



The project is Co-funded  
by the European Union.



## **Request for Proposal**

**Data Analysis & Interpretation and Report Development**  
of Social Audit (SA) Findings with the 'Empowering left behind minority communities to effectively participate in the development process of Bangladesh (ELMC)' project

### **1. Background of assignment**

Approximately 11% of the population of Bangladesh consists of minorities, who face discrimination due to their religion, ethnicity, gender identity, and geographical location-. The discrimination affects their access to education, healthcare, housing, employment, and legal support. Furthermore, as there is no specific law to reduce discrimination against other left-behind communities, no effective initiatives are observed to eliminate the ongoing discrimination against them. It should be noted that with the aim of reducing discriminatory practices against left behind minority communities and empowering them through capacity building and ensuring their active participation in the development of Bangladesh, WAVE Foundation, BLAST, Bandhu Social Welfare Society (Bandhu) and Nagorik Uddyog with the support of European Union and Christian Aid have launched a project titled **"Empowering left behind minority communities to effectively participate in the development process of Bangladesh (ELMC)"**. The goal of the project is to empower the left behind minority communities which includes the Dalits, Transgender and Hijras, Plainland Ethnic Minorities, tea garden workers, and Person with Disability (PwD) and facilitate their activate participation in the development process of Bangladesh and eliminate all forms of discrimination in accessing various services.

There is a number of initiatives by the government to uphold the rights and entitlements of left-behind minority communities in Bangladesh. Especially the social safety net programs i.e. VGD, VGF, old age allowance, allowance for PWD, etc. support to different marginalized communities in different way and different periods. To provide these supports, each program has specific policies and guidelines. Several research and studies on social safety net programs identified that there are gaps between the guidelines and implementation at the field level. The ELMC project aims to minimize these gaps through its interventions like, awareness, social advocacy as well as advocacy at the national level.

The project includes Social Audit as a crucial measure to recognize government schemes and facilities available to the minority community. In the past, in 2022, social audits were performed on public services, particularly social safety net programs, with the aim of identifying gaps in implementation, assessing access for minority communities, and suggesting improvements. A total of 73 social audits were carried out across 73 Upazilas in 8 districts within 3 working divisions managed by the ELMC project, WAVE Foundation. WAVE Foundation emerged in 1990. The organization implements multifaceted activities for socio-economic development of the marginalized to establish universal human rights, governance, and also conducting advocacy & campaigns (<https://wavefoundationbd.org>).

### **2. Description of the assignment**

- (i) Title of the Assignment:** Analysis & interpretation of the data/information and findings of social audits and prepare comprehensive report
- (ii) Number of reports:** 1 (including 8 separate chapters for 8 working districts)
- (iii) Duration:** 1 month
- (iv) Objectives of the assignment:**
  - To analyse and interpret the findings (data & information) of social audits
  - To identify govt different scheme facilities for minority communities in Bangladesh
  - To identify the gaps between policies/guidelines and implementation of government services (e.g., social safety net programs and related) for the minority communities
  - To compile recommendations based on the findings and analysis of the social audit

### 3. Required qualification and experiences of the facilitator

Successful applicants will have the following competencies-

- Proven experience in developing similar reports in the development sector
- Strong social science background with expertise in research and monitoring
- Previous work experience in community/local-level government services is preferable.
- Skill in data management, analysis and interpretation
- Demonstrated ability to meet deadlines

### 4. Key deliverables

- Inception report including action plan and methodology;
- Review of existing policies/guidelines of government services (e.g., social safety net programs)
- Compilation and analysis of data from the social audits;
- Develop a comprehensive report including 8 separate chapters for 8 working districts
- Prepare a summary report (3-4 papers) with infographics for dissemination during public hearings
- Prepare a presentation based on the findings for public hearings

### 5. Time-frame

The whole assignment will be completed from 25 June to 25 July 2023.

### 6. Reporting

The Consultant will report directly to the Project Focal of the respective organization and submit the required reports. Moreover, he/she will also communicate with the Project Coordinator of the particular project for need-based purposes. After the completion of task, the Consultant will submit one copy final version of the completion report to respective organization for reviewing from the organization's end. After reviewing, the final deliverables will be submitted to the responsible person of the organization.

### 7. Payment procedure

Payment will be made in 2 installments by WAVE Foundation at equal proportion:

- 1st installment will be paid after signing a Memorandum of Understanding (MoU) between two parties (WAVE Foundation and the consultant)
- 2nd and final installment will be paid after submitting the final report to the organization.

Payment shall be made through account payee cheque/bank transfer and after deduction of Tax and VAT at source as per govt. rules and regulations.

### 8. Application procedure

If you find yourself eligible for the above-mentioned assignment, please send your proposal with your CV and other related documents illustrating your qualification and experiences. Please send hard copy of your proposal to-

Admin & HR Division  
WAVE Foundation  
22/13 B, Block-B, Khilji Road, Mohammadpur, Dhaka-1207, Bangladesh

Or

Send soft copy of your application to [tender@wavefoundationbd.org](mailto:tender@wavefoundationbd.org)

### 9. Submission deadline

15 June, 2023