



# CENTRE FOR DISABILITY IN DEVELOPMENT

Equal opportunities and full participation for persons with disabilities in all spheres of life

## Terms of reference (ToR)

### Round Table Dialogue

**Bridge the gap between CSR priorities and disability-inclusive development, with a specific focus on Children and Youths with Disabilities.**

#### **1. About Centre for Disability in Development (CDD) and Multi-Annual Programme (MAP):**

The Centre for Disability in Development (CDD) is a not-for-profit organization established in 1996 to develop a more inclusive society for persons with a disability. With financial support from Liliane Fond<sup>1</sup>, CDD has been implementing five years long Multi-Annual Program (MAP) titled “**The Meaningful Participation and Inclusion of Children and Youths with Disabilities in All Domains of CBR**” aiming to improve and strengthen community-based rehabilitation system for children and youth with disabilities (specifically in 0-25 age range).

Community Based Rehabilitation (CBR) is the core strategy for achieving Community-Based Inclusive Development (CBID) of MAP. CBR seeks to reduce stigma and discrimination, improve access to essential services, and empower children, youth, and families to exercise their rights and participate fully in their communities and society. As a multi-sectoral approach, CBR encompasses health, education, livelihoods, social inclusion, and empowerment. It follows a twin-track approach: strengthening both mainstream systems and disability-specific services

#### **2. CSR Initiative for Children and Youth with Disabilities in Bangladesh:**

Corporate social responsibility (CSR) refers to a company's obligations towards society beyond profit maximization, encompassing ethical, environmental, and social duties. CSR for children and youth with disabilities in Bangladesh is predominantly voluntary, driven by philanthropic motives, and largely focused on rehabilitation, vocational training, and financial aid for rehabilitation.

CSR in Bangladesh has gained increasing importance, supported by policy encouragement from Bangladesh Bank and growing alignment with ESG commitments. While not mandatory by a specific law, Bangladesh Bank directs financial institutions to prioritize CSR spending on education, health, and inclusive projects for marginalized groups.

CSR in Bangladesh is increasingly transitioning from traditional charity to a rights-based, inclusive approach, aiming to empower children and youth with disabilities through strategic partnerships and capacity building.

As of 2025, CSR initiatives are actively supporting the integration of youth with disabilities into the workforce by focusing on vocational training, rehabilitation, and infrastructure adjustments.

<sup>1</sup> Liliane Fonds is an international development organization dedicated to improving the lives of children and youth with disabilities in low- and middle-income countries, particularly in rural and remote areas of Africa and Asia. Liliane Fonds support children, families and communities to ensure every child can enjoy equal rights, opportunities and a dignified life



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### 3. Rationale for organizing the Roundtable Dialogue:

Despite being among the most marginalized groups, Children and Youths with Disabilities face persistent barriers in accessing education, healthcare, livelihoods, and social participation. While corporates invest significantly in social development, the absence of a disability-inclusive lens limits both equity and impact.

The Centre for Disability in Development (CDD), with support from Liliane Fonds, is working to improve the well-being and inclusion of Children and Youths with Disabilities through community-based and systems-level interventions. However, CSR funding remains an underutilized opportunity.

As international funding landscapes shift, the Corporate Social Responsibility (CSR) sector in Bangladesh presents a vital opportunity. This Roundtable aims to bridge the gap between corporate CSR priorities and disability-inclusive development, with a specific focus on Children and Youths with Disabilities.

### 4. Objectives:

The overall objective of the dialogues is 'To expand CSR funding opportunities and partnerships for programmes benefiting Children and Youths with Disabilities.'

The specific objectives are: -

- 4.1 Identify opportunities to integrate Children and Youths with Disabilities into CSR priorities
- 4.2 Understand corporate expectations on funding, compliance, and impact
- 4.3 Explore barriers and co-create solutions
- 4.4 Strengthening collaboration between corporates and NGOs

### 5. Intended outcome:

It is expected that the round table dialogue will result in the following outcomes: -

- 5.1 Increased corporate interest in disability-inclusive CSR
- 5.2 Clear understanding of mutual expectations
- 5.3 Identification of funding opportunities for Children and Youths with Disabilities
- 5.4 Strengthened relationships and follow-up engagement pathways
- 5.5 Increased corporate commitment to inclusive workplace, internships and employment opportunities for youths and adults with disabilities.

### 6. Assignment Description:

CDD will float a Request for Proposals from renowned media outlet/national English daily to organize a half-day roundtable dialogue event.

CDD will provide a brief note on the Roundtable topic and a potential list of participants, including policymakers, OPD leaders, Private sector representatives, media personalities, etc. The number of participants is expected to be around 25.

The vendor / media outlet/national English daily will be responsible to invite the guests, organize the event in a reputed accessible venue, ensure proper internet connection for online participants, required laptop for connectivity, visibility stand banner, back banner, u-shaped sitting arrangement with table mike, organize standard lunch and morning snack, print a news report (both in Bangla and English) the following day of the event and share through online and social media promotions & boosting, print a full-page supplement in English on key discussion points, and provide quality photographs and video reels/clips.

The supplementary material should be published immediately after the event in consultation with CDD preferably within 15th June 2026.



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## 7. Expected output:

SL	Outputs	Verification Indicators
I.	One Roundtable Dialogue Organized	Attendance list and photographs.
II.	Report on the roundtable will be published in the selected newspaper on the following day and in the online version.	Printed copies of the English news and Bangla version online and social media promotions of the English news
III.	Printed full-colour page supplement in English.	One-page printed copy of the supplement in English. Ten (10) copies of the newspapers with the published supplementary
IV.	Photographs, Video and Audio Recording	Soft copies of a set of photos, videos and audio recording.

## 8. Organizations / Sectors to be represented in the Dialogue:

- 8.1 Representatives from Caregivers Resource Centre, Youth Club and Impact group from MAPinCBR and MYP projects
- 8.2 Representatives from two Partner Organizations of MAPinCBR.
- 8.3 OPD representatives
- 8.4 Centre for Disability in Development (CDD).
- 8.5 Liliane Fonds (Online)
- 8.6 Government and Regulatory (Bangladesh Bank, Department of Social Services...)
- 8.7 Banks
- 8.8 Corporate Sector
- 8.9 Industries/Group of Industries
- 8.10 Business Associations (BGMEA, BKMEA, FBCCI, BWCCI...)<sup>2</sup>
- 8.11 Business Networks (BBDN...)<sup>3</sup>

## 9. Attributes, Experience, and Essential Requirements of the Service Provider:

The vendor/service provider/media outlet must possess the following skills and experiences:

- 5+ years of working experience in arranging roundtable discussion
- Well-established and reputed media outlet with wider reach in the country
- Previous proven experiences of similar round table discussions with Government Ministries & Departments, UN Agencies and I/NGOs on development and disability issues.

## 10. Communication and Coordination:

The vendor/service provider/media outlet will: -

- Communicate with the designated Project Officer of MAPinCBR for day-to-day operation and coordination under the guidance of the Program Manager of MAP.
- Liaise with Procurement Officer and Finance Officer about any contractual issues.
- Submit all deliverables addressed to the Program Manager of MAP, CDD in accordance with the deadline which will be mentioned in the agreement.

<sup>2</sup> BGMEA (Bangladesh Garment Manufacturers and Exporters Association) , BKMEA (Bangladesh Knitwear Manufacturers and Exporters Association, FBCCI (Federation of Bangladesh Chambers of Commerce and Industry), BWCCI (Bangladesh Women Chamber of Commerce and Industry)

<sup>3</sup> BBDN (Bangladesh Business and Disability Network).



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## 11. Terms and Conditions:

- CDD reserves the right to accept and reject any proposal without giving any verbal or written reason/justification.
- CDD reserves every right to monitor the quality and progress of the work during the assignment. All materials (soft and hard) used during the assignment will be treated as CDD's property.
- The materials or any part, therefore, cannot be sold, used or reproduced in any manner without prior written approval of CDD.
- Payments shall be made using an account payee cheque or bank transfer.
- The contract payment shall be made to the selected vendor/service provider/media outlet/newspaper after successful submission and acceptance of roundtable deliverable and submission of required invoices and documents.
- VAT and Tax shall be deducted at source from the Contract Price as per the rules of the Government of Bangladesh.
- The rates submitted should be valid till December 2026 to enable CDD to make repeat contracts for similar assignments on different topics within the year 2026.
- CDD will reserve the right to issue new request for proposals for additional roundtable dialogues, if it decides.
- As this program will be held multiple times throughout the year (approximately four), participants' proposals will be effective in December 2026

## 12. Possible Date and Time for Round Table Discussion:

12 May 2026 from 10:00 am to 3:00 pm (Depending on Liliane Fonds schedule)

## 13. Location of the assignment: Dhaka

## 14. Submission Guidelines:

CDD invites technical and financial proposals from qualified vendors/service providers/media outlets/newspapers to implement this assignment. Interested vendors/service providers/media outlets/newspapers are requested to submit their technical and financial proposals electronically to [info@cdd.org.bd](mailto:info@cdd.org.bd) and [procurement.cddbd@gmail.com](mailto:procurement.cddbd@gmail.com), addressed to Nazmul Bari, Executive Director, CDD, or submit them in hard copy to Nazmul Bari, Executive Director, CDD, A 18/6, Genda, Savar, Dhaka-1340 by **28<sup>th</sup> April 2026, 11:59 PM**.

- The financial offer must specifically mention VAT and Tax provisions.
- The budget must be submitted as per the sections outlined in this ToR on the vendor's official letterhead pad.
- The vendors/service providers/media outlets/newspapers must submit their legal documents (Trade License, VAT and Tax certificates, Proof of Submission of Return (PSR) etc.) along with the quotations.

**CDD reserves the right to accept or reject any or all proposals received without assigning any reason thereof.**