

Expression of Interest

Terms of Reference

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| Assignment | Campaign “Equality through Dignity”  Please visit: <http://www.manusherjonno.org/womensdignity/> |
| Type of Contact | Short term and Event based |
| Campaign theme and period | 16 days of Activism : 25th Nov -10 December, 2021  International Women’s Day: 1-14 March, 2022 |
| Description | Manusher Jonno Foundation is looking for a youth-led (preferably female-headed) Student association/club, cultural organization, media & communications expert /agency with a balance combination of innovative ideas to celebrate and observe the campaign period based on the Campaign ‘Equality through Dignity” concept and priority. Requesting to consider COVID -19 context in planning and proposal designing. |
| Location | Dhaka, Chittagong, Chittagong Hill Tracts, Dinajpur, Barishal, Jashore (any single location is also fine, in that case Dhaka and or periphery of Dhaka will be preferred.) |
| Duration and Timing | Depends on plan and innovative idea on campaign period, as mentioned above. |
| Area of events | **1. Youth 2. Grassroots activation 3. Media event 4. Social media coverage.** |
| Major innovative ideas | Innovative must be highlights based on two-day celebration/observe. Priority may consider based on UN theme and slogan. |
| Recruitment hiring process | Open source and step by step selection process of MJF |
| Role of MJF | * Provide support in preparing the itinerary and contacting the Partners -if needed * Provide technical feedback and support throughout the processes |
| Proposal submission | **20 October 2021,** |
| Expected agreement date | **1st November 2021** |

# Introduction

Non-recognition of women's unpaid work is devaluing their contribution and resulting in discrimination and violence against them. It is high time to flag the lower status and injustice towards women that have been continued for decades. Over the period, Manusher Jonno Foundation has observed and identified that the lack of recognition of women's unaccounted work contributes to continue women’s subordinate status in the family and society. However, it is important to mention here that the unaccounted work of women, both productive and reproductive, underpins society's well-being, social development, and economic growth.

In this background, MJF believes that violence and discrimination against women will be reduced if they have higher status in the family and society. So, MJF launched a campaign, “Equality through Dignity,” and initiated an advocacy “formal recognition of women’s unaccounted care work through satellite System of accounts and reflect in work in National GDP.” Gender equality and the empowerment of all women and girls is a universal policy goal and a systematic approach to mainstreaming gender equality at all levels that will spur the progress of the Sustainable Development Goals.

MJF has prepared this document for guiding the potential applicants who are planning to apply for short and discrete activities under “Campaign” Equality through Dignity” to MJF.

Please **visit:** <http://www.manusherjonno.org/womensdignity/> **and** [**www.manusherjonno.org**](http://www.manusherjonno.org)

# Purpose:

The main purpose is to organize discrete events with innovative ideas and approaches to celebrate and observe campaign from November 2021 to March 2022.

The objectives are:

* Highlight women’s contribution to the economy through both paid and unpaid work.
* Creating mass awareness about the contribution of women to the family, society and state.
* Sensitizing policy makers and planners that the under valuation of women’s contribution to the society is a hindrance to meeting development goals and impact on the GDP.

# Eligibility Criteria

MJF would like to support different innovative ideas of:

# Any registered or non-registered organizations such as youth-led organizations, community-based women/transgender/women with disability women-led media house (TV Channels, Radio), Cultural or theater group/club, women student forum/ education institute, youth women/girls associated institutions (e.g., youth group/debating society/ film society/ photographic society/ games and sports club/ computer club/ social service club/rover scout, etc.) Applicants promote issues relevant to gender equality, women’s empowerment, rights of excluded people, challenging social norms of patriarchy, about unaccounted-unpaid care work and recognition process through satellite system of accounts, etc., in different forms or supporting innovative ideas.

* **Applicant should submit proposal and plan activities in the following all categories. Like: 1. Youth 2. Grassroots activation 3. Media event 4. Apps/clippings/interview for Social media coverage. (**Activities with Youth, students, grassroots activation, IEC/BCC materials / video clippings/media event (Radio/TV/online), focus on documentary, animations, mobile apps idea and short video clippings for social media.)

**Thematic areas are: A) 16th days of Activism (25th November 2021 -10 December 2021) and B) International women’s day (1 March 2022-14 March 2022).**

**For each Thematic area IEC/BCC/video clipping need to be used as common tool of campaign material to promote recognition of women’s unpaid care work.**

# Applicants also need to consider COVID -19 context in planning and proposal designing to maintain the deadline.

# Applicant must be Bangladeshi National and rightfully able to enter agreement /contract.

# Competence:

* + Demonstrated practical experience /expertise in dealing with the issues of women rights /gender equality/women empowerment/ Women leadership in diverse perspective e.g., social, political, cultural, economic, sports, business, media and so on;
  + Demonstrated commitment to working with women, girls and transgender that are economically, politically, socially, culturally, or otherwise excluded, marginalized, and/or disempowered.

# Factors not Eligible for support

The common features for which a proposal will not be accepted are as follows:

* + Fund request for physical capital and physical infrastructure.
  + Organizations which already received grants from Excluded People’s Rights (EPR) for similar types of activities/ initiatives.
  + Organizations involved in partisan politics/organizations having preference towards any political party and/or programs promoting partisan politics and/or head of the organizations holding an official position of a political party.
  + Same organization will not be provided fund twice in a year.
  + Fund request for scholarship/ stipend for study.
  + Proposed work/ Activities/ Initiatives undertaken by an individual.
  + Fund request for overhead

# Duration

* + The proposed work can be one- off event/activity within the mentioned period
  + Series of events/activities aligned with specific objectives and the duration are:

**1. 16 days of Activism (25th November -10 December 2021) and 2. International women’s day (1 March 2022-14 March 2022)**

# Grant Size

The grant support size will be based on campaign thought and design, maximum BDT 300,000.00 (three lac taka) for each proposal with activity plan. Contracted amount will depend on the value of proposed plan/work, number of events/activities. MJF may negotiate budget with the finally selected applicants considering the scope of work finally agreed with. Innovative ideas that will carry significant value in Equality through Dignity Campaign under EPR project, may be considered for additional budget in exceptional case/s.

**Payments**:

All applicable taxes will be deducted at source. The release funds will be made in two instalments: 30% upon signing the contract and 70% after submission of deliverables and final report. But have scope for negotiation for student organization/association.

# Application Procedure

Requirements for Submitting Application

* + Applicants interested to apply for funding must demonstrate that they meet all requirements of the eligibility criteria and competence as stated above.
  + Applicants will submit plan of activity as per the given format.
  + Proposals can be written in Bangla or English.
  + Applicants will submit proposal with budget breakdown, in pdf.

Application may be submitted through email or hard copy submitted to the following address:

**Email:** [subarna@manusher.org](mailto:subarna@manusher.org) , Interested applicants may obtain further information by contacting this email address)

## Postal Address:

Equality through Dignity Campaign

Manusher Jonno Foundation (MJF)

Plot: 3 & 4, Hazi Road, Avenue: 3, Rupnagar Housing Estate Mirpur-2, Dhaka 1216

Phone: +880-2-58053191-198 (Ext 301)

**Disclaimer:**

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

**Disclosure 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 (MJF), any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultant/firm on a need-to-know basis.

**Safeguarding/Protection/Gender Policy:**

The individual consultant/team/firm shall comply with the MJF’s Policy on Safeguarding, Child Protection, and Gender policies. 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 MJF will also initiate appropriate action in order to make good the damages/losses caused due to noncompliance.

**Application Template (in MS word)**

|  |  |
| --- | --- |
| **Applicant’s Information** | |
| Name of the Applicant |  |
| Address |  |
| Name of the Contact Person |  |
| Phone Number |  |
| E-mail ID |  |
| Contact Address |  |
| Nature of Organization |  |
| Legal status/other entity (if any) |  |
| **Proposed Work** | |
| Objectives of proposed work |  |
| Description of proposed work (in brief-maximum 400 words) and proposed activity/actions (e.g. Activity 1, Activity 2, Activity 3 etc.) |  |
| Modalities/Strategy (how the proposed work will be implemented) |  |
| Duration (from……to ) mentioning the day and campaign issue in relation to unaccounted/unpaid care work and recognition |  |
| Targeted Audience (who will be reached through proposed plan e.g. student, youth, media, mass people, journalist, parliamentarian etc.) |  |
| Number of people reached (e.g. Number of women/ Number of Transgender/disabilities  Number of girls/ Number of men/ Number of boys) |  |
| Immediate results of proposed work/ Benefits for women & girls |  |
| Proposed total budget  (along with breakdown in separate sheet) | BDT |
| Location: ( please mention: where the event will be executed) |  |
| Proven Experience (write about your current/past experiences that fit with section 3 and 4 including evidence e.g. media  coverage, credential from Government/NGOs, name of  any donors you worked with etc.) |  |
| Reference 1 (provide two names and detail contact of referees who know your work best including the name of NGOs/donor/ funder/agency you worked with) |  |
| Previous experience with MJF including event name and period |  |
| Reference 2 |  |
| Signature and date of submission: | |

## Budget (preferred in excel but applicants may submit along with proposal in MS-word)

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial Number** | **Budget/Expenditure Head (put budget against each items/possible**  **expenditure heads)** | **Calculation of cost (no. of person/items**  **@ BDT…….)** | **Total Budget** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Grand Total** |  |  |
| **Signature and date** | | | |

**Note:** The budget should be realistic and reasonable in providing the best possible estimates of the costs and expenses for proposed activity/ event/ programme

**End Report Submission**

* + Applicants will submit descriptive report to MJF within 10 days after completion of the tasks.
  + Applicants will follow the prescribed template for reporting.
  + Final settlement will be made after final report submission (descriptive report and expenditure statement, attendance sheet etc.) including all original vouchers/receipts, approved by contract signatory.

**Note:** detailed payment procedure will be mentioned in work contract considering nature of agreed work.

# Reporting Content

1. Name of contracted party
2. Address (postal address, phone, email)
3. Detail description of completed work (purpose/objectives, about delivered work, how it has done, locations covered by this work, who attended, the immediate benefits etc.)
4. Number of total populations reached (gender segregated data)
5. Total fund received/contracted amount
6. Actual total expenditure
7. Interesting story/anecdotes/impression of others
8. Learning/Challenges (if any)
9. Photographs, News link/photocopy of media news of the activity

## Note: Signed report to be submitted to MJF either email or hard copy by post after immediate completion of the event.