



Terms of reference

Develop a training manual on Enhance Due Diligence (Specially Safeguard and Whistle Blowing) in Bangla

Background:

Manusher Jonno Foundation (MJF) is a non-governmental organization supporting Human Rights and Good Governance. It provides funding and capacity building support to civil society organizations and networks working on human rights and governance. In 2006, registered with the Registrar of Joint Stock Companies as a Company Limited by Guarantee (CLG) and received NGOAB registration.

Manusher Jonno Foundation has started a project titled “Excluded People’s Rights in Bangladesh (EPR) with the financial assistance from DFID. Recently, an Enhanced Due Diligence Assessment (DDA) of MJF has been completed, where a set of recommendations have been made on the implementation of different policy of MJF.

Purpose:

Develop a training manual on Enhance due diligence specially safeguard and whistle blowing in Bangla.

Specific Objectives:

To build capacity of MJF employees, partners’ staff, volunteers and beneficiaries for ensuring safety, security of all connected with MJF.

Scopes of the work:

- Review the EDDA report.
- Review all policy procedures of MJF related to safeguard and whistle blowing.
- Consultation with MJF staff
- The training manual should be based on smart guide on safeguarding enhanced due diligence for MJF and external partners.
- Link the definition with Human Resource, Risk Management, Code of Conduct, Governance & Accountability
- Finalize a comprehensive safeguard and Whistleblowing training manual based on newly developed policies.

Methodology:

- Secondary documents review available at MJF like all policies related to the enhanced EDD smart guideline.

- Interview with MJF management and staff.
- Analyze on collected information /data by using a matrix in relation to 6 pillars of EDD.

Responsible:

Coordinator, Capacity Development, tonmoy@manusher.org cell: +88-01716451457 is contact person for any clarification and communication.

Deliverables:

1. A comprehensive training manual on safeguard and Whistleblowing for MJF in light with EDD guideline covering all sorts of harassments in gender, Human Rights, Risk Management, Code of Conduct, Governance & Accountability with mitigation measures in Bangla.

Consultant qualifications:

Experience of carrying out organizational policy review, experience and knowledge of safeguard and whistle blowing area of work, including human resource management from gender perspective, desirable. Team composition with gender and legal expert be welcome. Relevant work experience documents /name or reference is desirable.

Timeframe:

- Total 18 working days and submit a plan of action.
- First draft should submit by 15 January, 2019 with all review comments and findings
- Final document should submit by 25 January, 2020.

Financial Evaluation:

The Financial Proposals submitted by the bidders who obtained the technical competency to undertake the assignment in the technical evaluation, will be opened and lowest financial proposal submitted by technically qualified parties will be selected.

Payment Structure

The payments for the assignment will be disbursed as follows:

- 10% upon the submission of the Inception Report;
- 20% upon submission of interim report on proposed framework;
- 70% upon submission of the completed edition of all relevant deliverables

Other:

The selected bidder will be required to enter into a Consultancy Agreement with Manusher Jonno Foundation of which these Terms of Reference will form an integral part.

The MJF is not obliged to accept any or all proposals and reserves the right to discontinue the tender process at any point before the award of the contract without incurring any liability to any bidder.

Deadlines:

Applications should be received by 15 December, 2019. Acknowledgement will be sent to short listed candidates only.