



**Terms of Reference (ToR)
for
Organizing Youth Leadership Camp' 23**

| | |
|---|--|
| Title of the assignment | "Youth Leadership Camp' 23" |
| Overall Purpose of assignment | The overall objective of this event is to organize and manage a youth leadership camp aiming to transfer knowledge on leadership & skill on life skills for empowering girls and increasing their self-confidence. |
| Technical and Financial Proposal submission date | Send a soft signed copy in PDF format through email to subarna@manusher.org on or before 1 st February 2023. |
| Duration of assignment | 30 days |

1. Background

Manusher Jonno Foundation (MJF) a non-government and non-profit organization works with local organizations to improve the well-being of poor and marginalized communities, by increasing their voices, and capacities, the realization of their fundamental rights, and demand-driven institutional responsiveness. It is one of the largest national non-governmental organizations in Bangladesh and provides grants and capacity building support for human rights and good governance. Gender Equality (GE) and empowerment of women and girls are at the core of MJF's work.

MJF has been implementing a project called Women's Voice and Leadership (WVL)- Bangladesh, it is a part of the global initiative of Global Affairs Canada (GAC) to support Canada's new Feminist International Assistance Policy. Globally, this program has been launched to promote gender equality and protect the human rights of women and girls.

2. Rational

Manusher Jonno Foundation has been implementing a project titled **"Women's Voice and Leadership - Bangladesh"** supported by Global Affairs Canada (GAC) through a partnership with the women's rights organizations (WROs) that vary in structure, size, skill, and issues coverage etc. WROs are mostly managed and led by the specific community, and not as NGOs; for example Transgender organizations, sex workers' organizations, disabled women organizations etc. WROs are currently dealing with vulnerable and marginalized women, transgender such as rural women, single women, survivors of sexual and gender-based violence (SGBV), migrant workers, *Dalit* women and girls, commercial sex workers, women and girls with disabilities, and transgender women etc.

In view of the above, the WVL-B project of MJF has planned to hire an external organization as a skilled resource to:

- Organize and facilitate three days long leadership camp physically
- Customized programming during the camp
- Experiential learning format includes individual and team work

3. About the assignment

Leadership camp is a short-term course designed to prepare learners for the realities of development. Leadership camp is highly based on motivation and work. The biggest advantage is that leadership camps teach self-control, responsibility, and respect for others. The participants get benefitted from the intense structure and discipline of the leadership camp program, contribute to positive empowerment for communities through youth, and work on increasing their self-confidence and developing leadership skills. Leadership is a set of skills that must be constantly observed, taught, emulated, and honed. Leadership skills and competence and practice of “Soft”, and hard leadership skills need to advance through a development culture that should be fueled by innovation and inclusiveness.

Objectives of this assignment

The Women’s Voice and Leadership – Bangladesh (WVL-B) project of MJF seeks to engage an external expert organization that will hold entire responsibilities of organizing, and facilitating the youth leadership camp for the young girls (from grassroots beneficiaries) of Women’s Right Organizations (WROs).

Organizing a leadership camp is therefore aimed at the following specific objectives:

- Transfer knowledge on leadership & make them sensible with skillfulness in life skills (e.g. decision-making and problem-solving, creative thinking and critical thinking, communication and interpersonal skills, stress management/mental health, self-awareness, and empathy etc.)
- Knowledge transfer and experiential learning skills in managing community-based development initiatives on Gender Equality.
- Deliver conceptual understanding of women empowerment, gender equality, and the feminist movement.
- Serve as a practical platform to bring together the communities on different levels; youth transgender, ethnic minorities, Dalit etc.

The output of Leadership Camp

The challenge to develop Leadership Capacity is very real, and that is why MJF will organize an intensive three-day program called Youth Leadership Camp’23 that is designed for young group members who will be recognized as ambassadors of Women’s Voice and Leadership – Bangladesh project. The major outputs of the camp expect

- Participants will be able to develop leadership capacity with knowledge and skills.
- Peer support will help participants to become more self-aware. Group sessions with peers allow building upon everyone’s individual experiences to move toward a common understanding by hearing peer stories, and participants can learn empathy for others.
- Volunteerism will be encouraged to contribute to their own community and think of ways how to continue the social endeavor.
- Participants will learn about feminist leadership and movement works in Bangladesh.

4. Scope of Work

- Group sessions with peers allow building upon everyone’s individual experiences to move towards a common understanding.
- Counseling and motivational sessions will be available at the leadership camp.
- Participants will learn communication and active listening skills during these sessions.
- Ice-breaking sessions, brainstorming sessions, workshops, and specialist meet-ups will be there during 3 days long leadership camp which will help them.
- External venue will be selected by event management organization having open space for outdoor activity.

- Selected company/firm will be responsible for event & content design, hiring external resource, ensuring logistic support, decoration, communication, invite to motivational speakers, facilitation and, coordination of three days event.
- Select the content-specific experts/facilitators/motivational speakers who are renowned and experienced for this event including the guests.
- Provide materials/ handouts/ logistics for the participants during the camp.
- Participants will be selected by MJF.

5. Deliverables of the assignment

The event management organization will work in close coordination with the program team of WVL-Bangladesh, MJF and will be expected to undertake the following tasks:

- Organize an intensive three days long residential leadership camp (including lodging, food, and materials) for 45 (forty-five) young girls & transgender and food for 7 (seven) MJF staff. The work order will mention the actual number.
- Use the digital platform to disseminate the event video documentary, event filler, etc.
- Responsible for media coverage/ event promotion before, during, and after camp including social media live streaming.
- Recording the visual bites, photography, video recording, editing, and 5 minutes documentary of the event.
- Submission of a complete report (English) with photographs, clippings, recorded video, or any other materials after the completion of events.

5. Qualifications and competencies required

The organization ought to have extensive experience in organizing youth leadership camps with young women, girls, and transgender with the view of women empowerment, human rights and gender equality.

- Experience in working with development organizations/ NGOs/ youth organizations.
- Practical experience in organizing such camps with required planning and organizing skills
- Event management organization has to submit an organizational profile with evidence of practical experience to MJF.

6. Payment and financial modality

The payment will be done including TAX and VAT deducted through the account payee cheque in 3 installments as mentioned below.

- 40% of the total amount will be paid after submission of the program plan and schedule after signing of the contract.
- 40% of the total agreed amount will be paid seven days before of the event.
- 20% of the total agreed amount will be paid within one week after the event and submission of the final report.
- Event management organization must have a bank account.
- If an organization is contracted, a valid TIN and Vat registration document is required. Tax and VAT will be deducted from the source while payment will be made by MJF as per the rules and regulations of the Bangladesh Government.

7. How to apply

Interested event management organizations are requested to submit a soft copy of the technical proposal (maximum 5 pages) and budget by 1st February 2023 to Manusher Jonno Foundation (MJF) through email to subarna@manusher.org as per the content mentioned below:

For technical proposal:

Interested event management organizations will submit a technical proposal (maximum 5 pages) along with a financial proposal. The consultant/ consulting firm will prove its skill, expertise, and prior experience on similar assignments with international or national NGOs. The **technical proposal includes** the brief about understanding the ToR, the concept/ issues including appropriate thought for the proposed assignment, methodology/ approach, content, participatory or best learning tools fit for the assignment, role of team, and estimated budget with breakdown. Mention relevant similar expertise with necessary reference and contact number and evidence.

The budget will include an item-wise budget breakdown e.g. event organizing cost, motivational speaker/ guest honorarium, the cost for promotional activities/ media communication, food & accommodation, vat & tax.

8. Role of MJF

- Communicate with respective event management organizations.
- Provide comments/ feedback on program design related to this assignment.
- Review and provide comments on the modalities of the event.
- Review and provide feedback on the draft report.

9. Evaluation process

In response to the call for applications, the consultants /firms will be assessed by the selection committee to evaluate the proposal (technical and financial).

- Step 1: MJF will assess the received proposals and will make a shortlist for the next step.
- Step 2: Short- listed event management organization will be communicated for presentation (if needed).
- Step 3: MJF may call the selected event management organization for programmatic or budget negotiation.
- Step 4: A contract will be signed between MJF and the event management organization.

A cumulative analysis weighted- scoring method will be applied to evaluate applications by MJF as mentioned below

| Criteria |
|---|
| 1. Understanding of the assignment and proposed work / Compliant with ToR |
| 2. Conceptual understanding, knowledge, and appropriate thought for the proposed assignment |
| 3. Appropriateness of methodology/tools to be applied |
| 4. Event management organization's skill, knowledge, and expertise |
| 5. Evidence of relevant work experience |
| 6. Financial Proposal (realistic and cost-effective) |

10. General terms and conditions

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:

1. The event management organization cannot fulfil any clause of the Terms of Reference.
2. The event management organization cannot submit its deliverables within the specified time.
3. Any document, information, or data entrusted to or produced by the event management organization in connection with this assignment shall be strictly confidential and cannot be used by the event management organization for any other purpose without the written consent of MJF authority. This provision shall remain valid even after the completion of this assignment.
4. All documents prepared during the assignment will be treated as MJF property.

5. In case of any change made in the Scope of Work by MJF because of an increase or decrease in required cost or time, or any part of the work under the contract, an equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
6. MJF may negotiate a budget with the finally selected event management organization considering the scope of work finally agreed with.

11. Disclosure of information

It is understood and agreed that the event management organization shall, during and after the effective period of the agreement, 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 agreement. 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 Child 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.