

Terms of Reference (ToR) for Compilation of Field Learning and Develop Methodology on RTI Training for the Secondary School Teachers.

The task is for the 'Advancing Women's Right of Access to Information in Bangladesh (AWRTI) Project facilitated by the Manusher Jonno Foundation (MJF), Supported by The Carter Center (TCC) and USAID.

Context and understanding of the assignment

1. RTI awareness raising initiatives in Bangladesh are very inadequate. This proposition is aligned to a study entitled 'Bangladesh Right to information (RTI) Survey 2019' that woefully shows on the demand side that only 7.7 percent of our citizens were aware of the law¹. Even the very small portion of people who are aware about RTI act barely know its application and appeal process. Government of Bangladesh has institutionalized the RTI learning process by incorporating RTI act 2009 into the secondary school textbook. This initiative will significantly contribute to the transformation of RTI knowledge into practical use among the students. Consequently, the students will be able to enjoy the use of RTI act within their surroundings. However, teachers' efficiency on practical use of RTI act still remained a challenge that hampers maneuvering RTI lesson to the students. The AWRTI-MJF component project has initiated its one of advocacy intervention to incorporate RTI practical lesson into the secondary school teachers training guideline/module.
2. Women and girls in Bangladesh face multiple barriers in exercising rights and barriers such as low literacy, lack of awareness, social norms, patriarchal structures, and fear of reprisal. This is obvious to say that these barriers have been limiting women and girls to enjoy the results of access to public information since the enactment of RTI act 2009. As per IC's annual report 2022, Information Commission received 360 complaints, amongst them 346 (96%) were lodged by the males and only 14 (4%) were lodged by female. A UNESCO reports (2022)² narrates poverty, lack of awareness of the right to information and where/how to make requests to access information, cultural constraints including someone in the family is not supportive/impedes women's access, lack of mobility and time, negative mindset of public officials/poor treatment in public office, language, fear including fear of asking for information, physical violence, threats, retaliation for making requests, and dangers related to women in public spaces as major challenges facing women in exercising the right to information. Another study findings of The Management and Resources Development Initiative reveals that around 78% of youths, the most potential group of the population, do not know anything about the Right to Information (RTI) Act³.
3. The Carter Center (TCC) in partnership with Manusher Jonno Foundation (MJF) and other local partners has been implementing 'Advancing Women's Right of Access to Information in Bangladesh' (AWRTI) project at the national and local levels from April 2023. The project aims to leverage the women's right to information and their access to decision making in the public resources. It intends to create an enabling policy environment to ensure sustainable access to information for women; collaborate national and Local Government Units (LGUs) to ensure equitable access to information for women in targeted districts; and support from civil society organizations and youth in target districts so that women have advanced their use of the right of access to information. The project has targeted to ensure incorporation of RTI into secondary school teachers training guideline as one of key advocacy initiatives so that the secondary school teacher can effectively deliver the RTI lesson plan to their students.

¹ <https://documents1.worldbank.org/curated/en/408581588774975401/pdf/Bangladesh-Right-To-Information-RTI-Survey-2019.pdf>

² <https://unesdoc.unesco.org/ark:/48223/pf0000381684>

³ <https://www.tbsnews.net/bangladesh/law-order/78-youths-bangladesh-unaware-right-information-act-study-343066>

4. This assignment would be an explorative to identify training needs and compiling field learning to set contents and methodology. Consultant will review the related literature, analysis of existing training module, and need assessment of the RTI training content. Consultant will consult with policy makers, teachers, trainers and training instructors, different communities including person with disability, low literacy environments to validate the training methodology. The methodology of the manual will include practical lesson plans, handouts, and exercises on RTI implication.

5. **Objective of the assignment:** To identify needs of the training and compile field learning on RTI training content for the secondary school teachers and consequently translate the textbook's RTI contents and learning into lesson plan of teacher training module /guideline.

6. Research questions:

- i) To what extent is the RTI Act of 2009 incorporated into the current secondary school textbook curriculum?
- ii) What is the proficiency level of secondary school teachers in effectively imparting the practical implications of the RTI Act of 2009 through their lesson plans?
- iii) How can practical lessons designed for secondary school teachers enhance their teaching methodologies to ensure a more comprehensive understanding of the RTI Act of 2009 among students?

7. Scope of Work

- i. A rigorous analysis of the text book of "Digital Technology" of class nine i.e. literature review, mock test and expert opinion to be done to leverage the practical process/implication of RTI lesson;
- ii. Analyze nature of disparity and discrimination usually faced by the grassroots people especially women while seeking information services to the duty bearers;
- iii. Analyze the project's Gender and inclusive development analysis report to Identify doable action and translate these into the teachers training module;
- iv. The external consultant will review the related literature, analysis of existing teachers guideline/training module to identify the needs of the training content;
- v. S/he will consult with policy makers, teachers, trainers and training instructors, different communities including person with disability, low literacy environments to validate the content;
- vi. Facilitate workshops and discussions with the relevant ministries, departments and experts and take their opinions in planning, methodology setting and incorporation in the teachers' manual.
- vii. The consultant will share the derived recommendations on RTI contents to the relevant personalities of IC, CD, NCTB and ministry of education etc. for validation and feedback.

8. **Time Period:** Final deliverable should be submitted within 45 calendar days, after work order.

9. Methodological Consideration and Choice

The consultant should employ qualitative data analysis i.e. Focus group discussions, Key Informants Interview/In-depth interview, literature review, government website review as tools for the assignment.

10. Deliverables:

- i. The final report should contain specific guideline on RTI lesson for the secondary school teachers;
- ii. Consultant should submit primary data source, database/qualitative data notes to MJF;
- iii. Consultant shall provide soft (Word, PDF and PPT) and hard copy of the report.

11. Remuneration and mode of payment ⁴

MJF will pay the following installments to the consultant/organization upon receiving following satisfactory deliverables. All the payments will be made through account payee cheque or bank transferring according to MJF procedure.

Sl#	Instalment	Deliverables
1	1 st installment (50%)	Inception report
2	2 nd installment (30%)	Draft report submission
3	3 rd installment (20%)	Submission of final report

12. Preparation and submission of the proposal

- i) The consultant/organization shall bear all costs associated with the preparation and submission of the proposal.
- ii) The consultant /organization shall affix the financial proposal along with the technical proposal. The financial proposal must be developed in MS Excel indicating column heading i.e. Particulars, Unit name, Unit number, Unit price, Total price, and Remarks. All cost should be quoted in BDT
- iii) The technical and financial proposals should be marked properly and should include the name and detail contact address of the consultant /organization.

13. The proposal contents:

A. Technical proposal:

- i) Cover page including contact details
- ii) Introduction
- iii) Working experience on RTI Act
- iv) Methodology
- v) Concluding remarks
- vi) List of annexure:
 - a. Annex i: Previous experience (similar work report, preferably USAID funded project.)
 - b. Annex ii: CV of the consultants (each CV should contain MAX three pages)
 - c. Annex iii: Draft Work plan/ Gantt chart;

B. Financial proposal:

- i) Financial proposal/Detailed budget with signature of focal person (should be mentioned: Particulars, Unit name, Unit number, Unit price, Total price, and Remarks)

⁴Tax and VAT will be deducted at source as per govt. rules and regulations.

14. Proposal Evaluation criteria:

- ✓ Quality of past performance of a similar task (25%)
- ✓ Relevance of CV of key consultant(s) to this task (30%)
- ✓ Technical approach (30%)
- ✓ Gender inclusivity of the Applicant/the team (15%)

15. Interested consultant/team/firm are requested to submit a technical and a financial proposal on or before 18 April 2024 to proc.manusher@gmail.com. Please write to zia@manusher.org for queries before 15 April 2024.

16. MJF may conduct interviews or may choose to make awards based on quality of proposal.

17. General Terms and Conditions:

- i) The following legal documents should be submitted along with the proposal, (1) Updated Trade License , (2) TIN Certificate, (3) BIN Certificate, (4) Income Tax deposit slip of last FY, (5) Bank information (Branch name, A/C name, A/C number, routing number). **Failure to submit any of these documents will result automatically cancellation of the proposal.**
- ii) Consultant will review the proposal as per recommendation of MJF prior to start the assignment;
- iii) Consultant must be agreed with MJF safe guard policies;
- iv) Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:
 - a. The External Consultant/organization cannot fulfill any clause of Terms of Reference.
 - b. The External Consultant/organization cannot submit their reports within the specified time.
- v) Any document, information or data entrusted to or produced by the External Consultant/organization in connection with this assignment shall be strictly confidential and cannot be used by the external consultant/organization for any other purpose without the written consent of the MJF authority. This provision shall remain valid even after the completion of this assignment.
- vi) There will be a provision for fine for delaying in report delivery (MJF Procurement Committee will set the %, whatsoever, it would not be more than 5%)
- vii) In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.
- viii) Proposals (technical and financial) should be submitted in not editable mode with a signature of the authorized person.
- ix) Manusher Jonno Foundation reserves the rights to accept/reject any/all the proposal/s fully/partially with its own discretion. Manusher Jonno Foundation is not bound to accept the lowest bid.