

## Opportunity for Consultancy

Zanarang Kalyan Samity (Zabarang) is a local Non-Government Organization in Khagrachari Hill District. Zabarang aims to promote the socio-economic and cultural status of poor and vulnerable people, with emphasis on women and children.

Zabarang, with the support of CHTDF-UNDP is implementing “Promoting a Network of Village Common Forests (VCFs) and Building Capacity of the Network Members in Chittagong Hill Tracts” project. For this project, Zabarang is going to hire a qualified consultant to conduct “**Capacity Needs Assessment**” for the network members.

**Job title:** Consultant (01)

**Remuneration:** Not more than BDT 8,450 taka per day (Including 15% VAT and 15% Income Tax). VAT and income tax will be deducted at source.

**Duration:** 15 effective working days.

**Job purpose:** To identify the capacity needs of the network members.

**Major responsibilities and requirements:**

Major responsibilities and requirements are mentioned in ToR. Please visit the following link for details: [www.zabarangbd.org](http://www.zabarangbd.org)

**Deadline:** Please submit your CV and letter of interest by 5:00 pm on 29 December 2016

Zabarang is an equal opportunity employer. Women and people with disabilities are encouraged to apply.

Resource Coordinator  
Zabarang Kalyan Samity  
Khagrapur, Khagrachari - 4400  
Email: [Info@zabarangbd.org](mailto:Info@zabarangbd.org),  
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## Zabarang Kalyan Samity

www.zabarangbd.org

### **ToR for Consultant to conduct Capacity Need Assessment for the VCF network leaders**

**Background:** The Chittagong Hill Tracts (CHT) is a unique region of Bangladesh in terms of topography, culture and tradition of the people, consists of three hill districts of Rangamati, Khagrachari and Bandarban, located in the south-east corner of Bangladesh with the total area of 13,344 square kilometers. The majority of the CHT population lives in rural areas and most of them depend mainly on agriculture for their livelihood and traditionally the indigenous/tribal communities practice Jum (shifting) cultivation. The remotest CHT people live in chronic poverty with very limited access to the services for their basic needs with high degree of under-employment, low literacy and limited economic opportunities.

During the British period, the colonial administration declared a large tract of CHT as ‘reserve forest’ to exploit the region’s natural and forest resources. With introduction of RFs, indigenous communities in CHT lost control over roughly one-third area, for which they faced with restricted access to forest resources. In responses to this problem, they gave birth to an idea of mouza reserve, commonly known as ‘village common forests. These VCFs are managed by village communities following customs and practices. In most cases, the community leaders are in lack of capacity in every aspect. As a result, the VCFs are being degraded at an alarming rate. In these circumstances, the community leaders should be provided training on various topics to building capacity for community leaders. Prior to do this capacity building activity Capacity Need Assessment must be done to identify the topic.

Zabarang Kalyan Samity has launched a project named “Promoting a Network of Village Common Forests (VCFs) and building capacity of the network members in Chittagong Hill Tracts” across the Chittagong Hill Tracts with the partnership of Taungya and Humanitarian Foundation and with the financial support of CHTDF-UNDP. Objective of this project is to establish well -functioning VCF network for conserving and managing village common forest across the region.

**Objective and scopes of the work:** The objective of the work is to identify the need of capacity of the VCF network leaders so that training can be arranged based on the result of capacity need assessment.

#### **Tasks to be undertaken by the consultant:**

The consultant will undertake the following specific tasks:

- ❖ Develop a module on capacity need assessment for the VCF network leaders
- ❖ Facilitate and conduct capacity need assessment session.

- ❖ Prepare draft assessment report with findings, analysis, and recommendations for training content and methods;
- ❖ Prepare final assessment report with feedback from stakeholders.

**Methodology:**

The consultant will collect data/ opinion through participatory methodologies (Workshop). The consultant will also have to prepare and submit a comprehensive work plan to accomplish the work.

The main methods to accomplish the work should include

- Review of available documents and other relevant materials, documents and reports.
- Meeting/ Workshop with VCF leaders and community leaders

**Working area:** The consultant will be based at the head office of Zabarang Kalyan Samity in Khagrachhari hill district. However s/he may need to travel to other two districts Rangamati and Bandarban frequently as required by the assigned tasks.

**Required Expertise and Experience:**

**Educational Qualifications:**

Master’s degree in social sciences, gender studies, sociology, anthropology, development studies or related field;

**Experience**

- ❖ At least 5 years of research and other relevant professional experience, experience in assessing training needs will be considered an asset.
- ❖ Working experience in forest and environment related project, natural resource management and climate change related project will be an advantage.
- ❖ Strong facilitation and coordination skills.
- ❖ Familiar with the capacity needs assessment and practical experience in the application of assessment methods and tools.
- ❖ Proven experience in undertaking capacity needs assessment and developing training programme and modules.
- ❖ Proven experience in writing analytical papers, familiarity with development priorities and challenges in the CHT;

**Language requirements**

- ❖ Fluency in written and speaking in English and Bangla. Knowledge of a CHT language is a definite asset.

**Timeline and reporting:** The duration of the consultancy should not exceed 15 effective working days. The consultant is expected to produce 2 hard copies and an electronic copy of a draft report written in understandable English for review.

### Deliverables and payment method:

SL.N	Deliverables	Deadline	Payment Method
1.	Agreed work plan and methodology and tools to carry out the Capacity Needs Assessment (CNA)	By 3 working days since assignment	30% of total agreed amount through account payee cheque
2.	Conduct Capacity Needs Assessments (CNA)  Submission of draft report-with findings, analysis, and recommendations for training content and methods;	By 10 working/effective days since assignment	50% of total agreed amount through account payee cheque
3	Submission of final report-with findings, analysis, and recommendations for training content and methods through <b>incorporating feedback from ZKS and UNDP</b>	By 15 working/effective days since assignment	20% of total agreed amount through account payee cheque

### Submission of Expression of Interest

Interested individuals are requested to submit expression of interest to carry out the above consultancy service within 10 days from the date of announcement of notice. The Expression of Interest (EOI) should include the following documents-

- a full Curriculum Vitae (CV),
- a Letter of motivation – explain why you are interested to be engaged in this contract and
- a Working proposal – Objective(s), methodologies, process and tentative work plan to accomplish the bylaws drafting works.

Please submit your expression of interest addressing following mail address:

Email Address: to- [info@zabarangbd.org](mailto:info@zabarangbd.org)

cc- [mathura.tripura@gmail.com](mailto:mathura.tripura@gmail.com), [bntripura@gmail.com](mailto:bntripura@gmail.com), [riten.talukder@gmail.com](mailto:riten.talukder@gmail.com)