

TERMS OF REFERENCE

Title:	Technical Consultant for the revision of Bangladesh's National Sport Policy and M+E Framework
Location:	Bangladesh and Remote
Budget:	1 x Technical Consultant £10,000 to £12,500

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 primary purpose of the assignment is to draft a revised National Sports Policy and associated results framework that enhances the contribution of sport to prioritised national development outcomes in Bangladesh. To do this the revised National Sport Policy should 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

To fulfil this assignment, the consultant will be required to deliver the following:

1. Policy Drafting

- i. Undertake a desk review of relevant national and international policy frameworks, norms and background papers.
- ii. Analyze relevant policy documents, discussion papers and data collected from consultation activities at the District and sub-District level facilitated by MoYS and previous national consultation activities conducted by the MoYS and Commonwealth Secretariat.
- iii. Design and co-facilitate a 2-day national consultation forum.
- iv. Co-facilitate a drafting workshop with the National Sport Policy Drafting Committee (to be formed by the Ministry of Youth and Sport) based on the outcomes of the national consultation forum.
- v. Liaise with the Ministry of Youth and Sports and National Drafting Committee to garner additional input into the draft policy.
- vi. Produce a zero draft of the revised National Sport Policy aligned to the 7th Five-Year Development Plan, SDGs and agreed international policy norms (e.g. Kazan Action Plan and Commonwealth Sports Policy Frameworks).
- vii. Analyse feedback provided by the national drafting committee and other identified stakeholders and incorporate into a final draft.

2. Development of Results Framework

- i. Analyze all relevant consultation data on institutional capacity to monitor and evaluate sport policy implementation.
- ii. Review the final draft of the National Sports Policy signed-off by the National Drafting Committee and Steering Committee.
- iii. Liaise with the Ministry of Youth and Sports and National Drafting Committee to garner additional input into the development of a results framework for the policy.
- iv. Produce a zero draft of a results framework and M+E plan for the revised National Sport Policy. This framework should align with and draw on the international measurement framework and indicator bank on sport, PE physical activity and the SDGs.
- v. Analyze and incorporate into a final draft results framework feedback provided by the National Drafting Committee and other identified stakeholders.

3. National Sport Policy Sensitization and Implementation Workshop

- i. Design a 2-day national sport policy sensitization and implementation workshop to be delivered to relevant stakeholders to raise awareness of key policy direction in the draft National Sport Policy.
- ii. Design a train-the-trainer module for a 2-day National Sport Policy sensitization and implementation workshop to be delivered by MoYS Officers at the District and sub-District level.
- iii. Co-facilitate 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.

Timeframe

Date	Task/Deliverable
February 2020	<ul style="list-style-type: none"> Inception report that outlines the methodology and approach to complete the assignment
March 2020	<ul style="list-style-type: none"> Finalise programme and resources for National Consultation Workshop Facilitate National Consultation Workshop Facilitate National Drafting Committee workshop
April 2020	<ul style="list-style-type: none"> Zero draft of the revised National Sport Policy
May 2020	<ul style="list-style-type: none"> Final draft of National Sport Policy Zero draft of National Sport Policy M+E/Results Framework
June 2020	<ul style="list-style-type: none"> Finalise plan and resources for the National Sport Policy Sensitization and Implementation Workshop, including train the trainer module Facilitate National Sport Policy Sensitization and Implementation Workshop Final Report

Approach and Implementation Arrangements

The delivery of this project will be overseen by the Head of Sport for Development and Peace, Commonwealth Secretariat. Engagement with the Ministry of Youth and Sports, Bangladesh will be under the direction of the Joint Secretary, Ministry of Youth & Sports. The expected in-country component of this work is as follows:

Date	Duration
March 2020	1 week
June 2020	1 week

The Secretariat will cover travel and subsistence costs for this component of the assignment in line with the organisations travel policy. These costs should not be included in the fee proposed. While on assignment for the Secretariat consultants are insured under its emergency medical and travel insurance policy.

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:

- A post-graduate qualification in a relevant discipline.
- Expert knowledge in the use of sport as a development tool, in particular in the development or application of national policy.
- General expertise designing policy across social and economic policy domains.
- Demonstrated expertise and experience in:
 - ✓ drafting national policy documents and instruments
 - ✓ Delivering national and/or international workshops focused on policy development or analysis.
 - ✓ Developing national results frameworks and M+E plans.
- 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 desirable.

Applicants should be able to demonstrate:

- A track record of success supporting national policy development and producing related reports, policy documents and outputs for governments and/or intergovernmental stakeholders.
- Proven ability to design implementable monitoring and evaluation frameworks for public authorities across social and economic policy domains.
- Capability to design and deliver national-level workshops and training on public policy development, implementation and monitoring and evaluation.
- Proven ability to undertake consultation and analysis pertaining to national policy development.

- Proven ability to think laterally and apply innovative thought to policy, design, and to develop practical policy recommendations.
- Strong planning and analytical skills.
- High level written and interpersonal communication.

Application Process

To apply interested parties should submit the following:

- Overview of proposed approach to the assignment, including:
 - Methodology for each deliverable
 - 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.