

JAAGO FOUNDATION

TERMS OF REFERENCE

For the Engagement of a Research Organisation, Consultancy Firm, Institution or Individual Consultant Policy Analysis on Women-Related Policies of Bangladesh and Development of Caucus-Ready Policy Recommendations

Project: SheSpeaks – Empowering Voices, Shaping Policy

Activity 05: Policy Cafe and Advocacy Sessions with Government Stakeholders and Policymakers

Particulars	Information
Organisation	JAAGO Foundation
Eligible applicants	Research organisations, consultancy firms, academic institutions, policy think tanks, and individual consultants with a declared support team
Type of service	Legal and policy analysis, comparative regional review, commitment tracking, and policy recommendation development
ToR publication date	10 August 2026
Proposal submission deadline	30 August 2026, 11:59 PM (Bangladesh Standard Time)
Selection and expected contract signing	06 September 2026
Assignment duration	30 calendar days from the date of contract signing
Proposal submission	Separate technical and financial proposals, by email to procurement.jft@jaago.com.bd or by hand delivery to JAAGO Foundation Head Office during working hours
Currency	Bangladeshi Taka (BDT)
Reporting line	Monower Hossain, Program Coordinator, Program Implementation Department, JAAGO Foundation
Reference	JF/SheSpeaks/A05/ToR/2026/01

1. Background and Rationale

JAAGO Foundation is a non-profit development organisation working across Bangladesh to break the cycle of poverty through education, youth empowerment, gender equality, civic engagement and community resilience. Through its civic education work and the Volunteer for Bangladesh network, it has an established presence in all 64 districts and a track record of convening multi-stakeholder policy dialogue.

SheSpeaks: Empowering Voices, Shaping Policy is a twelve-month initiative that seeks to translate the collective voices of women into actionable policy reform. It has gathered the perspectives of 10,000 women across all 64 districts through a nationwide perception survey and divisional focus group discussions, with representation from socioeconomic, geographic and marginalised groups including indigenous women and women with disabilities. Findings are validated through the Women's Civic Champions Council, a coalition of women's rights organisations and advocacy groups. Activity 05 will convene eight Policy Cafe sessions, one in each administrative division, bringing together Members of Parliament, government officials, local government representatives, women's rights organisations, researchers, media and citizens. A central advocacy goal is to secure support for the formation of a dedicated parliamentary caucus on women's rights.

Bangladesh has entered a new political cycle. The 13th National Parliament Election was held on 12 February 2026 and the 13th Jatiya Sangsad was convened from 17 February 2026. This creates a time-bound window in which electoral

commitments are recent, the legislative agenda is still being set, and political appetite for reform is at its highest. The Perception Survey has produced a substantial body of primary citizen evidence, but it is not yet in a form that a Member of Parliament, a standing committee or a ministry can act upon. This consultancy provides the bridge, setting the citizen evidence against the legal and policy architecture of the country, benchmarking it against South Asian practice, testing it against what was promised to women at the election, and converting it into a small number of specific and legislatively realistic proposals.

2. Purpose and Objectives

The purpose is to engage a qualified research organisation, consultancy firm or individual consultant to conduct a comprehensive, independent and politically neutral analysis of the women-related policy landscape of Bangladesh, and to convert that analysis, together with the SheSpeaks Perception Survey evidence, into three to five immediate policy recommendations capable of being caucused and tabled for discussion in the Jatiya Sangsad. The specific objectives are:

1. Map and critically analyse the women-related laws, policies, rules, strategies, action plans and institutional mechanisms of Bangladesh, with emphasis on those in force as of 31 July 2026, and identify the gaps that most materially constrain outcomes for women.
2. Conduct a comparative review of women-related policy frameworks in selected South Asian countries and benchmark the position of Bangladesh against them.
3. Analyse the commitments made to women in the election manifesto of the political party that formed the Government following the 13th National Parliament Election 2026, and assess the positive and negative changes recorded against those commitments up to 31 July 2026.
4. Integrate and triangulate the SheSpeaks Perception Survey findings with the legal, policy, institutional and comparative evidence.
5. Formulate three to five immediate, specific and legislatively realistic policy recommendations, each with a defined parliamentary entry point. Additional relevant recommendations may be presented separately as supplementary recommendations.
6. Prepare the policy communication package required for the eight divisional Policy Cafe sessions.

3. Scope of Work

The assignment comprises six components. All are mandatory and must be addressed in the technical proposal.

Component A: Inception and Analytical Planning

Participate in a kick-off meeting immediately after contract signing and review the SheSpeaks concept note, the Perception Survey report, the focus group discussion synthesis and other documents provided. Submit an inception note setting out the analytical framework, policy assessment criteria and rating logic, the source hierarchy, the comparative methodology and proposed comparator countries, the key informant list, the data protection protocol, the quality assurance arrangement and a day-by-day workplan for the 30-day period. Submit the analytical instruments, a preliminary policy inventory and the proposed report outline for approval before detailed analysis begins.

Component B: Analysis of Women-Related Policies of Bangladesh

This is the analytical core of the assignment. The Consultant shall compile and critically analyse the body of women-related policy instruments of Bangladesh, with emphasis on those currently in force and on developments in the current political and legislative cycle. The thematic scope below is indicative and non-exhaustive. The Consultant is responsible for identifying every relevant instrument and for verifying its current status against the primary text rather than secondary summaries.

Thematic Domain	Indicative Scope
Rights, representation and justice	Constitutional provisions on equality, non-discrimination and affirmative measures; the reserved seat mechanism in the Jatiya Sangsad and its mode of filling; recent constitutional and reform commission processes; requirements on women in political party committees; local government seats; representation in the Cabinet and standing committees; legislation on violence against women and children, domestic violence, dowry, acid crime, trafficking and child marriage; judicial guidelines on sexual harassment; the prevailing cyber law and online gender-based violence; crisis centres, shelters and legal aid.
Family, labour and economic empowerment	Personal laws on marriage, divorce, maintenance, guardianship and inheritance; family court procedure; land and property rights in law and practice; labour law as it applies to women workers, including maternity provision, wage parity and workplace harassment; exclusions affecting informal, domestic and migrant workers; the readymade garment sector; women entrepreneurship policy, credit access and collateral requirements; unpaid care and the care economy; ratified ILO conventions.
Health, education, social protection and safety	Sexual and reproductive health and rights; maternal, adolescent and mental health; nutrition; education policy as it affects girls and women, including stipends, retention and the effect of early marriage; technical and vocational training; the national social security framework and allowances targeted at women, including targeting, coverage and delivery performance; public transport and public space safety; policing arrangements.
Climate, marginalised groups and institutions	The national adaptation and disaster management frameworks and their gender responsiveness; women in coastal, char, haor and hill areas; the disability rights framework as it applies to women and girls; indigenous women and women of ethnic and religious minority communities; the Ministry of Women and Children Affairs and the Department of Women Affairs; the National Human Rights Commission; gender-responsive budgeting and allocation against actual expenditure; CEDAW and the status of any reservations maintained by Bangladesh; the Beijing Platform for Action; Sustainable Development Goal 5.

For each significant instrument the Consultant shall record the year of adoption, responsible authority, current legal status, whether implementing rules have been framed, the enforcement body, budget provision and most recent amendment, and shall assess substantive adequacy, clarity of enforceable rights, institutional capacity, financing, monitoring, accessibility and demonstrated results. The analysis shall cover the recent policy trajectory, including reform commission recommendations, legislative reform proposals, measures adopted or announced by the present Government, and the current legislative agenda of the 13th Jatiya Sangsad as it bears on women, distinguishing clearly between recommendations made, proposals tabled, instruments adopted and provisions actually enforced.

Gap analysis. Identify the specific gaps, contradictions, overlaps, dormant provisions, unframed rules, unfunded mandates and enforcement failures that most constrain outcomes for women, distinguishing consistently between policy gaps, implementation gaps, financing gaps, capacity gaps and accountability gaps, since the remedy for each is different. Support the analysis with limited key informant consultations as agreed at inception.

Component C: South Asian Comparative Review

1. Conduct a structured comparative review of at least four South Asian countries. India and Nepal are mandatory comparators because of their directly relevant experience with representation quota design. The remaining comparators shall be proposed in the inception note and approved by JAAGO Foundation.
2. Compare across defined dimensions, including constitutional guarantees and their justiciability; representation mechanisms and quota design, including whether reserved seats are directly elected or indirectly filled; legislation on violence against women and its enforcement; family and property law; labour protections including maternity provision, workplace harassment law and coverage of informal and domestic workers; economic empowerment; access to justice; social protection; gender-responsive budgeting; and institutional and accountability architecture.
3. Benchmark the position of Bangladesh using recognised international indices, stating the methodology, limitations and year of each index used.

4. Identify transferable policy models, setting out for each what it is, how it works, what results it has produced, what conditions it depends on, and whether it can realistically be adapted to Bangladesh. Identify also the approaches that have failed or produced unintended consequences, and the safeguards required before adaptation.
5. Present the review as a structured country-by-dimension matrix supported by narrative interpretation.

Component D: Election Manifesto and Government Action Analysis

This component requires a rigorous, fully sourced and strictly non-partisan assessment of what was promised to women at the 13th National Parliament Election 2026 and what has been delivered since. **The review cut-off date is 31 July 2026.**

1. Obtain the authentic published election manifesto of the political party that formed the Government following the 13th National Parliament Election 2026, together with any published supplementary policy documents and formal policy statements made since assuming office.
2. Extract every commitment relating directly or indirectly to women and girls, including commitments not framed explicitly in gender terms but carrying material consequences for women, and codify each into a commitment tracking matrix recording the exact wording, source reference, intended benefit, responsible institution, timeline and the instrument required to deliver it.
3. For comparative reference and analytical balance, record the principal women-related commitments of other parties represented in the 13th Jatiya Sangsad. This establishes where cross-party common ground exists, which is essential intelligence for caucus formation.
4. Assess what has verifiably occurred against each commitment up to 31 July 2026, drawing on Bills introduced or passed, Ordinances or Rules gazetted, Statutory Regulatory Orders, budget allocations, administrative orders, institutional decisions, standing committee action and formal ministerial statements. Classify each using transparent status categories agreed at inception, indicatively: completed; substantially progressed; initiated; pending with no action; modified; reversed or regressive; not verifiable; and no evidence found. State the evidence supporting each classification.
5. Identify and analyse the positive changes that advance the rights, participation, protection or economic position of women, and the negative changes, reversals, delays, omissions or reduced protections that have the opposite effect.
6. Analyse the composition of the 13th Jatiya Sangsad and of the Government from a gender perspective, including the number and proportion of women members, the status of reserved seats, and representation in the Cabinet and standing committees. Present the assessment as a commitment tracker suitable for public presentation and for direct discussion with policymakers.

Standard of evidence. Every finding must be traceable to a citable primary or official source. Inference, media speculation and unattributed claims are not acceptable. The analysis must be written in the register of independent policy assessment, not political commentary, and must distinguish verified fact, analytical interpretation and data limitation. Where a commitment is ambiguous, state the ambiguity rather than resolve it in either direction.

Component E: Integration of the SheSpeaks Perception Survey

JAAGO Foundation will share the SheSpeaks Perception Survey report with the selected Consultant following contract signing and execution of a confidentiality undertaking. It is the primary citizen evidence base of the project and the reason the recommendations will carry legitimacy.

1. Analyse the survey findings and focus group discussion synthesis to identify the priorities, barriers and expectations that women themselves have articulated, disaggregating by geography, age, socioeconomic position, disability, ethnicity and occupation where the data permits.
2. Map the findings against the policy analysis, identifying where existing policy addresses a stated priority adequately, where it does so inadequately, where it does so on paper but not in practice, and where it does not address it at all.
3. Surface explicitly the divergences between what women identified as priorities and what current policy and electoral commitments reflect. These divergences are among the strongest advocacy findings the project can produce.

4. Disaggregate by division so each Policy Cafe session can be anchored in evidence from that division, and ensure the priorities of marginalised women are given proportionate weight rather than lost in national averages.
5. Use the survey evidence to establish the priority ranking that drives the selection of the final recommendations. The recommendations must demonstrably follow from what women said.

Component F: Recommendations and Policy Cafe Package

This component is the point of the assignment. The Consultant shall distil the analysis into three to five immediate recommendations that are specific, actionable and capable of being caucused and tabled for discussion in the Jatiya Sangsad within the current term. Where the analysis identifies further reforms of clear merit, these may be presented separately as supplementary recommendations, provided the three to five core proposals remain distinct and fully developed. A long list of desirable reforms is of limited use. A short list of proposals that can actually be carried is what changes outcomes. Each recommendation must respond to a priority evidenced in the Perception Survey, address a gap established in the policy analysis, be supported by comparative or national evidence, be deliverable through an identified instrument, be fiscally realistic, have a plausible parliamentary pathway and potential cross-party support, and carry no foreseeable harmful consequence for any group of women.

For each recommendation the Consultant shall prepare a standalone briefing paper, or recommendation card, of not more than three pages containing:

1. The policy problem, the affected groups and the supporting evidence, and the specific reform proposed, drafted with sufficient precision that a parliamentary drafter could work from it.
2. The exact instrument required, whether a new Act, an amendment to a specified section of an existing Act, framing or amendment of Rules, a Statutory Regulatory Order, a budget allocation, an administrative instruction or an institutional mandate change, and the responsible ministry, agency or authority.
3. The parliamentary entry point, which may include a private member's bill, a government bill, a standing committee referral, a budget session intervention, a question hour or adjournment motion, a resolution or a caucus-led consultation.
4. The comparative precedent and the outcomes it achieved, an order-of-magnitude cost estimate with its basis stated, and feasibility considerations including likely supporters, likely resistance, the arguments that will be made against the proposal and the evidence-based response to each.
5. Immediate and medium-term steps with an indicative timeline, expected outcomes, monitoring indicators, and a one-page summary for direct handover to a Member of Parliament.

The Consultant shall additionally prepare a concise note on the case for a dedicated parliamentary caucus on women's rights, drawing on comparative practice regarding how such caucuses are constituted, mandated and sustained, with an indicative terms of reference, membership structure and working method.

Policy Cafe package. Based on the approved analysis, prepare a practical package for the eight divisional sessions, in Bangla with English versions, comprising: a concise national policy brief; the recommendation cards for the three to five core proposals, and for any supplementary recommendations; an editable presentation deck; a discussion guide with framing questions, stakeholder prompts and expected policy commitments; a feedback and commitment capture template; a one-page manifesto commitment tracker; speaking points for JAAGO Foundation and Women's Civic Champions Council representatives; a short public summary for media and campaign use; and division-specific evidence annexes for each of the eight divisions, subject to data availability. Conduct one orientation briefing for the JAAGO Foundation team and coalition members who will facilitate the sessions. The sessions themselves will be convened and managed by JAAGO Foundation after the assignment period; attendance is not part of this assignment and may be agreed separately in writing.

4. Deliverables and Timeline

All deliverables must be completed within 30 calendar days from the date of contract signing. The schedule below is indicative and may be refined at inception provided the final completion date is unchanged. All deliverables are subject to written approval by JAAGO Foundation, which will provide consolidated written feedback within three days of each submission so that the 30-day schedule can be maintained.

No.	Deliverable	Due
D1	Kick-off meeting and inception package: methodology, analytical framework, source hierarchy, assessment criteria, comparator country proposal, preliminary policy inventory, report outline, workplan, team roles, risks and quality assurance.	Day 4
D2	Analytical matrices in editable spreadsheet form: Bangladesh policy inventory and gap matrix, South Asian comparative matrix, and election manifesto commitment tracking matrix, current to 31 July 2026 and supported by traceable sources.	Day 10
D3	Draft comprehensive policy analysis report in English, integrating Components B to E, with executive summary, methodology, findings and draft recommendations. Indicative length 45 to 60 pages excluding annexes.	Day 19
D4	Validation session with JAAGO Foundation and invited technical reviewers, with documented feedback and a written response matrix.	Day 22
D5	Final policy analysis report in English and Bangla, and the caucus-ready recommendation package: three to five briefing papers of not more than three pages each with one-page summaries, any supplementary recommendations, and the caucus formation note.	Day 27
D6	Policy Cafe package, orientation briefing, and full handover of editable Word, Excel and PowerPoint files, PDFs, matrices, source register and reference library.	Day 30

Minimum structure of the final report. Executive summary; background and methodology, including source hierarchy and limitations; the women-related legal and policy architecture of Bangladesh, with thematic analysis and implementation gaps; institutional, budgetary and accountability analysis; South Asian comparative review and adaptable lessons; manifesto commitments and government action up to 31 July 2026; integration of the Perception Survey findings; the three to five core recommendations and any supplementary recommendations; roadmap for policy dialogue and caucus consideration; conclusion; references and annexes including all matrices.

Procurement timeline.

Procurement Stage	Date
Publication of these Terms of Reference	10 August 2026
Deadline for submission of proposals	30 August 2026, 11:59 PM (BST)
Technical and financial evaluation and shortlisting	02 to 05 September 2026
Contract signing and commencement	06 September 2026
Completion of the assignment	Within 30 calendar days of signing

5. Required Qualifications and Team

Applications are invited from research organisations, consultancy firms, academic institutions, policy think tanks and individual consultants. Consortium bids are permitted provided a lead entity is identified and roles are set out.

Applicant Type	Minimum Requirement
Organisation, firm or institution	Legal registration in Bangladesh with valid tax documentation. At least seven years of institutional experience in policy research, legal and policy analysis, gender equality or governance. At least three comparable completed assignments, of which at least one relates to gender or women's rights policy and at least one involved analysis intended to influence legislative or governmental decision-making. Demonstrated knowledge of the policy, legislative and political context of Bangladesh, capacity for South Asian comparative analysis, and ability to produce publication-quality analysis in English and Bangla.

Applicant Type	Minimum Requirement
Individual consultant	A postgraduate degree in gender studies, law, public policy, political science, development studies, economics, sociology or governance. At least eight years of relevant experience, including a minimum of five years in gender policy, women's rights, legal and policy analysis or governance research. Proven experience analysing national laws, policies, institutional frameworks, government commitments or budgets. Experience in manifesto analysis, parliamentary processes or legislative advocacy is strongly preferred. Excellent analytical writing in English and strong working ability in Bangla. A declared support team is required; a sole individual will not be considered adequate for the scale of this assignment.

Indicative Role	Minimum Profile and Core Responsibility
Team Leader and Lead Gender Policy Expert	Postgraduate qualification and at least 10 years of relevant experience, including current and in-depth expertise in the women-related policy and legal framework of Bangladesh. Leads methodology, synthesis, recommendations and quality assurance. This expertise is the single most important requirement of this assignment.
Legal and Governance Expert	Law degree or equivalent and at least 7 years in legislative drafting, legal research, parliamentary affairs or institutional analysis. Leads the legal and policy review, manifesto tracking, and identification of the correct instrument and parliamentary pathway for each recommendation.
Research and Comparative Policy Specialist	At least 5 years in policy research and comparative or quantitative analysis. Leads the South Asian review, secondary analysis of the survey data and source verification.
Policy Communication Specialist and Editor	At least 5 years in policy briefs, advocacy materials and professional editing, with demonstrated ability to produce accurate technical Bangla. Leads the policy brief, recommendation cards and Policy Cafe package. Machine translation without expert human revision is not acceptable.

All proposed personnel must be available during the 30-day assignment period and may not be replaced without prior written approval. JAAGO Foundation encourages the inclusion of women in senior analytical and leadership positions and will regard a gender-balanced team as a positive factor at evaluation.

6. Support Provided by JAAGO Foundation

JAAGO Foundation will provide the SheSpeaks concept note, project documents and the Perception Survey report with available supporting tables, subject to a confidentiality undertaking; a designated focal person for coordination and consolidated written feedback within three days of each submission; introduction to the Women's Civic Champions Council and reasonable support in identifying technical reviewers or key informants, with the Consultant remaining responsible for securing consultations; organisation of the validation session and of the eight divisional Policy Cafe sessions, whose event costs sit outside this consultancy; and branding guidance and approval of all deliverables. All costs of the Consultant's own team shall be borne by the Consultant and reflected in the financial proposal.

7. Political Neutrality, Ethics and Confidentiality

Political neutrality. This clause is fundamental and non-negotiable. The assignment involves analysing an election manifesto and the record of a sitting Government. It must be conducted and presented as independent, technical, evidence-based policy analysis and never as political advocacy for or against any party, alliance or individual.

1. The Consultant and every team member shall maintain strict political neutrality and shall not use the assignment, its data or its findings for any partisan purpose. All findings shall be stated factually and with full sourcing, applying identical standards of evidence to every political actor examined.
2. Any current or former political office, party membership, candidacy or formal party advisory role held by the applicant or any proposed team member shall be disclosed in full in the technical proposal. Disclosure will not

automatically disqualify an applicant. Non-disclosure will result in disqualification or, if discovered after award, termination of the contract.

3. The Consultant shall make no public statement, media comment, social media post or presentation concerning the assignment or its findings without prior written approval. JAAGO Foundation is a non-partisan organisation, and the assignment shall be conducted in a manner that protects that standing and preserves the ability of JAAGO Foundation and its coalition partners to engage constructively with all political actors and with the Government.

Research ethics and safeguarding.

1. Obtain free, prior and informed consent for all consultations, respect requests for anonymity absolutely, and apply data minimisation to any personal information collected.
2. Apply a gender-responsive, rights-based, intersectional and do-no-harm lens, and mitigate any risk that a finding, recommendation or attribution could expose an individual, community or partner organisation to harm, reprisal, stigma or legal jeopardy.
3. Represent findings honestly. Do not overstate what the evidence supports, do not suppress findings inconvenient to the advocacy position, and document limitations, evidence gaps and contested interpretations openly.
4. Comply with JAAGO Foundation policies on safeguarding, prevention of sexual exploitation and abuse, anti-harassment, non-discrimination and professional conduct, ensure all personnel are bound by them, and report any concern immediately to the designated focal person.

Confidentiality, data protection and ownership.

1. The Perception Survey report, project documents and associated datasets are the confidential property of JAAGO Foundation and are shared solely for this assignment. The Consultant shall sign a non-disclosure agreement before receiving them.
2. All project data shall be stored and transferred securely, access restricted to named team members, and no data shared with any third party or hosted on personal accounts without prior written authorisation. No respondent or informant shall be rendered identifiable in any output. Any suspected data breach shall be reported in writing within 24 hours.
3. All reports, matrices, databases, presentations, briefs, tools and source registers shall remain the exclusive property of JAAGO Foundation. The Consultant shall not publish, reproduce, distribute or quote any output without prior written authorisation, and may cite the assignment in a portfolio only with written permission and without disclosing confidential material. On completion, the Consultant shall hand over all data and outputs and certify the secure deletion of retained copies.

8. Proposal Requirements

Technical proposal. Submitted as a separate PDF, concise and clearly structured, and containing no financial information. The cover page, CVs, portfolio, work samples, and legal documents are additional to the main proposal. Inclusion of financial information may result in disqualification. It must contain:

1. Cover letter and applicant profile, with proposal validity of at least 45 days, and understanding of the assignment, the SheSpeaks project and the key analytical questions.
2. Proposed methodology, analytical framework and source strategy, covering the Bangladesh policy mapping, the South Asian comparison, the manifesto tracking, the integration of the survey, and the process for selecting and developing the three to five core recommendations and the Policy Cafe package.
3. A statement on political neutrality and analytical independence, and disclosure of any political affiliation held by the applicant or any proposed team member. This is a mandatory section.
4. A detailed day-by-day workplan against the 30-day schedule, with deliverable dates and dependencies; team composition, roles, level of effort in person-days, and confirmation of availability.
5. Quality assurance, fact-checking, citation verification, ethical safeguards, confidentiality and data protection approach, with a named quality assurance lead; and key risks, assumptions and realistic mitigation measures, with particular attention to delivery within 30 days.

6. Relevant experience, including at least three comparable assignments with client, year, scope and role; portfolio and at least two work samples or accessible links, which may be extracts or redacted where confidential; and contact details for at least two professional references.
7. CVs of all proposed personnel, stating qualifications, relevant assignment experience, authored policy products, political affiliation disclosure and availability.
8. Signed declaration of no conflict of interest, and legal and administrative documents: trade licence or registration certificate, TIN certificate and proof of the most recent return, BIN or VAT registration where applicable, National Identity Card or passport copy of the individual consultant or authorised signatory, authorisation letter for the signatory where applicable, and bank account details in the legal name of the applicant.

Financial proposal. Submitted as a separate PDF. All costs quoted in BDT and inclusive of everything required to complete the assignment. VAT shown separately; VAT and income tax will be deducted at source in accordance with applicable Government of Bangladesh rules. Unit rates, quantities, subtotals and totals must be shown for every line, and any line that is not applicable shown as zero and marked not applicable. The quoted level of effort must correspond exactly to the team deployment plan in the technical proposal. Costs omitted will not be entertained after contract signing.

Sl.	Budget Category	Amount before VAT	VAT	Total
1	Professional fees and level of effort, by position			
2	Research, document acquisition and data processing			
3	Key informant consultation costs, if proposed			
4	Translation, editing and proofreading			
5	Design and formatting of policy and Policy Cafe materials			
6	Communication, meetings and local travel, if required			
7	Other directly relevant costs, clearly specified			
	Grand Total			

9. Evaluation and Payment

Proposals will be evaluated using a quality and cost-based selection method. The minimum qualifying technical score is 70 out of 100. Only applicants meeting it will proceed to financial evaluation.

Technical Evaluation Criterion	Marks
Understanding of the assignment, the SheSpeaks evidence base and the current political context	10
Methodology and analytical framework: policy mapping and gap analysis, comparative method, manifesto tracking, survey integration, and development of the recommendations	25
Relevant experience of the applicant in gender policy, women's rights, governance and legal or policy analysis	15
Specialist experience in manifesto, parliamentary or South Asian comparative analysis, including capacity for non-partisan assessment	10
Qualifications and composition of the proposed team, including Bangla and English capability and confirmed availability	15
Workplan realism and demonstrated ability to deliver within 30 days. Delivery risk is the principal risk in this assignment	10
Quality of portfolio and work samples	10

Technical Evaluation Criterion	Marks
Quality assurance, research ethics, safeguarding and data protection	5
Total	100

Final selection will be based on Technical 80 per cent and Financial 20 per cent. The Weighted Technical Score is the technical marks obtained divided by 100, multiplied by 80. The Financial Score is the lowest evaluated financial proposal divided by the applicant's evaluated financial proposal, multiplied by 20. The final score is the sum of the two. Award remains subject to due diligence, document verification, reference checks, and internal approval. JAAGO Foundation may require shortlisted applicants to present their proposed approach before final selection.

Payment Tranche	Amount	Condition
First	30 per cent	On written approval of the inception package (D1).
Second	30 per cent	On technical acceptance of the draft report and completion of the validation session (D3 and D4).
Final	40 per cent	On written approval of the final report, the recommendation package, the Policy Cafe package and completion of handover (D5 and D6).

Payments will be made by bank transfer or account payee cheque against a valid invoice following approval of the corresponding deliverables. VAT and income tax will be deducted at source. JAAGO Foundation may adjust the milestone structure during negotiation without changing the total contract value.

10. General Terms and Submission

1. Submit the technical and financial proposals as two separate PDF files to procurement.jft@jaago.com.bd, with the subject line: Proposal for SheSpeaks Activity 05 Policy Analysis Consultancy. Name the files Applicant Name_Technical Proposal and Applicant Name_Financial Proposal. Applicants may alternatively deliver printed and sealed proposals by hand to the JAAGO Foundation Head Office during working hours, in two separate sealed envelopes marked Technical Proposal and Financial Proposal, each bearing the applicant name.
2. The deadline for both submission methods is 20 August 2026 at 11:59 PM Bangladesh Standard Time, and hand deliveries must be received before the close of working hours on that date. Late, incomplete, unsigned or materially non-responsive submissions may not be considered.
3. Only shortlisted applicants will be contacted for clarification, presentation or negotiation. Applications that do not meet the eligibility, technical or documentation requirements set out in these Terms of Reference will not be taken forward, and JAAGO Foundation is under no obligation to provide reasons for non-selection or to enter into correspondence regarding it.
4. The Consultant shall disclose any actual, potential or perceived conflict of interest, including political, institutional, professional or financial relationships that could affect impartiality, and shall notify JAAGO Foundation immediately of any conflict arising during the assignment.
5. No publicity, media statement, social media post or external communication relating to this assignment may be issued without prior written approval. The Consultant shall not assign, transfer or subcontract any material part of the assignment without prior written approval, and remains fully responsible for all approved associates. Any change to the scope, timeline, deliverables, team or contract value must be agreed in writing by authorised representatives of both parties.
6. JAAGO Foundation may terminate the contract in accordance with the agreed contract terms, including in cases of serious misconduct, safeguarding violation, corruption, fraud, breach of confidentiality, undisclosed conflict of interest, breach of the political neutrality requirements, repeated delay or failure to produce acceptable deliverables.

7. JAAGO Foundation has final authority to determine whether deliverables meet the agreed requirements, though approval will not be unreasonably withheld where the Consultant has fully addressed documented feedback. JAAGO Foundation further reserves the right to verify references and documents, negotiate with the highest-ranked applicant, revise the scope or timeline, cancel or amend the procurement process, or accept or reject any proposal without assigning any reason. Any attempt to influence the evaluation process will result in disqualification.

For any inquiry regarding this assignment, please contact Monower Hossain, Program Coordinator, Program Implementation Department, JAAGO Foundation, at monower.hossain@jaago.com.bd.

Declaration. I confirm, on behalf of the applicant, that there is no actual, potential or perceived conflict of interest in relation to this assignment; that all information submitted is true and accurate; that no financial information has been included in the technical proposal; that all proposed personnel are available for the full assignment period; that all current and former political offices, party memberships, candidacies and formal party advisory roles held by the applicant or any proposed team member have been disclosed in full; and that the applicant accepts the terms of these Terms of Reference.

Name		Designation	
Organisation		Date	
Signature		Official seal	