

Terms of Reference

For

Coordination with Department of Women Affairs (DWA) Officials for Programme Implementation

Under

Accelerating Action to End Child Marriage in Bangladesh (SHOMBHABONA) Project

ActionAid Bangladesh (AAB), an affiliate member of ActionAid Federation, has been working in Bangladesh for last 40 years in development work to improve the conditions of life for and with people living in poverty. Our global movement for the people working together to further human rights for all and defeat poverty. AAB believes everyone has the power within them to create change for themselves, their families, and communities. AAB's aims at facilitating people challenging poverty and exclusion through human, practical, politically intelligent, and open strategy underpinned by its Human Rights Based Approach (HRBA). AAB believes in a theory of change that requires purposeful individual and collective action, led by the people living in poverty and supported by solidarity, credible rights-based alternatives and campaigns that address the structural causes and consequences of poverty. AAB mobilizes and empowers the people living in poverty and exclusion to enable their collective analysis, identity, movements, and actions. In solidarity with citizens, partners and supporters, AAB fosters partnerships and networks for strengthening support, voice and actions to campaign and advocate with the state and non-state actors and institutions for influencing their policies and practices that safeguard the rights of the poor and excluded people.

Background

ActionAid Bangladesh (AAB) is implementing the project titled **“Accelerating Action to End Child Marriage in Bangladesh”** also known as **Shombhabona** in collaboration with the Department of Women Affairs (DWA) funded by UNFPA. The project focuses on accelerating national efforts to prevent child marriage by strengthening coordination, community engagement, awareness initiatives, and collaboration with government stakeholders at national, district, and upazila levels.

To ensure effective implementation of project activities and strong coordination among AAB, UNFPA with DWA and other stakeholders, a consultant is required to provide technical assistance, facilitate multi-stakeholder coordination, and support monitoring efforts specially the part of Department of Women Affairs.

Objectives

To enhance the quality and effectiveness of project implementation by delivering targeted technical support, strengthening coordinated action among AAB, UNFPA with DWA and other key stakeholders, and ensuring timely monitoring.

The specific objectives are to:

- Provide technical and operational assistance to support the implementation of child marriage prevention interventions under the project, in close coordination with the Department of Women Affairs (DWA).
- Support the planning, implementation, and monitoring of awareness-raising and advocacy initiatives to prevent child marriage and promote gender equality through gender promoters of DWA in affiliated districts.

Responsibilities and deliveries:

- Support the effective implementation and coordination of project activities under the initiative, in close collaboration with the Department of Women Affairs (DWA), through the following actions:
- Provide technical and operational support to the Project Director (DWA) and relevant stakeholders to ensure timely and effective delivery of project interventions.
- Facilitate the planning and organization of awareness-raising and advocacy initiatives, including career festivals, community engagement activities, and stakeholder meetings at district and upazila levels.
- Monitor and follow up on field-level activities conducted by Gender Promoters(DWA), offering guidance to strengthen gender-responsive programming and implementation quality.
- Support systematic documentation of project activities, including progress reports, event reports, and case studies related to child marriage prevention.
- Coordinate and facilitate meetings with the Director General (DG) and senior management, as well as with UNFPA representatives, to ensure alignment, communication, and follow-up on project priorities.
- Provide coordination support for meetings with Secretaries and other government officials to strengthen inter-ministerial communication and informed decision-making.
- Assist in the planning and implementation of training sessions and capacity-building initiatives for DWA project staff and key stakeholders.

- Provide support for account-related activities, including budgeting, expenditure tracking, and preparation of financial reports.
- Assist in audit preparation and follow-up processes, including coordination with the Financial Audit Team and management of relevant documentation.

Duration of the Assignment:

The Duration of the consultancy will be from 1 October to 31 December 2026

Budget:

The total cost for the consultancy will be 356,240 BDT including VAT & TAX, budget will be allocated from Accelerating Action to End Child Marriage in Bangladesh project

Qualifications diligence

- Master's degree in social science, Development Studies, Gender Studies, or any relevant discipline.
- Minimum 5 years of experience in project implementation and coordination in the development sector, particularly in gender equality, child marriage prevention, or GBV-related programs.
- Experience working with government institutions, development.

Management and Reporting

The Coordination Consultant will report to the Lead- Women Rights and Gender Equity of, ActionAid Bangladesh (AAB), and will maintain close coordination with the Project Director of the Accelerating Action to End Child Marriage Project under the Department of Women Affairs (DWA).

The consultant is expected to work in close collaboration with relevant project staff and stakeholders and maintain regular communication with AAB, DWA, and UNFPA to ensure effective implementation of project activities.

AAB will provide the consultant with the necessary information, guidance, feedback, and coordination support required to perform the assigned responsibilities effectively.

Deadline for Proposal Submission: 27 October 2026

- Please click below the link to submit your proposals

Link: <https://consultancy.actionaidbd.org/>

Disclaimer: ActionAid Bangladesh reserves the right to accept or reject any or all applications without assigning any reason thereof