

## **Re-advertisement for hiring Consultant to facilitate drafting bylaws for VCF Network**

Zabarang 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 and in partnership with Taungya in Rangamati and Humanitarian Foundation in Bandarban, has been 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 draft bylaws for the network members

**Job title:** Consultant (01)

**Remuneration:** BDT 8,450 taka per day (Including 15% VAT and 15% Income Tax). VAT and income tax will be deducted at source.

**Duration:** 7 effective working days from the beginning of the assignment.

**Job purpose:** To draft bylaws for the network members with vision, mission, goals, objectives, core values.

**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 22 December 2016

**Note:** Those who applied before need not to apply again.

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),  
Website: [www.zabarangbd.org](http://www.zabarangbd.org)



## Zabarang Kalyan Samity

www.zabarangbd.org

### Terms of Reference

#### **Hiring consultant for drafting Constitution/ Bylaws for a Network of Village Common Forests (VCFs) in the Chittagong Hill Tracts**

##### **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, w 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” in three hill district 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.

## **Objectives and scopes of the Work:**

The objective of this work is to develop a constitution/ bylaws for the VCF network in consultation with the relevant stakeholders so that the network can run smoothly in the long run.

Tasks to be undertaken by the consultant:

- ❖ Draft bylaws for the VCF network
- ❖ Set vision, mission, goals, objectives, core values, position of the women and other role and responsibilities should be mentioned in the bylaws.
- ❖ Conduct and facilitate two days long workshop to gather ideas, opinions from the participants to draft bylaws
- ❖ Share the draft bylaws in three hill district through organizing workshop.

## **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 capacity needs will be considered an asset;
- ❖ Experience of working with community/village/para level organizations/ committees
- ❖ Strong facilitation and coordination skills;
- ❖ Familiar with the Organization Development (OD) process and practical experience in the application of assessment methods and tools
- ❖ Proven experience in undertaking capacity needs assessments

- ❖ 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 11 effective 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 task.	By 3 working days since commencement of assignment	30% of total agreed amount through account payee cheque
2.	Submission of draft bylaws	By 7 working days after completion of relevant consultation/ workshops	50% of total agreed amount through account payee cheque
3	Submission of final bylaws through incorporating feedback from ZKS and UNDP	By 4 effective working days after receiving feedback from ZKS and UNDP	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 services within 22 December 2016. 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)