**Terms of Reference**

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| Assignment Title | : Identify context specific financial, marketing, and management practices/models to use the collective power of CBO members and network with relevant stakeholders to accelerate CBO growth. |
| Contract Type | : Individual or Consultancy Firm Service Agreement |
| Duration of the assignment | : 60 days, Level of effort 40 days; and must be completed by middle of June 2022 |
| Contract Authority | : Pollisree |

1. **Background:**

Oxfam in Bangladesh, Pollisree and other 12 partners have been implementing Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL 2021) project in 13 districts of Bangladesh. The project is a continuation of Oxfam’s innovative response to the needs of climate-vulnerable communities in char, haor and coastal areas, with emphasis on economic justice, women’s empowerment, climate action, disaster risk reduction, active citizenship and knowledge management. The project has started its journey since July 2017 with assistance from diverse partner organizations. The project has been implementing by Pollisree, RDRS, SKS, MMS, GUK, Unnayan Sangha in Char area, POPI, BNPS and SWF in Haor area and Shushilan, DDJ, JagoNari and SDI in the coastal area of Bangladesh. Currently, the total number of CBOs is about 432 locating in 18 Upazilas in which around 75,000 CBO members are participating in the project interventions.

The project is aiming to achieve three major ultimate outcomes which include:

**Outcome 1:** Women, men, their families and communities have benefited from sustainable and equitable economic activity.

**Outcome 2:** Government, communities and civil society have driven sustainable and inclusive climate action and disaster risk reduction through collective effort.

**Outcome 3:** Duty bearers and lawmakers have developed policies and demonstrated practices that better incorporate the interests and rights of marginalized people and communities.

1. **Objective of the consultancy**

The objective of the consultancy is to identify context specific financial, marketing and management models for selected CBO clusters that helps them network with relevant stakeholders and accelerate CBO growth.

1. **Scope of the Work**

The consultant will be responsible for the following tasks/deliverables in consultation with Oxfam:

* Review necessary project-related documents e.g. project proposals, ToC, Logical/Result Framework, reports, CBO success stories, CBO financial records etc to determine focus group of CBO cluster.
* Develop an inception report and a work plan, share the same with Oxfam, and incorporate feedback.
* Undertake field visits to CBO clusters to collect data and compile status report on current financial, management and marketing practices of CBOs.
* In collaboration with CBOs and other relevant stakeholders, identify capacity gaps, scopes, and opportunities to engage with stakeholders for CBO business growth- through a scoping/strategy document
* Conduct capacity building sessions of CBOs on context specific financial, marketing and management models to help bridge capacity gap, and facilitate relationships between CBOs and other relevant stakeholders and networking platforms to accelerate business growth and increase their chances of being legally registered as an organization

1. **Deliverables of consultant**

The Consultant/ consulting firm will report to and work closely with Oxfam REECALL team and EIJ portfolio, and relevant partners (Oxfam GB). The consultant/ consulting firm will be responsible to work with partners and provide technical assistance for effective implementation of the project. The consultant/ consulting firm will also be responsible to coordinate with on-ground working team from Oxfam.

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| **Sl.** | **Activities** | **Outputs & Deliverables** | **Approximate Timeline** |
| 1 | Initial meeting between EIJ and specifically REECALL Team and Consultants to:   * Discuss briefly about the REECALL project, and the objective of the assignment. * Discuss the selection criteria (Geography focus, impact group focus, gender focus) and decide which CBO/CBOs to target. | * Inception Report * Work Plan | 2-3 Days |
| 2 | Make field visits to selected CBO clusters, review financial records, legal documents and assess their status in terms of   * CBO’s business scale * Current financial, management, and marketing structure and practices * Strength of documentation practices | * Baseline report of CBO status | 10-15 Days |
| 3 | In collaboration with CBOs and other relevant stakeholders (District level chambers of commerce, local government administration, Govt line departments, private sector companies, local entrepreneurs, district and national level networking platforms, financial institutions etc) hold sessions to identify capacity gaps, scopes, and opportunities for CBO’s business growth and registration as a formal entity . | * Scoping/strategy document for CBO capacity building and growth | 5-8 days |
| 4 | * Develop modules on financial, marketing, management and documentation practices addressing the identified capacity gaps of CBOs. * Conduct one capacity building sessions of CBOs on context specific financial, marketing and management models, and documentation practices to help bridge capacity gap. * Facilitate relationships between CBOs and relevant stakeholders to accelerate CBO business growth. | * Capacity building modules * Participant report * Pre and post capacity building report * 5 MoUs between diverse and complimentary stakeholders. | 10-15 days |

1. **The duration of assignment**

The expected period for this project is approximately up to 15 June 2022. This is negotiable based on the exact scope of work agreed upon by Oxfam and the Consultant or a Consultancy Firm.

1. **Qualifications**

The Consultant should have at least the following qualification:

* 3 years or more experience in similar role of consultancy, evaluation, and implementation of projects in private sector or in development sector aimed at economic and rural advancement. (Highest 15 points)
* 5 years’ experience in evaluation of at least 5 programmes (specifics should be provided in CV) (Highest 15 points)
* Experience of the consultant/ consulting firm in market research, business strategic planning, structuring investment, program design and evaluation (Highest 5 points)
* Minimum 3 years work experience in donor/IDA funded/development projects. (Highest 15 points)
* High level of proficiency in written and spoken English
* The consultant/ consulting firm should be able to demonstrate enough supports required for delivering the assignment on time with due quality
* Experience on resilience framework and contemporary development issues will be an added advantage.
* Have valid organizational registration/trade license/ as well as TIN/Vat registration certificates (for institutional applicants)
* Individual consultant may also apply (with E-TIN certificate)

1. **Bid requirements**

Consultant or a Consultancy Firm who meet the requirements should submit an expression of interest, which should include the following:

* A technical proposal including a detailed work plan.
* A detailed financial proposal.
* Updated curriculum vitae of consultant that clearly spell out qualifications and experience.
* Samples of previous works (minimum 2)
* 2 organizational references
* VAT/TIN registration/certificate

1. **Application procedure**

The consultant/firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

*For consultancy Firm:*

* Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and contact number
* Lead Consultant’s (who will lead the assignment) must provide maximum 2-page CV highlighting related assignment completed, role in the completed assignment
* Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
* Firm’s Certificate, TIN and VAT registration

*For individual consultant:*

* Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
* Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
* TIN certificate and any other relevant document (if necessary)

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details organizational profiles including reference of relevant work experience (applicable for consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.

* 1. **10. Mode of payment**
  2. • All payment will be made through A/C payee cheque or bank transfer.
  3. • Vat & Tax will be deducted at source.
  4. • The payment will be made in instalments as per terms and conditions described in the agreement copy.
  5. • The payment will be made only after formal acceptance of deliverables of the recruited organization.

1. **Evaluation Criteria**

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

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| **Area** | **Weight** |
| Understanding of ToR | 20% |
| Merit of the proposed plan and methodology | 20% |
| Experience and expertise (including those of team members) | 20% |
| Team Composition | 10% |
| Financial | 30% |

Only candidates obtaining a minimum of 40 points in the technical proposal will be considered for the final evaluation.

The EOI must be reached at Pollisree office by 22April 2022 through **the email:** [**pollisree@yahoo.com**](mailto:pollisree@yahoo.com)