

## TERMS OF REFERENCE

### REQUESTING FOR CONSULTANT FOR DEVELOPING BADABON SANGHO'S TIME SHARING GUIDELINE

#### Project Title: Strengthening Women's Organization Capacity for Championing Women's Rights (SWOCCWR)

##### Background:

Badabon Sangho is a women's rights and women-led organization working with diverse communities, including women, girls Dalit's, and religious minorities. Established in 2016 in the southern region of Bangladesh, particularly in Rampal and Mongla, Badabon Sangho operates at the grassroots level to empower marginalized populations and drive social change.

Started with feminist approach by engaging women who face the worst forms of violence and discrimination 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:

Badabon Sangho and Save the Children has signed the Organizational Capacity Development (OCD) partnership titled, 'Strengthening Women's Organization Capacity for Championing Women's Rights (SWOCCHR) funded by the the Kingdom of the Netherlands. The purpose of the project is to facilitate systematic capacity assessment of Badabon Sangho in light of gender and assist them to develop their policies and practices so that capacitated Badabon Sangho would be able to advocate on wider gender and women empowerment issues.

OCD programme would be a way to identify organisational strengths and weaknesses in terms of organisational policies, and exercise demanding a wide participation of team members from across functions. It includes scoring of capacity - in relation to the organisation's vision, mission, strategy or aspirations for the future. Badabon Sangho scored 58% in Gender-sensitive Governance, demonstrating a moderate alignment of its governance structure, operation, programme and practices with gender-responsive practices. The focus areas include the composition and performance of the governing body, the establishment of governance systems, structures, policies, and processes, as well as the organization's vision, mission, and values. This score indicates that while there is a foundation for gender-responsive governance and operation further strengthening is needed to ensure comprehensive gender inclusion at the governance level.

Based on the organisational capacity assessment (OCA) it has developed a two years long capacity development plan. The plan includes series of consultation in order to develop and practice number of policies, guideline, and manuals both in governance, operation and programme implementation. As part of the OCD plan, Badabon Sangho is planning to develop time-sharing guideline of core team members who are provide time to different projects/programmes.

Badabon Sangho seeking consultancy support from the competent and skilled consultant to develop a time sharing guideline. In details, Badabon Sangho is fully depended on the donors' grants. Different donors fund specific project that include both operational and programme costs, with full and/or partial salaries of specific assigned team members. In most cases, donors provide partial salaries of core team members like programme support, management, accounts, internal audit, training, monitoring and evaluation. These allocations are not enough to cover entire core team members of Badabon Sangho though these are key to operate organization with and/or without donor grants. Badabon Sangho's core team members are playing important and

continuous roles in different donor-funded projects. In most cases, these core members are struggling to manage their time perfectly within the guideline. However, they don't have clear guideline, framework and templates how to allocate their times, how to prepare the time-sheet, how the time allocation would be authorized, how the time-sheet would be filled up, how the management cross check and approve the per-diem and monthly salaries from different projects, and finally how they would be more reportable to groups members and donors.

This is why, the importance of having clear guidelines for time-sharing of team members to fairly divide responsibilities and use resources effectively to implement strategic plan.

**About the assignment:**

Given the above, Badabon Sangho is seeking specialized support from individual consultant in order to develop a time-sharing guideline. A key focus of this effort is to ensure team members can systematically and effectively manage their time across multiple projects. By implementing clear time-sharing guidelines, the project will help team members become more aware of their roles and responsibilities, fostering greater accountability and efficiency in their work. This approach will not only benefit individual team members but also enhance the overall impact of the project's initiatives.

**Guideline objectives:**

The specific objective of these guideline is as follows:

- a) Develop Badabon Sangho's organizational capacities to manage different donors' funded projects by utilizing with core team members with a very specific system.

**Methodology of the Study:**

This methodology of the guideline development will employ a mixed-approach to collect and analyze current information from the team members. To make it happen, consultant will conduct series of meetings, consultations and interviews with team members, document responses, opinions and comments, collate these in the draft report. Then s/he will share the draft report with key team members in order to validate it and to include further comments. Finally, a guideline would be developed and orient it to the team how to practice it at all level.

- a) Review of existing timesheet practice, HR policy and other documents related to it.
- b) Consult with team members and discuss various challenges facing their current practices.
- c) Discussion with team members and find out benefits and opportunity to improve practices and understanding of individual roles.
- d) Develop a practical and comprehensive guideline.

**Expected deliverables and timeframe:**

The required outputs of this consultancy will be as follows:

- a) An Inception Report. The inception report must include detailed work plan with timeline, partial literature review, data analysis plan for qualitative and quantitative data, enumerator contract, enumerator training agenda, table of contents for the final report as well as list of annexures. This Inception Report shall be submitted for review and approval by five (5) days after signing of the contract and before commencement of the work.
- b) Translation of consultation tools into Bangla.
- c) Presentation of draft guideline.
- d) The final guideline with all agreed upon annexures.

**Payment terms:**

The budget for the consultancy will be determined based on the proposal submitted by the consultant/team, including detailed costs for professional fees, travel, and other expenses. Payments will be made in three instalments:

- 20% upon signing the contract
- 40% upon submission of the draft guideline
- 40% upon approval of the final guideline

**Required Competencies:**

The successful consultant/agency must be able to demonstrate the following skills and experiences:

- ✓ Minimum 10 years' experience in Human Resources, administration of not-for-profit organization.
- ✓ Experienced of working with international NGOs, UN agencies, and donors and have firsthand practices of time-sheet preparation
- ✓ Familiar with operations and dynamics of national NGOs in various projects management
- ✓ Experience in developing policies and manuals in NGOs
- ✓ Strong skills in Bengali writing
- ✓ Demonstrable ability to undertake rigorous quantitative and qualitative analysis
- ✓ Ability to produce high quality analytical report with triangulated findings
- ✓ Excellent English written and verbal communications skills and writing

**Duration:**

30 days after signing the contract.

**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 Submission:**

Interested candidates may submit updated CV by mentioning subject line: **Developing Time-Sharing Guideline for Badabon Sangho** and expected monthly salary by email to [hr.badabonsangho@gmail.com](mailto:hr.badabonsangho@gmail.com) or in hard copies to 9/12, Block-D, Lalmatia, Dhaka within 15 February 2025.

**A. For Individual Consultant**

- a) Maximum 2-page CV of Candidate with highlighting related assignments completed with client name, contract person and mobile number (this person must have fulltime engagement during assignment time). Two references must also be provided based on similar work within the last two (2) years.
- b) TIN Certificate (PDF soft version)
- c) Documents in favor of the relevant previous studies.