

TERMS OF REFERENCE (TOR)

1. Consultancy for Developing Civic Engagement Youth Committee Guideline & Manual and Courtyard Meeting Facilitation Module

2. INTRODUCTION AND CONTEXT

Country	Bangladesh
Project title	Together for Tomorrow: Enhancing Cooperation for Social Sustainability
Grant number	Nagorikata-CfP III-DALIT-019
Technical Support By	GFA Consulting Group
Funded By	Swiss Agency for Development and Cooperation, and Global Affairs Canada
Project period:	15 May 2025 to 14 May 2027
Implementing partner	DALIT

1.1 About DALIT: DALIT is a non-governmental, non-partisan, and non-profit organization committed to empowering Dalit and other marginalized communities in Bangladesh since 1998. With operations across Khulna, Jashore, Satkhira, Bagerhat, and Narail, DALIT focuses on reducing social exclusion through education, vocational training, healthcare, WASH services, and climate resilience initiatives. The organization actively raises awareness on caste-based discrimination and promotes community participation in social, economic, and political spheres. Its key interventions include education for disadvantaged children, providing skill development and entrepreneurship training, offering allopathic and Ayurvedic healthcare services through Dalit Hospital, and implementing sustainable water and sanitation solutions. By integrating grassroots action with advocacy, DALIT strives to ensure social integration, gender equality, and resilience among marginalized groups in the face of systemic challenges and environmental risks.

1.2 Detail of the Project: Together for Tomorrow: Enhancing Cooperation for Social Sustainability,” seeks to strengthen inclusive civic engagement and participatory governance among marginalised communities, particularly Dalits, women, and youth in **Bajua, Banishanta, and Loudobe unions of Dacope Upazila, Khulna**. Rooted in DALIT’s longstanding education initiatives, this intervention expands into the civic engagement to address systemic barriers such as socio-economic exclusion, gender inequality, and limited access to governance processes. The project is strategically aligned with the **Eighth Five-Year Plan**, and **SDGs 5 and 16**, ensuring coherence with both national and international development priorities. Through participatory approaches, it aims to amplify community voices, foster collaboration among civil society and government institutions, and build an enabling environment for inclusive decision-making and social accountability.

Over an implementation period of two years, the project will achieve four interlinked outcomes: (1) increasing outreach and mobilization of diverse citizens, (2) expanding partnerships and cooperation among civil society actors, (3) strengthening interaction and dialogue between communities and



government institutions for inclusive policy-making, and (4) enhancing the capacities of CSOs and youth networks for sustained civic engagement. Key activities include participatory research, formation of civic engagement youth committees, Model Union initiatives, community campaigns, advocacy forums, and the development of a mobile grievance redressed application. By promoting digital inclusion, evidence-based advocacy, and institutional partnerships, the project envisions an empowered, informed, and cohesive civic space in coastal Bangladesh where marginalized groups actively shape governance and contribute to equitable and sustainable community development.

1.3 Project Target Location: The research focuses on three selected unions of Dacope Upazila in the southern part of Bangladesh: Bajua, Banishanta, and Loudobe.

1.4 Target Groups of the Project: 5,000 people (approx.) from marginalized Dalit, fisher folk, and landless communities.

1.5 Background of the activity

The *Together for Tomorrow (TFT)* project aims to increase the voice, representation, recognition, and participation of civil society—particularly women, youth, Dalit communities, and other marginalised groups—in local governance processes. The project seeks to strengthen cooperation between civil society actors and local government institutions and promote inclusive, participatory, and accountable governance at the union level.

The project is being implemented in three unions of Dacope Upazila, Khulna District, namely **Bajua, Banishanta, and Loudobe Union**. To achieve its objectives, the project will establish Civic Engagement Youth Committees and facilitate community dialogues through regular courtyard meetings, enabling citizens to identify governance challenges, discuss civic concerns, and collaboratively develop local solutions.

To ensure effective implementation and sustainability of these initiatives, the project requires the services of a qualified consultant to develop:

1. **Civic Engagement Youth Committee Guideline and Manual**
2. **Courtyard Meeting (Community Dialogue) Facilitation Module**

2. Purpose of the Assignment

The purpose of this assignment is to design and facilitate two sensitisation workshops for union and upazila-level officials on inclusive governance practices, equitable service delivery, and participatory approaches that address the needs and rights of marginalized communities.

The assignment will also support follow-up review processes to monitor the application of learning and provide practical recommendations for strengthening inclusive governance at the local level.

3. Context of the Activities

Activity 1.3: Establish Civic Engagement Youth Committees





The project will establish **three Civic Engagement Youth Committees**, one in each target union of Bajua, Banishanta, and Laudobe.

Each committee will comprise:

- Youth leaders
- Women representatives
- Dalit representatives
- Representatives from other marginalised groups

The committees will serve as platforms for:

- Promoting inclusive decision-making;
- Strengthening civic participation and leadership;
- Enhancing representation of marginalised communities;
- Facilitating community-led governance and advocacy initiatives.

Committee members will receive orientation and capacity-building support on leadership, civic rights, advocacy, and local governance. The committees will conduct regular meetings and coordinate initiatives with local authorities to address community issues.

Activity 1.4: Organize Courtyard Meetings (Community Dialogues)

The project will organize monthly courtyard meetings across **27 villages in three unions over an 18-month period**, totaling **486 community dialogue sessions**.

The meetings will:

- Provide grassroots platforms for discussing civic issues and governance challenges;
- Encourage inclusive participation and collective problem-solving;
- Promote active participation of women and marginalised communities;
- Generate community recommendations and action points for local governance improvement.

Each meeting will involve approximately **30 participants**, including:

- Youth representatives;
- Women and marginalised community members;
- Teachers;
- Community and faith-based leaders;
- Local government representatives.

Findings and recommendations from the meetings will be consolidated into union-level action plans and reviewed periodically to monitor progress and community responses.

4. Objectives of the Consultancy

General Objective



To develop comprehensive guidelines and facilitation tools that strengthen inclusive civic participation and community-led governance processes in the target unions.

Specific Objectives

The consultancy aims to:

4. Develop a practical **Civic Engagement Youth Committee Guideline and Manual** for establishing and managing inclusive youth committees.
5. Develop a participatory **Courtyard Meeting Facilitation Module** for conducting community dialogues on civic and governance issues.
6. Provide practical tools and methodologies to strengthen leadership, advocacy, and community mobilisation capacities.
7. Ensure the integration of gender equality, social inclusion, and rights-based approaches throughout both materials.

5. Scope of Work Workshop Design

The consultant/facilitator shall:

A. Conduct Inception and Review

- Review project documents, proposal, and relevant policies and frameworks;
- Consult with project staff and key stakeholders;
- Develop an inception plan and methodology.

B. Develop Civic Engagement Youth Committee Guideline and Manual

The manual should include, but not be limited to:

- Purpose and objectives of the committee;
- Principles of inclusive governance and participation;
- Committee composition and representation criteria;
- Selection and membership procedures;
- Roles and responsibilities of committee members;
- Governance and leadership structures;
- Committee operational procedures;
- Meeting management and documentation processes;
- Decision-making and conflict resolution mechanisms;
- Communication and coordination strategies;
- Advocacy and community engagement approaches;
- Linkages with Union Parishad and local government institutions;
- Gender equality and social inclusion considerations;
- Monitoring and reporting mechanisms;
- Sustainability and succession planning;
- Sample formats, templates, and tools.

C. Develop Courtyard Meeting Facilitation Module

The module should include:

- Objectives and rationale of courtyard meetings;
- Facilitation principles and participatory methodologies;
- Roles and responsibilities of facilitators;
- Session planning and preparation guidelines;
- Community mobilisation techniques;
- Facilitation techniques for inclusive participation;
- Methods for ensuring active participation of women and marginalised groups;
- Session agendas and facilitation processes;
- Suggested discussion topics, including:
- Civic rights and responsibilities;
- Access to public services;
- Local governance and accountability;
- Social inclusion and participation;
- Community problem identification and prioritisation;
- Advocacy and collective action planning.
- Methods for documenting discussions and recommendations;
- Reporting and follow-up procedures;
- Sample session plans, facilitation tools, and reporting templates.

D. Validation and Finalization

- Present draft documents to the project team;
- Incorporate feedback and recommendations;

Finalise and submit all approved deliverables.

6. Methodology

The consultant is expected to adopt a participatory and consultative approach, including:

- Desk review of project and relevant literature;
- Key informant consultations;
- Discussions with project staff and stakeholders;
- Review and validation sessions;
- Incorporation of gender and social inclusion perspectives;
- Development of practical and field-oriented materials.

7. Expected Deliverables

The consultant/facilitator will provide:

Deliverable	Description	Timeline
Inception Report	Consultancy work plan, methodology, and outline of deliverables	Within 5 days of contract signing

Draft Civic Engagement Youth Committee Guideline and Manual	Draft manual with tools and templates	Within 10 days
Draft Courtyard Meeting Facilitation Module	Draft module with session plans and facilitation guidelines	Within 10 days
Final Documents	Finalised manual and module incorporating feedback	Within 15 days

8. Duration of the Assignment

The consultancy assignment is expected to be completed within **25 calendar days** from the date of contract signing.

9. Required Qualifications and Experience

The consultant should possess:

- Postgraduate degree in Social Sciences, Development Studies, Public Administration, Governance, Sociology, or related disciplines;
- At least **five years of professional experience** in governance, civic engagement, youth development, social accountability, or community mobilisation;
- Proven experience in developing training manuals, facilitation modules, and operational guidelines;
- Demonstrated understanding of gender equality, social inclusion, and rights-based programming;
- Strong knowledge of local governance systems in Bangladesh;
- Excellent analytical, facilitation, and report-writing skills in English and Bangla.

10. Reporting and Supervision

- The consultant will work under the direct supervision of the **Project Coordinator, Together for Tomorrow Project**, and maintain close coordination with the programme team of **DALIT TFT project team**.

11. Application Requirements

Interested consultants are requested to submit:

- Technical Proposal outlining understanding of the assignment and methodology;
- Financial Proposal;
- Updated Curriculum Vitae;
- Samples of similar work conducted previously;
- Copies of relevant academic and professional certificates.

12. Budget and Logistics

The budget will be determined based on mutual discussion.



13. Payment Modalities

Payments will be made in installments based on the outputs and deliverables outlined in the TOR and subject to DALIT's certification of satisfactory completion according to the work plan and policy. Payments will be made via bank transfer or account payee cheque in the name of the consultant(s). Applicable VAT and taxes will be deducted at source in accordance with government regulations. The payment schedule is as follows:

- **100% Payment:** Made upon successful submission of the final report and deliverables, subject to approval by DALIT.

14. Application Procedure

Consultants specified requirements are invited to submit their proposals, which should include the following:

- A cover letter outlining the consultant's or trainer suitability for the assignment.
- A Technical Proposal
- CVs of the consultant.

Interested consultants or trainer should submit their technical proposals via email to **career.dalit@gmail.com**, by **21 July 2026, 05:00 PM**.

