

TERMS OF REFERENCE
For
Consultancy Service:
Preparation of Environmental & Social Management Operational Manual
and
Conducting Training Program for the
Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project

Background

Social Development Foundation (SDF) was established in 2001 as an autonomous “not for profit” organization under the Ministry of Finance through a gazette notification. The organization was established to empower the marginalized poor and extreme poor populations particularly the women through building sustainable community institutions, building their capacity and ameliorating their livelihoods to ultimately alleviate poverty. Since inception, SDF has been implementing programs for employment generation for un/under employed youths through skill development, strengthening the community level institutions, providing financial support for Income Generating Activities (IGAs) to increase livelihood status, ensure food security, constructing rural small infrastructures, livelihood development of fisher’s community in coastal districts, support to improve health and nutrition and provide credit under stimulus package for the development of cottage, small and medium enterprise of the COVID-19 affected communities etc. With the vision to eradicate poverty, SDF has been predominantly assisting the Government of Bangladesh through implementing several flagship projects with the financial assistance of the Government of Bangladesh and The World Bank Group.

The RELI Project

In order to predominantly address the emergency economic issues of the GoB to fight the COVID-19 crisis and climate-induced events, the Resilience, Entrepreneurship, and Livelihood Improvement (RELI) project was adopted to implement focusing on the livelihood support for the poor and extreme poor and support for their recovery and resilience building, employment generation, entrepreneurship development, and post-crisis economic recovery preparation in the intervening areas. The RELI project builds on the successful experience of rural poverty alleviation achieved by its predecessors, SIPP-I, SIPP-II, and NJLIP.

The project will provide immediate livelihood support to rural communities, primarily women, whilst contributing to building back better in a resilient way. The project adopts the approach of NJLIP, which documented great success in reaching the poor and the poorest, and will tailor livelihood opportunities to respond to the following urgent needs:

- (a) respond to the impact of the COVID-19 pandemic and climate-induced events such as cyclone Amphan on the livelihood of vulnerable rural households and support recovery and resilience building,
- (b) help rural households graduate out of poverty through IGAs, as well as skills development and employment support,
- (c) support NJLIP's current beneficiaries who have fallen back into poverty because of recent crises, and
- (d) support rural entrepreneurship for sustained post-COVID-19 economic recovery.

OBJECTIVES OF ASSIGNMENT

The objectives of the Assignment are:

- i. Finalization of an Operational Manual for Environmental & Social Management and Safeguards in accordance with the Environmental and Social Management Framework (ESMF) of the Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
- ii. Develop a group of Master Trainers within SDF for the implementation of the Operational Manual by preparing a Training of Trainers' (ToT) curriculum and conducting ToT training program.

SCOPE OF WORK

The consultant will carry out the tasks including, but are not limited to, the following:

Task I: Preparation of Operational Manual

- Review the Environmental and Social Management Framework (ESMF) prepared for the RELI Project and the existing Operational Manual for Environmental Management and Safeguard of SDF, identify key areas to be included in a simplified form in the Operational Manual to ensure due diligence to the environmental and social safeguards at the field level.
- Prepare an Operational Manual for environmental and social management and safeguards of RELI Project sub-projects focusing methods, instruments, and institutional arrangements for environment and social screening, review, monitoring, and reporting in accordance with the guidelines and techniques set out in the ESMF of RELI Project.
- Translate the approved Manual into Bangla for field staff and project beneficiaries.

Task-II: Conduct Training Program

- Prepare TOT Curriculum focused on the Operational Manual for environmental management and social safeguards for small rural infrastructures and livelihoods activities.

- Identify and select appropriate training methods including field exercises of environmental and social screening instruments to meet the need of participants with varying background, learning style and special needs.
- Prepare lesson plan and presentation materials.
- Prepare useful and relevant resource materials (handouts) for the ToT participants to enable trainers to train projects beneficiaries for ensuring due diligence to the environmental and social safeguards.
- Prepare a training plan in consultation with the SDF's Capacity Building Cell, conduct four ToT training sessions and facilitate the session(s) as a resource person.
- Prepare a training report that assesses the results of the training highlighting the consultant's and participants' overall perspective of the training, limitations of the training, strengths and weaknesses, and recommendations for improving similar training sessions in the future.
- Assist SDF capacity building cell in planning and conducting cascading training sessions for the SDF field staff and project beneficiaries.

Procurement/ Hiring method:

The Consultant/ firm will be hired following “**Individual Consultant (IC)**” selection method.

EXPECTED OUTPUTS

- Operational Manual on ESMF in English and Bangla.
- ToT training curriculum including lesson plans and resource materials.
- Completed ToT training sessions.

TIME FRAME

This consultancy service is required during the period from November 10, 2022 to January 25, 2023. The total estimated days of the individual consultant input is 75 days. The objective I will require 25 days input and objective II will require 50 days' input including facilitation of training sessions.

QUALIFICATIONS

- Masters' degree in related field from a recognized university/institute.
- At least 10 years of professional experience in the areas of environmental management of development projects, rural development, or related field;
- Experience in preparing operational manual or guidelines.
- Demonstrated capability in developing training programs including curriculum for ToT program and facilitating training sessions for development organizations or NGOs is essential.
- Fluency in English, excellent interpersonal and communications skills.

- The candidate will be self-motivated, with strong organizational and planning skills with the ability to work independently as a team player and under pressure.

SDF representative for communication:

The consultant/ firm will work in close cooperation with the Managing Director, Regional Directors, CB cell, GM (ME&L) and GM (Construction & Environment). S/he will be solely responsible and accountable to the Managing Director, SDF for his/her services and activities. The contract is performance based, and payments would be based on achievement of key tasks and outputs completed every month and within the stipulated time.