

Terms of Reference

Hiring an individual consultant to conduct a study of political parties' RPO positionality alignment for democratic reforms through gender responsive and inclusive participation in decision making under the 'Strengthening institutional capacity for democratic reforms through gender responsive and inclusive participation in decision making (GRIP) Project.

Position	Individual Consultant
Contact Period	From December 2025-25 January, 2026
Working Area	Primary and Secondary data source & field information from project areas.
Introduction	This Terms of Reference (ToR) outline the requirements to engage a qualified individual consultant who will conduct a comprehensive analysis based study of political parties' RPO positionality alignment for democratic reforms through gender responsive and inclusive participation in decision making under the 'Strengthening institutional capacity for democratic reforms through gender responsive and inclusive participation in decision making (GRIP) Project. This study will be in producing a comprehensive knowledge product that strengthen the capacity of national institutions, particularly the Bangladesh Election Commission (BEC) to ensure gender-responsive and inclusive electoral processes. The Key activities include supporting the implementation and monitoring of the Representation of the People Order (RPO) through consultations with political parties, conducting political party analysis.
Project Context	WAVE Foundation has started implementing 'Strengthening institutional capacity for democratic reforms through gender responsive and inclusive participation in decision making project' under the Democratic Reforms through Inclusive Participation in Bangladesh (DRIP) project implemented by UN Women in collaboration with UNDP and funded by the Swiss Agency for Development and Cooperation (SDC). The project aims to strengthen gender-responsive and inclusive democratic institutions in Bangladesh during a critical period of political reform. Simultaneously, the project empowers civil society organizations and women-led platforms to advocate for inclusive governance and women's political leadership. It will achieve this by strengthening national institutions to be more inclusive and responsive, improving data availability to inform reforms, and creating an enabling environment for civil society to engage in governance. The project will be implemented across eight districts: Khulna, Patuakhali, Bogura, Mymensingh, Satkhira, Jamalpur, Kurigram and Cox's Bazar, covering 16 upazilas under six divisions.
Objective/Purpose of the consultancy	The main objectives of this consultancy are: <ul style="list-style-type: none"> • To focus in the implementation and monitoring of the Representation of the People Order at all levels (RPO). • To orient the political parties on RPO and identify its implementation status. • To develop policy and strategic recommendations on RPO to enhance gender equality in democratic process.

<p>Scope of Work /Assignment</p>	<p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> • Conducting a desk review of identify the gaps in law and practice with the RPO positionality alignment of the constitution, election law, manifestos, etc.) and how these translate into practice with regards to the constitution, acts, laws, by-laws and at a political party manifesto level; • Orient the political parties on RPO. • Find out present implementation status of RPO by political parties. • Steps taking by the political parties for the implementation of RPO at all level; • Find out implementation and monitoring status of RPO by the Bangladesh Election Commission (BEC); • Identify weak enforcement of gender quotas in political parties and RPO positionality; • Mapping and analyzing barriers and challenges to women's participation based on RPO positionality alignment; • Designing research tools and methodology for participatory qualitative & quantitative fieldwork. • Conducting field research in selected GRIP project areas in Dhaka (National), Cox's Bazar, Bogura, Khulna, Mymensingh, Kurigram, Jamalpur, Satkhira, and Patuakhali (need base) using: <ul style="list-style-type: none"> ✓ Key Informant Interviews (KIIs) ✓ Focus Group Discussions (FGDs) ✓ Small survey involving (Political parties, CSOs, media, youth, and socially excluded groups) ✓ Case story documentation • Preparing a comprehensive, gender-responsive RPO analytical report that incorporates gender analysis and inclusive practices into policy development. • Developing a Power Point presentation of study findings to be used in BEC & policy advocacy events.
<p>Deliverables</p>	<ul style="list-style-type: none"> • Final Comprehensive, Gender-Responsive RPO Analytical Report. • Develop report in Bangla & English on the implementation of RPO at all levels. • Prepare brief/summary report in Bangla & English of the study with policy recommendation. • Prepare a presentation on study findings both English and Bangla for BEC, journalists, CSOs, and policymakers. • Provide all sorts of field data (quantitative and qualitative) tabulated, transcribed and analyzed. • Facilitate a session with political parties to orient them on RPO. • Provide a draft report in English based on study findings by 15th January 2026 and the final report by 25th January 2026.
<p>Timeframe</p>	<p>The duration of the assignment is expected to be completed within 10 December 2025-25 January, 2026 from the contract signing date.</p>
<p>Mode of payment</p>	<p>The amount will be disbursed in favor of consultant through an account payee cheque or Bank Transfer. 40% of the total payment will be provided after signing of</p>

	<p>the agreement and the rest of the payment will be provided after receiving the final report. All payments will be made through A/C Payee Cheques. shall be made by cheque.</p> <p>WAVE Foundation will deduct VAT and income tax at source as per the rules of GoB. All cost related to travel, food and accommodation will be included in total cost of study. Besides no other benefits shall be admissible beyond what is stipulated in the contract.</p>
Qualifications	<ul style="list-style-type: none"> • Advanced degree a minimum of a Master’s degree in Law, Political Science, Gender Studies, Public Policy, Development Studies, Sociology, or a closely related field from a recognized institution. • A minimum of 7-10 years of professional experience in conducting high-quality, complex qualitative and quantitative social science research, especially in the context of political, legal, and governance studies in Bangladesh. • Proven expertise in electoral laws (specifically the RPO), gender quotas, political party dynamics, democratic reforms and women's political participation in Bangladesh. • Demonstrated experience in conducting legal and policy gap analysis of national legislation (Constitution, Acts, Laws, By-laws) against international best practices or specific thematic goals. • Prior experience in engaging with high-level stakeholders, including officials from the Bangladesh Election Commission (BEC), senior leaders of political parties, CSOs, media, and marginalized community representatives. • Proven track record of producing high-quality, comprehensive, and gender-responsive analytical reports for national or international organizations. Experience in developing policy-relevant presentation materials.
Ethical Standards	<ul style="list-style-type: none"> • Ensure informed consent, confidentiality, and ethical conduct in fieldwork. • Respect community cultures and ensure inclusion of diverse voices, especially marginalized women. • Maintain transparency and accountability throughout the assignment. • Comply with WAVE Foundation’s safeguarding and communication protocols. • Ownership of all outputs, e.g. reports, documents, information, findings etc. produced by this assignment will be treated as the WAVE’s property. WAVE Foundation and its donor can use the findings and recommendations for necessary interventions and policy advocacy.
How to apply	<p>We are seeking a highly creative and innovative thinker. Please submit your résumé and cover letter clearly highlighting your relevant experience and the title of the proposed study, “Conduct a Study of Political Parties’ RPO Positionality Alignment for Democratic Reforms through Gender-Responsive and Inclusive Participation in Decision-Making” to tender@wavefoundationbd.org by 7 December 2025. Only shortlisted applicants will be contacted for further processing. The organization reserves the right to reject any proposals at its discretion without obligation to inform applicants.</p>