

TERMS OF REFERENCE (TOR)

Develop six position papers on six thematic issues of the project Under Expanding civic space through active CSO participation and strengthened governance system in Bangladesh (ECSAP) Project

Background:

Christian Aid, WE CAN and Manusher Jonno Foundation (MJF) are implementing the Expanding Civic Space through active CSO Participation and Strengthened Governance System in Bangladesh (ECSAP) project co-funded by the European Union (EU). The Project - Expanding Civic Space through Active CSO participation and Strengthened Governance System in Bangladesh – ECSAP, specifically aims to strengthen 40 Civil Society Organizations' capacity to engage as actors of good governance and organizational development at the country level in Bangladesh. As a part of this initiative, Nari Maitree and Access Bangladesh Foundation are collaboratively working on the ECSAP Project and are determined to develop a Six (6) position papers on Six (6) different issues.

Project Profile:

Christian Aid (<https://www.christianaid.org.uk/our-work/where-we-work/bangladesh>), Manusher Jonno Foundation (<http://www.manusherjonno.org>) and WE CAN (<https://www.wecan-bd.org>) with financial support from the European Union have jointly started a project titled, “**Expanding civic space through active CSO participation and strengthened governance system in Bangladesh (ECSAP)**”. This consortium targets to develop the capacity of the Civil Society Organisations (CSOs) working for the rights of marginalised communities like vulnerable women, domestic workers, Dalits, persons with disabilities, transgender and ethnic minorities.

The marginalised communities of Bangladesh are often subjected to different types of discrimination and violence. As a result, they are often deprived of their rights, dignity and justice. Girls and women of Bangladesh often face discrimination and negligence not only at the family level but also at the social and national levels. They often encounter a myriad of difficulties, discrimination, stigmatisation and societal persecution.

The goal of the Project is “**Strengthening local civil society organisations in Bangladesh as independent actors of good governance and development through sub-granting and capacity building**” to meet the objectives of:

- The CSOs have strengthened their capacity to work accountably and inclusively to represent the rights of marginalised communities through effective networks and coalitions
- The CSOs are more effective in holding duty-bearers to account for inclusive public services and responding to citizens' priorities.
- The CSOs have strengthened collaboration with academic and media institutions to expand an enabling environment for civil society.

The ECSAP project will cover a total of ten districts: Dhaka, Rangpur, Kurigram, Dinajpur, Khulna, Jashore, Satkhira, Natore, Sirajganj and Pabna to cover 1,23,200 direct population during the project implementation period, the coverage will include specific Upazilas in each district. Six themes of the project are Dalit rights, rights of Persons with disabilities, rights of

Vulnerable (Marginalized) women, rights of female domestic workers, rights of gender diverse community, and rights of ethnic minorities.

Objective of the task:

The primary objectives of this consultancy-

- To develop six position papers on six thematic issues of the project that articulate the rights situation, key challenges, and concrete policy recommendations for each marginalised community.

Thematic Areas:

Each position paper must correspond to one of the six project themes as follows:

Paper #	Theme	Target Community
1	Rights of Dalit Communities	Dalit men, women, and children
2	Rights of Persons with Disabilities	Persons with physical, visual, speech, hearing, intellectual, neuro-developmental, psychosocial disabilities, multiple disabilities
3	Rights of Vulnerable (Marginalized) Women	Women facing poverty, displacement, social exclusion
4	Rights of Female Domestic Workers	Women employed in domestic work settings
5	Rights of Gender Diverse Communities	Transgender and gender non-conforming persons
6	Rights of Ethnic Minority Communities	Indigenous and ethnic minority groups

Each paper must address: (a) the current rights situation; (b) structural and systemic barriers; (c) relevant national and international legal frameworks; and (d) specific, actionable policy and programme recommendations.

Scope of Work:

Inception Phase

- Develop a detailed work plan and methodology in consultation with Access Bangladesh & Nari Maitree project team within three (3) working days of agreement signing.
- Attend an inception meeting with the project team to align on expectations, data access, field logistics, and deliverable quality standards.
- Submit an inception report for approval before commencing data collection.

Data Collection

- Conduct primary research including key informant interviews (KIIs), focus group discussions (FGDs), and structured surveys where appropriate.

- Obtain prior written informed consent from all research participants; ensure participants are informed of their right to withdraw at any time.
- Apply a do-no-harm framework throughout data collection
- Review relevant secondary sources including national laws, policies, government reports, UN treaty body concluding observations, NGO reports, and academic literature.

Analysis and Writing

- Analyse primary and secondary data using a rights-based analytical framework.
- Draft six position papers in Bangla following the structure defined in Section 4.
- Use citations and references consistently throughout (APA or agreed style).
- Ensure language is accessible, policy-relevant, and free of jargon.

Review and Finalisation

- Submit draft papers to Access Bangladesh and Nari Maitree project team for review.
- Incorporate feedback and finalise all papers within the agreed revision period.
- Develop and submit the compiled synopsis paper in both Bangla and English after all six papers are finalised.
- Ensure all final documents are formatted consistently and are ready for publication.

Deliverables:

- ✓ Inception Report with workplan and tools
- ✓ Data collection report
- ✓ Short thematic briefs- (2-pager with situation review, key issues and barriers, primary findings and recommendations)
- ✓ Draft of 6 thematic position papers in Bangla
- ✓ Final position papers (maximum 8 pages -executive summary, context, evidence-rights situations and key issues, legal and policy framework analysis, recommendations)
- ✓ Compiled Synopsis paper in Bangla and English

Timeline for the consultancy:

No.	Activity	Timeline	Responsible Party
1	Shortlisting, final selection and signing of the agreement	3 June 2026	Access Bangladesh / Nari Maitree
2	Inception meeting	4 June 2026	Consultant(s)
3	Inception Report with workplan and tools	6 June 2026	Consultant(s)
4	Primary data collection (KIIs and FGDs)	7-15 June 2026	Consultant(s)
5	Short thematic briefs (2-pager with situation review, key issues and barriers, primary findings and recommendations)	19 June 2026	Consultant(s)

No.	Activity	Timeline	Responsible Party
6	Submission of six (6) draft position papers	31 July 2026	Consultant(s)
7	Client review and feedback to the consultant	1–7 August 2026	Access Bangladesh / Nari Maitree/ ECSAP Project team
8	Revision and finalization of six position papers	8–10 August 2026	Consultant(s)
9	Submission of compiled synopsis paper (Bangla & English)	15 August 2026	Consultant(s)
10	Final approval and sign-off	20 August 2026	Access Bangladesh / Nari Maitree

Eligibility Criteria for develop a six position papers on six thematic issues. Applicants must meet the following criteria:

Applicants (individuals or teams) must meet all of the following criteria:

- Must be a Bangladeshi citizen or legally registered entity operating in Bangladesh.
- Minimum Bachelor's degree in social sciences, law, development studies, gender studies, or a related field (Master's degree preferred).
- Minimum five (5) years of demonstrated experience in rights-based research, content development, policy advocacy, or related fields.
- Demonstrated subject-matter expertise in at least one of the six thematic areas. Experience across multiple themes is an advantage.
- Strong written proficiency in Bangla (mandatory, as all papers are in Bangla) and English is desirable.
- Sensitivity to and respect for the rights and dignity of marginalised communities, including transgender persons, Dalits, ethnic minorities, persons with disabilities, and domestic workers.
- Familiarity with ethical research standards for working with vulnerable populations.

If applying as a team, the team must designate a Team Lead who will be the primary point of contact. The application must clearly specify the roles and expertise of each team member. Sector-wise experts can be onboarded.

Application Requirements:

All applications must be submitted via email and must include the following documents:

- Cover letter (maximum 1 page) explaining the applicant's suitability for the assignment.
- Technical proposal (maximum 3 pages) outlining the proposed methodology, approach to each thematic paper, data collection plan, and quality assurance process.

- Financial proposal (separate document) — itemised budget in BDT, specifying consultancy fee, fieldwork costs, and any other anticipated expenses, including VAT and Tax.
- Curriculum vitae (CV) of the applicant or all team members.
- Previous experiences of similar assignments (agreement, report, policy brief, or position paper) authored or co-authored by the applicant.
- For teams: a brief bio for each team member and a description of each member's role in this assignment.
- Legal papers e.g., legal documents, TIN, BIN, Tax Return Certificate, etc.

Selection Criteria and Scoring:

For evaluating the applications, cumulative analysis weighted scoring method will be applied.

Criteria	Weightage Value
<i>Technical Proposal</i>	80%
a. Quality of technical proposal and workplan	30%
b. Experiences in subject matters thematic aspects	20%
c. Experiences in rights-based policy brief/advocacy/research	20%
d. Proposed team members/individual person with their relevant qualifications	10%
<i>Financial Proposal</i>	20%
Total	100%

Shortlisted candidates may be invited for an interview. The final selection will be based on the combined technical and financial evaluation. Access Bangladesh and Nari Maitree reserve the right to negotiate the budget with the preferred candidate.

Costs and Payment Mode:

Applicants must submit a financial proposal specifying their expected consultancy fee and a breakdown of all anticipated costs (e.g., field travel, per diem, transcription). The total budget must be within the project's approved allocation. Competitive proposals that demonstrate value for money will be given preference.

Payment will be made in three instalments tied to the following milestones:

Milestone	Deliverable	% of Fee
Agreement signed + Inception report submitted	Signed contract + inception report	30%
Six (6) draft position papers submitted	Six draft papers in Bangla	40%
Final papers and synopsis approved	Six final papers + compiled synopsis	30%

All payments are subject to the approval of deliverables by Access Bangladesh/Nari Maitree. Applicable VAT and taxes will be deducted at source in accordance with NBR's policies. Payment will be made by bank transfer within five (5) working days of milestone approval.

Communication, Branding, Logo and Intellectual Property:

ECSAP project reserves the full right of authority of the papers and publishes or disseminates the document. WE CAN & MJF reserves all rights to set the logo of EC, MJF, WE CAN & Christian Aid (including consultants' firm logo), branding and publication of the module and any communication channel regarding the circulation of the policy brief solely authorized and protected.

The consultant may reference this assignment in their portfolio, but may not publish, share, or disseminate any deliverable without prior written authorisation from ABF/Nari Maitree.

Safeguarding/Protection/Gender Policy:

The consultant shall comply with Access Bangladesh/Nari Maitree's Policy on safeguarding and Child Protection policy. Any violation /deviation in complying with Access Bangladesh/ Nari Maitree's Policy on Child Protection and safeguarding will not only result in termination of the agreement but Access Bangladesh will also initiate appropriate action to make good the damages/losses caused due to non-compliance with Access Bangladesh/ Nari Maitree's safeguarding policy.

Disclaimer:

- Access Bangladesh and Nari Maitree reserve the right to accept or reject any or all applications without assigning any reason.
- The ToR may be updated. Any updates will be communicated to all registered applicants.
- The selected consultant must not sub-contract any part of the assignment without prior written approval.

Submission Details

Applications must be submitted by email no later than **5:30 PM, 1 June 2026 (Bangladesh Time)**. Late applications will not be accepted.

Email Subject Line: Application for ECSAP Position Paper Consultancy — [Applicant Name]

Submission Email	procurement.accessbd@gmail.com
Contact Person	<i>Md. Shohel Rana, Head of Program, Access Bangladesh Foundation</i>
Email	<i>io.accessbd@gmail.com</i>
Organisation Address	<i>Access Bangladesh Foundation</i>
Queries Deadline	23 May 2026 — clarification questions must be submitted by this date

The End