

TERMS OF REFERENCE COMMUNICATION AND DOCUMENTATION EXPERT

Subject: Selection of Communication and Documentation expert

Background:

Badadon Sangho is women's rights and women-led group, working for lower-caste, Dalit, single mother, separated, widow, divorcee, religious minorities and girls. It is (a non-profit and non- political organisation) governed by group members and federation.

Started with feminist approach by engaging women who face the worst forms of violence and discrimination regarding land ownership, race, natural disaster and are even expelled from their own lands but is forced to remain silent to raise their voice or ask for their rights. It has group-based structure and governance. Group members are from rural women, lower caste, Dalit, widowed, separated, divorcee, religious minorities, fisher-folks, migrant workers, crab farmers and indigenous minorities. Members living under poverty line, face hate speech and stigma and depends on natural resources and lands for their livelihoods. For more information please visit our [website](#).

Context analysis:

In Bangladesh, women fisher-folk are isolated, extremely vulnerable in climate changes, living under poverty line, don't have health care facilities. They are not recognized as fisher-folk. They are deprived from identification cards, access to water-bodies allocation, free medical care and other social safety net schemes due to lack of clarity in policies and guideline. Badabon Sangho is a women's rights and women-led organisation has long-term programme on women's fisher-folk rights. In Mongla, Bagerhat community activism achieved milestone like women fisher-folk association is formed and registered. However, this story is not shared and utilized for policy advocacy. Badabon Sangho would like to utilize the field evidences, advocacy tools and methods like prepare policy brief, conduct workshops, consultation, and seminar with stakeholders in order to influence and make changes in National Water-bodies Management Policy 2009, Fisher-folk Registration and ID Card Guideline 2019.

About the project:

The proposed advocacy project is built on the previous experiences since 2018 in Mongla, Bagerhat. Joymoni women fisher-folk association has formed and functional, association members' abilities in articulation and public speaking have enhanced as well.

The advocacy phase will directly contribute to the missing link by documenting these gaps, designing specific policy agendas and facilitating advocacy at national level. By engaging with national level policy actors (ministries' senior officials and Member of Parliament) the project will facilitate tools and methods for policy review and changes. To make it happen, three separate workshops will conduct with three separate groups i.e. women fisher-folks, male fisher-folks and govt. officials in three different places i.e. Mongla, Kuakata and Cox'sbazer. Consolidating these workshops finding, national advocacy will be conducted. In details of advocacy include workshops with three govt. departments and one national level seminar with media.

About the position

The Expert has the responsibility to ensure that local level workshops are utilizing proper modules to facilitating workshops' discussion and then coming up with proper documentation. Secondly, these finding are consolidated, summary is prepared for a policy brief to share with national level policy actors. Expert will assist to present finding on the policy brief, that ultimately get attention of the national policy makers. She will communicate with senior officials of three govt. depts and arrange formal lobby meetings and workshops. Working with media and keeping contact with them for further results- would be key strengthen of the Expert. The Expert shall work closely with the Senior Development Manager and other women groups' leaders in relation to developing advocacy and communication materials (posters, leaflet, policy brief and annual report) based on consultation.

The work of the Expert is a consultant position and will be engaged and paid on monthly basis.

Reports to: Senior Development Manager, Badabon Sangho

Responsibilities

- Facilitate preparation of the workshop modules and schedule for three types of stakeholders (women fisher-folk, male fisher-folk and govt. officials)
- Responsible for documentation of all of the nine workshops in three locations
- Assess these finding and prepare a policy brief for national level advocacy
- Draft, design and print policy brief for external stakeholders
- Prepare working paper for Dhaka-based lobby meetings and workshops with three govt. depts.
- Conduct three lobby meetings and one workshops with participation of multi stakeholders
- Conduct one national seminar partnering with national media.
- Responsible for design, development and print of Badabon Sangho's communication materials posters, leaflets, annual reports, flipcharts and documentary.
- Assist Senior Manager to prepare report in line with project's compliance
- Assist programme team in case story preparation on fisher-folk rights and women's land rights
- Lead and coordinate the documentation, communication and advocacy.

Duration:

10 working days in per month for 12 months.

Value of Contract

The value of the contract would be determined in non-profit experiences and analyzing the submitted proposals. The proposals must include amounts of Vat/Tax as per the country's law.

Process of Quotation Submission: Interested candidates may submit updated CV and expected monthly salary by email to hr.badabonsangho@gmail.com or in hard copies to 9/12, Block-D, Lalmatia, Dhaka within 10 Feb 2023.