

# **Terms of Reference (ToR)**

## **for**

### **Development of Content for MOOC course - HR**

**Project Title:** EngageNow: Enhancing Engagement of Women, Youth, and Other Marginalized Groups to Foster Accountability and Advance Human Rights Culture in Bangladesh

**Partner Organization:** Ain o Salish Kendra (ASK)

**Development partner:** NAGORIKATA

#### **Introduction about the Organizations**

**Ain o Salish Kendra (ASK)**, established in 1986, is one of Bangladesh's leading human rights organizations with special focus on women's right. ASK is dedicated to advancing gender equality and protecting the rights of women, children and marginalized communities. Particular focus of ASK is advancing women's rights with special emphasis on fighting against domestic violence, gender-based violence, sexual harassment and other systematic forms of structural inequality in the society. Alongside direct services ASK actively engages in policy advocacy and legal reform to strengthen accountability mechanisms and improve women's access to justice. ASK delivers comprehensive support through legal aid, public interest litigation, right based mediation, psychosocial counseling.

#### **Objective of this work**

The main objective is to design and develop a comprehensive and interactive Massive Open Online Course (MOOC) script/training content.

Specific objective include:

- Introducing core human rights with special focus on civil and political rights
- Explaining concepts, forms, drivers and impacts of human rights violation and gender-based violence.
- Increasing awareness of international and national law and policy frameworks

#### **Scope of the work and deliverables**

The consultant will develop MOOC script/training content for developing interactive video-based learning, case studies and learner assessment component as follows:

- Human rights laws- domestic and international with special focus on civil and political rights
- Labor rights laws- domestic and international

- Laws and policies related to online activities
- Human rights implication to AI

### **Indicative periods**

The consultancy will be undertaken over a one-month period, commencing on **01 April 2026**.

### **Major Deliverables**

- a. Submission of the first draft of all script including case studies, quiz questions and reflection points in **English**.
- b. Revise the script after incorporating feedback from **ASK**.
- c. Submission of the revised draft of the script
- d. Submission of the final script to **ASK**.

### **Note:**

- All versions of the final documents must be delivered in both **hard copy** and **electronic formats** (.docx, .doc, and .pdf) and PPT version.
- Final payment will be processed following **assessment and approval** by the Project Management Team of the ESGBV project.

### **Duration of Contract:**

Duration of this consultancy assignment will be 30 days.

### **Supervisory arrangement**

The consultant shall work under the overall guidance and supervision of the Project Coordinator of ASK's ESGBV Project and in close coordination with the project team in carrying out the responsibilities outlined above. All deliverables shall be submitted to the Project Coordinator for review and approval. The timelines specified for each deliverable are binding, and strict adherence to the agreed deadlines is required.

### **Consultant's qualification and experiences**

- The consultancy firm or consultant(s) should demonstrate a strong mix of expertise in Law, Human rights, Gender studies or social science
- Experience in developing e-learning or MOOC script
- Prior experience working with national and international NGO's or women rights organization
- A minimum of a Master's degree is required, PHD is preferred in Law, Human Rights, Women and Gender Studies, social sciences, or a related discipline is preferred.

## **Child Protection Policy & protection policy on Sexual Harassment**

The consultant(s) shall strictly adhere to ASK's Code of Conduct and protection policies. Any violation or failure to comply with these policies shall constitute a material breach of the consultancy agreement and may lead to its immediate termination. The selected consultant(s) will receive an orientation on the relevant policies and are required to sign an acknowledgment form confirming their understanding and commitment to full compliance.

## **Disclaimers**

ASK reserves the right to accept or reject any or all proposals/applications without providing any reason. In addition, ASK reserves the right to reject any proposal/application if there is evidence of involvement or linkage with terrorism, money laundering, or any other activities prohibited under Bangladesh Bank regulations.

## **Discloser of information**

The consultant(s) shall treat all information obtained in the course of performing this contract as strictly confidential. This obligation shall remain in effect during and after the term of the contract. The consultant(s) shall not disclose, use, or permit the use of any such information for any purpose other than the performance of this contract without the prior written consent of Ain o Salish Kendra (ASK). Any breach of this confidentiality obligation may result in legal action and termination of the contract.

## **Copyright and Ownership of Assignment**

Ain o Salish Kendra (ASK) shall retain full copyright, ownership, and intellectual property rights over all information, findings, reports, and final deliverables produced under this consultancy. The consultant(s) shall not use, reproduce, publish, or share any part of the work without the prior written consent of ASK.

## **Mode of Payment**

### **Payment Terms**

The consultant shall receive a total fee of BDT 175,000.00 (One lakh Seventy-Five Thousand Taka) only, inclusive of VAT and applicable taxes) for the services described above. Payment will be made in two installments, as per the agreement between ASK and the consultant:

- **First installment:** 55% of the total fee, payable upon submission of the draft content.
- **Second and final installment:** 45% of the total fee, payable upon submission and acceptance of the final deliverables.

All payments will be made via bank transfer or account payee.

## **Terrorism and Money Laundering Compliance**

ASK reserves the right to reject any proposal/application without providing any reason if there is evidence of involvement in terrorism, money laundering, or any activities prohibited under Bangladesh Bank regulations.

## **Apply Procedure**

### **Call for Proposals**

Ain o Salish Kendra (ASK) invites proposals from management consulting firms, agencies, organizations, or individual consultants. Submissions should include:

- CVs of the lead consultant and team members, highlighting relevant assignments and their roles.
- Organizational/firm certificates, TIN/BIN and VAT registration, and supporting documents for previous relevant work.
- Technical proposal in English, including samples of previous work (to be returned after the selection process).
- Financial proposal in English, with detailed cost breakdown per major activity.

### **Submission Instructions:**

Technical and financial proposals must be submitted in **two separate envelopes**, placed inside a **larger sealed envelope** with a cover letter addressed to:

**Advisor, Ain o Salish Kendra, 2/16, Block-B, Lalmatia, Dhaka-1207, Bangladesh**

Proposals must be submitted to the ASK office and/or sent via email to [admin@askbd.org](mailto:admin@askbd.org) with the subject line **"Development of Content for MOOC Course - HR"** by **30 March 2026**.