***Terms of Reference (ToR)***

**Bangladesh Red Crescent Society**

1. **Summary**

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| Name of Assignment | Review and update of existing Gender Policy and Guideline  of Bangladesh Red Crescent Society |
| Type of Contract | Service Contract |
| Commissioners | This assignment is commissioned by the Bangladesh Red Crescent Society (BDRCS) |
| Reports to | Focal Person of Protection Gender and Inclusion of BDRCS |
| Location (Primary) | Bangladesh Red Cross Society, National Headquarters,  684-686 Red Crescent Road, Bara Moghbazar, Dhaka 1217 |
| Duration | 60 Days |
| Expected Start Date | 10/11/2020 |
| Methodology summary | The details methodology will be covered the review of relevant internal and external documents and policies, interview, and a questionnaire survey with BDRCS staff, management, governance and volunteers, meeting/ consultation sessions with internal stakeholders for drafting and finalization of the policy. |

1. **Introduction:**

**2.1 About BDRCS**

Bangladesh Red Crescent Society as an auxiliary to the Government of Bangladesh established by the President’s Order No. 26 of 1973 is acronymically known as BDRCS. **BDRCS is guided by the fundamental principles of the Red Cross Red Crescent (RCRC) Movement** i.e. Humanity, Impartiality, Neutrality, Independence, Voluntary services, Unity, and Universality.

**BDRCS has been rendering its humanitarian services since its foundation and has actively contributed to saving the lives and assets of millions of people in Bangladesh.** As a volunteer-based humanitarian organization, BDRCS traditionally responds to all kinds of disasters and assists the victims with food, emergency shelter, water, medicine, cash grant, and daily needs of life while ensuring Gender and Diversity in its actions. BDRCS implements various risk reduction activities, it operates various health institutions including general hospitals, rural Mother & Child Health (NCH) care centers, etc.

**2.2 Gender and Diversity context**

Bangladesh ranked 135(of 188 countries) in the Gender Inequality Index 2019 (which reflects gender-based inequalities in three dimensions – reproductive health, empowerment, and economic activity, published as part of the Human Development Report each year by UNDP.

BDRCS works for Gender Inclusion and Child protection since its inception of services. Since then BDRCS ensures representation and participation of women, men, and diverse groups in community committees or similar forums as well as provides support targeting women, children, and other groups in its departments and projects. BDRCS adopted a Gender policy in 2005. In 2014 a Gender Working Committee (GWC) was formed with representation from BDRCS and in-country Movement partners to mainstream gender equity in all BDRCS interventions. The GWC acts as a platform to share and exchange experiences, ensure women's participation, and to integrate gender aspects while preparing any plan. Under BDRCS current strategic plan 2017-2020 protection, gender inclusion has been considered as a cross-cutting issue.

1. **The rationale for the revision of the Gender Policy and Guideline:**

Updating gender policy and the guideline of BDRCS have the following rational:

* **Reaching BDRCS vision**: This policy and guideline will contribute BDRCS to reach its vision mentioned in the BDRCS strategic plan.
* **Quality of programs, projects, and services:** Needs, exposure, and capacity to respond to disaster and hazards are different for women, men, boys and girls, transgender, including persons with disabilities. Therefore, humanitarian services and activities need to take into consideration for Gender-based violence, protection, gender inclusion to do with dignity and accountability, as well as to promote gender equity.

* **Organizational growth and development**: Some research suggests that gender-diverse teams perform better than single-gender teams for several reasons including; men and women have different viewpoints and ideas, which enables better problem solving, a gender-diverse workforce allows the organization to serve an increasingly diverse customer base and help attract and retain talented women in the workforce.[[1]](#footnote-1)
* **Ensuring dignity and accountability:** To promote gender equality and equity to reach the most vulnerable. Being a humanitarian service provider uphold the dignity aspect and mandate of BDRCS to ensure equal access of diverse people through updating the Gender policy and guideline.
* **Effective Anti-Harassment Policy:** BDRCS is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.[[2]](#footnote-2)

1. **Overall Objective of the Proposed assignment:**

The purpose of this assignment is to assist BDRCS to review and update of Gender Policy and Guideline to ensure gender equality and equity of officers, management staff, volunteers, and its beneficiaries as well. Providing practical guidance and tools, the document will assist the organization in having oversight of Gender affecting most of the operations.

1. **Scope of Work and Expected Outputs:**

The policy applies to all employees, volunteers, and stakeholders of BDRCS. The policy will provide a clear instruction/guideline for BDRCS. Therefore, the following outputs are expected:

1. Collect, review, and analyze all the necessary information/documents to fully understand the functionality and implementation modality of existing gender policy.
2. Collect, review, and analyze all the necessary documents to fully understand the administrative framework for approving any initiatives under anti-harassment initiatives.
3. Carry out stakeholder analysis (internal and external) to bring out the roles and responsibilities of key players and institutions inside the RCRC Movement as well as external actors.
4. Determine during and post-event documentation and reporting methods, relevant personnel and timeline.
5. A draft specific, detailed, and practical step by step guidelines to lead the process of gender mainstreaming and women empowerment to influence policies, procedures and practices.
6. Provide general guidelines to set mechanism for handle harassment allegations.
7. Facilitate one consultations workshop with key personnel of BDRCS, ICRC, IFRC, and partner national societies to discuss and finalize the policy.
8. Produce a well-written and comprehensive Gender policy and guideline includes:
9. Both version Bengali and English as per agreement and ToR.
10. Incorporation of comments and inputs from a different department.
11. **Key deliverables**

The consultant should submit the following key deliverables -

* Inception report including outlining detail of activities with proposed methodology and timeline/road map,
* Schedule of meetings, field visits, workshop (including session plan),
* The final version of the updated Gender Policy and guideline needs to include necessary annexes and details process of how the policy has been updated and who were consulted, etc.,
* The language of the final document will be in Bangla and English,
* The final document must be delivered in hard and soft copy using the prescribed template by BDRCS.
* The final gender policy and the guideline must have the appropriate or standard content as suggested by BDRCS.

1. **Methodology Scope**

The details methodology includes a review of relevant internal and external documents of BDRCS, ICRC, IFRC, PNSs and existing Govt. policies, interview and a questionnaire survey with BDRCS staffs, management, governance, and volunteers, The proposed methodology also includes meeting/ consultation sessions with internal or external stakeholders like Unit(Branch)/field/community level officers/staff, volunteers and beneficiaries, also consultation/sharing with other humanitarian/development. While planning field visits (up to 8 districts and associated fields as there are 8 divisions in Bangladesh) consultants will consider different geographical locations and disaster-prone districts where BDRCS has a significant presence with the consent of PGI focal person.

The consultant will work closely with BDRCS and will coordinate with in-country RCRC partners i.e. ICRC, IFRC, and PNS in setting up interviews with their key/relevant staff. The consultant's work will be concluded with a feedback session where the draft document will be presented for concerned persons of BDRCS and its partners for their feedback. Furthermore, the consultant will prepare an inception plan of action before commencement. The inception Plan of Action will present the proposed methodology, a matrix and instruments that will be used to have strategies, conduct interviews, organizing consultation and workshops, conducting desk study, collecting field data and proposed timetable for the entire process.

1. **Required expertise and qualifications of consultant/firm:**

The consultant/firm should have the following experience and expertise: technical knowledge on gender and diversity; Integrating Gender-Based Violence Interventions in Humanitarian Action; Tackling violence and harassment and sufficient writing skills to carry out the tasks. The consultant(s) must be able to take a collaborative approach as they will consult closely with Government (if required), Governance and staff of BDRCS, partner staff, volunteer, life member and other stakeholders throughout this process. Additionally, the consultant should have:

* At least Master’s degree in social sciences (e.g. sociology, anthropology, development studies, public policy, economics, public administration, and any other relevant field)
* At least 10/15 years of relevant professional experience, including experience in complex contexts
* Experience in working for development and humanitarian organization
* Experience in the development of policy/guidelines
* Familiarity with Bangladesh context and humanitarian organization environment
* Experience in working with BDRCS and depth knowledge on RCRC Movement context will be added advantages
* Proven facilitation and communication skills
* Gender and diversity expertise and experience, preferably in writing policy documents
* Strong analytical skills and proficiency in writing in English
* Ability to deliver quality reports/analysis and results in line with established deadlines
* Excellent facilitation and coordination skills

1. **Application Procedures**

Interested consultant/firm shall submit their application along with the following documents:

1. **A cover letter** summarizing experience as it pertains to this assignment, package rate, and at least two professional references.
2. **Expression of Interest (EOI)**
3. **Curriculum Vitae** (CV) of the team members of consultant/firm applying for consideration.
4. **A brief description** of the firm (for applicants other than individual consultant)
5. **Draft Concept Note/technical proposal** expressing an understanding and interpretation of the ToR, the proposed methodology, and a manning and activity schedule
6. **Financial proposal** itemizing estimated costs for services rendered (package including eight districts/ fields travel cost), payment modality. The financial proposal must include VAT/Tax as applicable.
7. TIN/Registration Certificate

If selected for an interview, the candidate will be requested to submit at least one example of a policy/guideline or document developed most similar to that described in this ToR.

The following criteria will be used when evaluating the proposals:

− The experience and competence of the consultant/firm in relation to the Terms of Reference − The ability to perform the assignment in the appropriate time, and

− The budget for the assignment

1. **Proposed Timeframe**

The consultant is to follow below timeframe:

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| Proposed Activities | Time Frame | | | | | | | |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| Submit a concept paper/proposal to formulate the policy |  |  |  |  |  |  |  |  |
| Sign the agreement |  |  |  |  |  |  |  |  |
| Sharing details methodology and inception PoA with the concerned department and incorporate feedback |  |  |  |  |  |  |  |  |
| Consultation, gather data and information |  |  |  |  |  |  |  |  |
| Drafting the policy (narrative writing of1st Draft) |  |  |  |  |  |  |  |  |
| Conduct workshop sharing and validation |  |  |  |  |  |  |  |  |
| Incorporate feedback and comments |  |  |  |  |  |  |  |  |
| Final policy submission |  |  |  |  |  |  |  |  |

1. **Ethical standards:**

The consultant should take all reasonable steps to ensure that the Policy and Guideline are designed transparently and impartially and contributes to organizational learning and accountability. It is also expected that the consultant will respect the **seven** **Fundamental Principles of the Red Cross and Red Crescent.** The consultant will maintain the confidentiality of the data and information will be used during interviews, meetings, and/and any other interactions.

1. **Deadline for Submission of Application:**

Application must be sent to the HR Department of BDRCS through email stated and no later than the date mentioned in the circular.

1. **Modification and Withdrawal:**

The applicant may modify through resubmission (if needed) or withdraw the application before the above-mentioned deadline. In case of any other situation, please contact through email to the contact person.

1. **Contact person:**

**Farzana Akther**

Assistant Director and

Focal Person for protection, gender inclusion (PGI)

**Bangladesh Red Cross Society**

684-686 Bara Moghbazar, Dhaka-1217

Email: [farzana.akther@bdrcs.org](mailto:rezina.halim@bdrcs.org)

1. **Submission of Proposal:**

Interested individual consultant/consulting firm, requested to submit their technical and financial proposal along with CV and relevant document to the following email address: [hr@bdrcs.org](mailto:hr@bdrcs.org) with subject line “Consultant for Gender Policy and Guideline of BDRCS”. Application closing date: October 29, 2020.

1. GALLUP Business Journal January 20, 2014. <http://www.gallup.com/businessjournal/166220/business-benefits-gender-diversity.aspx> [↑](#footnote-ref-1)
2. findlaw.com/employment-law-and-human-resources/sample-anti-discrimination-and-harassment-policies [↑](#footnote-ref-2)