

## Terms of Reference

### **Consultant for Private Sector Engagement and CSR Mobilization**

<b>Location of the assignment</b>	: Dhaka
<b>Duration</b>	: From 15 <sup>th</sup> February to 31 <sup>st</sup> March 2026)
<b>Project</b>	: Strengthening Household Capacity for Climate Adaptive and Resilient Livelihoods to Tackle Food Insecurity and Under-Nutrition in Southern Bangladesh.
<b>Main Counterparts</b>	: HoD, FSL & DRR

#### **1. Background**

The southern coastal region of Bangladesh—particularly Satkhira Sadar—is among the most climate-vulnerable areas due to repeated cyclones, salinity intrusion, and prolonged waterlogging. These hazards severely disrupt agricultural livelihoods and contribute to chronic food insecurity and malnutrition.

Action Against Hunger (ACF) implemented a comprehensive project introducing multiple livelihood strategies (MLS), climate-adaptive homestead food production, asset-based planning, climate-smart agricultural practices, and strengthening linkages with government and private actors. As a result, beneficiary households have become more resilient, diversified in income, and better protected against shocks.

To consolidate, enhance sustainability, and promote these achievements and translate them into concrete business and partnership opportunities, ACF will organize a Lesson-Learned and Private Sector Engagement Workshop, showcasing evidence and models for sustainable expansion. This event also aims to initiate partnerships with private-sector companies that can support future scale-up through their Corporate Social Responsibility (CSR) funds.

To ensure the participation of high-value private-sector actors, ACF seeks to engage a consultant having extensive knowledge and expertise on private sector engagement to identify key decision-makers of key private sector actors, advocate with them, and secure their attendance.

All workshop-related costs (venue, materials, logistics, and refreshments) will be fully covered by Action Against Hunger.

#### **2. Objectives of the Consultancy**

##### **Overall Objective**

To identify, engage, and secure participation of private-sector decision-makers, and advocate for their future CSR financial support to scale climate-resilient livelihoods.

##### **Specific Objectives**

- Identify and profile at least 15 high-potential private-sector CSR decision-makers across multiple sectors.
- Engage, brief, and secure confirmed participation of these actors in the upcoming workshop.
- Advocate for future CSR investments aligned with project goals.
- Provide a strategic roadmap for long-term CSR partnerships

#### **3. Scope of Work**

The selected consultant/firm will be responsible for:

##### **3.1 Mapping & Identification**

- Desk review of CSR policies, thematic priorities, and existing CSR portfolios.
- Identify relevant and prepare a comprehensive list of **15+ private sector (potential companies)**, interested in funding climate change adaptation/mitigation, poverty alleviation and DRR program.

These companies can be:

- Banks & Financial Institutions

- Telecommunications & ICT
- Agribusiness & FMCG
- Renewable Energy Companies
- Insurance Companies
- Export-oriented industries (RMG, leather, pharmaceuticals)
- Corporate foundations
- Develop a detailed **stakeholder mapping matrix** including contact information, CSR focus areas, and partnership opportunities.

### 3.2 Engagement & Advocacy

- Initiate contact via email, telephone, and in-person visits.
- Prepare and present value propositions for CSR alignment, emphasizing:
  - Climate-resilient livelihoods impact
  - Women's empowerment
  - Poverty reduction and food security
  - Sustainable food systems
  - Opportunities for CSR visibility
- Secure formal confirmations of participation in the workshop. **“The workshop costs (venue, logistics, refreshments) will be fully covered by Action Against Hunger.”**

### 3.3 Workshop Coordination

The logistic arrangement of the workshop will be managed by ACF. The consultant will:

- Support ACF in shaping an agenda appropriate to private-sector participants.
- Support to prepare briefing notes, and talking points.

### 3.4 Reporting

- Submit weekly or bi-weekly progress updates.
- Provide a final report capturing:
  - Engagement journey
  - Participation results
  - CSR leads and possibilities
  - Recommendations for long-term partnerships

## 4. Deliverables

- I. -workshop concept note and agenda
- II. Inception Report – methodology, timeline, engagement plan
- III. Stakeholder Mapping and engagement approach – profiles of 15+ companies with CSR potential
- IV. Private-Sector Engagement Brief – 1–2 page summary for outreach
- V. List of Confirmed Participants – 15+ key decision-makers
- VI. Workshop Participation & Support
- VII. facilitation of the workshop
- VIII. CSR Partnership Strategy Document
- IX. final workshop report highlighting achievement, lessons learned, and potential private sector collaboration pathways.
- X. Final Consultancy Report

## **5. Consultant Qualifications**

- Minimum 7–10 years of experience in **CSR engagement, private-sector relations, business development, or corporate partnerships.**
- Proven track record in securing CSR funding or developing CSR collaboration frameworks in Bangladesh.
- Strong network across corporate and private sectors.
- Excellent interpersonal, negotiation, and communication skills.
- Prior experience working with NGOs, INGOs, or development programs preferred.
- Advanced degree in economics, business development, rural development, or related field
- Experience in facilitating multi-stakeholder workshops

## **6. Duration of the Assignment**

The consultancy will be completed in 45–60 working days depending on engagement progress and workshop schedule.

## **7. Reporting & Coordination**

The consultant will report to:

Head of Department (FSL and DRR), Action Against Hunger

Coordination will involve:

- FSL and DRR), Program Manager
- Advocacy & Communications Unit

## **8. Financial arrangement**

The Individual Consultant/firm will be paid a gross amount as per the financial proposal (including Vat, Tax & field conveyance) on successful completion of this entire assignment. No additional amount will be paid as allowance of lodging & transportation. Individual Consultant/firm will not be entitled for any other benefits. Payment will be made after making necessary deductions of IT and VAT (according to the Govt laws). Payment for the assignment will be made by A/C payee cheque or as per the organizational policy. An invoice must be submitted for all payments. ACF Bangladesh will release the payment after successful completion of the deliverables and upon acceptance respecting organizational policies.

## **9. Ethical Compliance**

The consultant must ensure:

- Adherence to ACF ethical standards
- Transparency in engagement
- Confidentiality of all data
- Zero conflict of interest

## **10. Application Process**

Interested consultants should submit:

- Technical proposal (methodology, timeline, approach)
- Financial proposal
- CV/Company profile
- Evidence of similar previous assignments

**In case of any query related to the assignment please contact [fsldrrhod@bd-actionagainsthunger.org](mailto:fsldrrhod@bd-actionagainsthunger.org); mobile: +88 01711964448**

**Proposal and technical proposal sending email address: [logsmgr@bd-actionagainsthunger.org](mailto:logsmgr@bd-actionagainsthunger.org)**

**Last date of Submission: 11<sup>th</sup> February 2026 within 12:00AM**