

Terms of Reference (ToR) For Hiring Consultant for Strengthening and capacity-building initiatives for the MNP, MSP and YGG

1. Introduction to ASK:

Ain o Salish Kendra (ASK) is a national legal aid and human rights organization in Bangladesh dedicated to promoting a just and equitable society grounded in human rights, social justice, democracy, and the rule of law. Since its establishment in 1986 by a group of committed individuals, ASK has been at the forefront of human rights advocacy and activism in Bangladesh. The organization has consistently championed the rights of marginalized and disadvantaged communities, particularly women, working children, and workers.

ASK's strategic focus spans a wide range of interventions, including awareness-raising initiatives, strengthening human rights actors, providing legal aid and support services, advocacy and networking, organizational strengthening, capacity building, child protection, and institutional development. The organization works to foster an environment where gender equality is upheld and all individuals can live free from discrimination, violence, and injustice. By addressing critical human rights challenges through a comprehensive approach, ASK empowers people of all genders to claim their rights and actively contribute to a society that values dignity, equality, and justice.

ASK is widely recognized for its robust human rights monitoring and reporting mechanism, which enables stakeholders to assess trends and patterns of human rights violations across the country. Partnership and collaboration are central to ASK's work. Through strategic partnerships, ASK strengthens the human rights initiatives of local organizations, mobilizes communities, and creates platforms for collective advocacy.

ASK's Human Rights Protection Groups and the Human Rights Defenders Forum (HRDF) voluntarily work to improve the human rights situation within their respective localities. In addition, ASK maintains strong communication and coordination with cultural activists, Human Rights Defenders (HRDs), local Civil Society Organizations (CSOs), and journalists nationwide. This extensive network enhances ASK's ability to gather timely information on human rights violations and respond effectively wherever such incidents occur.

2. Project Background:

The "EngageNow: Enhancing Engagement of Women, Youth, and Other Marginalised Groups to Foster Accountability and Advance Human Rights Culture in Bangladesh" project is designed to strengthen women's leadership and increase their representation in decision-making processes, enabling them to exercise their human rights and improve their access to and control over resources. The project contributes to Sustainable Development Goals 5 (Gender Equality) and 16 (Peace, Justice, and Strong Institutions), accelerating women's empowerment and inclusive governance. It also aligns with the 8th Five Year Plan (8FYP) and national and international commitments of the Government by promoting women's empowerment, eliminating discrimination, increasing women's participation in family and social decision-making, ensuring

access to education and employment, and preventing violence against women. Policy advocacy and targeted initiatives will be undertaken to advance these objectives.

This project aims to directly contribute to the CEF outcomes by strengthening inclusive civic engagement and institutional responsiveness. It will increase outreach to diverse citizens at all levels by actively engaging marginalized and underrepresented communities, ensuring their voices are reflected in policy discussions. The project will expand cooperation among civil society entities by fostering partnerships among partner NGOs, community-based organizations, and government bodies to promote shared learning and resource mobilization. It will also enhance interaction and dialogue between civil society, individual citizens, and Government of Bangladesh (GoB) representatives through structured platforms that encourage inclusive policy-making, citizen participation in decision-making, accountability, and access to redress mechanisms. Furthermore, through targeted capacity-building workshops and training sessions, the project will strengthen the advocacy skills and operational effectiveness of civil society organizations (CSOs), partner NGOs, and community leaders.

The project is guided by their relevance, inclusivity, and transformative potential. Each intervention directly addresses identified gaps in community engagement, awareness, and civil society capacity, drawing on the extensive experience of Ain o Salish Kendra (ASK) and lessons learned from similar initiatives that have successfully strengthened citizen participation and organizational effectiveness. Grounded in a Human Rights Based Approach (HRBA), the project seeks to empower rights holders women, men, girls, boys, and gender-diverse people from underrepresented communities by enhancing their confidence, knowledge, skills, networks, and access to justice, while simultaneously building the capacity of duty bearers to respect, protect, promote, and fulfill human rights through dialogue and shared learning. The project integrates Gender Equality and Social Inclusion (GESI) across all stages of implementation, with targeted activities to advance the leadership and participation of women, girls, and youth. Furthermore, in line with the Leaving No One Behind (LNOB) principle, the project prioritizes the inclusion of those most at risk of marginalization, ensuring that the voices of vulnerable communities are meaningfully represented and empowered through inclusive and participatory interventions.

3. Objectives of the Assignment:

A. Overall Objective:

The overall objective of this capacity-building initiative is to strengthen the knowledge, skills, and leadership capacities of members of Manobadhikar Nari Parishad (MNP), Manobadhikar Sangrakhon Parishad (MSP), and Youth Girls Groups (YGG) to effectively promote, protect, and advocate for human rights, particularly the rights of women, children, and youth in Bangladesh.

The initiative aims to enhance participants' understanding of core human rights principles, national and international human rights standards, and relevant legal and policy frameworks. It will focus on building awareness and practical competencies in key areas including women's rights, children and youth rights, the Right to Information (RTI), and Freedom of Expression.

Furthermore, the program seeks to develop participants' skills in digital safety and security, inclusive leadership, women's empowerment, and the promotion of diversity and inclusion. Special emphasis will be placed on empowering youth and women leaders to actively engage in advocacy, community mobilization, and accountability processes.

Through this initiative, MNP, MSP, and YGG members will be better equipped to contribute to inclusive governance, strengthen civic participation, and foster a rights-based, equitable, and socially just society.

B. Specific Object:

1. **Enhance knowledge on human rights frameworks**
To improve participants' understanding of fundamental human rights concepts, national laws, and international human rights standards relevant to Bangladesh.
2. **Strengthen understanding of women, children, and youth rights**
To build the capacity of MNP, MSP, and YGG members to identify, analyze, and respond to issues affecting women, children, and youth.
3. **Build capacity on legal and policy instruments**
To increase awareness and practical knowledge of existing legal and policy frameworks, including mechanisms related to the Right to Information (RTI) and Freedom of Expression.
4. **Develop digital safety and security skills**
To equip participants with the knowledge and tools necessary to ensure safe and responsible use of digital platforms, including protection from online risks and threats.
5. **Promote women's empowerment and leadership**
To strengthen leadership, decision-making, and advocacy skills of women and youth participants to actively engage in community and policy-level processes.
6. **Foster diversity and inclusion practices**
To enhance participants' understanding and application of inclusive approaches that respect diversity and ensure participation of marginalized groups.
7. **Strengthen advocacy and communication skills**
To develop participants' ability to effectively advocate for human rights, engage stakeholders, and raise awareness at community and national levels.
8. **Encourage youth engagement and civic participation**
To empower Youth Girls Groups (YGG) to actively participate in civic processes and contribute to accountability and social change initiatives.

4. Responsibility:

The Consultant will be responsible for the design, delivery, and reporting of the capacity-building initiatives for MNP, MSP, and YGG. Key responsibilities include:

- a. **Training Design and Planning**
 - a. A total of 18 training sessions will be organized in 6 districts. (Rajshahi, Barishal, Chattogram, Satkhira, Tangailngail and Hobigong. Out of these 18 trainings, 6 sessions will be conducted for Manobadhikar Sangrakhon Parishad (MSP), 6 sessions for Manobadhikar Nari Parishad (MNP), and 6 sessions for Youth Girls Groups (YGG). Each training will be of 2 (Two) days duration. In each district, 3 training sessions will be organized, covering the three target groups (MSP, MNP, and YGG).
 - b. Develop a comprehensive training plan, agenda, and methodology aligned with the project objectives.

- c. Design context-specific training modules on human rights, women’s rights, children and youth rights, national and international human rights standards, RTI, Freedom of Expression, digital safety, leadership, and inclusion.
- b. Development of Training Materials**
 - a. Prepare user-friendly and participatory training materials (presentations, handouts, case studies, and exercises) in Bangla .
 - b. Ensure materials are gender-sensitive, inclusive, and adapted to the local context.
- c. Facilitation of Training Sessions**
 - a. Conduct interactive and participatory training sessions using appropriate adult learning techniques.
 - b. Facilitate group discussions, role plays, and practical exercises to enhance learning outcomes.
- d. Capacity Assessment**
 - a. Conduct pre- and post-training assessments to evaluate participants’ knowledge and skills.
 - b. Identify learning gaps and adapt training approaches accordingly.
- e. Technical Guidance and Mentoring**
 - a. Provide ongoing technical support and guidance to participants to strengthen their practical application of knowledge.
 - b. Mentor selected participants (especially women and youth leaders) to enhance leadership and advocacy skills.
- f. Integration of Cross-Cutting Issues**
 - a. Ensure integration of gender equality, diversity, inclusion, and safeguarding principles throughout the training process.
- g. Coordination and Communication**
 - a. Work closely with the project team to finalize training schedules, participant selection, and logistical arrangements.
 - b. Maintain regular communication with stakeholders and provide updates on progress.
- h. Documentation and Reporting**
 - a. Prepare a detailed training report including methodology, participant profiles, key outcomes, challenges, and recommendations.
 - b. Submit all training materials, attendance records, and assessment results to the organization.
- i. Quality Assurance**
 - a. Ensure high-quality delivery of training in line with agreed standards and timelines.
 - b. Incorporate feedback from participants and the organization to improve training effectiveness.

5. The training courses are as follows;

Sl.	Training Name	Duration	Quantity	District
1.	Arrange capacity building initiatives for the Manobadhikar Sangrakhon Parishad (MSP),	2 days	6 events	Rajshahi,
	Arrange capacity building initiatives for the Manobadhikar Nari Parishad (MNP)	2 days	6 events	Barishal, Chattogram, Satkhira,
	Arrange capacity building initiatives for the Youth Girls Groups (YGG) groups	2 days	6 events	Tangailgail and Hobigong

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6. Working Area:

A total of 18 training sessions will be organized in 6 districts. (Rajshahi, Barishal, Chattogram, Satkhira, Tangailgail and Hobigong. Out of these 18 trainings, 6 sessions will be conducted for Manobadhikar Sangrakhon Parishad (MSP), 6 sessions for Manobadhikar Nari Parishad (MNP), and 6 sessions for Youth Girls Groups (YGG). Each training will be of 2 (Two) days duration. In each district, 3 training sessions will be organized, covering the three target groups (MSP, MNP, and YGG).

7. Time frame:

The timeframe for this consultancy is from June 2026 to July 2026. The assignment will commence on 01 June 2026 and must be completed by 31 July 2026. The consultant/consultancy firm is expected to complete all related tasks and submit the final deliverables within this stipulated period. The consultant or designated focal person from the consultancy firm may be required to remain in the assigned working areas, as on-site presence may be necessary to ensure timely completion of the assignment.

8. Scope of Work

- To review relevant project documents, including the Project Proposal (PP), concept note, and other related materials.
- To analyze and, where necessary, revise the existing policies of each CSO in line with identified needs and project requirements.
- To assess the current institutional capacity of each CSO, including the skills and competencies of their staff.
- To develop and design tailored capacity-building plans for each CSO based on the findings of the capacity assessment.

9. ASKs Responsibilities.

- Share relevant documents related to the assignment;
- Introduce with team members and CSOs;
- Regularly communicate, coordinate and provide feedback;
- ASK will brief the project to the consultant/ firm (online or in person).

10. Reporting and Supervision

- Reporting to Advisor
- Number of coordination meetings
- Review mechanism

11. Required Qualifications and Experience

i) Academic Qualifications

- At least Master's degree, preferably in Development Studies, Gender Studies, Political Science, Social Science, Sociology or any other relevant discipline from any recognized university.

ii) Professional Experience

- Comprehensive expertise regarding Institutional capacity building;
- Respective attitude to right based activities;

- Clear and sufficient knowledge on Human Rights, Women Rights, Child rights, GBV, SH, relevant national & international conventions and related laws/Acts, charters etc. in Bangladesh;
- Self-motivated and energetic individual with willingness to travel to working areas;
- At least 5 to 7 years' experience of institutional capacity building;
Profile of every resource person who will be involved with this assignment (this is applicable for consultancy firm/company);

12. Consultancy Fee and Payment method to the consultant/consultancy firm:

- An amount of BDT 39,000 has been allocated for each training. For a total of 18 training sessions, the overall budget is calculated as follows: $18 \times 39,000 = \text{BDT } 702,000$. including all benefits i.e., Food allowance, Accommodation, Travel allowance, medical benefits, etc;
- Payment will be made in 3 equal installments (First -after signing the contract; second After completed half of the trainings and the final will be paid after submission of all deliverables)
- VAT and TAX will be deducted from the said amount as per GoB rules.

13. Application Process:

Interested Individual Consultants or Consultancy Firms are invited to submit an Expression of Interest (EoI) for delivery of the assignment. The EoI should include:

- Both Technical and Financial proposals;
- Detailed technical proposal will include a proposed methodology indicating the overall process for undertaking the study;
- Clear work plan including outputs/deliverables and detailed time frames;
- The financial proposal will include a detailed budget containing total costs as per man-day rates, initial work plan and any other costs anticipated in undertaking the process of the assignment including VAT and Taxes;
- A cover letter outlining the suitability of consultant or consultancy firm for the assignment, motivation and summarising relevant experience;
- Detailed CV of the consultant/consultancy firm with a full description of the profile and experience;
- Contact details from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience;

14. Submission of Proposal:

Interested individuals/organisations are requested to submit the proposal online with the above-mentioned documents to admin@askbd.org on or before 31 May 2026 with "Hiring Consultant for Strengthening and **capacity-building initiatives for the MNP, MSP and YGG**" 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 CVs are requested to submit in pdf format.