

TERMS OF REFERENCE

Title:	Technical Consultant for the revision of Bangladesh's National Sport Policy and M+E Framework
Location:	Bangladesh
Budget:	1 x Logistics Consultant £7,000 to £9,500

Background

The Commonwealth is a voluntary association of 53 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development and democracy. The Commonwealth's membership has great diversity of economic strength, geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's member governments in advancing democracy, development and respect for diversity.

The Commonwealth Secretariat has been mandated to assist member countries to enhance the positive contribution that sport can make to sustainable development, health and building peaceful and just societies (Commonwealth Secretariat Strategic Plan 2017/18 - 2020/21). The Commonwealth's work in this area focuses on strengthening national and international policies, including their alignment to the 2030 Agenda for Sustainable Development and SDGs, building the capacity of national institutions, policy stakeholders and officials and improving monitoring and evaluation of the contribution of sport to non-sport development objectives. To do this the Commonwealth Secretariat delivers targeted technical assistance projects, produces guidelines, toolkits and other technical resources for member countries, and, organises related capacity, training, events and high-level meetings.

The Commonwealth Secretariat's SDP work directly contributes to the organisation's objective to ensure people of the Commonwealth fulfil their potential with dignity and equality in a healthy environment. The work has a strong focus on engaging and empowering young people to meaningfully participate in political and development processes. Young people constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 53 member states.

Mainstreaming Sport in National Development: Revising Bangladesh's Sport Policy Framework

The Government of Bangladesh is seeking to update their National Sports to maximise the contribution of sport to national development outcomes. The existing National Sports Policy of Bangladesh, adopted in 1998, does not have a substantial focus on wider development issues. The current policy therefore needs updating to emphasize inclusive access for all, community participation, gender equality, promoting social harmony and national well-being, and ultimately, maximizing the contribution of sport to the national development priorities in Bangladesh.

The Ministry of Youth and Sports has the mandate to formulate sports policy in Bangladesh and, within this framework, facilitate sports development in the country, regulate sports federations and oversee the construction and management of sports infrastructure in the country. The Ministry has a clear vision of prioritising sports in both the national budget and development policy. The revised National Sports Policy will seek to maximise the contribution of sport to national development outcomes, and identified SDGs, including in areas such as health, education and social cohesion. This will be achieved by mainstreaming sport in national development plans, and aligning national sports policy to the Sustainable Development Goals (SDGs).

Purpose of the Assignment

The overall objective of this assignment is to provide logistical support to assist the Ministry of Youth and Sport to consult on, draft and raise awareness among stakeholders of a revised National Sports Policy that enhances the contribution of sport to prioritised national development outcomes in Bangladesh. To do this the revised National Sport Policy will be fully aligned to the Government of Bangladesh's 7th Five-Year Development Plan and the SDGs. By mainstreaming sport in national development plans, and aligning national sports policy to the SDGs, Bangladesh can maximise the impact and contribution of sport to their national development objectives, including in areas such as health, education and social cohesion.

The approach to updating the national sport policy should also support the following broader objectives:

- Build capacity of lead institutions and officials to update a national sports policy with a focus on maximising the contribution of sport to sustainable development in Bangladesh.
- Raise awareness of approaches to monitor and evaluate the implementation of a national sports policy that maximises the contribution of sport to sustainable development in Bangladesh.

Scope of services and deliverables

The services required by the Logistics Consultant is as follows:

1. Coordinate Policy Drafting

- i. Collate and disseminate relevant national policy documents and background papers to the project technical team and drafting committee.
- ii. Organise 2 x district consultation workshops (supported by MoYS): identify invitees and workshop venue, draft invitations and background papers; attend workshops and collate inputs from attendees; provide summary report to project technical team and drafting committee.
- iii. Organise a 2-day national consultation forum: identify invitees and workshop venue, draft invitations and background papers; follow-up on RSVPs; attend workshops and collate inputs from attendees; provide summary report to project technical team and drafting committee.
- iv. Organise a drafting workshop with the National Sport Policy Drafting Committee (to formed by the Ministry of Youth and Sport): draft invitations and background papers; follow-up on RSVPs; attend meeting and produce summary report from meeting.
- v. Disseminate a zero draft of the revised National Sport Policy produced by the project technical consultant to the national drafting committee and other identified stakeholders identified by MoYS for peer review and feedback, collate inputs and disseminate to the project technical consultant.

2. Coordinate input to Results Framework

- i. Disseminate the zero draft of a results framework and M+E plan for the revised National Sport Policy produced by the project technical consultant to the national drafting committee and other identified stakeholders identified by MoYS for peer review and feedback, collate inputs and disseminate to the project technical team.

3. Organise National Sport Policy Sensitization and Implementation Workshop

- i. Organise a 2-day national sport policy sensitization and implementation workshop: identify invitees and workshop venue, draft invitations and background papers; follow-up on RSVPs; attend workshops and collate inputs from attendees; provide summary report to project technical team and drafting committee.
- ii. Organise a trainer-the-trainer session for nominated MoYS officials and partner organisations who will deliver National Sport Policy sensitization and implementation workshops at District and Sub-District level: identify invitees and workshop venue, draft invitations and background papers; follow-up on RSVPs; provide summary report to project technical team and drafting committee.

Timeframe

Date	Task/Deliverable
February 2020	<ul style="list-style-type: none"> • Inception report that outlines the methodology and approach to complete the assignment • Finalise logistics for 2 x Regional Consultation Workshops
March 2020	<ul style="list-style-type: none"> • Coordinate delivery of 2 x Regional Consultation workshops • Finalise logistics for National Consultation Workshop • Coordinate delivery of National Consultation Workshop • Coordinate delivery of National Drafting Committee workshop
April 2020	<ul style="list-style-type: none"> • Collate and disseminate feedback and input on zero draft of the revised National Sport Policy
May 2020	<ul style="list-style-type: none"> • Collate and disseminate feedback on zero draft of National Sport Policy Results Framework • Finalise logistics for National Sport Policy sensitization and implementation workshop.
June 2020	<ul style="list-style-type: none"> • Coordinate National Sport Policy sensitization and implementation workshop • Final Report

Approach and Implementation Arrangements

It is expected that the consultant will be located in Bangladesh for the duration of the assignment. No international travel and subsistence fees will be paid for this assignment, only agreed domestic travel will be supported if required to fulfil the assignment.

The delivery of this project will be overseen by the Joint Secretary, Ministry of Youth & Sports and the Head of Sport for Development and Peace, Commonwealth Secretariat.

The total fee quoted in proposals should include any tax payable by the consultant. The Commonwealth Secretariat will not be responsible for any tax payable by its consultants. Please note that while on assignment for the Commonwealth Secretariat consultants are insured under its emergency medical and travel insurance policy.

Qualification and Skill Requirements

Expertise and experience:

- Experience in coordinating multi-stakeholder meetings and workshops.
- Demonstrated ability to provide secretariat services for advisory groups, committees and working groups stakeholders government policy across social and economic policy domains.
- Coordinating the production of reports, policy documents and outputs for governments and/or intergovernmental stakeholders.
- Experience in working as a consultant, or in an advisory capacity, with national, regional, or international governments and intergovernmental institutions.
- Extensive experience working in Bangladesh/Asia is essential.

Applicants should be able to demonstrate:

- A track record of success supporting policy or strategy development processes
- Capability to coordinate the delivery of national-level meetings and workshops
- Ability to coordinate consultation pertaining to the development national or international level policy or strategy
- High level planning and organisational skills
- High level written and interpersonal communication.
- Fluency in Bengali.

Application Process

To apply interested parties should submit the following:

- Overview of proposed approach to the assignment, including:
 - Overview of relevant skills and experience related to the assignment
 - Proposed scope of each service/activity including total time and personnel commitment for the assignment
 - Total budget for the assignment
- Example(s) of previous work that demonstrate capability to complete the assignment;

- For individuals: a detailed CV outlining their educational qualifications, professional engagements, and a list of other, relevant work undertaken; and
For organisations and institutions: a prospectus outlining their relevant experience and achievements together with the CVs of experts who would work on the assignment.