assess **Parittran** requirements for their strategic planning and guidelines development.
* Conduct interview with concerned staff of Y-Moves Project staffs of Plan International Bangladesh and **Parittran,** management team and Executive Committee board members of our Organizations, development partners and other key stakeholders including primary beneficiaries.
* Conduct need assessment workshop with management team and Executive Committee board members of our Organizations to assess the needs in drafting guidelines and Strategic Planning, to ensure a board ownership and a strong consensus throughout the process.
* Facilitate two workshops with our organization to validate the draft guidelines and strategic planning.
* Incorporate feedback of **Parittran** and Plan International Bangladesh to finalize the guidelines and Strategic Planning.
* The consultant must understand and follow Plan’s partnership guidelines and partner’s assessment.

1. **Deliverables from the consultant**

* Submission of the technical proposal and financial proposal with work plan.
* Submit inception report.
* Submit detailed work plan with date on how and when the consultant/firm will carry out all assigned tasks.
* Need assessment tools Bangla and English.
* Detail methodologies.
* Submission of draft and final reports in Bangla and English
* The documents will have to be developed for both for printing and online usages purposes.

1. **Mode of Payment**:

* The mode of payment will be through account payee cheque / bank transfer by the name of the firm.
* Payment will be made in three installments (40% upon signing the contact, 30% after submission of 1st draft report and remaining amount after submission of final report along with all data collection tools).

Parittran will deduct VAT and Income Tax at source as per Bangladesh Government rules.

1. **Consultant’s qualification and experiences**

The consultant/firm should have the following experience and expertise:

* The consultancy firm or a team of consultant should have a blend of expertise with relevant experiences in SRHR, SGBV and CP sector targeting adolescent with diversity children group, development of SBCC strategy/plan, development of IEC and BCC materials, and facilitating workshops and meetings.
* Experience in working with international organizations and /or donors as well as with development organizations/NGOs
* Previous experience on Health strategy report, government reports, budget allocation report will highly be appreciated.
* Experience in terms of working with the ministries such as MOWCA, Social Welfare and the Home ministry will be highly appreciated.
* Minimum five years of relevant experience - relevant technical knowledge, skills and extensive work experience on SRHR, SGBV and CP.
* Excellent planning, organizing and communication skills.
* Excellent reporting and other document writing skills
* Experience of working in tight timeline
* Proper established business and experience working with NGO’s.
* To be abide by the Child Protection policy of Plan International and Parittran Have valid TIN and VAT registration certificate.

1. **Child Protection Policy**

The firm/organization/individual shall comply with the Code of Conduct and Child Protection Policy of Parittran/ Plan International Bangladesh. Any violation/deviation is in complying with Parittran/Plan International Bangladesh's child protection policy will result in termination of the agreement. Orientation on relevant policy will be arranged for the selected consultant and the consultant ill have to sign the Acknowledge form of the relevant policy.

1. **Disclaimers**

All the relevant materials and footages will be owned by Plan International Bangladesh, and cannot be used outside without organization’s permission. All documents will be produced following guidelines should be followed as per PIB’s protocols.

All versions of the final documents need to deliver both in Electronic AI, PNG, JPG format along with printable copy.

Final payment will be made subsequent to the successful evaluation and approval of the Y-Moves project of Parittran.

Parittran reserves the right to accept or reject any or all proposal/applications without any reason what so ever. Beside this, Parittran reserves the right to reject all proposal/applications in case of link/involvement in terrorism or money laundering (as per policy of Bangladesh Bank Regulations).

1. **Discloser of information**

It is understood and agreed that the Consultant shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Parittran, any information obtained in the assignment of the performance of the Contract.

1. **Copyright and Ownership of Assignment**

Plan International Bangladesh and Parittran will reserve the copyright of all information, findings and the final documents produced through this process. The produced documents cannot be used for any other purposes by the consultants.

1. **Duration of Consultancy work**

**The contract will be for 90 days after signing.**

1. **Application Process**

Parittran invites proposal from management consulting firm/agency/organization/individual consultant. Including lead consultant/team members brief CV highlighting related assignment completed and role in the completed assignments; organization’s/Firm’s Certificate, TIN and VAT registration and documents in favor of the previous relevant tasks. A complete technical proposal with the sample of previous work (at least two) and financial proposal in English, including detailed cost per major activity. Sample of previous work will be returned back after completed selection process. The technical and financial proposal should be submitted in separately.

**The proposals should be submitted soft copy by E-mail to:** [**parittran@yahoo.com**](mailto:parittran@yahoo.com) **and the Executive Director:** [**milandas@parittran.org**](mailto:milandas@parittran.org) **by 5th March 2021.**

1. **Contact person**

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