**Terms of Reference**

**For hiring consultant to deliver training on “Conflict Sensitivity” for key staff of Plan International Bangladesh”**

**Background of the organization:**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilising children, communities and civil society organisations to claim the rights of children and achieve agreed upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC).

Plan International works in fifty-two developing countries across Africa, Asia and the South America, and twenty-one countries raise funds to support these efforts. Plan’s vision is of a world in which all children realize their full potential in societies that respect people’s rights and dignity, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International has been operating in Bangladesh since 1994, helping children access their rights to health, education, economic security and protection. Currently, under Country Strategy (CS) IV (2016-2020) Plan International Bangladesh is implementing programmes in six thematic areas: health, education, child protection, water and sanitation, youth engagement and employment, and disaster risk management and climate change. Through interventions of Plan International Bangladesh, more than 3,500,000 people including women, children and vulnerable are benefitted across 13 districts.

**Rationale:**

Under this background Plan International has a duty to safeguard all children and young people and promote their welfare. Staff have the responsibility of holding themselves to account in ensuring that no child or young person is harmed or placed at risk of harm as a result of their association with the organization. Plan International has a clear and unequivocal safeguarding policy explained in its Child and Young People Safeguarding Implementation Framework: *Say Yes! to Keeping Children and Young People Safe and Protected*. The aim is to make sure no child or young person who is associated with Plan International comes to any harm. It helps ensure that Plan International does everything possible to make sure children and young people stay safe and protected when they engage with the organization and its representatives. The policy governs the behaviours of Plan International staff, associates and visitors, ensuring we minimise risks to children and young people and report any concerns about a child or young person’s welfare appropriately.

While various policies on safeguarding exists within the organization, to further capacitate staff of Plan International Bangladesh to carry these values into their work with communities and beneficiaries, a deeper understanding of the principles of *Conflict Sensitivity*is necessary through methodical learning. To achieve this enhancement in the capacities of staff, a training session conducted by experienced facilitators is being planned so the participants may have improved understanding of the application and monitoring of conflict-sensitive programming.

**Scope of work:**

Objective of the training:It is expected that the development practitioners attending the training will acquire skills and knowledge that will enable them to, among other tasks, carry out conflict assessment within prevailing country context and analysis of the same, undertake peace and conflict impact assessments, and eventually design, implement, monitor and evaluate conflict sensitive programs. One of the major objectives of this training is the participants will be able to disseminate learning from this training to others and apply this in their work.

Furthermore they will build and understanding of how aid interacts with conflict in a particular context, and be able to mitigate unintended negative effects, and to influence conflict positively wherever possible, through humanitarian, development and/or peacebuilding interventions.

Training methodology: The training session will be facilitated by external resource persons (Consultants) with adequate knowledge and experience on the topic. The sessions will include overview of topic, group work, reflection and sharing of experiences and discussions. It is expected that the consultant will have a pre-discussion and needs assessment with the sample participants on this topic before designing the training package.

Training duration: The training sessions will be conducted for 02 days.

Target group: The training will be conducted for Extended Country Management team members (ECMT). A total of 25 ECMT staff from various Plan International offices will participate in the training.

Report delivery: The consultant will work closely with Plan International Bangladesh Human Resource & Organizational Development (HR&OD) Department and follow appropriate guidelines to develop and facilitate the training. A training report is to be submitted to the Head of HR&OD within 5 working days following the training.

**Mode of payment**

The payment will be made in two instalments

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| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | Agreement signed and acceptance of inception report |
| Final instalment | 70 | Upon completing the training and its report. |

**Criteria and scoring of evaluation**

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| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification | 20 |

**Preparation of proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology.
* Detailed timeframe
* CVs of the team leader and key members of the assignment team which reflect relevant experience to conduct the training.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the rules of the Government of Bangladesh and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

**Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with titled “**Conflict Sensitivity Training for key staff of Plan International Bangladesh” as subject line**. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **17 February 2019** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

**Penalty clause**

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final report maintaining the quality as mentioned in section 7. If the quality is not maintained as mentioned in section 7, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

**Contact person**

For any technical issue related to the project and research, please contact Mr. Narayan C. Rajbangshi:

Email: [Narayan.Rajbangshi@plan-international.org](mailto:Narayan.Rajbangshi@plan-international.org)

Tel: +880 (0) 2 9861599, 9860167 Ext. 145

**Ethical Considerations**

There will be nothing in the study which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

**Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Plan International Bangladesh.

**Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called.

**Award of contract**

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

**Children and Young People Safeguarding Policy**

The consultants shall comply with the Children and Young People Safeguarding Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Children and Young People Safeguarding Policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Children and Young People Safeguarding Policy.