

## BRAC Donor Liaison Office, Bangladesh

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<b>Assignment</b>	Management of the BRAC Donor Liaison Office.
<b>Client</b>	BRAC Consortium
<b>Financing Agency</b>	European Union
<b>Composition of Team</b>	A manager and an assistant manager
<b>Period of Assignment</b>	March 2001 - March 2007 Staff-months: 63
<b>Contract Value</b>	USD 1.5 million
<b>Background</b>	<p>BRAC (a Bangladeshi NGO) started its involvement in the rural development sector in 1972 on a pilot basis and established the formal Rural Development Programme (RDP) in 1985. Non-Formal Primary Education (NFPE) was an integrated part of BRAC's RDP focused on providing children of the poorest families in rural areas with basic education.</p> <p>The first Donor Consortium for the RDP was formed at the end of 1989 and the Donor Liaison Office (DLO) was established in 1990. In 1994 DLO took responsibility for both RDP and NFPE. When RDP came to an end in December 2000, the new DLO was put in place to assist the BRAC Donor Consortium until May 2004. After successfully carrying out a bridging period until the end of 2001, BMB Mott MacDonald was entrusted with the management of the office up to 2004, and subsequently up to 2007.</p>
<b>Description of Project</b>	<p>The role of DLO is to create an information flow among donors and between donors and BRAC, to manage and coordinate technical assistance, evaluations and review missions, to keep track of donor funds release and to provide assistance in consortium meetings and their follow-ups. The Manager of the DLO assists the chair in managing the BRAC consortium and is particularly responsible for the following activities:</p> <ul style="list-style-type: none"><li>• donor coordination;</li><li>• preparations of Terms of Reference and Monitoring &amp; Evaluation;</li><li>• financial management;</li><li>• reporting and dissemination of information;</li><li>• project management.</li></ul>
<b>Services Provided</b>	<p>The services included:</p> <ul style="list-style-type: none"><li>• overall coordination among the consortium members and BRAC of all projects;</li><li>• prepare bi-annual meetings for the BRAC Donor Consortium (DC) in Dhaka;</li><li>• organize field trips and meetings for donors;</li><li>• prepare ToRs;</li><li>• manage all TA missions, including annual reviews, annual monitoring missions, evaluation missions, etc.;</li></ul>

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- track all donor-committed funds and disbursements;
  - contract and have TA for review/evaluation missions paid by donor;
  - prepare bi-annual reports;
  - disseminate relevant information and reports;
  - develop annual work plans and budgets for DLO;
  - provide administrative and logistic management of DLO and its staff;
  - recruit local staff;
  - procure necessary equipment.