



## Bangladesh Nari Progati Sangha (BNPS)

### **Developing Grants Management Policy for BNPS**

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 grass-roots and contribute 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 in engaging women to discover their potential as change agent and driving force 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 up many firm steps on many challenging issues like inheritance laws; women 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 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.

Under the result-two of the project, recently BNPS organized a day long needs assessment workshop and reviewed its existing policies, strategies and procedures to find whether there is any policy gap which should be removed step by step to keep BNPS always a compliant organization in policy aspect. Based on the findings of the workshop, BNPS intends to develop a Grants Management Policy for the organization, which requires hiring a consultant/consulting firm to support in this regard.

**Objective of the Task:**

Developing a Grants Management Policy of BNPS so that the organization can manage grants for CBOs, WROs and CSOs in a standard manner in relation to its existing practice and procedure.

**Scope of Work:**

The consultant will–

- Meet with BNPS for an introduction to the work and collect and study existing procedures of grants management of the organization.
- Conduct a desk review based on the project documents and relevant policy papers of BNPS.
- Collect and review needs assessment workshop report of BNPS.
- Prepare and share a PowerPoint presentation through summarizing outcomes of desk review along with proposed key elements for the policy.
- Develop the draft Grants Management Policy and share this with BNPS and UN Women for their feedback.
- Following presentation and the collection of feedback from BNPS and UN Women finalize the policy and resubmit final document to BNPS.

**Methodology:**

- The methodology of the assignment will be mostly studying and reviewing the existing documents (desk review), collecting opinions and insights of the concerned persons of BNPS and UN Women.
- The consultant will work closely with assigned focal person of BNPS from planning to implementation of the entire work.
- Number of formal and informal meetings might be held with BNPS SMT and UN Women concerned official.
- BNPS will extend necessary support on every issue raised to finalize the policy.

**Deliverables:**

- The Grants Management Policy to be submitted to BNPS no later than 15 days after signing the ToR. It should be in English in soft format both in MS Word and PDF.
- A short report on the assignment describing process in detail.

**Consultant Profile:**

The consultant should have at the minimum the following qualifications:

- Having well understanding in gender, women empowerment, women peacebuilding and relevant issues;
- Having clear idea about the grants management of national and international women, human rights and humanitarian organizations;
- Having expertise in developing financial management, grants management policy formation of national and international women, human rights and humanitarian organizations;
- Having extensive understanding in Organization Development Process (OD);

- Masters from an accredited university/institution. Degree on Finance, Public Policy, and Development Studies will be considered as an added qualification;
- Independent from BNPS, i.e., not related to BNPS or a beneficiary of BNPS.

**Task and Duties:**

- Submit a proposal including detail methodology, draft outline of the policy, plan of work etc.
- Meet with the relevant staff of BNPS to get idea about the organization and its experiences of project and finance management.
- Collect and review available project documents, existing relevant policies and guidelines of BNPS.
- Prepare and share a PowerPoint presentation with the summary of the outcomes of desk review along with proposed key elements for the policy and collect feedback.
- Share a complete draft of the policy with BNPS and UN Women.
- Submit final policy paper to BNPS on time incorporating feedbacks.

**Duration and time distribution:**

The policy preparation is expected to be completed within 15 working days, from 7 September 2023 to 21 September 2023.

<b>Sl.</b>	<b>Tasks</b>	<b>Description</b>	<b>No. of days</b>
1.	Signing ToR, introductory meeting with BNPS and documents collection; Submission of work plan and endorsing by BNPS	ToR signing, introductory meeting, documents collection, prepare and submit work plan and collect endorsement from BNPS	2
2.	Studying, reviewing documents and preparing the draft policy	Studying, reviewing the relevant documents of BNPS and preparing the policy.	8
3.	Draft policy sharing and collecting feedback	Sharing a PP presentation on the summary of the work in a meeting, sharing draft policy in word format and collect feedback from BNPS and UN Women, if any	2
4.	Document finalization and resubmission of the final policy document	Addressing feedbacks and guidance collected from BNPS and UN Women, finalize and resubmit the final policy document	3
	<b>Total</b>		<b>15</b>