

Terms of Reference / Scope of Work for Partnership Management Consultant

| | |
|--|---|
| Job Title: Partnership Management Consultant | |
| Project: Business Finance for the Poor in Bangladesh (BFP-B) | |
| Contract start date: 6 October 2019 (To be confirmed) | Contract end date: February 2020 (subject to confirmation of DFID) |
| Duration of Initial Contract: 60 days (from 6 October 2019 February 2020) | Type of involvement: Intermittent (average 12 days per month) |
| Reports to: BFP-B Policy Manager BFP-B Team Leader | Supervises: None |
| 1. Background <p>Business Finance for the Poor in Bangladesh (BFP-B) is a 6.5-year programme funded by UK aid/DFID from the UK government. The Bangladesh Bank (BB) and Microcredit Regulatory Authority (MRA) are the implementing agencies and the Financial Institutions Division (FID) of the Ministry of Finance (MoF), Government of Bangladesh (GoB), is the executing agency. Nathan Associates London Ltd. is the management agency. The programme aims to improve access to finance for micro and small enterprises (MSEs) and create economic opportunities for small business in Bangladesh through improvements in the policy and regulation of financial services, innovations in financial services, and strengthening of information systems supporting micro-finance and bank lending. BFP-B has three components: a Challenge Fund, a CIB-Microfinance, and a Policy Component. This position is required for the Policy Component.</p> | |
| 2. Background and Context of the Assignment <p>The Policy Component of BFP-B Project has completed 8 studies and came forward with 73 recommendations. BFP-B has already prioritised some policy recommendations through consultations with the regulators and by considering the quick wins within the project period and which will have significant impact on access to finance of MSEs. Among the prioritised policy recommendations, the regulators (Bangladesh Bank and Microcredit Regulatory Authority) have confirmed implementation of 5 recommendations with the Technical Assistance (TA) from BFP-B Project. BFP-B is now offering TA to the respective regulators to develop new or revised rules/guidelines through procuring consultancy services. As part of policy advocacy BFP-B has developed partnership with the champions in the financial and Microfinance sector to influence the policy makers and regulators to implement prioritised policy recommendations. BFP-B has already developed partnership with 4 organisations. The key responsibilities of Partnership Management Consultant include publishing newspaper articles and organising roundtable and television talk-shows, and targeted policy advocacy jointly with partners through organising thematic consultation seminars / workshops/ dialogues/ meetings.</p> | |
| 3. Aim of role <p>The aim of the role is to contribute to influence regulators through partners to implement policy recommendations through offering TA to regulators.</p> | |

Purpose of the role

The purpose of the role is to manage activities to provide TA to regulator to develop new or revised rules/guidelines, initiate targeted policy advocacy jointly with partners through organising thematic consultation seminars / workshops/ dialogues/ meetings to expedite the approval process of new or revised guidelines, and monitoring the progress of approval and implementation of new or revised guidelines.

4. Job Responsibilities

The Partnership Management Consultant will work with the Policy Coordinator, Senior Policy Adviser, Policy Manager and Team Leader for guidance. The major activities of Partnership Management Consultant include offer TA to the regulator, policy advocacy and partnership management. The Partnership Management Consultant will be responsible for following activities:

Support regulators to implement policy recommendations-

- Develop TA work plan through consultation with the regulator Microcredit Regulatory Authority (MRA) and agree on work plan.
- Procure consultancy services (issue RFP, prepare proposal evaluation report and finalise contract)
- Organise stakeholders' consultations through consultation with MRA.
- Monitor progress of the assignments.
- Maintain liaison with MRA to get feedback on the draft report and/or guidelines.

Policy Advocacy

- Prepare newspaper articles to expedite implementation of the confirmed policy recommendations
- Organise roundtables on the confirmed policy recommendations.
- Organise television talk-shows on the confirmed policy recommendations.

Partnership management-

- Organise thematic events jointly with partners to expedite the implementation of confirmed policy recommendations.
- Develop activity-based work plan and budget for each partner.
- Follow up the outcomes of the event.

Any other responsibilities assigned by the Policy Manager and Team Leader.

5. Expected Output:

Partnership Management Consultant will report to BFP-B Policy Manager and provide the following outputs:

- a) Draft guidelines to implement confirmed policy recommendations.
- b) Report on outcome of newspaper articles, roundtables and television talk-shows.
- c) Roundtables and television talk-shows
- d) Consultation seminars / workshops / dialogues reports.
- e) Quarterly Status report on implementation of policy recommendations by the regulators through TA, challenges and way forward.

6. Deliverables

- a) Draft guidelines for MRA.
- b) Newspaper articles.
- c) Roundtables.
- d) Television talk-shows.
- e) Consultation seminars / workshops / dialogues.

7. Educational Qualifications and Experiences:

- Undergraduate degree in Economics / Finance / Business Administration / Development Studies / Public Policy or any other relevant subject. Post graduate degree will be preferable.
- Experience-
 - At least 1-year proven experience in partnership management and/or policy advocacy / research/ operations in the financial sector specially in the Microfinance sector.
 - Experience working with the Microfinance sector will be preferable.
- Technical Assistance-
 - Experience to work with the regulators.
 - Experience in quality assurance of financial sector report / policy guidelines.
- Partnership management-
 - Strong experience in working with the partners for policy advocacy.
 - Sound knowledge and experience about the key stakeholders in the financial sector of Bangladesh.
- Event management-
 - Strong experience in organising seminars/workshops/dialogues/meetings.
 - Experience in event plan and budget preparation.
 - Experience in organising roundtables jointly with newspapers and organising television talk-show will be preferable.
- Communication material development-
 - Experience in managing development of communication materials such as printing, publications, visual documentary, and website management etc.
 - Experience in developing animation and video documentary will be preferable.
- Aptitude-
 - Proactive and self-motivated.
 - Strong communication and negotiations skills.
 - Excellent organising and follow up skills.
 - Good team work skills.
 - Result oriented.
- Language skills: Fluency in English and Bangla.

Application Process

Candidates are requested to download Application Form from by visiting BFP-B website <https://www.bfp-b.org> and send application to mhasnat@nathaninc.com . The application should include following:

- Complete application form
- Cover Letter
- Curriculum Vitae

Last Date of Application: September 22, 2019

BFP-B offers equal employment opportunity