

Term of Reference (ToR)

For

Developing Safety and Security Policy for BNPS

01. Introduction:

Bangladesh Nari Progati Sangha (BNPS) is an activist women organization founded in 1986, working to establish equality for women and marginalized people. BNPS strives to develop women agency at the grass-roots and contribute bringing their voices to national, regional and international levels. BNPS has been advocating and researching for policy reforms aiming at women's emancipation, including ethnic and religious minorities.

The vision of BNPS is to establish a society free from all sorts of discrimination, where nobody is left behind through its mission in engaging women to discover their potential as change agent and driving force for social transformation. BNPS believes in the principles of non-discrimination, diversity and secularism.

BNPS accomplishes its mission via four program areas: 1). Making education gender sensitive; 2). Advocating and researching for policy reforms; 3). Developing women's agency for socio-economic and political empowerment; and 4). Engaging in civic actions against Gender based Violence (GBV) and Violent Extremism (VE).

BNPS focuses on social, economic and political empowerment of women, gender equality, strengthening of local government, electoral reform, education reform, gender budget analysis and women in climate change. In addition, BNPS has been taking up many firm steps on many challenging issues like inheritance laws; women representation in power structure i.e. parliament and local government; Sexual and Reproductive Health and Rights (SRHR); Violence Against Women and Girls (VAW/G); Women, Peace and Security (WPS); Prevention of Violent Extremism (PVE); and issues of women workers.

Apart from other projects and programs, BNPS has been implementing a project titled "Women Peacebuilders Lead Social Cohesion: Enhancing Capacities and Collaboration of Women Civil Society Groups from host Community" at Ukhiya and Teknaf Upazila in Cox's Bazar with the support from UN Women. The objective of the project is: 'Host community women's networks and local women's rights organizations increasingly support crisis affected women and girls in host community and contribute to social cohesion, and social norms change and the advancement of gender equality within the host communities.'

Enhancing capacities of selected 6 CBOs from 2 sub-districts (Teknaf and Ukhiya) for gender sensitive humanitarian response to serve crisis affected women and girls in the host community as well as of lead organization (BNPS) to collaborate with CBOs are two expected results of this project.

Under the result two of the project, recently BNPS organized a day long needs assessment workshop and reviewed its existing policies, strategies and procedures to find whether there is any policy gap which should be removed step by step to keep BNPS always a compliant organization in policy aspect. As per the findings of the assessment workshop, BNPS decided to prepare an organizational Safety and Security Policy to provide a safe and secure workplace for all employees, visitors, and stakeholders as well as to

identify, mitigate, and manage safety and security risks to protect people, property, and confidential information. Based on this ground BNPS intends to hire a consultant/consulting firm to generate support in this regard.

02. Objectives:

The objective of the task is to prepare an organizational Safety and Security Policy to provide clear guidelines for making safe and secure workplace for all employees and visitors (is/are on duty, both inside and outside of the offices), and primary stakeholders as well as to identify, mitigate, and manage safety and security risks to protect people, property, and confidential information through assessing current safety and security measures and practices of the organization.

03. Scope of work:

The consultant will–

- Conduct an initial assessment of BNPS’s safety and security measures and practices.
- Identify and prioritize major risks and vulnerabilities of security and safety aspects of the organization for regular and emergency/humanitarian situation.
- Review existing policies and procedures, if any.
- Collaborate with relevant stakeholders for input and feedback.
- Develop a draft Safety and Security Policy and associated procedures.
- Propose an implementation plan, including training and awareness programs.
- Review carefully the feedback received from UN Women and BNPS, and incorporates them into the draft to finalize the policy document.
- Submit the final version of Safety and Security Policy.

04. Methodology:

- The methodology of the assignment will be mostly assessing and reviewing the existing measures and practices, collecting opinions and insights of the concerned persons of BNPS and UN Women.
- Number of formal and informal meetings might be held with BNPS Senior Management Team and UN Women concerned official.
- The consultant will work closely with assigned focal person of BNPS from planning to implementation of the entire work.
- BNPS will extend necessary support on every issue raised to finalize the policy.

05. Deliverables:

The consultant should submit following key deliverables:

- The Safety and Security Policy including annexes to be submitted to BNPS no later than 20 days after signing the ToR. The policy should be in English in soft format both in MS Word and PDF.
- A short report on the assignment describing process in detail including recommendations.

06. Consultant Profile:

The consultant will be selected based on their technical proposal, budget and CV. The marking depends on the following aspects:

- Having experience in working to develop policy documents on safety and security aspects.
- Familiarity with NGO sectors, particularly humanitarian context of development activities.
- Expertise in relevant laws and regulations.
- Strong communication and collaboration skills.
- Familiarity with best practices of safety and security in workplace.
- Having extensive understanding in Organization Development Process (OD).
- Master's or equivalent degree from any reputed university.
- Independent from BNPS, i.e., not related to BNPS or a beneficiary of BNPS.

07. Task and Duties:

- Submit a proposal including detail methodology, draft outline of the policy, plan of work etc.
- Meet relevant staff of BNPS to assess the organizational practices to maintain safety and security aspects.
- Collect and review the existing relevant documents of BNPS.
- Prepare a PowerPoint presentation on the findings of assessment with detail outline of the policy.
- In person meeting with BNPS Senior Management Team and collect feedback and opinion.
- Share a complete draft of the policy with BNPS and UN Women.
- Address all the feedback and opinion into the draft and finalize the policy paper.
- Submit final policy paper including required assignment report.

08. Timeframe

The consultancy is planned to be undertaken within 20 days, from 10-30 November 2023

09. Activities and time plan:

Sl.	Tasks	Timeline
1.	ToR signing, introductory meeting	10 November 2023
2.	Information/documents collection, meet relevant staff of BNPS to assess current safety and security measure and practices of the organization	11-12 November 2023
3.	Studying and reviewing existing documents collected.	13-14 November 2023
4.	PowerPoint presentation in a meeting and collect feedback	15 November 2023
5.	Drafting policy	16-22 November 2023
6.	Sharing draft policy with BNPS and UN Women for collecting feedback	23 November 2023
7.	Finalize the policy based on carefully addressing feedback received from UN Women and BNPS	24-26 November 2023
8.	Submit the final version of Safety and Security Policy	30 November 2023