

**Terms of Reference**  
**(For an Individual consultant)**

**DRAFT**

**For**  
**Designing and Developing a Strong Monitoring and Accountability System for**  
**JF (Reference No.: PS 8.18)**

## **1. Background**

The Government of Bangladesh has established the Joyeeta Foundation (JF) under the Ministry of Women and Children Affairs for promoting and supporting women in their business initiatives. Joyeeta Foundation is created as non-profit organization under the societies registration act 1860 and incorporated under Company`s Act 1914 with RJSC.

JF is assigned to develop and nurture dedicated market-places countrywide, exclusively for women to showcase their products and services and market them. Foundation is assigned to create a unique brand value under which all types of business women will be nourished countrywide. It has also the responsibility to create a congenial environment, where the women can run their business hassle-free.

It is to render all possible facilitation support, so that women can be developed as successful business entrepreneurs. JF is to develop and manage supply chains of products and services from production to marketing and employing women in different phases of the chain by enhancing the capabilities and competencies of women.

Above all, JF serves as a strong proponent of attaching preferential treatment towards women in the business front, so that backwardness of women in business can be reduced for the ends of equity.

Now Joyeeta Foundation has been implementing a project title “Capacity Development of the Joyeeta Foundation (JF). It’s target is to develop institutional capacity, human resources capacity, infrastructure capacity, capacity in business initiative, women entrepreneur development capacity, change and reform management capacity and project implementation capacity.

## **2. Main objectives of the project:**

The core objective of this project is to build Joyeeta Foundation a unique and specialized:

- a) To make Joyeeta Foundation a capable and self-sustainable in terms of Institutional, technical and financial aspect so that the individual woman /Women associations can operate multipurpose business initiatives successfully and effectively;
- b) Building capacity of more than 28,000 in Women Entrepreneur Associations (WEAs)/individual Entrepreneur (IWEs) periodically to make various business initiatives;

- c) Apart from the above, design and developing a strong monitoring and accountability system for Joyeeta Foundation to help the JF to maintain the Joyeeta business platform for women robust and strong.

Therefore, an individual consultant will be appointed by JF to design and developing a strong monitoring and accountability system for Joyeeta Foundation.

### **3. Objective of the Assignment:**

Monitoring and accountability commonly focuses on upward accountability of an organization. Monitoring is often an obligation to demonstrate that responsibilities has been conducted in compliance with organizations standard or to report on results vis-s-vis plans. The purpose of the monitoring is to learn from experiences to improve practice and activities, to have internal and external accountability of the resources used and the results obtained, to take decisions on the future of the initiative, and to promote empowerment of the beneficiaries of the initiative.

So a strong monitoring and accountability system has to be in placed in Joyeeta Foundation to provide a way to assess the crucial link between Joyeeta Foundation activities and beneficiaries on the ground and decision making.

### **4. Scope of Work:**

The consultant will design and develop a strong monitoring and accountability system for the Joyeeta Foundation to establish an internal and external monitoring with comprehensive accountability.

### **5. Deliverables:**

**a) Inception Report:** The Inception Report will incorporate the Methodology/approach along with an action plan to be adopted in the assignment. It will also include the key components of the overall report for all the deliverables. It will mention the problems that could be encountered or anticipated and recommend solutions to them. The report should be submitted within **1 month** after the commencement of the services, in the form of an electronic document for the feedback from the respective JF authorities.

**b) First Draft Report:** First draft report with all the deliverables of the Strategy to be submitted within **2 months** after the Commencement of the services, in the form of electronic document hard copies. The consultant will present the key areas of the developed strategy to the concerned officials of the JF.

**(c) Second Draft Report:** Second Draft Report should be submitted after addressing all the relevant issues as well as necessary recommendations from the report evaluation committee of the project. This report will be a draft document for all relevant policies, strategies and guidelines outlined in the deliverables which need to be submitted within **3 months** after the commencement of the services, in the form of soft and hard copy.

**d) Final Report:** This final report should be submitted after addressing all the issues with concerned stakeholders as well as recommendations from JF. This report will be a complete document all policies, strategies and guidelines as outlined in the deliverables which need to be submitted within **4 months** after the commencement of the services, in the form of electronic document and hard copy both in English and Bangla.

## **6. Qualification and Experiences of the Consultant:**

Preferably a Master's social science or Business Administration /management or any discipline from any recognized university with 10 years of proven experience in research background and writing research report independently. 7 years' experience in supply chain network management for any organization or business outlet.

## **7. Duration of the assignment:**

The duration of the assignment is 4 Months from the date of signing the contract. The consultant may engage any other persons/support staff as per his requirement in carrying out the assignment.

## **8. Client's/ Consultant's Inputs/ Facilities:**

### **8.1 Facilities to be provided by the Client:**

The Client will provide all available information, materials, and documents. One or more counterpart personnel of the Client office will be engaged to get the said support and consultation if needed.

### **8.2 Facilities to be arranged by the Consultant:**

The Consultant shall entirely be responsible for all such facilities as arranging office, accommodation of his support staff, vehicles, equipment, computers, support/secretarial services, and other logistics required for providing the services specified in the TOR.