



Jhanjira Samaj Kallyan Sangstha
JSKS
Jhanjira Hat, Sadar-Dinajpur.

Terms of Reference (ToR) to develop the Risk Management Policy

Introduction:

JSKS is the acronym of “Jhanjira Samaj Kallyan Sangstha”. It is a non-profitable, non-political, non-government development organization. JSKS was established in October 10, 1983 by the active initiative of a group of dedicated and benevolent social workers with a view to promoting the livelihood status of the underprivileged people of this region and also struggling to establish basic rights of children, youth, person with disabilities and ethnic minority groups.

JSKS is one of the rising development organizations in the northern part of Bangladesh. JSKS committed to develop the socio-economic status of the under privileged, landless and diverse section of society. Currently JSKS has been working in 3 northern districts of Bangladesh with excellent reputation and commitment. Around 200,000 families are being benefited through its social and economic initiatives which encouraging us to continue the efforts.

Importance of Risk Management Policy for JSKS:

By implementing a risk management plan and considering the various potential risks or events before they occur, an organization can safe in every aspect and protect future. This is because a robust risk management plan will help an organization establish procedures to avoid potential threats, minimize their impact should they occur and cope with the results. This ability to understand and control risk enables organizations to be more confident in organizational decisions. Furthermore, strong governance principles that focus specifically on risk management can help an organization reach the goals.

Scope of work:

By establishing the framework for the management of risks, the basic parameters within which risks must be managed are defined. Consequently, the scope for the rest of the Risk Management process is also set. It includes the definition of basic assumptions for the organization’s external and internal environment and the overall objectives of the Risk Management process and activities. Although the definition of scope and framework are fundamental for the establishment of Risk Management, they are independent from the particular structure of the management process, methods and tools to be used for the implementation.

In order to define an efficient framework, it is important to:

- Understand the background of JSKS and its risks (e.g. its core processes, valuable assets, competitive areas etc.);
- Evaluate the Risk Management activities being undertaken so far;
- Develop a structure for the Risk Management initiatives and controls (countermeasures etc.) to follow.

This approach is useful for:

- Clarifying and gaining common understanding of the organizational objectives;
- Identifying the environment in which these objectives are set;

- Specifying the main scope and objectives for Risk Management, applicable restrictions or specific conditions and the outcomes required;
- Developing a set of criteria against which the risks will be measured;
- Defining a set of key elements for structuring the risk identification and assessment process.

Definition of external environment:

This step includes the specification of the external environment in which the organization operates and the definition of the relationship between this environment and the organization itself.

Definition of internal environment

As in every significant operational process, the most critical prerequisite is to understand the organization itself.

Generating the Risk Management context

Risk Management as a process should provide a balance between (all kinds of) costs, benefits and opportunities. Therefore, it is necessary to draw the appropriate framework and to correctly set the scope and boundaries of the Risk Management process.

Setting the Risk Management context involves defining the:

- Organization, process, project or activity (to be assessed) and establishing its goals and objectives;
- Duration of the project activity or function;
- Full scope of the Risk Management activities to be carried out specifying any including inclusions and exclusions;
- Roles and responsibilities of various parts of the organization participating in the Risk Management process;
- Dependencies between the project or activity and other projects or parts of the organization;

Formulation of Risk Criteria

The criteria by which risks will be evaluated have to be decided and agreed. Deciding whether risk treatment is required, is usually based on operational, technical, financial, regulatory, legal, social, or environmental, criteria or combinations of them. The criteria should be in line with the scope and framework defined above. Furthermore they should be closely related to the organization's internal policies and procedures and support its goals and objectives.

Important criteria, to be considered, are:

- Impact criteria and the kinds of consequences that will be considered;
- Criteria of likelihood;
- The rules that will determine whether the risk level is such that further treatment activities are required.

It is very common, that criteria identified during these steps are further developed or even modified during later phases of the Risk Management process.

Reporting:

The consultants / consulting firm is expected to prepare a Risk Management Policy in English not exceed 15-20 pages including the risk areas and mitigation processes etc. which will be easy to follow in the context of JSKS. The draft policy will be submitted in soft copy. The draft report should be finalized by the next 7 days after taking the feedback.

Time schedule: January 01, 2021 to March 31, 2021

Other Conditions:

- The selected consultants /consulting firm will have a discussion meeting with the senior level staffs of JSKS. During that meeting develop a design which will be prepared together and it may be online/offline meeting
- JSKS will provide all necessary information and documents to the consultants / consulting firm for the interest of JSKS and ensure necessary cooperation to the consultants / consulting firm.
- The consultants / consulting firm will maintain secrecy of the information of JSKS and after completion of the whole work the consultants / consulting firm will return all documents and papers to JSKS.
- The consultants / consulting firm will discuss their findings with JSKS authority after completion of the draft report. JSKS authority will review the draft report and the consultants / consulting firm will sit with the JSKS staff and other relevant persons for their comments. JSKS staffs shall also listen to the explanations/arguments of the consultants / consulting firm in favor of their comments. Finally, both the parties will come to a conclusion and the report would be acceptable to both parties.

MODE OF PAYMENT:

Consultants / consulting firm will receive 60% of fee/remuneration after acceptance of the draft report/Risk Management Policy by A/C payee cheque and final 40% pay after submitting final report. Actual cost related to the accommodation and transportation would be paid upon submission of the actual bill vouchers or during visit, JSKS will arrange all the logistics. Tax and Vat will be borne by the consultant / consulting firm and to be deducted from the source of payment as per the rules and procedures of Government of Bangladesh.

EXPRESSION SUBMITTING PROCESS:

Interested consultants / consulting firm submit their expression by developing a technical and financial proposal including schedule of program and time frame with action plan and CV's of expertise (As annex) within 10th January 2021 to "The Executive Director, JSKS, Dinajpur" by email jsks.kamal@gmail.com or mustafa.kamal@jsksbd.org