



Concerned Women for Family Development (CWFD)

Plot # 16 & 18, Road # 1, Block-E
Banasree Housing Project, Rampura, Dhaka-1219.

TERMS OF REFERENCE (TOR)

for hiring Technical Specialist for story book development and audio-visual documentation

Hiring Authority:	Concerned Women for Family Development (CWFD)
Background of CWFD	<p>Concerned Women for Family Development (CWFD) originally named, Concerned Women for Family Planning (CWFP) is a non-profit, voluntary organization run by the women of Bangladesh for the women of Bangladesh. The organization started its voluntary activities in 1974, registered with the Directorate of Social Welfare in 1975, and formal small-scale family planning service delivery program started in January 1976. It was registered with NGO Affairs Bureau in 1981.</p> <p>CWFD is a woman-led organization with a membership of 21 women from different strata of life. Organizational policy is set, and major decisions are made by the Governing Body (GB) elected every two years from among the general members. The Executive Director appointed by the GB manages all the projects and organizational activities through managers of different projects and their staffs.</p> <p>The project activities started with only 5 female staff to cover an area of Dhaka City with 50,000 people. Family planning information was disseminated through face-to-face communication, woman to woman approach, and non-clinical services were provided at the doorstep.</p> <p>Initially, CWFP had a single-focus program of family planning. Over time, the organization realized that mere improvement of health status through family planning would not sustain a significant change in women's life in Bangladesh. Accordingly, CWFD expanded the project activities to cover a larger population in Dhaka and other areas of Bangladesh and initiated new programs for women, men, children, and adolescents encompassing primary health care, life skill development, creating economic opportunity, and empower women against social injustice, nutrition education, health product marketing, investigate the issues of the large adolescent population, arrange family life education, gender training and knowledge on sexual reproductive health and rights (SRHR), water and sanitation. For more information, please visit our website: www.cwfd.org.</p>
Project title	Urgent Support to Women and Girls in Noakhali District and Bhasan Char (Island): Sexual and Reproductive Health and Gender Based Violence prevention and response service.
Context	The project is supported by the Government of Japan responds to the need of vulnerable women and girls in Noakhali District, including the host community as well as Rohingya Refugees to (1) improving access to comprehensive, high-quality SRH services, with a special focus on

	<p>women, girls and persons with disabilities, (2) protecting the dignity and safety of women and girls through offering survivor centered GBV prevention and response services through amongst others provision of Women Friendly Spaces, and (3) empower adolescents and youth with the skills and knowledge to strengthen their psychological resilience and express their rights to make informed decisions about their bodies and lives.</p> <p>Furthermore, the project aims to strengthen the quality of and linkages between targeted health facilities in Noakhali District Sadar Hospital, Hatiya Union Health Clinic, and several health facilities in Bhashan Char, thereby including both “upstream” (adolescent, youth, and GBV prevention programming) and “downstream” (clinical referral and response services, information and provision of SRH commodities) activities.</p>
Location of the activity	Noakhali Sadar Upazila of Noakhali
Scope of work	<p>Major Tasks:</p> <p>The selected Technical Specialist will perform following activities;</p> <p>Pre/initial task:</p> <p>a) Sign an agreement with CWFD</p> <p>b) Submit a technical and financial proposal detailing the technical approach and specifications, past performance, resumes, management plan, general business information as well as the narrative, and detailed costs. Keep in mind the country context and situation, alternative work modalities may need to be adopted and it should reflect in the technical proposals.</p> <p>Intermediate task:</p> <p>a) Produce a detailed inception report—including a work plan: The Inception Report clarifies the TOR and sets common understanding; and the delivery of the outputs of the consultancy.</p> <p>b) Develop training module/outline mentioning training methods/tools on how to collect and write story on SRHR and GBV issues and develop story books as well as how to do audio-visual.</p> <p>c) Develop a pre and post evaluation format for the participants to assess their knowledge level on the particular issue.</p> <p>c) The training module will be in Bangla.</p> <p>d) The Technical specialist will share the draft training module with CWFD and UNFPA to get feedback for finalizing the training module.</p> <p>e) Any other relevant tasks need to be performed during the assignment period.</p> <p>Final task:</p>

	<p>a) Finalize the training module incorporating all feedback/comments from CWFD and UNFPA.</p> <p>b) Finalize /fix training conduction date in consultation with CWFD.</p> <p>c) Conduct/facilitated two (2) batches training with adolescent (each batch contains 25 persons and duration will be three (3) days) on Story book development and audio-visual documentation as per plan.</p> <p>d) Assess pre and post evaluation of the participants to measure the particular output of the training.</p> <p>e) Submit the final training report in details.</p> <p>f) Submit final design of pictorial story book (in Bangla and English) containing maximum 20 (twenty) stories in AI format including printing layout.</p>																								
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Ownership	CWFD and UNFPA owns the developed training module and developed story book.																								

Duration of the Assignment	This consultancy period will be for 20 working days from signing the contract.																															
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Communications	The consultant will closely communicate with the Head of A&Y Programme of CWFD and assigned representatives of UNFPA.																															
Supervisory Arrangements	The Consultant will work under the supervision of Head of Adolescent, and Youth Programme, CWFD. UNFPA will provide technical support as and when required.																															
Work Modality	The consultant will provide the training in person and develop the module remotely for this consultancy. S/He will have to arrange a good internet connection as well as required necessary tools for developing the training module.																															
Travel, accommodation and food	The consultant will not be paid for any TA/DA/DSA/Per diem for field travel. S/he will be expected to make own travel arrangements, food and accommodation to conduct the training. CWFD will provide working lunch and two times snacks during the training tenure.																															
Required expertise, qualifications and competencies, including language requirements	<p>Educational Qualification:</p> <ul style="list-style-type: none"> Bachelor's degree in development studies, gender studies, social science, or any other relevant discipline. <p>Experience:</p> <ul style="list-style-type: none"> At least 5 years of working experience in conducting training along with developing training module for youth and adolescents on sexual and reproductive health rights (SRHR), gender-based violence (GBV) etc. Experience in working for development organizations e.g. NGO, UN Agencies is an asset. High level of creativity and innovative ideas. <p>Corporate Competencies:</p> <ul style="list-style-type: none"> Demonstrates integrity by modeling the values and ethical standards practiced by CWFD. Respect the vision, mission, and strategic goals of CWFD. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favoritism, maintain privacy, 																															

	<p>confidentiality and protect data / information/photo/video of people.</p> <ul style="list-style-type: none"> • Fulfills all obligations to gender sensitivity and zero tolerance for sexual exploitation and harassment. <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Prior experience in developing training module and conducting training o SRHR /GBV. • Consistently approaches work with energy, positivity, and a constructive attitude. • Demonstrates openness to change and ability to manage complexities. • Knowledge of adolescent and youth issues relevant to sexual and reproductive health and rights, gender, and gender-based violence.
Logistics and other supports	<ul style="list-style-type: none"> • The consultant will be responsible for arranging his/her own computer and other working aid/equipment. • CWFD will provide relevant documents, information (if needed).
Evaluation Method and Criteria	<p>The award of the contract will be made to the individual consultant upon analysis/ evaluation of proposals and determined based on followings:</p> <p>Candidates obtaining a minimum 70% mark out of 70 in technical evaluation and based on following criteria will be considered eligible for financial evaluation. The financial proposal will carry 30 points.</p> <p>Criteria-01 : Educational Qualification - Max Point 10.</p> <p>Criteria-02 : Professional experience in developing training module and facilitating training for youth and adolescent. Experience of such works for NGO / INGO UN/agencies will be highly appreciated - Max Point 30.</p> <p>Criteria-03 : Methodology, work plan, creativity/ innovativeness, communicate with dignity -Max Point-10</p> <p>Criteria-04 : Fluency in English (written and spoken), Bengali, - Max Point 20.</p> <p>However, the financial proposal can be negotiated with the prospective consultants qualified in a technical proposal to fit within the budget even if the budget limit is crossed.</p>
Technical and Financial Proposal	<p>Interested candidates will submit the following documents/ information to demonstrate his/her qualifications and suitability to perform the assignment:</p> <ul style="list-style-type: none"> • Updated CV indicating all past experience for similar assignments, as well as the contact details (home/office address, email, and telephone / mobile number) of the candidate • Include at least two (2) professional references. • Technical proposal: Maximum five pages on the assigned task, including an understanding of the TOR, specifying the methodology to conduct the assignment, tentative work plan, candidate's qualifications and relevant experiences of similar works etc. • Financial proposal: The financial proposal shall specify each section/ relevant costs, including the professional fees of the consultant for this

	<p>assignment.</p> <ul style="list-style-type: none"> • Copy of a recent contract to be submitted as evidence of daily fees offered to the candidate for similar assignments by other agencies (preferably by any Development organizations).
Payment Modalities	<p>The payment milestones for every slot are as follows:</p> <ul style="list-style-type: none"> ○ 1st installment: 30% upon the signing of the agreement and sharing inception report. ○ 2nd installment: 30% upon the conduction of two batches training and 1st draft of story book. ○ Final payment: 40% will be paid after submission of the final story book development and printing and submitting report ○ Payment will be made only through AC Payee Cheque. ○ Tax and VAT will be deducted at source per Government rules and regulations. <p>No additional payment other than the contracted will be provided.</p>
Cancellation / Termination of the Assignment	<ul style="list-style-type: none"> • The agreement will be furnished for developing training module and facilitating two batches training at once. The consultant will not be allowed to cancel this assignment after signing and must complete the activity. • CWFD preserves the right to cancel the agreement anytime for any in case of any breaches of the organization's or UNFPA's policies, poor quality of deliveries or other issues/ reasons.
Other relevant information or special condition, if any	<ul style="list-style-type: none"> • Any changes in the ToR or the work plan, if required, will be subject to consultation between CWFD and the individual consultant. • Consultant will give updates time to time during the assignment or whenever needed by CWFD.

Note: The consultant who does not meet the above-mentioned eligibility criteria shall not be considered for further evaluation. Necessary documents must be submitted to substantiate the above eligibility criteria. However, the organization reserves the right to accept or reject any proposal or cancel this RFP / TOR.

Proposal submission:

Interested consultants are requested to submit technical and financial proposals in separate files. The proposal can be sent in soft copies or hard copies to the **Executive Director, Concerned Women for Family Development (CWFD), House No. 16 & 18, Road-1, Block-E, Banasree, Rampura, Dhaka-1219** by 8th May 2024 through the following email.

Only short-listed consultants will be called for an interview. However, the organization reserves the right to accept or reject any proposal. For any clarification regarding Terms of Reference (ToR) all concerned are requested to communicate through email to recruitmentgb2.cwfd@gmail.com for any clarifications.