

**Terms of Reference (ToR)**  
**For**  
**Hiring Consultant/Consultancy firm for developing Organizational Policies, governance manual and conducting training**

**1. Background**

The area of south west coastal zone of Bangladesh is disadvantaged and much neglected. Most of the people in rural area are living in ultra poor condition. The women, girls and children of those family are suffering from the violence of child marriage, sexual violence, trafficking and various gender based violence. In this context a team of young women established “Welfare Association for Development Alternative (WADA)” in 10 September 2011 as a women rights organization with a view to work for under-represented groups, ethnic and religious minorities, people with disabilities, untouchables and gender diverse individuals especially women and girls through various development approaches as establishing women rights and empowerment, prevent child early and forced marriage, prevention of violence against women and girls, prevention of GBV, improved livelihood situation, food security and nutrition, education, health, water and sanitation, climate change and environment, democracy and peace building and governance etc. supported by various national and international donors and partners. Since its beginning WADA has been implementing various development interventions to ensure its support to establish rights of the women, girls and children to remove social injustice and to bring a society.

**2. Purpose of the Assignment**

With the support of **Save the Children**, WADA has been implementing a project titled "SWOCCHAR. The project aims to develop organizational capacity to work for women rights and empowerment. **As part of the project's partner organizational capacity strengthening activities, WADA is going to hire consultants / Consultancy firm to develop organizational Policies, governance manual and conducting training.**

**3. Scope of Work**

The consultant/consultancy firm will be responsible for the following tasks:

1. Develop a governance manual that embeds gender and diversity considerations into governance decision-making processes.
2. Revise the HR policy to explicitly address gender and diversity issues and establish structured affirmative action directives for recruitment, induction, participatory performance appraisal, and capacity development.
3. Create an approved separate Terms of Reference for the Senior Management Team (SMT) and all existing departments to clarify roles and responsibilities.
4. Revise the gender Policy and develop a comprehensive gender mainstreaming plan to accompany the gender policy, expanding its scope to include all gender identities and providing detailed guidelines for program design and delivery.
5. Conduct staff training on the unique characteristics and needs of underrepresented gender groups and PwDs.
6. Develop Strategic Plan with result framework addressing critical issues and setting directions for programs, facilitations of inclusive public service delivery, networking,

advocacy, and resource mobilization.

7. Develop a social enterprise plan focusing on menstrual Hygiene Management (MHM) related products and services targeting marginalized young women, based on WADA's experience and expertise in the existing enterprise (i.e. Shosti Sanitary Napkin).

#### 4. Deliverables

The consultant/consultancy firm is expected to deliver the following outputs:

- **Draft Plan/policies:** A draft document of each plan and policy should be submitted before the finalization.
- **Final Plan/ Policy:** After validation of the draft plan/policy, the plan/policy will be finalized and submit to WADA for approval and adoption.
- **Relevant documents** will be submitted as annexure with the final policy.

#### 5. Duration of the Assignment

The duration of assignment is as following;

Sl	Name of assignment	Deadline for draft documents submission	Deadline for final documents submission
1.	Develop a governance manual that embeds gender and diversity considerations into governance decision-making processes.	15 April 2025	20 April 2025
2.	Revise the HR policy to explicitly address gender and diversity issues and establish structured affirmative action directives for recruitment, induction, participatory performance appraisal, and capacity development.	15 April 2025	20 April 2025
3.	Create an approved separate Terms of Reference for the Senior Management Team (SMT) and all existing departments to clarify roles and responsibilities.	20 April 2025	25 April 2025
4.	Revise the gender Policy and develop a comprehensive gender mainstreaming plan to accompany the gender policy, expanding its scope to include all gender identities and providing detailed guidelines for program design and delivery.	15 May 2025	20 May 2025
5.	Conduct staff training on the unique characteristics and needs of underrepresented gender groups and PwDs. (module preparation and training facilitation)	Training Plan submission 11 June 2025	Conducting training 23 to 24 June 2025 (tentative)
6.	Develop Strategic Plan with result framework addressing critical issues and setting directions for programs, facilitations of inclusive public service delivery, networking, advocacy, and	12 June 2025	20 June 2025

	resource mobilization.		
7.	Develop a social enterprise plan focusing on menstrual Hygiene Management (MHM) related products and services targeting marginalized young women, based on WADA's experience and expertise in the existing enterprise (i.e. Shosti Sanitary Napkin).	10 August 2025	20 August 2025

## 6. Requirements for Consultant/Consultancy firm's:

The consultant/Consultancy firm should have the following qualifications and experience:

- At least 5 years experience in developing organizational plan and policies, particularly in the NGO/INGOs sector.
- Experience in developing GESI module and conducting staffs training.
- Excellent writing and communication skills in English
- Previous experience working with NGOs or Foundations is preferred.
- The consultant/firms should have updated tax return certificate and VAT registration document
- Submission of application would be acceptable for any single components or for all

## 7. Budget and Payment Terms:

The payments will be made after the submission of final document through A/C payee check or bank transfer after the deduction of VAT/TAX as per Bangladesh Govt. rules. In this case 30% payment would be made after submission of draft document.

## 8. Confidentiality:

The consultant/Consultancy firm is required to maintain strict confidentiality concerning all information and documentation provided by WADA. All deliverables produced as part of this consultancy remain the property of WADA.

## 9. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- a. Relevant experience and qualifications.
- b. Clarity and feasibility of the proposed methodology.
- c. Cost-effectiveness of the financial proposal.
- d. Strong references from previous clients, particularly NGOs or similar organizations.

## 10. Submission of Proposals:

Interested consultants/consultancy firms are invited to submit the following documents:

- A detailed technical proposal, including an approach and methodology for developing the required plan and Policy.
- A financial proposal with a detailed breakdown of costs.
- CV(s) of the consultant(s)/Consultancy firm including evidence of relevant experience.
- A sample of previous plan and policies or similar work.
- Names and contact information of at least two references.
- Any applicant could submit proposal for a single component or for more. In that case should

submit component wise budget with details breakdown.

Any requirement regarding ToR or proposal submission, please feel free to contact with,  
Cell: 01713419957, Email: [jobwadabd@gmail.com](mailto:jobwadabd@gmail.com)

**Address of submission of Proposal: Email: [jobwadabd@gmail.com](mailto:jobwadabd@gmail.com)**

**11. Deadline for Proposal Submission**

The last date for submission **06 April, 2025**