



Bangladesh Nari Progati Sangha (BNPS)

Terms of Reference (ToR)

Development of Management Information System (MIS) of BNPS

1. Introduction

Bangladesh Nari Progati Sangha (BNPS) is an activist women organization founded in 1986, working to establish equality for women. BNPS strives to develop women agency at the grassroots and contribute to bringing their voices to national, regional, and international levels. BNPS has been advocating and researching for policy reforms aiming at women's emancipation, including ethnic and religious minorities.

The vision of BNPS is to establish a society free from all sorts of discrimination, where nobody is left behind through its mission of engaging women to discover their potential as change agents and driving forces for social transformation. BNPS believes in the principles of non-discrimination, diversity, and secularism.

BNPS accomplishes its mission via four program areas: 1). Making education gender sensitive; 2). Advocating and researching for policy reforms; 3). Developing women's agency for socio-economic and political empowerment; and 4). Engaging in civic actions against Gender-based Violence (GBV) and Violent Extremism (VE).

BNPS focuses on social, economic, and political empowerment of women, gender equality, strengthening of local government, electoral reform, education reform, gender budget analysis, and women in climate change. In addition, BNPS has been taking many firm steps on many challenging issues like inheritance laws; women's representation in power structure i.e., parliament and local government; Sexual and Reproductive Health and Rights (SRHR); Violence Against Women and Girls (VAW/G); Women, Peace and Security (WPS); Prevention of Violent Extremism (PVE); and issues of women workers.

Apart from other projects and programs, BNPS has been implementing a project titled "Women Peacebuilders Lead Social Cohesion: Enhancing Capacities and Collaboration of Women Civil Society Groups from Host Community" at Ukhiya and Teknaf Upazila in Cox's Bazar with the support from UN Women. The objective of the project is: 'Host community women's networks and local women's rights organizations increasingly support crisis-affected women and girls in the host community and contribute to social cohesion, and social norms change and the advancement of gender equality within the host communities.'

Enhancing capacities of selected 6 CBOs from 2 sub-districts (Teknaf and Ukhiya) for gender-sensitive humanitarian response to serve crisis-affected women and girls in the host community as well as of lead organization (BNPS) to collaborate with CBOs are two expected results of this project.

The project has provision to enhance the capacity of BNPS apart from 6 CBOs. In this context, BNPS wants to develop an MIS for the organization so that the organization has a software-based online system to update all the program and project information from here and there instantly by the password holders.

2. Objectives

To improve quality monitoring and management information system (MIS) of BNPS by tracking project and centre activities in regular intervals and developing the capacity of staff to operate the software smoothly that will provide better systematic reporting with necessary information quickly.

3. Scope of work:

The consultant will-

- Meet with the responsible person for an introduction to the organization and its work.
- Collect and review different organizational and project-related information
- Conduct a desk review based on the programs, projects, and relevant documents.
- Prepare and share a PowerPoint presentation by summarizing outcomes of desk review along with proposed key elements for the MIS, collect feedback from BNPS authority.
- Address the feedback and develop the demo of MIS including database and application end, and share this with BNPS in-person for feedback.
- Following the presentation and the collection of feedback, finalize the MIS and handover the final version of MIS to BNPS.
- Capacity Building of relevant BNPS staff members for maintenance and operation of the MIS software.

4. Methodology:

The consultant will collect the necessary information and documents from BNPS. Then they will develop and bring changes to the software as per the requirement of BNPS. It would be shared with BNPS and provide support to sharpen the capacity of key persons of BNPS to operate software. Finally, they will hand over the software to BNPS. If and when necessary, they will provide technical support for at least six (6) months.

5. Deliverable:

- The MIS software will be functional and workable online properly and be easily accessible by the assigned staff.
- The software will include but not be limited to staff travel/tour management, stationery and logistics, leave management, admin tasks, report tracking, salary and benefits management, etc.
- Provide a self-explanatory operational guideline to use the MIS software.
- Training to relevant staff members on MIS software operation and maintenance.

6. Consultant profile:

The consultant (consulting firm) should have at the minimum the following qualifications:

- Having a good understanding of gender, women empowerment, women peace-building, and relevant issues;
- Having a clear idea about MIS software of development organizations;
- Having expertise in developing MIS software for national and international women, human rights, and humanitarian organizations;
- Having proper legal documents including NID, govt. authority registration, VAT/BIN Registration, Bank Account;
- Independent from BNPS, i.e., not related to BNPS or a beneficiary of BNPS.

7. Task and duties:

- Submit a proposal including detailed methodology, draft outline of MIS, plan of work, etc.
- Meet with the relevant staff of BNPS to get an idea about the organization, project, and field activities.

- Collect and review the available project and other relevant documents of BNPS.
- Prepare and share a PowerPoint presentation with the summary of the outcomes of the desk review along with proposed key elements for MIS software and collect feedback.
- Share a complete demo of the software with BNPS.
- Submit final MIS software to BNPS on time incorporating feedback.
- Provide training to relevant staff members of BNPS to operate and maintain.

8. Time frame:

The software development is expected to be completed within 45 days and service should be available from 30 April 2024.

9. Activities and time plan:

Sl.	Tasks	Timeline
1.	Signing ToR, introductory meeting, collecting documents, submitting work plan, and endorsing by BNPS.	14-21 March 22024
2.	Conduct a desk review and prepare a PowerPoint presentation with the proposed key elements of MIS.	22-31 March 2024
3.	Share the MIS demo with BNPS for feedback, including the database and application end.	01-15 April 2024
4.	Finalize and resubmit the final version of MIS software based on feedback received from BNPS and UN Women.	16-23 April 2024
5.	Prepare a user manual and provide training to relevant BNPS staff members to operate and maintain.	24-29 April 2024
6.	Make the service available	30 April 2024