



YPSA (Young Power in Social Action)

An organization for sustainable development

Project Title: Community Engagement in Countering Violent Extremism in Cox's Bazar

Terms of Reference

for

Service Provider

Title of the Assignment-1:

Advanced training on Monitoring & Evaluation and MIS system of Principal Recipient

Objectives of this Assignment:

- **To increase the capacity of YPSA staff on Monitoring & Evaluation and MIS system in advanced level**
- **To develop Monitoring & Evaluation and MIS system for YPSA**

Scope of Work:

- Conduct an needs assessment for effective M&E and MIS system through;
 - Review the existing Monitoring & Evaluation and MIS system practiced in YPSA
 - Review the existing relevant document of YPSA
 - Organize and conduct meeting with the YPSA staff
- Develop a training module on Advanced Monitoring & Evaluation and MIS system based on the need
- Conduction of training on Advanced Monitoring & Evaluation and MIS system
- Development of a standard M&E and MIS system for YPSA
- Mentoring (if needed) after completion of assignment.
- Share the update with YPSA and receive feedback and incorporate it in the document produced.

Deliverables:

- Develop a detailed plan of said assignment with method
- Brief needs assessment report
- Report on advanced training on Monitoring & Evaluation and MIS system
- M&E and MIS system for YPSA

Duration of the Assignment

The duration of the said assignment will be for 2 (two) months after signing of contract paper.

General Terms and Conditions:

1. An EOI can cover single or all assignments. In respect of EOI for two or more assignments, it is necessary to mention the methodologies and processes in separately (assignment wise)

2. Relevant methodologies and processes for the accomplishment of assignment should be mentioned in the EOI;
 3. EOI should be submitted in sealed envelope;
 4. Selected individual/organization will be informed through written letter/Email;
 5. Contract will be signed before accomplishment the activity
 6. VAT should be mentioned in the in the budget part of EOI and tax will be deducted as per Govt. rules;
 7. All related documents should be submitted with EOI;
 8. YPSA reserves the rights to accept or reject any EOI.
-

Title of the Assignment-2:

Monitoring & Evaluation System development of three Sub Recipients of YPSA in Cox'sBazar

Objectives of this Assignment:

- **To develop the capacity of SRs' staffs on Monitoring & Evaluation system**
- **To develop Monitoring & Evaluation system for three SRs**

Scope of Work:

- Conduct an needs assessment for effective M&E system through;
 - Review the existing Monitoring & Evaluation system practiced in the respective SRs level
 - Review the existing relevant document of respective SRs
 - Organize and conduct meeting with the respective SRs
- Develop a training module on Monitoring & Evaluation based on the need
- Conduction one batch training on Monitoring & Evaluation
- Development of a Monitoring & Evaluation system for each SR
- Mentoring (if needed) after completion of assignment.
- Share the update with YPSA and receive feedback and incorporate it in the document produced.

Deliverables:

- Develop a detailed plan of said assignment with method
- Brief needs assessment report
- Report on training on Monitoring &Evaluation
- M&E system for three SRs separately

Duration of the Assignment

The duration of the said assignment will be for 2 (two) months after signing of contract paper.

General Terms and Conditions:

1. An EOI can cover single or all assignments. In respect of EOI for two or more assignments, it is necessary to mention the methodologies and processes in separately (assignment wise)

2. Relevant methodologies and processes for the accomplishment of assignment should be mentioned in the EOI;
3. EOI should be submitted in sealed envelope;
4. Selected individual/organization will be informed through written letter/Email;
5. Contract will be signed before accomplishment the activity
6. VAT should be mentioned in the in the budget part of EOI and tax will be deducted as per Govt. rules;
7. All related documents should be submitted with EOI;
8. YPSA reserves the rights to accept or reject any EOI.

=====

Title of the Assignment-3:

Upgrade of Financial Management System of three Sub Recipients of YPSA in Cox'sBazar

Objectives of the assignment:

- **To develop an improved Financial Policy of three Sub Recipients of YPSA.**
- **Develop capacity of relevant staff of SRs on the improved policy**

Scope of Work:

- Review the existing Financial policies of three SRs
- SWOT analysis of SRs
- Organize need based meeting with the relevant staff of SRs
- Develop an improved financial policy for respective SR
- Conduct training/orientation for SRs staff on improved Financial policy
- Share the update with YPSA and receive feedback and incorporate it in the document produced.

Deliverables:

- Develop a detailed plan of said assignment with method
- Brief report on SWOT analysis of respective SRs
- Improved financial policy for three SRs as per their strength
- Staff training report.

Duration of the Assignment

The duration of the said assignment will be for 2 (two) months after signing of contract paper.

General Terms and Conditions:

1. An EOI can cover single or all assignments. In respect of EOI for two or more assignments, it is necessary to mention the methodologies and processes in separately (assignment wise)
2. Relevant methodologies and processes for the accomplishment of assignment should be mentioned in the EOI;
3. EOI should be submitted in sealed envelope;
4. Selected individual/organization will be informed through written letter/Email;
5. Contract will be signed before accomplishment the activity

6. VAT should be mentioned in the in the budget part of EOI and tax will be deducted as per Govt. rules;
7. All related documents should be submitted with EOI;
8. YPSA reserves the rights to accept or reject any EOI.

=====

Title of the Assignment-4:

Upgrade of Human Resources Management System of two Sub Recipients of YPSA in Cox'sBazar

Objectives of the assignment:

- **To develop an improved Human Resources Policy of two Sub Recipients of YPSA.**
- **Develop capacity of relevant staff of SRs on the improved policy**

Scope of Work:

- Review the existing HR policies of two SRs
- SWOT analysis of SRs
- Organize need based meeting with the relevant staff of SRs
- Develop an improved HR policy for respective SR
- Conduct training/orientation for SRs staff on improved HR policy
- Share the update with YPSA and receive feedback and incorporate it in the document produced.

Deliverables:

- Develop a detailed plan of said assignment with method
- Brief report on SWOT analysis of respective SRs
- Improved HR policy for two SRs as per their strength
- Staff training report.

Duration of the Assignment

The duration of the said assignment will be for 2 (two) months after signing of contract paper.

General Terms and Conditions:

1. An EOI can cover single or all assignments. In respect of EOI for two or more assignments, it is necessary to mention the methodologies and processes in separately (assignment wise)
2. Relevant methodologies and processes for the accomplishment of assignment should be mentioned in the EOI;
3. EOI should be submitted in sealed envelope;
4. Selected individual/organization will be informed through written letter/Email;
5. Contract will be signed before accomplishment the activity
6. VAT should be mentioned in the in the budget part of EOI and tax will be deducted as per Govt. rules;
7. All related documents should be submitted with EOI;

8. YPSA reserves the rights to accept or reject any EOI.

=====

Title of the Assignment-5:

Gender and organizational Development of three Sub Recipients of YPSA in Cox'sBazar

Objectives of the assignment:

- **To improve the Gender Policy of SRs in line with current context**
- **Creating gender friendly working environment with these three SRs;**

Scope of Work:

- Conduct an needs assessment for Gender and organizational Development through;
 - Assess the existing practice in the respective SRs level
 - Review the existing relevant documents including gender policy of respective SRs
 - Organize and conduct meeting with the respective SRs
- Develop improved gender policy for the three SRs as per the respective SR's needs
- Develop a training module on Gender and organizational development based on the need
- Conduction one batch training on Gender and organizational development
- Mentoring (if needed) after completion of assignment.
- Share the update with YPSA and receive feedback and incorporate it in the document produced.

Deliverables:

- Develop a detailed plan of said assignment with method
- Brief needs assessment report
- Improved gender policy for each SR
- Report on training on Gender and organizational development

Duration of the Assignment

The duration of the said assignment will be for 2 (two) months after signing of contract paper.

General Terms and Conditions:

1. An EOI can cover single or all assignments. In respect of EOI for two or more assignments, it is necessary to mention the methodologies and processes in separately (assignment wise)
2. Relevant methodologies and processes for the accomplishment of assignment should be mentioned in the EOI;
3. EOI should be submitted in sealed envelope;
4. Selected individual/organization will be informed through written letter/Email;
5. Contract will be signed before accomplishment the activity
6. VAT should be mentioned in the in the budget part of EOI and tax will be deducted as per Govt. rules;

7. All related documents should be submitted with EOI;
8. YPSA reserves the rights to accept or reject any EOI.

=====