

## Terms of Reference (ToR)

On

### “Fundraising and resource mobilization online training of GAA partners in Bangladesh”

#### 1. Overview of GAA Project:

The Girls Advocacy Alliance (GAA) is a 5-year joint effort (2016-2020) of four Netherlands based organizations: Plan International Netherlands; Terre des Hommes Netherlands; Defence for Children-ECPAT Netherlands; and Global March. Besides Bangladesh, the project has been implemented in 10 more countries in Asia and Africa. The goal GAA project is “By 2030, Girls and Young women in Bangladesh are living in an enabling environment, free from Gender Based Violence and Economic Exclusion.” GAA started its journey in Bangladesh in January 2016 with a six months inception phase. Plan International Bangladesh & Terre des Hommes Netherlands (TdH-NL) are jointly implementing the project with 11 implementing national partners. In Bangladesh GAA hopes to initiate lasting changes in society that will benefit girls and young women by working with four key actors: government, private sector (RMG) civil society organizations and community leaders.

#### Key focused areas of the GAA project are mentioned below:

- Child Early and Forced Marriage (CEFM)
- Child Trafficking
- Online sexual abuse and exploitation
- Sexual harassment (Equitable environment at workplace)
- Equal wages- (equal access to the opportunities)

#### Expected outcome of GAA Bangladesh by 2030

- Girls and young women’s rights are promoted through changing social norms and practices;
- Girls and young women’s rights will be underscored by laws and policies;
- Girls and young women will be protected by the communities, educational institutions and workplaces;
- Girls and young women speak-out against violation and injustice and hold accountable those who are in power.

Through 5C capacity assessment tools Plan and TdH Netherlands identified capacity gaps of partner organization and both organizations are planning to provide support for capacity development of partners/CSOs on the identified issues. In 2019, it was identified that CSOs need extensive knowledge and capacity to mobilize self-initiated funds from the donor. CSOs have less resource mobilization capacity. So GAA Bangladesh intended to support the civil society organizations (CSOs) to build their knowledge and capacities on fundraising and resource mobilization.

### **1.1 Brief on the Assignment**

11 Non-Government Organizations are implementing the GAA project in 4 Divisions of Bangladesh. Plan International Bangladesh is leading the GAA intervention along with alliance partner Terre des Hommes Netherlands. These organizations include INCIDIN Bangladesh, Nari Maitree, CPD, ASK, ACD Rajshahi, Agrogoti Sangstha, AVAS, NGCAF, WECAN, RDRS and B-SCAN. The following support will be ensured by the consultant. The assignment seeks to provide fundraising and resource mobilizations online training to these organizations.

### **1.2 Objectives of the Assignment**

#### **1.3 Broad Objective:**

Strengthened knowledge and capacity of GAA project staff on Resource Mobilization through developing new funding strategy for the partner organizations and donor mapping.

**Specific Objective:** The specific objective of this assignment are given below:

- Provide technical and theoretical knowledge among the partner staff for mobilizing new funding opportunity, understand donor requirement and priority;
- Identified gaps of resource mobilization practice and develop organizational funding strategy;
- Develop staff capacity on general terms and requirement of various potential donors and effective communication techniques.

### **1.4 Scope of the Assignment**

The overall scope of the online assignment will include, but not limited to, through the following:

#### **Training Needs Assessment**

- Assess existing fundraising and resource mobilization capacity of the participating organizations;

#### **Train Design and Facilitation**

- Importance of fundraising and resource mobilization;
- Identify potential donor;
- Develop donor mapping;
- Assess organizational readiness, external communication, external relation, lessons learned to capture evidence and branding;

- Prepare two different types of documents: one is module with supplementary; and another one is session guideline with facilitator's note for the module;
- Develop a comprehensive resource mobilization strategy;
- Deliver 3-day online training to the GAA partners based on the training materials/modules;
- Design and plan for fund raising activities for partners considering their level.

#### **Understanding of the ToR**

- Discuss draft module/guideline with TdH NL and Plan International;
- Conduct a dry run session with the representative target group and get feedback for further development.

### **1.5 Deliverables and Milestones:**

The consultant/firm has to prepare the timetable for completing the assignment. In total, 15 working days is currently estimated for this online assignment.

#### *Deliverables:*

- Inception report detailing out methodology, work plan and outline of completion report to be agreed in kick off meeting;
- Online TNA tools and report;
- A comprehensive fundraising and resource mobilization strategy that includes an overview of the situation, an analysis of past fundraising experience, explores future opportunities and strategies and outlines a time-bound action plan;
- An annex that maps donor interests, priorities, funding windows and points to clear actions should be taken to mobilize funds and develop/ maintain relationship with those donors;
- An annex that outlines a series of fundraising materials that need to be produced to secure funding / raise the profile of the organizations;
- An action plan that outlines clear timelines for the action proposed;
- A plan for building capacity of key staff in mobilizing and leveraging resources and developing and maintaining partnership of participating organization;
- A training module, session plan and supplementary materials for the training in required medium of instruction;
- Pre and post test tools for training;
- Final completion report.

### **1.6 Duration of Assignment:**

Fifteen working days are effective from the date of contract signing. The assignment shall commence in the first week of August and need to be accomplished by the end of August 2020.

### **2.5 Parameters for Selection of Consultant:**

The consultant should have:

- A minimum of ten years' experience and expertise in providing capacity building services;

- Sound knowledge on country situation on GAA thematic areas in Bangladesh and the globe;
- Having good exposure to use different ICT tools;
- Experience in providing consulting services and excellent track record of completion of task in time;
- Should be familiar with the Child Rights Programming Approach and Safeguarding Policy.

## 2.6 Evaluation Criteria:

Criteria	Weightage (%)
Methodology	35
Work Breakdown Structure (Gantt Chart)	15
Previous experience on similar assignments	25
Budget	25

## 2.7 Preparation of Proposal

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

- Detailed methodology of the assignment;
- Detailed timeframe (including dates for submission of first draft module, organize workshop and completion report);
- Account of experience of conducting similar training;
- CVs of the team leader and key members of the team which reflect relevant experience to provide such training;
- Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other cost as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with technical proposals.

## 2.8 Management and Logistics

The consultant is solely responsible for administering the online training.

## 2.9 Payment: Budget and Payment

The consultant/ firm will propose a reasonable budget including all costs. 50% payment will be given in advance upon submission of inception report that include detailed methodology and acceptance of the final report respectively. Remaining 50% of the budgeted amount will

be disbursed upon acceptance of completion report. Payment will be done through accounts payee cheque with submission of the invoice and reports.

#### **2.10 Contact to:**

Programme Specialist (Research and Knowledge Management), TdH Netherlands.

E-mail: [k.mandal@tdh.nl](mailto:k.mandal@tdh.nl)

#### **2.9 Submission of Proposal**

The technical and financial proposals should be submitted electronically to the email address: [k.mandal@tdh.nl](mailto:k.mandal@tdh.nl) with copy to: [Rifat.Tanjila@plan-international.org](mailto:Rifat.Tanjila@plan-international.org) with “Fundraising and resource mobilization training of GAA partners in Bangladesh” as subject. Two different folders i.e. technical and financial are requested to be submitted into one zip folder with a cover letter. The proposals (both financial and technical) including CV are requested to submit in pdf format by no later than **31 July 2020**.

#### **2.10 Child Safety Measures:**

The individual shall comply with the Child Protection Policy of TdH-Netherlands. Any violation /deviation in complying with TdH-NL’s said policy will result in termination of the agreement.

#### **2.11 Ethical Considerations:**

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before collecting data from them. The consultant/ firm will be abstained from data collection from any person who will deny or show any reluctance in providing information. Written consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The consultant will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting information.

#### **2.12 Termination and Withdrawal**

During the period of contract either party may terminate the contract by giving written notice. However, TdH Netherlands reserves the rights to unilaterally terminate the contract, if the consultant/firm fails to submit the report timely, no payment will be made thereof.