



Terms of Reference for Developing Operational Guideline for Village Development Committees (VDC)

Background

The overall goal of the HEKS/EPER country programme Bangladesh 2017-2020 is to strive towards the **social inclusion of Dalit and Adibashi in Northwest Bangladesh**. The focus on the marginalized Dalit and Adibashi communities confirms HEKS/EPER's commitment to ensure social inclusion of Dalit and Adibashi. For this, it is fundamental that the afore-mentioned communities have **improved** economic status, enjoy **equal** rights and have **access** to services, **secured** access to land, **and functional** relationship with the mainstream society and perceived **improved** security.

This requires a holistic perspective to understand the complexity of social exclusion. And it requires systemic working approaches to address the variety of barriers and constraints hindering them from enjoyment of equal rights and opportunities. So, the approach of the Country Programme of HEKS/EPER is the **human rights-based approach** (HRBA), while an **inclusive market development approach** is applied in creating economic opportunities and the **diapraxis** approach contributes to improve the relationship among the Dalit and Adibashi groups and between them and the mainstream society.

The country programme has facilitated development of community groups namely Village Development Groups (VDC) at community level, which are the main beneficiaries of the programme; who are being called as **People of our concern(PooC)**. Every VDC has an executive committee consists of 13 members who take decision on behalf of the respective community. The executive committees are the nucleus of the groups and all the intervention are facilitated in the community through these committees.

As the VDCs are the main stakeholder and nucleus of the community groups, it is very much essential to develop an operational guideline for the VDC to make them capacitate in claiming their righteous entitlements.

Objectives of the Assessment

- To assess community needs and knowledge/skills gaps in light with CP's Theory of Change (ToC);
- To ensure community and project staffs' participation during development stage of VDC Guideline;
- To incorporate every single issue into the guideline through a participatory process;
- To publish a handy user guide with description, illustration and instruction;
- To acquaint users on the guideline.

Methodology

Proposed Methodology

The assignment will be carried out through using various interactive tools. There would be both qualitative and quantitative survey for gathering relevant information. For ensuring communities' voice and active participation in this process, FGD, KII, Group meetings, interactive sessions need to be carried out. It needs to be ensured that all the field findings need to be shared and validated with the stakeholders accordingly for quality assurance.

Under the assignment, the contents should be selected in an organic way that the community needs are properly identified. In addition, it is also needs to be ensured that the contents align with Human Rights Based Approach and Inclusive Market Development strategy. A detail checklist needs to be shared with HEKS/EPER prior to the field level intervention in order to ensure compliances with HEKS/EPER's core values. The scope of work for this assignment are as follow.

Framework of Mandate Implementation and Timeframe

Mandate

The main mandate of the assignment is to develop an operational guideline for the VDC to make them capacitate in claiming their righteous entitlements. this document will be a directive manual for the front level staffs who are mainly responsible for managing the VDCs. Furthermore, this operational guideline will accelerate the social inclusion of the Dalits and plainland Adibashi communities living in the North-western part of Bangladesh.

Fulfillment of the assignment requires reaching VDC (including Producers Group (PG), Youth Group, DDR Committees) within project locations. It is essential to incorporate diverse voice which requires involvement of respondents from different groups i.e. rural, urban, adibashi, dalit, old and new VDCs. In addition to the Pepole of our Concern (PooC), the consultant will also consult with project staffs and HoB management to validate data collected. 4 representatives from core partners of HEKS/EPER will work closely with the consultant for ensuring smooth implementation of the assignment. The guideline should cover but not limited to the following issues;

- Organizational development, leadership in local power structure, access to public resources, access into entitlement;
- Human rights, constitutional rights, governance structure and role of rights holders;
- Financial policies, access to TVET education;
- Value chain Approach and support services;
- DRR, Climate Change impacts and Alternative livelihood options;
- Gender equality, Equity, Affirmative action, transformation of gender roles.

The consultant will print the guideline in good quality art paper and mat lamination will be done to make it long lasting. The guideline will also have spiral binding. There will be relevant illustrations in the guidebook to make it more communicative and user-friendly.

Timeframe and Deadlines

SI No	Particulars	Duration
1.	Questionnaire Development	3 days
2.	Consultation with Project staffs, community people and literature review	10 days
3.	Content Selection	5 days
4.	Validation of Contents selected	1 day
5.	Community Consultation	20 days
6.	Development of Guideline	30 days
7.	Printing of Guideline	15 days
8.	Orientation of Staffs on Guideline	6 days

Organizational Supports

- HEKS/EPER will hire an individual consultant through open tendering process upon the submission of a proposal/declaration of interest (DoI) and budget for the research by the Consultant
- HEKS/EPER will designate 4 representatives from core partners of HEKS/EPER with the consultant for ensuring smooth implementation of the assignment
- HEKS/EPER shall coordinate with the Consultant during the assignment and provide time to time guidance, inputs if necessary;

Geographical Areas

- Naogaon, Dinajpur, Thakurgaon, Bogura, Nilphamari districts.

Selection Criteria

- Academic background (Advanced degree in social science/anthropology /law or relevant discipline) and experience (10 years) as a Consultant;
- Quality and relevance of the technical proposal including detail proposed methodology;
- Justifiable financial proposal;
- Quality, creativity and innovation of reference work submitted (at least one document of relevant previous work).

Deliverables

- All sorts of community consultation data
- Validation of contents and field findings
- Soft copy of guidebook with illustration
- Printed Guidebook with art paper and mat lamination and also spiral binding.
- Orientation on project staffs on Guidebook;

General Conditions

- The Consultant will have an agreement with HEKS/EPER and the payment will be made as agreed in the work order;
- The Consultant will complete the assignment by 90 calendar days from signing date.
- The Consultant will be responsible to mobilize relevant logistics;
- The payment will be made in two installments. The first one (60%) will be given upon submission of final soft version and approval from HEKS/EPER. The rest 40% will be made within 15 days of submission of approved printed version.
- Tax & VAT will be deducted as per government rule.

How to Apply

Interested individual/Firm must submit the following documents along with Technical & Financial Proposal

- Technical & Financial Proposal;
- Consultant's CV (maximum 2 pages) highlighting related assignment completed, roles in the completed assignment, contact person with e-mail & mobile number or Maximum 2 pages firm profile highlighting related assignment completed including client name, contract person, e-mail and cell number;
- Individual Profile (maximum 300 words);
- Copy of NID and TIN Certificate.

Application Instruction

Interested person/ agencies/ consultant firms are requested to submit the proposal (both technical and financial) and documents on or before 5:00 PM, 10 May 2019 both in printed and electronic version. The applications which are not submitted in both printed and electronic versions will be considered as incomplete. For printed version, please submit in a sealed envelope on or before 5:00 PM, 10 May 2019 to the following address:

Sirajus Salekin

Project Coordinator

ESDO-Premdip Project

ESDO, Gobindanagar College Para, Thakurgaon- 5100.

The Envelop must be marked with the title of the assignment.

For electronic version, please submit at the following address:

sirajus99@gmail.com