

## Terms of Reference (ToR)

For

Hiring Consultant/Consultancy firm for developing  
Environmental Policy for Mukti Foundation

### 1. Background

Mukti Foundation is a local Non-Governmental Organization (NGO) started its journey in the southwest part of Bangladesh since 1996. The main concern areas of humanitarian and development activities of Mukti Foundation are to effective and timely humanitarian response for the people living in crisis, empower and establish rights of the less privileged, marginalized vulnerable communities, person with disabilities, ethnic community and improve environmental hazard through implementing multidimensional development interventions. Community and stakeholders inclusion are the focus areas of all activities of the organization. Mukti Foundation got registration from NGO Affairs Bureau, Society Act, Social Welfare and Micro Credit Regulatory of the Government of Bangladesh.

With the support of Malteser International, Mukti Foundation has been implementing a localization project titled "ToGETHER! - Towards Greater Effectiveness and Timeliness in Humanitarian Emergency Response" in Bangladesh since 2021. The project aims to transcend organizational boundaries, enabling local and international partners to develop approaches to humanitarian responses and create synergies during crisis response collaboratively. It also supports local actors in enhancing their capabilities in humanitarian response, preparedness, coordination, and advocacy. Additionally, the program aims to create opportunities for establishing complementary partnerships and promoting the roles of local partners. Capacity-strengthening and exchange measures are based on LHPs' self-defined needs and priorities, as well as the broader humanitarian context within their countries and contexts. **As part of the project's partner organizational capacity strengthening activities, Mukti Foundation is going to hire a consultant/ Consultancy firm to develop an Environmental Policy for Mukti Foundation.**

### 2. Scope of Work

The consultant/consultancy firm will be responsible for the following tasks:

- Initial Assessment of the organization present environmental practices and make Consultation with stakeholders.
- Develop draft Environmental Policy.
- Incorporate stakeholder's feedback on the draft policy.
- Stakeholder Feedback and Revision
- Final Policy, its implementation plan, and recommendations for monitoring and evaluation.
- Provide staff orientation on the policy. The orientation could be given virtually.

### 3. Deliverables

The consultant/consultancy firm is expected to deliver the following outputs:

- **Inception Report:** A report outlining the objectives, approach, methodology, data quality assurance plan, risk identification and mitigation strategy and work plan. The inception report will also include a description on how the consultant/consultancy firm will ensure ethics and safeguarding. The inception report will be reviewed and approved by Mukti Foundation.
- **Draft Environmental Policy:** A draft policy document that incorporates the foundation's objectives and strategies.
- **Final Environmental Policy:** After validation of the draft policy, the policy will be finalized and send to Mukti Foundation for approval and adoption.
- **Relevant documents** will be submitted as annexure with the final policy.

### 4. Duration of the Assignment

The contract period is from **13 February 2025 to 16 March, 2025**. The consultancy will be carried out over a period of 23 days, with the following key milestones:

Consultancy	Milestone
Inception Report Submission	13-17 February, 2025
Draft Policy	18 Feb-06 March, 2025
Stakeholder Feedback and Revision	07-09 March, 2025
Final Policy and Implementation Plan Submission	10-13 March, 2025
Staff orientation on policy	15-16 March, 2025

### 5. Consultant/Consultancy firm's Qualifications and Experience:

The consultant/Consultancy firm should have the following qualifications and experience:

- Proven experience in developing environmental policies, particularly in the NGO/INGOs sector.
- Strong understanding of environmental management principles, sustainability practices, and relevant regulations.
- Experience in conducting stakeholder consultations and working with diverse groups.
- Excellent writing and communication skills in English
- A degree in Environmental Science, Policy, or a related field.
- A master's degree in environmental science, social sciences, humanitarian studies etc.

- At least 5 years of experience working on environmental policy development or related consultancy roles.
- Previous experience working with NGOs or Foundations is preferred.

The consultant/consultancy firm will make coordination with the Director, Mukti Foundation, Tala, Satkhira.

#### **6. Budget and Payment Terms:**

The payments will be made based on the following schedule after deduction of VAT/TAX as per Bangladesh Govt. rules:

- 30 % upon signing the contract.
- 70 % upon approved and accepted the policy by Mukti Foundation.
- The financial proposal will be submitted including VAT/TAX as per Bangladesh Govt. rules.

Mukti Foundation reserves the right to withhold payment if the consultant fails to meet agreed deadlines or deliverables. Mukti Foundation will not cover any travel, accommodation, and other associated cost for the consultancy. The Consultant/consulting firm will be responsible for covering these expenses. The Consultant/Consulting firm will follow the policy of Mukti Foundation.

#### **7. Confidentiality:**

The consultant/Consultancy firm is required to maintain strict confidentiality concerning all information and documentation provided by Mukti Foundation. All deliverables produced as part of this consultancy remain the property of Mukti Foundation.

#### **8. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Clarity and feasibility of the proposed methodology.
- Cost-effectiveness of the financial proposal.
- Strong references from previous clients, particularly NGOs or similar organizations.

#### **10. Submission of Proposals:**

Interested consultants/consultancy firms are invited to submit the following documents:

- A detailed technical proposal, including an approach and methodology for developing the Environmental Policy.
- A financial proposal with a detailed breakdown of costs.

- CV(s) of the consultant(s)/Consultancy firm including evidence of relevant experience.
- A sample of previous environmental policies or similar work (if available).
- Names and contact information of at least two references.

**Any queries regarding ToR or proposal submission please feel free to contact with Mr. Joseph Mondal, Program Coordinator, Mukti Foundation, Mobile /WhatsApp: +880-1908572266. Email: tk.joseph2021@gmail.com**

**OR**

**Mst. Kaniz Fatema, MEAL Officer, Mukti Foundation, Mobile /WhatsApp: +880-1767896644. Email: kanizfatema6644@gmail.com**

**Address of submission of Proposal: Director, Mukti Foundation, Tala, Satkhira or email: muktifoundationtala@gmail.com**

#### **11. Deadline for Proposal Submission**

Proposals must be submitted by 10 February, 2025, with the consultancy expected to begin by 13 February, 2025.