Terms of Reference for hiring consultant/agency to review Gender Inclusive Policy

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| **The consultant reports to:**  **(“Manager”)** | Nasima Akhthur  President  National Council of Disabled Women (NCDW)  Email: ncdw.bd@gmail.com  Mobile: 01719788652  Syeda Razelin Kashem  Project Manager-GBV  National Council of Disabled Women (NCDW)  Email: [syedakashem1234@gmail.com](mailto:syedakashem1234@gmail.com),  Mobile: 01609710873 |
| **Name of consultant:**  **(“Consultant”)** | Consultant name, email address, phone |
| **Description of consultancy** | This is a consultancy assignment to review the existing Gender Inclusive Policy to incorporate specific aspects, and to orient NCDW staff and leadership team with the reviewed policy. |

# 1. Background and rationale

National Council of Disabled Women (NCDW) is a national-level network organization of 111 grassroots groups of women and girls with disabilities (OPDs) across 23 districts in Bangladesh. NCDW was formed in 2005 through electoral processes supported by ADD International Bangladesh. NCDW’s aim is to create an inclusive society where all women with disabilities are free from all inequality and discrimination and ensure their active participation in every step of life to promote their rights and protection. NCDW is coordinating OPDs, consisting of more than 10,652 active women members. They are actively involved in strengthening the grassroots level SHGs/OPDs, its network with other OPDs and Civil Society Organizations (CSOs), advocating from local to a national level with the policymakers and the service providers, corporate sectors, media professionals, GOs, (I) NGOs, etc. to promote the social dignity of Women with Disabilities.

National Council of Disabled Women requires the services from the consultant to review the existing policy of Gender Inclusive Policy of NCDW. Also, consultant would facilitate orientation sessions to the project staff and EC members with reviewed policy.

# 2. Purpose and Deliverables

The purpose of this consultancy assignment is to:

# Review existing Gender policy of NCDW to incorporate Introduction of NCDW, purpose, goal and objectives of gender policy, gender inclusive key principles (behaviour and organizational values, Human resource management: Recruitment, promotion, maternity leave, paternity leave, disability friendly infrastructure, sexual harassment definition, promotion, transfer, termination, posting and dismissal, special care during pregnancy), Gender Sensitive Working Environment, zero tolerance to violence against women, Childcare Opportunities, gender focal point , gender mainstreaming committee, ToR for the committee, code of conduct, strategy of inclusive principles implementation, advocacy and networking, budget, approval, compliance with other policies, language of policy, definitions,

# Facilitate orientation sessions for NCDW staff and members of governance body to introduce the changes in reviewed policies.

List the deliverables:

This assignment expects the following deliverables –

* Reviewed and finalized Gender policy of NCDW, ready for approval by its governance body. (Hard copy and soft copy)
* Orientation sessions for NCDW staff and governance body members on policy changes. (In person session and/or virtual if situation demands)

# 3. Scope

The consultant is to undertake the following tasks:

The consultant needs to review the existing policy of NCDW within 32 working days (Oct-Nov 22) from the day of signing the contract.

Submit a draft report of the gender policy and get feedback from NCDW and CBMG. Then incorporate all the feedback and finalize the document.

Prepares final presentation to NCDW and CBMG and present on given schedule time.

Support to develop an implementation plan of the gender policy.

# 4. Timeframe and duration

This is an estimated timeframe for the consultant to complete the task on mentioned timeframe.

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| **Task** | **Description** | **Date** |
| About existing policies of Gender policy of NCDW | Meeting with consultant to understand the existing policies of NCDW. Also, will discuss about gaps on the policy. | 19th Oct, 2022 |
| First draft submission of Gender policy | The consultant will submit the first draft to NCDW and CBMG.  (Both soft copy and hard copy in English and Bangla) | 27th Oct, 2022 |
| Meeting with NCDW and CBMG | Meeting with consultant to provide feedback on first draft of Gender Policy | 31th Oct, 2022 |
| Second draft submission of Gender Policy | The consultant will submit the second draft to NCDW and CBMG (both soft copy and hard copy in English and Bangla) | 7th Nov, 2022 |
| Final draft submission for all policies along with presentation | The consultant will submit the final draft copy of policy (both hard copy and soft copy in English and Bangla) | 15th Nov, 2022 |
| Orientation of Gender policy | After the final draft submission consultant will facilitate the orientation of the governance body and project team on Gender Policy | 22th Nov 2022 |

# 5. Place/ location of service delivered

The consultant will be required to visit the offices of NCDW and CBMG Bangladesh offices or other places as necessary and the final report should submit to the following address:

**National Council of Disabled Women (NCDW)**

House # 35/36 & 37/38 (combined),

Flat # 3B, Road # 4, Block-Ta,

Mirpur 6, Dhaka-1216, Bangladesh

Mobile: +8801719788652

Email: [ncdw.bd@gmail.com](mailto:ncdw.bd@gmail.com)

**CBM Global Disability Inclusion**

House: 59, Apartment: A-1, Road: 01, Block: I, Banani, Dhaka-1213, Bangladesh.

Mobile: +88 01787 662991

# 6. Required Expert Profile

This assignment demands dynamic individual/s with multidisciplinary knowledge and experiences who demonstrates considerable determination and ability to work closely with people with disabilities in respectful manner and delivers results within an agreed time frame.

The individual or group of individuals should possess the following key qualifications -

* At least master’s degree or equivalent education in the field of Gender, Social work Development studies is preferred.
* Minimum 8 years of relevant experiences in social and gender development, preferably in development projects and have understanding of the policies and strategies Government of Bangladesh in relation to gender.
* Should have good knowledge on Gender, and feminist approach.
* Proven experience in reviewing and/or drafting organizational policies i.e., Gender Policy.
* Proven experience in facilitating training.
* Excellent organizational, interpersonal and communication skills.

# 7. Payment schedule

**Consultancy fees for the following policies:**

BDT 100,000 (One lac only) with vat & tax.

The payment will be made in three instalments as follows: (including travel cost)

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| SL.NO | Deliverables | Instalments Value |
| 1 | 1st Draft of Gender policy | 30% of the Total Contract Value |
| 2 | 2nd Draft of Gender policy | 30% of the Total Contract Value |
| 3 | Final draft of Gender policy | 40% of the Total Contract Value |

Note: Government VAT and tax regulation will be applied, and these costs must be included in the total Contract Value.

The following terms and conditions will apply:

● The payment will be made through account payee cheque/ EFT transfer (Bank name, Account name, number, type, routing number and branch name is required for EFT transfer).

● As per Government of Bangladesh VAT and tax regulation National consultants are taxed at 15% VAT and 10% tax.

● Government VAT and tax regulation will be applied and NCDW will deduct all relevant VAT and Tax at source as per GoB rule.

● VAT Registration Certificate, TIN, and Trade License (if applicable) must be submitted before the agreement is signed.

# Compliance with Safeguarding and PSEAH policies

The assignment must consider safeguarding aspects of children and adults-at-risk as well as safe communication during the entire consultancy process where children and adults-at-risk are involved.

Still photographs and interviews taken from the concern persons with disabilities, project staff, OPD members and/or relevant other stakeholders during any FGDs, or meetings must have prior consent in written using prescribed forms following CBMG's ‘Safeguarding Children and Adults-at-risk Policy’.

As a condition of entering into a consultancy agreement, the Consultant/s must sign the ‘CBMG Safeguarding-PSEAH Declaration of Consent’ and abide by the terms and conditions thereof.