Youth For Change Bangladesh Foundation (YFC-BD)

Terms of Reference (ToR)

Consultancy for Strengthening the Governance and Institutional Framework of Bangladesh Youth Coalition (BYC)

Initiative: Strengthening Bangladesh Youth Coalition (BYC)
In Collaboration with Shomotay Tarunno: Youth For Equality Project
Supported By: Plan International Bangladesh and The Embassy of the Kingdom of the Netherlands

Assignment Type	Coalition Governance and Institutional Strengthening
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Consultancy for Strengthening the Governance and Institutional Framework of BYC

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1. Background of Bangladesh Youth Coalition (BYC)

The Bangladesh Youth Coalition (BYC) is a national platform of youth-led organizations. It operates under the motto "One Voice · One Nation." The coalition connects youth groups across districts and divisions, gives them space to plan together, and carries their shared voice into national policy conversations.

BYC's mission is to empower youth and youth-led organizations to advocate, share resources, and build capacity. Members work together with local authorities, policymakers, and communities. The vision: a Bangladesh where young people lead, shape policy, and push sustainable change forward.

The coalition grew out of the Y-Moves Project, a joint effort of Plan International Bangladesh and Youth For Change Bangladesh Foundation (YFC-BD), supported by SIDA. It started with an online meeting on 16 April 2025. Twenty-one organizations heard the alliance concept and formed a task force. A three-day residential workshop followed from 4 to 6 May 2025 with 41 young leaders. They built the coalition from scratch: its name, mission, vision, values, thematic groups, and a preliminary Terms of Reference (ToR). BYC launched publicly in Dhaka on 27 May 2025, with 198 participants including youth leaders, civil society figures, diplomats, and government officials.

Since launch, BYC has grown to 102 member organizations across all eight divisions and 64 districts. It anchored the National Youth Conference 2025 (310 delegates from all 64 districts), ran Civic Space Monitoring training (151 participants in five batches), and joined the Global SDG Youth Summit 2025 (300+ participants).

With the support of **Plan International Bangladesh and The Embassy of the Kingdom of the Netherlands**, and in collaboration with the **Shomotay Tarunno: Youth for Equality Project**, BYC's institutional strengthening and network growth are being advanced through the initiative **"Strengthening Bangladesh Youth Coalition (BYC)."**

The coalition works across six thematic areas: (1) Climate Action and Environmental Sustainability; (2) Gender Equality, Inclusion, Diversity, and Child Marriage Prevention; (3) Education, Skill Development, Digital Transformation and Innovation; (4) Peace, Justice and Strong Institutions, Policy Advocacy; (5) Sexual and Reproductive Health Rights; and (6) Youth Leadership, Empowerment, Collaboration and Networking.

An 11-member governing body leads BYC, though currently only three of these eleven positions have been elected; the remaining eight are still pending election. It includes a Convenor and secretariat positions for Advocacy & Campaigns, Governance & Organizational Development, Capacity Building & Training, Research & Documentation, Policy & Legal Affairs, Communications & Media, Finance & Resource Mobilization, and Inclusion, Diversity & Safeguarding. YFC-BD is the Secretariat and institutional home.

BYC is now past its formation phase. The preliminary ToR needs to be replaced with a formal Memorandum of Understanding (MoU) and a practical governance package. Each member organization will sign the MoU individually with YFC-BD as the Secretariat. The agreement and its annexures will define how BYC works: how its bodies relate to one another, how members collaborate, how decisions are made, how responsibilities and accountability are assigned, how financial resources are governed, and how integrity and safeguarding are maintained.

YFC-BD therefore intends to recruit a qualified consultant or firm to review the existing arrangements and develop a signable BYC MoU together with the annexure-based governance, membership, financial, communication, operational, accountability, and safeguarding frameworks described in this ToR.

2. About the Assignment

Bangladesh Youth Coalition (BYC) is entering an important phase of institutional development. Having grown into a national coalition of 102 youth-led member organizations across all eight divisions of Bangladesh, BYC seeks to strengthen its governance, accountability, membership, coordination and operational arrangements through a clear, practical and sustainable institutional framework.

YFC-BD, as the Secretariat of BYC, therefore invites applications from qualified individual consultants or consultancy firms to undertake a participatory review of BYC's existing governance arrangements and develop an integrated institutional package comprising a signature-ready Membership Memorandum of Understanding (MoU) and supporting frameworks for governance and coordination, leadership and elections, membership, financial governance, communication, day-to-day operations, accountability, safeguarding and ethical conduct.

The assignment will involve document review, stakeholder consultation and Key Informant Interviews (KIIs), analysis of relevant national and international coalition models, framework development, validation, and finalization of the complete governance package.

3. Reference Models

The consultant should study the governance setups, membership agreements, and working arrangements of established coalitions, both in Bangladesh and internationally. The models below are most relevant to BYC's institutional development.

3.1 International Reference Models

- **Girls Not Brides:** The Global Partnership to End Child Marriage. Over 1,400 civil society organizations in nearly 100 countries. London-based secretariat, Board of Trustees, 13 formal National Partnerships (MoU-based), and informal national coalitions. Members keep full autonomy. The secretariat coordinates and supports but does not direct. (www.girlsnotbrides.org)
- **The Brave Movement / Together for Girls:** A global movement against childhood sexual violence. Three membership tiers: Full Members, Brave Movement Platforms (national/regional coalitions), and Allies. Survivor-centred governance. National coalitions self-organize. Closest in structure to what BYC wants to become. (www.bravemovement.org)
- **MenEngage Alliance:** More than 1,000 organizations in about 80 countries. Works on masculinities and gender justice. Global Steering Committee with Regional and Country Networks. Started informally in 2003, formalized in 2016. Shows how a loose network can grow into a governed alliance. (www.menengage.org)

3.2 Bangladeshi Reference Models

- **Citizen's Platform for SDGs, Bangladesh:** About 150 organizations working on SDG implementation. The Centre for Policy Dialogue (CPD) hosts it as secretariat. Governed through a Core Group and Advisory Group. A working example of how a Bangladeshi coalition runs with a strong institutional home at its centre. (www.bdplatform4sdgs.net)
- **National Girl Child Advocacy Forum (NGCAF):** A national coalition for girl child rights, hosted by The Hunger Project Bangladesh. Coordinates advocacy campaigns on child marriage, gender-based violence, and girls' education. Members run their own programmes while the Forum coordinates shared campaigns.
- **Campaign for Popular Education (CAMPE):** One of Bangladesh's oldest education coalitions. CSOs, NGOs, and academic institutions as members. Has kept membership-based governance going for years while staying engaged with government on education policy.

3.3 Additional Reference Models

- **Scaling Up Nutrition (SUN) Movement:** 66 countries, four networks (Civil Society, Business, UN, Donor), over 4,000 civil society members. Useful for its multi-stakeholder governance and Ethical Framework. (www.scalingupnutrition.org)
- **FP2030 (Family Planning 2030):** Five regional hubs with a formal commitment-making process. Useful for its decentralized, country-led setup. (www.fp2030.org)
- **Global Partnership to End Violence Against Children:** 37 Pathfinding Countries, Executive Committee, and the INSPIRE evidence-based strategy package. Useful for linking country-level commitment to global coordination. (www.end-violence.org)
- **Joining Forces:** Six major child-focused INGOs (ChildFund, Plan International, Save the Children, SOS Children's Villages, Terre des Hommes, World Vision) in 20+ countries. Useful for its joint advocacy model. (www.joining-forces.org)
- **Child Rights Advocacy Coalition in Bangladesh (CRACB):** A Bangladeshi coalition of organizations focused on child rights. Another example of a rights-based coalition operating within Bangladesh's regulatory environment.

The consultant should review governance documents, membership agreements (MoUs, constitutions, charters), election arrangements, codes of conduct, financial protocols, and working structures of these coalitions.

Key lessons to draw out: how membership agreements are designed and signed, how tiers work, how governance bodies are set up, how authority and accountability flow, how money and resources are managed, how communication and representation are controlled, how divisional/regional coordination works, and how elections and leadership transitions happen.

4. Specific Objectives

The consultant/firm will:

1. Review the existing BYC ToR, governance and partnership documents, previous election-related materials, and relevant reference models. Identify what should be retained, revised, or replaced in the new MoU package.

2. Develop a signature-ready BYC Memorandum of Understanding (MoU) to be signed individually by each member organization with the BYC Secretariat.

3. Organize the governance and operational frameworks as an annexure-based package, with clear cross-references between the main MoU and Annexures 1 to 8.

4. Develop a governance and coordination architecture that defines the roles, responsibilities, authority, accountability, reporting lines, and working relationships among the Executive Committee, Secretariat, member organizations, Thematic Groups, Divisional/Regional structures, and any other coalition bodies.

5. Develop an Executive Committee and election framework covering composition, eligibility, nomination, election, roles, responsibilities, accountability, decision-making, transition, and handover.

6. Define the Secretariat's mandate, duties, and limits, including what YFC-BD may coordinate or administer on behalf of the coalition and what falls outside its authority.

7. Develop membership categories, tiers, rights, responsibilities, eligibility, application, due diligence, approval, collaboration, independence, suspension, termination, and review arrangements.

8. Develop a financial governance framework for joint work within the BYC network, covering budgeting, fund management, fund flow, spending approval, financial reporting, compliance, and accountability.

9. Develop internal and external communication and coordination rules, including representation, information sharing, reporting, visibility, and use of the BYC name and branding.

10. Develop practical arrangements for day-to-day operations, joint activities, grievances, disputes, risk management, monitoring, learning, review, and follow-up. Identify the future policies and guidelines BYC will need.

11. Include safeguarding, conflict of interest, confidentiality, ethical conduct, responsible communication, neutrality, integrity, and independence provisions that protect BYC and its members.

12. Present the draft package to BYC stakeholders and the BYC MoU Development Committee for validation. Incorporate feedback and submit the final MoU and annexure package in editable and PDF formats.

5. Scope of Work

5.1 Document Review and Inception

The consultant will review the existing BYC ToR, governance and partnership documents, relevant meeting decisions, membership information, election-related documents, thematic and divisional structure

information, safeguarding materials, and the reference models in Section 3. Based on this review, the consultant will prepare the methodology, KII/consultation plan, analytical framework, drafting approach, and detailed work plan.

An inception note will confirm the proposed approach, stakeholders to be consulted, the drafting sequence for Annexures 1 to 8, the validation process, and any information gaps that require clarification from the Secretariat.

5.2 KII and Stakeholder Consultation

The consultant will conduct KIIs and consultations with a representative mix of BYC member organizations, Executive Committee representatives, Thematic Groups, Divisional/Regional structures, the BYC MoU Development Committee, and relevant Secretariat representatives. The consultation will gather practical input on governance, management, decision-making, elections, member participation, finances, communication, collaboration, safeguarding, accountability, grievances, risks, and future policy needs.

The consultant will pull together the findings and show clearly how stakeholder input informs the drafting of the MoU and its annexures.

5.3 Development Principles for the Annexure-Based MoU Package

The consultant will develop one integrated package, not a collection of disconnected documents. The main MoU and all annexures must use consistent terminology, avoid conflicting provisions, clearly state which body has authority for each function, and cross-reference one another where detail is located elsewhere.

- The MoU must be practical, understandable, and ready for formal signature by organizations of different sizes and capacities across Bangladesh.
- Member organizations must retain their legal and operational independence, except for commitments they expressly accept under the MoU or a separate funded programme agreement.
- The Secretariat's coordination and institutional-hosting role must not be written as unrestricted control over member organizations or elected coalition bodies.
- Financial obligations arising from joint grants or funded programmes must be distinguished from ordinary BYC membership.
- Where detailed procedures may need future amendment, the consultant should place them in annexures or schedules and specify the approval process for updating them.
- The drafting should reflect BYC's youth-led, inclusive, accountable, and non-partisan character and the safeguarding obligations relevant to youth participation.

5.4 Annexure 1: Memorandum of Understanding (MoU)

Annexure 1 is the core signable Memorandum of Understanding between each BYC member organization and the BYC Secretariat. It will explain the purpose of the relationship, the commitments of both sides, the independence of member organizations, how the agreement starts and continues, how it can be reviewed or amended, and how it can be suspended or ended. Simple provisions on confidentiality, dispute handling, transition, and signatures should be included so that the agreement is practical and easy to understand.

To keep the agreement organized, Annexure 1 will include five supporting parts:

- **Annex A: Governance and Coordination Structure.** Explains how the Executive Committee, Secretariat, member organizations, Thematic Groups, Divisional/Regional structures, and other BYC bodies fit together, who is accountable to whom, and how they coordinate their work.
- **Annex B: Member Collaboration Framework.** Explains how members can work together on campaigns, advocacy, programmes, events, knowledge sharing, and representation while keeping their own organizational independence.
- **Annex C: Decision-Making Framework.** Sets out how important decisions are discussed, approved, recorded, and followed up. Covers quorum, consensus or voting, handling disagreements, and escalation.
- **Annex D: Roles, Responsibilities and Accountability Matrix.** Gives a clear picture of who is responsible for what, where each body's authority starts and ends, and how reporting, accountability, and coordination work.
- **Annex E: Money and Resource Management Principles.** Sets the basic rules for handling shared funds, resources, grants, assets, and in-kind support. Detailed financial procedures go into Annexure 5.

5.5 Annexure 2: Executive Committee Elections and Accountability

Annexure 2 will explain how the Executive Committee is formed, elected, works, and remains accountable to the wider coalition. It should build on BYC's existing 11-member governing body while proposing practical changes needed to keep future elections fair, transparent, and repeatable.

It will include two connected parts:

- **Annex A: Executive Committee Election Framework.** Explains the committee structure, who can stand for election, how nominations and voting work, how results are confirmed, how vacancies or ties are handled, and how leadership transition and handover take place.
- **Annex B: Executive Committee Accountability Framework.** Explains what Executive Committee members are responsible for, how they make and document decisions, how they report back to members, how conflicts of interest or non-performance are handled, and how accountability continues through transition and handover.

5.6 Annexure 3: Secretariat Duties and Authority

Annexure 3 will spell out the Secretariat's role, responsibilities, and limits. It covers organizing meetings, administration, documentation, communication, programme support, partnership liaison, and financial oversight where relevant.

The annexure will also describe how the Secretariat works with the Executive Committee, member organizations, Thematic Groups, and other BYC structures. Reporting, accountability, record-keeping, continuity, and future transition arrangements will be included so that the Secretariat can support BYC consistently.

5.7 Annexure 4: Membership Categories, Roles and Responsibilities

Annexure 4 will explain who can become a BYC member, what membership categories or tiers are appropriate, and what members can expect from BYC and from one another. It should describe a fair and practical process for application, due diligence, approval, participation, and periodic review. Members' rights, responsibilities, independence, and expectations for collaboration go here too.

Clear and proportionate arrangements for conflict of interest, suspension, resignation, termination, review or appeal, and possible re-entry should also be set out. The annexure must account for the diversity of BYC's 102 member organizations across all eight divisions.

5.8 Annexure 5: Financial Governance Framework

Annexure 5 will explain how money and shared resources are handled when BYC and its members work together on funded activities. It should make clear who prepares and approves budgets, how funds are received, transferred, and spent, what documentation and reporting are required, and who is accountable at each stage.

It should also cover relevant donor, legal, tax, and VAT requirements, financial checks, advances, unspent balances, assets, in-kind contributions, and corrective action when problems arise. Financial management, documentation, compliance requirements, and procurement procedures should be aligned with the policies and procedures of the organization serving as the BYC Secretariat, where applicable.

One point must be stated clearly: ordinary BYC membership does not by itself create a financial entitlement or liability. Separate agreements may be used when funds or resources are transferred for specific programmes.

5.9 Annexure 6: Communication and Coordination Rules

Annexure 6 will set simple and practical rules for how BYC communicates and coordinates, both internally and externally. It should clarify which channels are used for routine coordination, how meeting notices, minutes, follow-up, information sharing, and reporting are managed, and who may speak or issue official communication on behalf of BYC.

It should also guide the use of the BYC name, logo, and branding, external representation, media engagement, donor or partner visibility, confidentiality, and the handling of sensitive information. Informal member communication and official coalition communication should be clearly distinguished.

5.10 Annexure 7: Day-to-Day Operations, Grievance and Risk Management

Annexure 7 will describe practical arrangements for BYC's day-to-day functioning. This covers how regular meetings, working groups, Thematic Groups, Divisional/Regional coordination, joint campaigns, events, and programmes are organized, documented, and followed up.

It will also set out simple ways for BYC members and governance bodies to raise and address grievances, complaints, and conflicts fairly. Basic arrangements for identifying, managing, reporting, and responding to governance, financial, operational, safeguarding, partnership, and reputational risks go here too.

The annexure may also flag areas where BYC will need more detailed operational policies or guidelines in the future.

5.11 Annexure 8: Safeguarding, Integrity, Independence and Ethical Conduct

Annexure 8 will set the basic standards that protect BYC's people, values, credibility, and independence. It brings together safeguarding, conflict of interest, confidentiality and privacy, respectful and non-discriminatory conduct, responsible communication, neutrality and non-partisan conduct, prevention of harassment, exploitation, or abuse, and proper use of the BYC name and branding.

The annexure should be written so that members and representatives can easily understand what behaviour is expected. It should explain where concerns can be reported, how they will be handled responsibly, and how BYC will protect its independence while respecting member organizations' separate mandates.

5.12 Validation and Finalization

The consultant will submit and present the MoU package in phased deliverable batches. Each annexure will be reviewed by the BYC Secretariat, the BYC MoU Development Committee, and/or other stakeholders designated by the Secretariat.

Validation will check whether each annexure is clear, workable, inclusive, internally consistent, and aligned with BYC's governance needs. It will also check consistency with annexures developed in earlier phases.

The consultant will maintain a feedback and revision matrix throughout the assignment. After each phase, they will incorporate agreed comments, resolve inconsistencies across annexures, and consolidate all eight annexures into one final BYC MoU package. The final package must be submitted in editable MS Word and PDF formats. Annexure 1 must include signature blocks for the member organization and the BYC Secretariat.

5.13 Final Consultancy Report and Future Policy Roadmap

The consultant will submit a concise final report covering methodology, document review, reference-model analysis, KII and consultation process, key findings, major governance choices made in the draft, validation feedback, final outputs, unresolved issues (if any), and recommendations for future BYC policy and guideline development.

5.14 Out of Scope

The following are outside this assignment:

- Internal governance, policies, or management of individual member organizations.
- Donor-specific programme agreements, sub-grant contracts, or funding proposals.
- Detailed financial manuals, accounting systems, or audit frameworks for YFC-BD or member organizations.
- Human resource policies for the Secretariat or member organizations.
- Fundraising strategy or donor engagement plans for BYC.
- Legal incorporation of BYC as a separate registered entity.
- Implementation, rollout, signing facilitation, or training on the MoU after delivery.
- Individual capacity assessments of member organizations.

6. Expected Technical Deliverables: Annexure-Based Package

The substantive technical deliverable of this consultancy is one integrated BYC MoU package consisting of eight annexures. The annexures will be developed and submitted in three phased batches over the three-month consultancy period. All annexures must remain mutually consistent, use common terminology, and be cross-referenced where necessary so that the phased drafts ultimately form one coherent governance and operational package.

Annexure	Title	Minimum Required Content	Draft Due
Annexure 1	Memorandum of Understanding (MoU)	Signature-ready MoU with Annex A on governance and coordination, Annex B on member collaboration, Annex C on decision-making, Annex D on roles and accountability, and Annex E on money and shared resources.	By 24 September 2026
Annexure 2	Executive Committee Elections and Accountability	Annex A on how Executive Committee elections will work and Annex B on how the Executive Committee will remain accountable to BYC members, including transition and handover.	By 24 September 2026
Annexure 3	Secretariat Duties, Authority and Limits	A clear description of the BYC Secretariat's duties, authority, limits, reporting and accountability, including coordination, administration, financial oversight where relevant, representation and continuity arrangements.	25–29 October 2026
Annexure 4	Membership Categories, Roles and Responsibilities	A practical membership framework covering who can join, membership categories, application and review, member rights and responsibilities, independence, collaboration, suspension, termination and appeal or re-entry.	25–29 October 2026
Annexure 5	Financial Governance Framework	Simple and accountable rules for budgeting, fund flow, spending approvals, financial records and reporting, compliance, shared assets/resources, and funded joint work.	25–29 October 2026
Annexure 6	Communication and Coordination Rules	Practical rules for internal coordination, official external communication, representation, information sharing, reporting, confidentiality, visibility and use of BYC branding.	15–19 November 2026
Annexure 7	Day-to-Day Operations, Grievance, and Risk Management	Day-to-day operational arrangements, grievance and complaint handling, conflict resolution, risk identification and management, reporting, and future operational policy or guideline needs.	15–19 November 2026
Annexure 8	Safeguarding, Integrity, Independence and Ethical Conduct	Clear standards on safeguarding, conflict of interest, confidentiality, ethical conduct, responsible communication, neutrality, BYC independence, branding and handling misconduct or misuse.	15–19 November 2026

Final consolidation requirement: Following review of the phased drafts, the consultant will incorporate agreed feedback and submit a clean consolidated version of Annexures 1 to 8 in editable MS Word and PDF formats. Annexure 1 must be ready for signature, with signature blocks for the member organization and the BYC Secretariat. If requested, the consultant will also provide a version showing revisions made during the validation process.

7. Duration, Level of Effort, and Timeline

The consultancy will run for three calendar months, anticipated from September 2026 to November 2026. The assignment will follow a phased drafting and review process, with the annexures submitted in three deliverable batches as set out below. Any adjustment to the start date through the Work Order will shift the overall three-month period accordingly, while the agreed phased submission dates should be maintained unless formally revised by YFC-BD.

Sl.	Process Milestone	Output / Purpose	Timeline
1	Inception, document review and consultation planning	Inception note, methodology, KII/stakeholder plan, annexure drafting matrix, reference-model review approach and detailed three-month work plan.	16th September 2026
2	Rolling KII and stakeholder consultation	Consultations and targeted follow-up discussions conducted throughout the drafting period to inform each annexure batch and test proposed governance arrangements.	September–November 2026 (Date based on prevailing situation)
3	Validation Meeting	Feedback Collection and agreement on whats need to change	21st September, 25th October, 12 to 15th November 2026 (Date based on prevailing situation after the submission of 1st draft of each deliverables)
4	Phase 1: Draft Annexures 1 to 2	Draft Annexure 1: MoU (including Annex A–E) and Draft Annexure 2: Executive Committee Elections and Accountability.	By 20th September 2026
		Final Draft Annexure 1: MoU (including Annex A–E) and Draft Annexure 2: Executive Committee Elections and Accountability.	By 24 th September 2026
5	Phase 2: Draft Annexures 3 to 5	Draft Annexure 3: Secretariat Duties, Authority and Limits; Annexure 4: Membership Categories, Roles and Responsibilities; Annexure 5: Financial Governance Framework.	13-17 October 2026
		Final Draft Annexure 3: Secretariat Duties, Authority and Limits; Annexure 4: Membership Categories, Roles and Responsibilities; Annexure 5: Financial Governance Framework.	28–29 October 2026

Sl.	Process Milestone	Output / Purpose	Timeline
6	Phase 3: Draft Annexures 6 to 8	Draft Annexure 6: Communication and Coordination Rules; Annexure 7: Day-to-Day Operations, Grievance, Dispute and Risk Management; Annexure 8: Safeguarding, Integrity, Independence and Ethical Conduct.	11 November 2026
		Final Draft Annexure 6: Communication and Coordination Rules; Annexure 7: Day-to-Day Operations, Grievance, Dispute and Risk Management; Annexure 8: Safeguarding, Integrity, Independence and Ethical Conduct.	18–19 November 2026
7	Final consolidation and close-out	Incorporate agreed feedback from all three phases; conduct final consistency and quality review; submit the consolidated Annexures 1–8, final MoU package, feedback matrix and final consultancy report.	By 24 November 2026

Note: The timeline provided in this ToR is indicative and may be revised based on the situation, programmatic needs, stakeholder availability, or other relevant circumstances. Any revised timeline will be mutually agreed upon and must be formally approved through email.

The consultant should stay in regular contact with the BYC Secretariat throughout the assignment. Any expected delay, information gap, scope issue or risk to completion must be communicated to the Secretariat promptly.

8. Supervision, Reporting, and Working Arrangement

8.1 Supervision and Reporting

The consultant will report to Youth For Change Bangladesh Foundation (YFC-BD), the BYC Secretariat. Day-to-day coordination will take place through YFC-BD's designated focal person.

All process outputs and technical annexures will be submitted to the BYC Secretariat for review and approval. The Secretariat will coordinate feedback from the BYC MoU Development Committee, Executive Committee representatives, and other stakeholders as needed.

The consultant will provide regular progress updates and promptly flag any challenges, delays, conflicting stakeholder inputs, or scope issues that may affect the quality or timing of the assignment.

8.2 Working Arrangement

The assignment will follow a hybrid working arrangement:

- **Remote work:** Document review, inception planning, reference-model analysis, drafting, revisions, and report writing may be completed remotely.
- **In-person work:** KIIs, stakeholder consultations, and the validation meeting with the BYC MoU Development Committee should be conducted in person unless the Secretariat agrees otherwise.

The Secretariat will support coordination of participant availability and meeting logistics. Travel and related costs, if any, should be included in the consultant's financial proposal unless otherwise agreed.

9. Required Qualifications and Experience

Essential

- Experience writing MoUs, governance frameworks, organizational constitutions, or operational guidelines for coalitions, networks, or partnerships.
- Experience developing membership agreements, partnership frameworks, or governance systems for networks, coalitions, NGOs, CSOs, or youth-led organizations.
- Experience running Key Informant Interviews and stakeholder consultations.
- Understanding of participatory and youth-led governance.
- Good legal/governance drafting and report-writing skills in English.
- Ability to produce practical, professional documents suitable for formal signing.

Desirable

- Familiarity with Bangladesh's civil society and youth organization context. Knowledge of Bangladeshi coalitions (e.g., Citizen's Platform for SDGs Bangladesh, NGCAF, CAMPE, or similar) is a plus.
- Familiarity with international coalition governance (e.g., Girls Not Brides, MenEngage Alliance, Brave Movement, SUN Movement, or similar).
- Strong facilitation, consultation, analytical, and documentation skills.
- Knowledge of safeguarding, gender equality, inclusion, and accountability.
- Legal or governance expertise with organizational constitutions, MoUs, partnership agreements, or regulations.

10. Proposal Submission Requirements and Evaluation Criteria

Interested consultants/firms should submit:

1. Technical proposal demonstrating understanding of the assignment and proposed methodology.

2. Detailed work plan and timeline aligned with the required process milestones.

3. Financial proposal with budget breakdown.

4. CV/profile of the consultant or consulting team.

5. Organizational profile, if applying as a firm.

6. Examples of similar previous work, especially MoUs, governance frameworks, coalition agreements, membership/election frameworks, or operational policies (minimum 3 recent assignments).

7. Relevant experience in governance, coalition management, youth-led organizations, membership agreements, or partnership frameworks.

8. Tax/VAT documents, where applicable.

9. Declaration of no conflict of interest.

Evaluation Criteria

Proposals will be evaluated on a combined technical and financial basis. Technical quality carries 70% weight. Financial proposal carries 30% weight.

The technical evaluation will consider:

- Understanding of the assignment and proposed approach.
- Quality and relevance of methodology and work plan.
- Relevant experience and qualifications of the consultant/team.
- Quality and relevance of previous similar work.

11. Payment Schedule

Payment will be linked to the three phased technical deliverables. Each instalment will be processed within seven (7) working days after the relevant deliverable batch has been submitted, reviewed, accepted, and approved by YFC-BD as the BYC Secretariat. Payment is subject to satisfactory incorporation of any corrections required for acceptance.

Installment	Linked Deliverable Batch	Percentage	Condition
1st	Batch 1: Inception + Annexures 1–2	25%	Submitted, reviewed, accepted
2nd	Batch 2: Annexures 3–5	25%	Submitted, reviewed, accepted
3rd	Batch 3: Annexures 6–8, Report, Final Package	50%	Submitted, reviewed, accepted

VAT and Tax will be deducted at source in accordance with Government of Bangladesh regulations and YFC-BD's financial procedures.

12. Ethical Considerations and Confidentiality

The consultant/firm must keep the following confidential:

- BYC internal documents
- Member information
- KII and consultation responses
- Governance discussions
- Election-related information
- Financial and partnership information

- Personal information
- Any other confidential information accessed during the assignment

Information from KIIs is for this assignment only and must be presented responsibly.

The consultant must follow BYC and YFC-BD safeguarding, ethical, confidentiality, and non-discrimination standards.

Any actual or potential conflict of interest must be declared before signing the agreement.

13. Ownership of Documents

All materials produced under this assignment will belong to the Bangladesh Youth Coalition, with YFC-BD as the Secretariat. This includes reports, tools, interview/consultation materials, notes, draft and final MoUs, Annexures 1 to 8, presentations, feedback matrices, governance frameworks, policy roadmaps, and other materials developed under the consultancy.

The consultant/firm may not publish, share, reproduce, or use these materials outside the assignment without prior written approval from YFC-BD.

14. Application Submission

Interested consultants/firms should send their technical and financial proposals to Youth For Change Bangladesh Foundation, Secretariat of the Bangladesh Youth Coalition.

Submission Deadline: 13th September 2026

Submission Email: procurement@youthforchangeglobal.org

Email Subject: Application for Consultant – BYC MoU and Governance Framework Development

All required application documents should be submitted in PDF format unless otherwise specified.

15. Documents to be Shared with the Selected Consultant/Firm

The selected consultant/firm will receive relevant documents, including but not limited to:

- Existing BYC Terms of Reference.
- BYC organizational and profile information, including the BYC presentation and website (bdyouthcoalition.org).
- Existing governance and leadership documents, where available.
- Relevant meeting records and decisions.
- Membership information (102 member organizations across 8 divisions).
- Thematic and divisional structure information.
- Previous election-related documents, where available.

- Safeguarding and code of conduct documents.
- Project and programme documents, including Y-Moves and Shomotay Tarunno-Youth For Equality.
- International and Bangladeshi coalition governance reference materials listed in Section 3.
- Other documents reasonably required for completion of the assignment.

16. Queries and Clarifications

For questions about this consultancy, contact:

Contact Person: Md Jahid Kabir

Designation: Lead – Field Implementation & Local Engagement, YFC-BD

Phone: +8801737-112400

17. Disclaimer

Youth For Change Bangladesh Foundation, as the BYC Secretariat, reserves the right to accept or reject any or all proposals, cancel the procurement process, or revise the scope of work without assigning a reason, subject to applicable internal procedures.

Any attempt to improperly influence the selection process may lead to disqualification.

The final scope, timeline, and process milestones may be adjusted by agreement between YFC-BD and the selected consultant/firm, provided that the objectives and the required Annexure 1 to 8 outputs are not compromised.