TERMS OF REFERENCE (TOR)

Consultancy for designing and facilitate 03 types of event

1. Activity 6.2: Stakeholder mapping and priority alignment workshops
2. Activity 7.1 Build networks with other NGOs and government bodies to sustain project initiatives beyond the two-year timeline (7.1.3 Joint Planning Sessions)
3. Activity 8.1: Facilitate bi-annual dialogues between community representatives, union councils, and upazila officials to strengthen governance accountability.

1. 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 and European Union
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

- **Activity 6.2: Stakeholder mapping and priority alignment workshops**
- **Activity 7.1 Build networks with other NGOs and government bodies to sustain project initiatives beyond the two-year timeline (7.1.3 Joint Planning Sessions)**
- **Activity 8.1: Facilitate bi-annual dialogues between community representatives, union councils, and upazila officials to strengthen governance accountability.**

The consultant will design, facilitate and document these events while ensuring meaningful participation of marginalized communities and government stakeholders.

Sl No	Name of the Activity	Number	Level of Activity
1	**Activity 6.2: Stakeholder mapping and priority alignment workshops**	2	Upazila-1 District-1
2	**Activity 7.1 Build networks with other NGOs and government bodies to sustain project initiatives beyond the two-year timeline (7.1.3 Joint Planning Sessions)**	2	Union-1 Upazila-1
3	**Activity 8.1: Facilitate bi-annual dialogues between community representatives, union councils, and upazila officials to strengthen governance accountability.**	2	Union-1 District-1

2. Purpose of the Assignment

The consultancy aims to design and facilitate structured, participatory and solution-oriented governance dialogues that strengthen accountability between citizens and government institutions and promote inclusive governance practices.

The consultant will also prepare methodologies, facilitate discussions, document recommendations and develop actionable follow-up plans for implementation.

3. Objectives of the Consultancy

General Objective
To strengthen participatory governance, transparency and accountability by facilitating evidence-based multi-stakeholder dialogues between communities and local government institutions.

Specific Objectives
The consultant will:

- Design the event for participatory processes.
- Facilitate sessions at Union, Upazila and District levels.
- Identify governance bottlenecks and service delivery challenges.
- Facilitate consensus-building among stakeholders.
- Support development of practical action plans.
- Document dialogue proceedings and recommendations.
- Promote participation of women, youth, Dalit and marginalized groups.
- Develop recommendations for institutionalizing governance dialogue mechanisms.

4. Scope of Work

The consultant shall undertake the following tasks:

A. Inception Phase

- Review project proposal and relevant documents.
- Review Union Action Plans.
- Review findings from courtyard meetings and community consultations.
- Meet project team.
- Prepare work plan and facilitation methodology.

B. Design of Activity Process
Develop:

- Event agendas
- Facilitation methodology
- Discussion framework
- Group work process
- Question guides
- Presentation formats
- Action planning templates
- Documentation formats
- Ensure methodologies are participatory and inclusive.

C. Facilitation the Events

The consultant will facilitate:

Activity 6.2: Stakeholder mapping and priority alignment workshops
Participants may include:

- Upazila and District level govt. officials
- Youth Committee representatives
- Women representatives
- Dalit representatives
- Community leaders
- Teachers
- Religious leaders
- Local CSOs
- Service providers

Discussion topics include:

- Progress of upazila and district Action Plans
- Public service delivery
- Community priorities
- Governance bottlenecks
- Citizen participation
- Social accountability
- Budget transparency
- Inclusion of marginalized groups

Activity 7.1 Build networks with other NGOs and government bodies to sustain project initiatives beyond the two-year timeline (7.1.3 Joint Planning Sessions)

Participants include:

- Union and Upazila level govt. official
- Community representatives
- Youth representatives
- Women's representatives
- Civil society organizations
- Project representatives

Focus areas:

- Coordination among departments
- Policy implementation
- Public service improvement
- Resource allocation
- Institutional collaboration

Activity 8.1: Facilitate bi-annual dialogues between community representatives, union councils, and upazila officials to strengthen governance accountability.

Participants include:

- Union and district level govt. officials
- Civil society organizations
- Youth leaders
- Dalit representatives
- Women's representatives

Discussion topics include:

- Union and District-level governance challenges
- Policy recommendations
- Institutional accountability
- Inclusion strategies
- Resource mobilization
- Long-term governance reforms

D. Documentation

The consultant shall prepare:

- Event proceedings
- Attendance records
- Photographic documentation guidance
- Recommendations matrix
- Action plans
- Commitment tracking matrix

E. Final Reporting

Prepare a comprehensive consultancy report including:

- Event methodology
- Key findings
- Major governance issues identified
- Agreed actions
- Stakeholder commitments
- Recommendations
- Lessons learned
- Way forward

5. Methodology

The consultant should adopt participatory and inclusive methodologies including:

- Desk review
- Stakeholder consultation
- Participatory facilitation
- Problem tree analysis
- Stakeholder mapping
- Group discussions
- Plenary sessions
- Consensus-building exercises
- Action planning workshops
- Validation sessions

The methodology should ensure active participation of women, youth, Dalit communities and other marginalized groups.

6. Expected Deliverables

The consultant/facilitator will provide:

Deliverable	Description	Timeline
Inception Report	Consultancy work plan, methodology, and outline of deliverables	Within 3 days of contract signing
Dialogue Facilitation Package	Agenda, facilitation tools, discussion guides and templates	Within 5 days
Facilitation of 02 Union level events	Conduct three governance dialogues	As per project schedule
Facilitation of 01 Upazila level event	Conduct one Upazila dialogue	As per project schedule
Facilitation of 01 District level event	Conduct one District dialogue	As per project schedule
Draft Consultancy Report	Findings, recommendations and action plans	Within 5 days after final dialogue

7. Duration of the Assignment

The consultancy assignment is expected to be completed within 10 calendar days from the date of contract signing.

8. Required Qualifications and Experience

The consultant should possess:

- Postgraduate degree in Public Administration, Development Studies, Political Science, Social Sciences, Governance or related discipline.
- Minimum 7 years of professional experience in governance, accountability, civic engagement or public administration.
- Demonstrated experience facilitating multi-stakeholder dialogues.
- Strong knowledge of Union Parishad and local government systems.
- Experience working with marginalized communities.
- Proven expertise in participatory facilitation.
- Excellent analytical, facilitation and report writing skills in English and Bangla

9. Reporting and Supervision

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

10. Budget and Logistics

The consultancy budget will be determined through mutual discussion in accordance with DALIT procurement policies.

11. 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, project budget and policy. Payments will be made via bank transfer or account payee check 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.

12. 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 **18 November 2026, 05:00 PM.**