



Bangladesh Disabled Development Trust – BDDT

BDDT Procurement

PFT No: 20-01-2025/01

Terms of Reference (ToR) for consultant

Conduct Training on Feminist Approaches through leadership and decision-making process within the organization, for the Board of Trustees in Mirpur, Dhaka.

1. Organization Background:

Bangladesh Disabled Development Trust - BDDT is a non-profit and non-governmental voluntary organization, that has been working in the line with its objective of developing the lives of vulnerable people e.g., Persons Living with Disabilities (PLWDs) by providing training, generating employment, promoting human rights and good governance, rehabilitation services, educational support, capacity development, Income Generating Activities (IGAs), menstrual hygiene and emergency response during disasters or any humanitarian emergency since 2009. BDDT is registered with NGO Affairs Bureau (Reg. No. - 2429 dated 28-04-2009) of the Government of Bangladesh and Trusts Act. The organization is managed by a board of trustees, which functions as an apex policymaking body.

The mission of BDDT is to improve the lives and livelihoods of rural and marginalized PWDs by integrating with non-disabled people, raising awareness, advocating for their rights, creating opportunities for participation, and contributing to the creation of a barrier-free environment for all. The vision of BDDT is to ensure the rights of persons with disabilities, access to work and services, and equal opportunities to participate in nation-building activities.

2. Project Background

Feminist Opportunities Now (FON), a powerful initiative dedicated to empowering feminist movements across the globe. It is a four-year program committed to eradicating Gender-Based Violence, advocating for gender equality, and driving lasting change through innovative and flexible funding mechanisms via sub-grants and capacity strengthening with an emphasis on reaching small and informal organizations and collectives.

The FON consortium comprises the International Federation for Family Planning – African Regional Bureau (IPPF-ARO) as the project lead, CREA, Empow'Her (EH), International Federation for Human Rights (FIDH), and Médecins du MondeFrance (MdM-FR) as the project owner. The consortium is funded by the French Government via the French Development Agency (Agence Française de Développement).





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About the Assignment:

BDDT is looking to hire a professional (single consultant) who has expert knowledge on implementing feminist approaches through leadership and decision-making process within the organization, to provide training to the Board of Trustees. The objectives of the training are –

- Provide comprehensive training to the Trustee Board members to boost the participation of female members in decision-making procedures.
- Enable the Trustee Board members to foster gender equity, enhancing leadership skills, and ensure that women's voices are influential in shaping the organization's direction.
- Enable the male members of the Trustee Board to support and amplify the voices of their female colleagues.

Topics of Training:

The topics of the training include –

- Comprehending Decision-Making Structures and Governance** - Roles and duties in organizational governance, key decision-making processes, and the ways to affect them.
- Gender Sensitivity and Inclusive Decision-Making** - Necessity of different viewpoints in governance, existing biases against women in decision-making and leadership, recognizing and removing obstacles that prevent women from fully participating in decision-making.
- Policy Development, Financial Literacy and Strategic Plan** - Determine, prioritize, and assess gender-inclusivity and long-term sustainability in terms of strategic planning and policy amendment of organization.
- Promoting Male Allyship** - importance of male allyship in gender-inclusive governance, raise male trustees' understanding of the need to elevate and support the views of the female trustees, overcoming gender prejudices and promoting an accepting atmosphere on the board.

3. Major Responsibilities of the Consultant

The services to be provided by the Consultant will include, but not be limited to the following:

- Review program documents, program outputs, and BDDT's profile, and visit the working areas of this program;
- Develop PowerPoint Slides (PPT) on mentioned topics and share with BDDT program team, incorporate comments, and finalize the PPT based on comments and feedback;
- Develop the materials with BDDT's language preference.
- Conduct 6 days' Training with developed materials.

Note: *BDDT values quality and professionalism, and the selected Consultant will obtain the necessary consent from BDDT Management before initiating any of the activities.

***BDDT also reserves all rights to terminate the contract any time before the ending, on account of unsatisfactory work performances or failure to provide required key deliverables within mentioned time.**

*** Only short-listed candidates will be contracted.**

*** BDDT reserves the right to modify any part of this ToR or cancel the whole without assigning any reasons**





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4. Major Responsibilities of BDDT

BDDT will provide the consultant with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

- Provide initial briefing and existing work overview;
- Provide Schedule and Venue details
- Provide relevant documents and technical support;
- Provide support in the field;
- Disburse payment as per the agreed schedule in the contract.

5. Key Deliverables

The following deliverables are expected from the Consultant:

#	Key Deliverables
1	Detailed workplan
2	Detailed scripts in PowerPoint slides
3	Edited scripts after feedback and comments
4	Final training scripts
5	6 days' Training

6. Tentative Work Schedule

The consultant is expected to start work on **7th of February 2025**. This assignment should be completed within **30 working days** from the start date (no longer than 31st March 2025), which includes completion of all tasks in the assignment along with the submission of the deliverables as detailed in Section 6. Based on unavoidable circumstances, the period for conducting the assignment might change. The consultant/ firm is expected to be able to accommodate these changes without additional cost.

7. Schedule of Payment as per Deliverables

Total contract value of this assignment will be inclusive VAT as per the Bangladesh Govt. rules. The payment will be made upon satisfactory completion of the deliverables. The financial proposal should include the total costs of service, all transportation and accommodation related expenses. The payment will be made upon satisfactory completion of the deliverables. The following table details the summary payments and deliverables between the Parties.





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#	Deliverables	Instalment Value
a.	<u>Deliverable-1-4</u> : Detailed workplan, Detailed scripts in PowerPoint slides, Edited scripts after feedback and comments, Final training scripts	30% of the Total Contract Value
b.	<u>Deliverable 5</u> : 6 days' Training	70% of the Total Contract Value

The following terms and conditions will apply:

- The payment will be made through account payee cheque/wire transfer (account name, number, type, bank name, and branch name are required for wire transfer);
- All payments will be subject to VAT & Tax deduction at source according to prevailing rules at the time of government rule.
- VAT Registration Certificate (if application), and TIN, must be submitted before the agreement is signed;
- In case of failure to deliver the final product in due time BDDT will deduct .05% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;

8. Eligibility Criteria

The general experience and expertise required for this consultancy assignment are mentioned below:

- Experience in working in Development Sector is preferable.
- Proven expertise in conducting Training programs.
- Expertise in Feminist approaches, leadership, and decision-making.
- Good command of English and Bangla.
- Good command in PowerPoint and must have excellent presentation skills.

9. How to Apply

Interested Consultant is requested to submit their proposal following the instructions mentioned below:

- Technical Proposal (maximum 03 pages), which should include the following:
 - Understanding of the assignment and a detailed work plan
 - Detailed work plan and implementation strategy
- Financial Proposal (maximum 01 page): breakdown of cost estimates. Please include breakdown of activities, with cost per unit or per day. Add a separate row/column for VAT/Tax where applicable.





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- Please also include:
 - Relevant professional qualification and experience to carry out the assignment ensuring the highest quality of the work (01 page)
 - VAT Registration Certificate
 - TIN/BIN Certificate
 - Trade License Certificate (if applicable)

Interested and qualified consultants are asked to submit their Technical and Financial Proposals to info@bddt.org . Please write “**Consultant Application – Training on Feminist Approaches**” in the subject line. The proposals should be submitted by **11:59 pm BST on 27 January 2025**. We are only able to consider electronic submissions. Only shortlisted contractors will be contacted and invited for a technical discussion.

For any query regarding the ToR, please contact **+8801778765999** - Subrina Tasneem, Assistant Program Officer – BDDT. E-mail: subrina.bddt@gmail.com

The End

