

TERMS OF REFERENCE (ToR)

For

Documenting the Women and Youth Led Response to Humanitarian Crises (WYLRHC) Approach

Background and Rationale

ActionAid is a global movement of people working together to further human rights for all and defeat poverty. ActionAid believes everyone has the power within them to create change for themselves, their families, and communities. ActionAid works in over 45 countries across the world with more than 15 million people, with a 'bottom up' approach to decision making. Moreover, to generate a broad community-wide understanding of the issue, AA addresses the structural causes of injustice in terms of the distribution of wealth, opportunities, and privileges through affirmative approaches that are required at all levels to reconcile inequalities. ActionAid Bangladesh believes that achieving goals can only be possible by working collaboratively—locally, nationally and globally – with people in poverty, our supporters, partners and peers. We are more powerful and effective when we work together.

ActionAid Bangladesh (AAB) is a pioneer in Women and Youth Led Response to Humanitarian Crises (WYLRHC). Since 2007–2008, the flagship initiative has empowered over 300 women and young people in Chittagong to lead early warning systems, search and rescue, and recovery-to-resilience efforts - transforming the humanitarian system through localisation.

The initiative has since been scaled up nationally. Between 2010 and 2013, women and young people in Kalapara, Patuakhali influenced local planning, advocated for stronger embankments, and led the response to Cyclone Mahasen in 2013. Today, 670 women and youth leaders across Bangladesh are driving systemic change towards localisation of humanitarian response - many serving on sub-national disaster management committees.

Existing process documentation, completed over a decade ago, requires updating with current learning and evidence. Up-to-date documentation is essential for influencing policy, fundraising, and further scaling the initiative across the ActionAid federation. Given the ongoing 'Humanitarian Reset' discussions and significant donor funding cuts, compelling evidence from WYLRHC can position AAB to showcase effective, locally-led humanitarian action.

Principal objective of the consultancy:

To document the process, approaches, and impacts of ActionAid Bangladesh's Women and Youth Led Response to Humanitarian Crises (WYLRHC) initiative to strengthen advocacy, inform and influence humanitarian policy, and support fundraising and scale-up across the ActionAid federation.

Specific Objectives:

- Document the process, approaches, and impacts of WYLRHC interventions from inception to present.
- Gather and synthesise evidence on the impact of women's and youth's leadership in emergencies.
- Collect Interviews/stories of the women and youth leaders, partners, and local government through following individual bites and focus group discussions.
- Produce high-quality knowledge products for internal and external audiences, including donors and policy influencers.
- Capture impact stories, lessons learned, and good practices that can be used for replication and scale-up across the ActionAid federation.

Scope of work and Key deliverables:

The consultant will be responsible for the following tasks and outputs:

- Conduct a desk review of existing documentation, reports, data, and relevant literature on the WYLRHC initiative.
- Design and carry out key informant interviews (KIIs) and focus group discussions (FGDs) with women and youth leaders, community members, AAB staff, and relevant stakeholders.
- Undertake field visits to programme areas to collect footages, primary data, and document impact stories.
- Facilitate participatory documentation processes that centre the voices of women and youth leaders.
- Draft and revise all deliverables in close consultation with the AAB Communications Team and the Humanitarian Programme team.

Major Deliverables:

The consultant has to deliver the following deliverables-

#	Deliverable	Description
1	Inception Report	Methodology, work plan, interview guides, and field schedule.
2	Video Script / Outline	Draft Video script and outline
3	Final video	Documentary output in mp4, HD, and 4k format.
4	Field Data & Interview Notes	Transcripts, FGD notes, raw footages, and raw impact stories from fieldwork.

Timeline:

Tentative 15 May- 10 June 2026 based on mutual agreement.

Budget:

As per the approved budget.

Payment Schedule:

The funding plan for the project will remain as follows

No. of Installment	Disbursement Details	Amount (Taka)
1st Installment	After signing the project agreement and submission of fund request.	75%
Final Installment	After submission of the final report of the first disbursement along with original bill/vouchers with proper supporting documentation to AAB	25%
Total		100%

Duties and Taxes:

All payments will be made via bank transfer/BEFTN/Pay order to the account specified in the agreement. VAT and tax will be deducted at source as per government policy.

Required Qualifications and Experience

Essential

- Advanced degree in social sciences, development studies, humanitarian action, gender studies, or a related field.
- Minimum 7 years of professional experience in research, documentation, or evaluation in the development/humanitarian sector in Bangladesh.
- Proven experience documenting community-led programmes, with a focus on gender and youth.
- Demonstrated expertise in qualitative research methods, including KIIs and FGDs.
- Excellent written and spoken communication skills in both Bangla and English. Desirable
- Prior experience working with or documenting ActionAid or similar international NGO programmes.
- Understanding of localisation discourse in the humanitarian system.
- Experience developing knowledge products such as policy briefs, one-pagers, or video scripts.
- Ability to work independently and deliver high-quality outputs on tight timelines.

Governance and Reporting

The consultant will report directly to Ragib Ekhowan, Senior Officer, Communication, and will work in close collaboration with the AAB humanitarian programme team. Regular check-in meetings will be held to review progress. The consultant is expected to maintain transparency, adhere to AAB's safeguarding and ethics policies, and obtain informed consent from all research participants.

All raw data, interview recordings, transcripts, and documents produced under this contract remain the intellectual property of ActionAid Bangladesh and must be handed over at the close of the assignment.

Application Process

Interested consultants are invited to submit the following:

- Technical proposal (max 5 pages) outlining the proposed methodology and approach.
- Curriculum Vitae (CV) demonstrates relevant experience.
- Two samples of similar documentation/research work previously undertaken.
- Financial proposal with a daily rate and total cost breakdown.
- Names and contact details of two professional references.

Deadline for Proposal Submission: 12 May 2026

- Please click below the link to submit your proposals

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

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