



## **Concept Note for A Training on Documentation and Report Writing For Partner staff**

**Manusher Jonno Foundation (MJF)** has been working on promoting human rights and governance since 2002. Through the partnership with CSO's and other stakeholders, MJF assists to ensure entitlements of people by building their capacity to demand basic services and raise voice against rights violation. MJF is a national grant making organization with the mandate of supporting civil society organizations for promoting human rights and good governance in Bangladesh. MJF started its journey in 2002 and has been implementing projects to mobilizing people for raising voice and claim basic services, better governance and fulfillment of fundamental rights. MJF also works on the supply side with the duty bearers to ensure their responsiveness towards the demands of people specially the poor and marginalized. Over the last 16 years, MJF facilitated enactment of some of the most progressive and pro poor laws and policies.

MJF is implementing a project titled '**Strengthen civil society and public institutions to combat gender based violence and build community resilience to adapt climate change**' supported by Sida.

Major focuses of the project are:

- Reduction in gender based violence in public and private domain;
- Building community resilience to climate change and impact;
- Strengthening of public institutions to ensure responsiveness towards gender concerns including Violence Against Women and Girls (VAWG) and Climate Change Adaptation (CCA);
- Knowledge management and capacity development of CBO's, NGO sector and MJF staff.

Under the fourth focus of this project titled "**Knowledge management and capacity development of CBO's, NGO sector and MJF staff**" MJF has already partnership with 15 organizations to reduce GBV and building community resilience to climate change and impact as well as strengthen of public institutions to ensure responsiveness towards climate change adaptation and GBV.

This fourth focus has specific one outcome and two outputs. Based on second output's result to achieve, MJF will plan to design and organize a training on Documentation and Report writing **to increase staff capacity and skill** for better documentation and report writing. Also, to equip partners' personnel to produce quality reporting and documentation in accordance with the objectives of the projects being implemented. In this connection, project wants to hire a firm or individual who will carry out this assignment.

### **2. Objectives of the course**

Upon completion the course, participants will be able to –

- Acquainted with foremost concepts of reporting and documentation;
- Explain the importance of analytical reporting and documentation process in the lens of GBV and CCA;

- Distinct the major steps of reporting, consideration of writing of each part of a full-fledged report;
- Produce quality report using quantitative and qualitative data based specific format;
- Capture the pragmatic ways of dissemination of reports with wider stakeholders.

### **3. SCOPE OF WORK**

The consultant/firm will work in close coordination with Coordinator-Capacity Development and will be expected to undertake the following tasks:

Considering the role of participants in relation to reporting and documentation and duration mostly “Must Know” contents will be incorporated in this course. Time allocation for each topic will be in a pragmatic manner to ensure reasonable amount of discussion targeting to enhance both knowledge and skills of participants. Following are some topics being proposed for the said course in line with specific objectives –

- Define reporting and documentation in perspective of project cycle management;
- Steps of reporting and documentation;
- Outline of an analytical report;
- Practical consideration while writing the report;
- Define data and information and its analysis process;
- Major features of a quality report and how it could be done within the reporting cycle;
- Based on quarterly and annually format of MJF discuss in the tra

### **4. Methodology to be applied**

- The course will mainly follow interactive and participatory methodologies in ensuring cognitive enhancement and technical skills on each topic in order to reach its objectives;
- Need to be pre and pro-test;
- Need to be practice sessions during training time;
- The course will be wrapped up through a formative evaluation in different areas including contents’ worthiness, facilitation standard, participants’ level of achievement and logistic and physical environmental aspects.

### **5. OBJECTIVES**

- 1) To design training topics and sessions, develop reading materials, Course Schedule ;
- 2) Finalize the topics with session plan;
- 3) Sketches the training methodology and tools with outline of reading materials, Facilitated the training sessions and
- 4) To train staff on documentation and report writing.

### **SKILLS AND EXPERIENCE**

- Have degree in Mass-communication, Journalism, International Development and Social Science;
- Have at least five (5) years of professional experiences, with non-profit sector works. The applicant must have experiences in report writing and documentation;
- Excellent interpersonal skills and demonstrable reporting skills, with experiences on documentation;
- Excellent analytical skill and interview-participatory skill;
- Excellent in English and Bengali report wiring.

## **PLANNED TIMELINES**

Start date: January 2021

End date: February 2021

### **Duration**

A 03 days training will organize by MJF. The date of training, February 02 to February 04, 2021.

### **Venue**

ALOK training Center, MJF, Dhaka

### **Output of the assignment: The outputs of the assignment will be as follow:**

- Facilitate a THREE days training;
- Develop reading materials;
- Develop topics and sessions plan;
- Develop training materials;
- Training Report both in soft copy and hard copy;
- Submitted a completion report before final payment.

### **Remuneration of the External Consultant/ organization**

MJF will pay remuneration of external consultant/organization subject to timely and satisfactory completion of the contracted job on submission of invoice along with the report. The payment will be made through account payee cheque or through bank transfer. VAT and Tax will be deducted from the payment as per government circular.

### **Budget (Financial part of the proposal)**

All cost should be quoted in BDT. The budget of the tasks should be broken down in details as per convenient format. Also this summary budget information should be inserted in the Front page of technical proposal.

After, Submission of final report with pictures and reading materials MJF will give final payment.

### **General Terms and Conditions:**

- Either party can terminate this agreement with a written notice within 7 (seven) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:
  - The External Consultant/organization cannot fulfill any clause of Terms of Reference.
  - The External Consultant/organization cannot submit their reports within the specified time.
- Any document, information or data entrusted to or produced by the External Consultant/organization in connection with this assignment shall be strictly confidential and cannot be used by the external consultant/organization for any other purpose without the written consent of the MJF authority. This provision shall remain valid even after the completion of this assignment.
- In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.
- All materials copyright of MJF.

### **Copyright and Ownership of Assignment:**

MJF reserves the copyright of all information, findings and the final documents produced through this process.

**General Clause:**

All documents prepared during the assignment will be treated as MJF property. Assignment will not be sub-contracted to anyone.

- If any additional time is required to complete the contract, over and above that previously agreed to, without changing deliverable and technical specification, then it has to be agreed by MJF in writing to **Waisur Rahman Tonmoy, Coordinator, Capacity Development unit, MJF**, before 10 days ending of Consultancy period. Request for Extension must be submitted with proper justification.
- If required any change by MJF, it should be rationalized in written with required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
- The consultant/team will be responsible for all their costs including taxes, subsistence, transport and accommodation.
- Submissions which do not meet all the basic requirements will not be reviewed.

**Penalty Clause:** If the agreed deadline and / or deliverables are not adhered to by the consultant/team, financial penalties will be imposed upon the consultant/team in terms of payment. This is specified as follows:

- ✓ In case of delayed submission of the deliverables up to one-month delay, 30% of the contract amount will be deducted.
- ✓ Delay of more than one month, will result in auto cancelation of the contract and forfeit of the remaining 50% of the contract value.
- ✓ Confidentiality of all aspects of the assignment is to be assured by the consultant/team at all times.

**Disclaimer:**

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/application without assigning any reason what so ever.

**Discloser of information:**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

**Safeguarding /Protection Policy:**

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and child Protection policy. Any violation /deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but also MJF will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.

**How to apply**

Interested consultant/team/firm are requested to submit printed copy of proposals (including methodology, activity plan, budget, professional CV and evidence of working experiences) before **17 January 2021** to 'Manusher Jonno Foundation' Plot: 3 & 4, Hazi Road, Avenue 3 , Rupnagar Housing State, Mirpur-2, Dhaka, Bangladesh Office Contact: 880 2 58053191-98, Fax: +880-2-58053190and e-mail to [subarna@manusher.org](mailto:subarna@manusher.org)

