Terms of Reference (TOR) for Hiring Consultant for Developing Training Manual for GO-NGO professionals engaged in child protection activities on national and international policies and instruments and conduct training session with the project team under “Community Actions for Child Protection from Violence Project”

Funded by: European Commission.

**Background**

Family Planning Association of Bangladesh (FPAB), a Member Association of International Planned Parenthood Federation (IPPF) is implementing a three years project on violence against children titled “Community Action for Child Protection from Violence” by European Union. The project will be implemented in Dhaka, Chittagong and Khulna City Corporation in partnership with Japanese Organization for International Cooperation in Family Planning (JOICFP), Bangladesh Centre for Communication Program (BCCP), Aparajeyo Bangladesh (AB) and Bangladesh Legal Aid and Services Trust (BLAST)

The project aims to contribute to eliminate violence against children (VAC) in the key areas (Family, educational institutions, community level, public place, workplace and in adolescent development center and orphanage) by enabling relevant duty bearers to understand, detect and act to prevent various forms and aspects of violence against children.

The intervention package is designed around a three-pronged approach for detecting, preventive and/or responding to any forms of VAC and rehabilitating victims of violence. The first approach aims at changing or strengthening societal and behavior changes in order to reduce VAC will include awareness raising, sensitization, networking and developing capacities of gatekeepers and stakeholders. The second approach revolves around protecting and helping victims of violence. The third approach will deal with the legal and institutional framework in the project area.

**Overall Objective:**

To enhance state and non-state actors capacity and capability to eliminate all forms of violence against children

**Specific Objectives:**

* To strengthen community actions by community people for child protection by developing and make use of multi-formatted communication media tools developed from one common story.
* To provide legal support and comprehensive rehabilitation package for reintegrating child victims of violence.

**Expected Results of the project**

1. A community based system for child protection is established through social attitudes and behavioral changes.
2. Improved capacity of implementing partners and other stakeholders to implement VAC activities.
3. Increased availability of and access for victims of VAC to shelter, medical, psychological, legal support and vocational training and information system for VAC improved and information system for VAC improved.
4. Communication tools for child protection is developed and used.

**Target group of the project**:

Adults who behave violently to children (teachers, parents, community people, religious leaders), child victims of violence in the project area

**Final Beneficiaries of the project:**

Children, government agencies, law enforcing agencies and professionals working directly with children

**Total beneficiaries:**

17675 children survivors of violence shall get direct benefit through the child friendly spaces. Awareness raising campaign will cover 360,000 people. Teachers, law enforcement, Las and school management committee members of 40 school and Madrasah in the project area will receive training regarding various aspects of Violence Against Children (VAC).

**Purpose and Objectives of Hiring Expert/ Consultant:**

1. Develop training curriculum for GO-NGO professionals engaged in child protection activities such as on national and international policies and instruments.
2. Conduct training session with project team for one month

Target People:

* GO-NGO professionals engaged in child protection activities.

**Methodology:**

Applicants are requested to propose a feasible methodology for carrying out the assessment.

**Scope of the Work for Task:**

The training manual will escort forward the assimilation of wide-ranging and interactive topics on child protection issues in line with CRC, National Child Labor Elimination Policy 2010, National Child Policy and other relevant laws which will rationalize the roles and responsibilities of the GO-NGO professionals. This will enable the GO-NGO professionals to understand intensively the various aspects of violence against children in Bangladesh.

The consultant will incorporate with the following activities:

1. Develop training manual for the key people at various services providing organizations about child protection issues, CRC, National Child Labor Elimination Policy 2010, National Child Policy and other relevant laws based on the child protection issues.
2. Conduct training session with project team for one month based on the training manual.

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| **#** | **Activities** | **Time Frame** |
| 1 | Meeting with FPAB regarding guideline to develop manual. | May 4, 2015 |
| 2 | Prepare training manual | From 5 May to 10 May, 2015 |
| 3 | Final training manual submission | 14th May, 2015 |
| 4 | Compile necessary feedback from FPAB’s review committee | 18th May, 2015 |
| 5 | Ground work for conducting training with the project team | 20th May, 2015 |
| 6 | Training session with the project team (Tentative) | From 7th June to 9th June, 2015 (Dhaka)  From 14th June to 16th June, 2015 (Ctg)  From 28th June to 30th June 2015 (Khulna)  &  From 6th Dec to 8th Dec, 2015 (Dhaka)  From 20th Dec to 22th Dec, 2015 (Ctg)  From 3rd Janu to 5th Janu 2016 (Khulna) |

**Key deliverables of the assignment:**

* 5 Hard copy of the final training manual.
* An electronic copy of raw training manual and final version of the manual.

**Eligibility Criteria**

The consultant should have advance level of university degree (preferably public University Professor) in social science or Law or PhD in relevant subject. H/she should have at least 5 years experiences on child issues, curriculum and manual development. Experiences in working on child protection issues and research & publications will be given preference.

**Work Schedule**

* Detail will be worked out jointly with Applicant and FPAB. The activities might be followed by this tentative timeframe.

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| **S.L.** | **Activities** | **Time Frame** |
| 1 | Meeting with FPAB regarding guideline to develop training manual. | May 4th , 2015 |
| 2 | Develop work plan in consultation with FPAB. | May 12th , 2015 |
| 3 | Final training manual submission after consultation with FPAB | May 14th,  2015 |

**Child Protection Policy:**

The consultant must comply with the child Protection Policy of FPAB. Any violation/deviation in complying with FPAB’s child protection policy will not only result-in termination of the agreement but also FPAB will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of FPAB’s Child Protection Policy.

**Confidentiality:**

All papers shared with the consultant are confidential to FPAB and should not be used outside of these two organizations without permission.

**Template of the Proposal:**

The submitted CV should be computer composed and should contain PP size **photograph. The CV will be evaluated in the following criteria:**

|  |  |
| --- | --- |
| Technical Approach and Methodology | 30% |
| Educational qualifications | 15% |
| Past Experience | 15% |
| Work Plan | 10% |
| CV | 10% |
| Financial Proposal | 20% |

**Consultation Fee and Payment Schedule:**

**Payment Modality:**

As per budget and payment will be provided separately to carry out separate objectives and applicant may apply for the ToR.

**Payment Schedule:**

**Manual development:**

30% advance payment will be provided upon sign of the contract, 20% after acceptance of the draft report and rest of the 50% after acceptance of final training manual.

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| Sl. | Activities | Payment | Amount in BDT |
| 1 | Signing of the TOR | 30% |  |
| 2 | Submission of draft | 20% |  |
| 3 | Submission of final copy | 50% |  |

**Training Plan:**

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| --- | --- | --- | --- |
| Sl. | Activities | Payment | Amount in BDT |
| 1 | 50% advance payment to Conduct 3 days 6 training workshop in 2 Phases of 25 working days. | 50% |  |
| 2 | After completion the activity. | 50% |  |

`\* The budget should be provided in a simplified manner describing the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer. The applicants are also requested to clearly explain the formulas for calculation of the final eligible amount. **All cost must include appropriate VAT/TAX as per rules**

**Disclaimer of Proposal:**

FPAB reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

**Submission of Application along with CV:**

The applicant will have to submit hard copy of the application along with CV mentioning the task of the consultancy in the envelope, to the following address by 29th April, 2015 during office hour:

Executive Director  
Family Planning Association of Bangladesh (FPAB)   
2, Naya Paltan, Dhaka-1000  
Web: [www.fpab.org](http://www.fpab.org).bd