

Terms of Reference
(For an Individual consultant)

DRAFT

For
Designing and Developing a Comprehensive Self-Reliance Strategies for
Joyeeta Foundation (Reference No.: PS 8.6)

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:

Capacity Development of Joyeeta Foundation is the core objective of this project. Having a Standard Operating Procedure (SOP) is the key for the capacity strengthening of the JF. Therefore, the main objectives under the capacity building through SOP are as follows:

- (a) To make Joyeeta Foundation more efficient having a Standard Operational Procedure (SOP) of its overall management such as, human resources, administration, financial, and technical aspects which is very important to achieve the overall goal of the Joyeeta Foundation to support the Women Entrepreneur Associations (WEAs) and the Individual Entrepreneur (IWEs) to make various business initiatives.

(b) An open, transparent, and standard policy will guide the Joyeeta Foundation to ensure the legal and formal process of recruitment, procurement, management of all types of resources in a systematic manner.

Apart from the above, a Standard Operations Procedure (SOP) will help the JF to maintain the basic rules and regulation of managing Information Technology (IT), Security System, External Communication Strategy, Property Rights, Operational modality during Emergency, monitoring and reporting of the overall operation system to follow-up of the JF for any further action.

Therefore, an individual consultant will be appointed under the ‘Capacity development of JF’ project of Joyeeta Foundation to design and develop Comprehensive Self-Reliance Strategies as mentioned in this document.

3. Objective of the Assignment

Under the project, a consultant will be hired to design and develop a comprehensive Self-Reliance Strategies for Joyeeta Foundation.

Self-reliance simply defined as ‘reliance on one’s own efforts and abilities’. The person/organization who has the ability to think autonomously goes hand in hand with trusting his own instinct and embracing his individuality. Self-reliance striving one towards his own goals, bravely. Self-reliance represent these concepts most closely related to individualism. It’s important to remember that self-reliance is not about cutting one off from everybody.

Hence the overall goal of JF to support the Women Entrepreneur Associations (WEAs) and the Individual Entrepreneur (IWEs) to make various business initiatives and make them capable to operate business successfully. JF has the mandate to create self-reliance to make it able to think, work and take decision independently. It is important for several reasons. The most obvious being that depending on JF for help, means there will be times when support will not be available and JF will run individually. Self-reliance is also important because it:

- Supports the individual to solve problems and make decisions by itself;
- Allows organization to become self-sustainable without relying on others;
- Develops the act of self-acceptance;
- Involves acquiring self-knowledge and practicing self-compassion;
- Gives perspective, which in turn gives it direction.

The assignment will be conducted through emphasizing on the following objectives:

- a. Develop a general guidelines for achieving the self-reliance of Joyeeta Foundation according to its structure and autonomy;
- b. To identify the conditions to make JF confident to increase its sense of self-worth;
- c. To recognize and manage dependence to build up its own confidence, setting goals and achieving its own way for greater belief in its own judgment and gives

approval instead of looking to others for approval, it's alright to give that approval by JF itself.

- d. Recognize the self-reliance skills to identify the problem and solve them, making its own rules to apply, scheduling routine task by itself, managing time, developing independent thoughts, identify stakeholders, achieving sense of stability and predictability—valuable for dealing with turmoil or adversity in more serious scenarios.
- e. Develop a Guideline to ensure the area of generating income to make the JF self-sustainable financially,

4. Scope of Work:

The consultant will develop policy and guideline reflecting the strategies for each of the above-mentioned tasks (under section 3) to **Designing and Developing a Comprehensive Self-Reliance Strategies for Joyeeta Foundation.**

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 challenges and 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, both hard and soft copies, for the feedback from the respective JF authorities.

b) First Draft Report: First draft report with all the deliverables of the Strategies to be submitted within **3 months** after the Commencement of the services, in the form of soft (electronic document) and hard copies. The consultant will present the key areas of the developed strategy to the concerned officials of the JF. This draft report includes, all key areas and way of making self-reliance of JF with its future resources.

(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 **4 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 **6 months** after the commencement of the services, in the form of electronic document and hard copy.

6. Qualification and Experiences of the Consultant:

Preferably a Master's in Business Administration, have at least 10 years of proven experience in managerial positions with government/non-government organizations, experience in leading a team/organization, vast knowledge on organization development, women empowerment, and income generation activities. Also, the incumbent should have at least 7 years' experience in resource planning for any organization.

7. Duration of the assignment:

The duration of the assignment is **6 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.