

# Request for Proposal – Consultant to support INGO registration in Bangladesh

## TERMS OF REFERENCE

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### Introduction

The Freedom Fund is seeking a consultant to support our organisation to register an INGO branch office in Bangladesh. Specific activity requirements are detailed in the 'Scope of Work' section below.

If you are interested in being considered for this service, please review the details below and prepare a submission, with supporting evidence, as detailed in the 'Proposal Submission' section. Proposal applications can be emailed to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'INGO Registration Consultant - Bangladesh' in the subject line, **before 9.00am (BST) on Friday 8<sup>th</sup> October 2021**.

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### Background and overview of The Freedom Fund

The Freedom Fund (FF) is a leader in the global movement to end human trafficking. We work to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour.

The Freedom Fund operate programs tackling extreme forms of exploitation in Ethiopia, India, Nepal, Thailand and Myanmar and are opening programs in Brazil, Indonesia and Bangladesh in 2021. Working together with over 140 frontline organisations, we build community resilience against exploitation, support those exploited to live free, dignified lives and prosecute those responsible. Partnering with organisations supporting communities at risk of exploitation, we tackle the systems that allow human trafficking to persist and thrive.

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### The Freedom Fund's Proposed Work in Bangladesh

In Bangladesh, the Freedom Fund is initiating a new program which aims to reduce the prevalence of commercial sexual exploitation of children (CSEC) in Dhaka, over the next five years. To do this, the Freedom Fund will work with local CSO partners and government in Dhaka to identify and support children to leave situations of CSEC, to provide support to survivors, and to support children at risk of entering conditions of exploitation. To inform the design of this program, the Freedom Fund is commissioning formative research into manifestations of CSEC, and a baseline study on the prevalence of CSEC in program areas in Dhaka.

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### Scope of Work

The consultant is required to undertake the following activities upon request from the Freedom Fund.

- Support the Freedom Fund to register an INGO branch office in Bangladesh.
- Support and advise the Freedom Fund in the preparation of the FD-1 application along with other attachments and its submission to the NGO Bureau.
- Follow up on the submitted FD-1 and provide updates to the Freedom Fund as to its progress.

- Maintain contact (as required) with the Directors & Director General of NGOAB, different government officials of NGO Bureau, Special Branch Police (SB) National Security intelligence (NSI) and other ministries to support the successful registration of the Freedom Fund.
- Arrange meetings between the officials of the NGO Bureau and the Freedom Fund on a regular basis. As required, arrange visit(s) for the NGOB government officials of NGO Bureau and NSI/SB to the Freedom Fund office.
- Support the Freedom Fund to respond to the queries from NGOA Bureau and submit them through the formal channels.
- Support the Freedom Fund to prepare different documents such as reports, and memos related to registration if needed.
- Support the Freedom Fund to set-up a new office to ensure compliance with the NGO Bureau's checklist.
- Document all correspondences with the government in a systematic way for future reference and submit to the Freedom Fund.

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## Consultant Qualifications and Experience

### Work Experience:

- Demonstratable experience of supporting INGO branch registration in Bangladesh.
- At least 4 years of working experience in role where you liaise with government officials, in particular the NGO Bureau.

### Job related knowledge:

Advanced knowledge on the Government of Bangladesh Administrative structure, INGO registration and protocols especially with NGOAB and SB/NSI.

### Skills:

- Excellent skills on process facilitation and coordination with high standards
- Excellent inter-personal communication skills
- Good documentation skills
- Good presentation skills
- Excellent time management skills
- Good English communication skills
- Hands-on computer (MS Office) operating skills
- Problem solving and decision making
- Applying technical and professional expertise
- Working effectively with others
- Communicating with impact
- Networking

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## Proposal Submission

If you are interested in being considered for this service provision please submit your proposal of no longer than 3 pages, including the following sections:

**1. Executive Summary**

Brief summary of why you are best placed to fulfil the requirements of this service. This should include the main strengths you can provide to FF. If there are any services you are unable to provide, please indicate any alternative solutions you can recommend.

**2. Activities to be performed**

Description of how you will deliver the services specified in the Scope of Work. The description should demonstrate your ability and experience in performing similar activities to the level necessary for achievement of FF objectives.

**3. Qualifications and experience**

Details of your fit to the specification described above. Copies of documentary evidence (e.g. previous work, writing samples) should be included where appropriate.

If there are requirements that you are unable to meet, please describe alternative solutions or explain why this will not affect achievement of FF objectives.

**4. Cost indications for the Scope of Work**

Indicative daily rates and other costs (e.g. travel rates) for each service/deliverable in the Scope of Work. A range can be provided where the cost may vary (e.g. depending on travel distance from your office/location).

**Proposal Timeline**

Proposal applications should be submitted as soon as possible but no later than 9.00am (BST) on Friday 8<sup>th</sup> October 2021. Please email your application to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'INGO Registration Consultant - Bangladesh' in the subject line.

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## Next Steps

The Freedom Fund will review your proposal and request additional information or clarification if necessary. It may be necessary to have a virtual meeting to discuss your proposal; you will be contacted with proposed arrangements for this, should this be required.

A service agreement will be drafted with the selected applicant. This will include full details of the services to be provided, agreed prices and other arrangements.