

Eco-social Development Organization - ESDO

Terms of Reference (ToR) for Developing a Flipchart on issues related to rights, essential services and overall government support mechanism for marginalized

Networking for Inclusion and Empowerment of Dalits and Adibashis in North-West of Bangladesh"-NNMC Project

Background

Eco-social Development Organization -ESDO is a non-government organization working in the North West part of Bangladesh since 1988. One of the major mandate of ESDO is to ensure comprehensive development support to Dalit and Adibahsi people living in the plainland. Given that, ESDO with support from HEKS/EPER has been implementing a project namely "Networking for Inclusion and Empowerment of Dalit and Adibashis in North-West of Bangladesh Project" with specific view to promote Dalit and Adibahsi people's rights. To create mass awareness regarding rights and entitlements ESDO is going to prepare a flipchart covering all necessary aspects. And for that organization is keen to hire a consultant having relevant experience on the same.

Specific objectives of the assignment

- To prepare a flipchart following the booklet published by NNMC in 2018;
- To assess needs of the community people including Upazila and District Advocacy Platform and Village Development Committee to get their expectation and need related to flipchart.
- To design flipchart consisting illustrations, images and texts considering the understanding level of its ultimate users.

Scope of work

- **Literature review :** To develop the flipchart consultant needs to review all relevant documents including information booklet, strategy of NNMC, Guideline of Advocacy Platform and so on; documents/policies/directives in relation to the work.
- **Community Consultation:** Consultant should capture communities' voice on the same through conducting FDG, KII and observation;
- **Document generation:** Consultant will be accountable to produce a nice Flipchart targeting to Dalit and Plainland Adibahsi' needs. Consultant will also incorporate/consider the feedback from NNMC secretariat.

Organizational Supports

NNMC Secretariat will provide required information including literature, management support for field work and feedback on draft flipchart

Selection Criteria

- Academic background (Advanced degree in social science/Fine Arts or relevant discipline) and relevant experience (minimum 5 years);
- Quality and relevance of the technical proposal including any publication of flipcharts.

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- Justifiable financial proposal;

Upon meeting those criteria NNMC secretariat will sit with short listed individual/farms to settle its budget and tentative action.

Deliverables:

- Functional work plan with Gantt chart;
- Draft document of the flipchart including inserted photos/pictures;
- Edited and illustrated manuscript (soft and hard copy).
- Printed Flipchart (number of copies is to be settled before agreement).

General conditions:

- After the selection Consultant will sign agreement with ESDO-NNMC and the payment will be made by the ESDO as agreed in the work order;
- The Consultant will complete the work by 45 days after the agreement date;
- The Consultant will mobilize relevant logistics;
- The payments will be made in one equally divided installments.
- Tax & VAT will be deducted as per government rules.

How to apply

Interested individual/Farm requested to submit following documents in support of their proposal

- ✓ Technical & Financial Proposal
- ✓ Consultant's CV (maximum 2 pages) highlighting related assignment completed contact e-mail & mobile number.
- ✓ Description of previous experiences on this regard with related documents or Profile (maximum 500 words).
- ✓ Copy of TIN Certificate for individual /Updated Trade License, VAT & TIN Certificate for firm

Application Submission

Interested consultant/consulting firms are requested to submit Technical and Financial proposal in a sealed envelope on or before 5:00 PM, 10th July, 2019 to Md. Nurul Alam, Coordinator, Eco-Social Development Organization/NNMC Foundation, Road # 1, House # 112, Cantt. Road, Dhapa, Pashari Para (Opposite of Police Super Residence), Rangpur-5400. The Envelope must be marked with the title of the assignment. Complete applications should **also** be submitted electronically to: nurul.alam@nnmcbd.com