**TERMS OF REFRENCE** –

Retainers to support Sexual and Reproductive Health and Rights (SRHR) portfolio of Plan International Bangladesh

1. **Background**

Founded in 1937, Plan International is a development and humanitarian organisation that advances children’s rights and equality for girls. We strive for a just world, working together with children, young people, our supporters, and partners in over 70 countries in order to fulfil this ambition.

Plan International believes that all children, adolescents and young people have the right to make their own free and informed choices and to have control over their sexual and reproductive health and lives, free from coercion, violence, discrimination and abuse. Girls and young women in particular are denied the ability to exercise these rights. Fulfilling the rights of all children, adolescents and young people is fundamental to achieving gender equality. To strengthen the focus of Plan International’s work on SRHR, the organization has established a separate technical network known as the SRHR Area of Global Distinctiveness (AoGD). The organization’s key investment areas in SRHR are building positive social norms on sexuality including through comprehensive sexuality education, strengthening quality SRHR services for adolescents and young people and strengthening support for girls and young women most at risk including for girls at risk of harmful practices.

In Bangladesh, Plan International’s SRHR programme currently reaches out to 874,000 young people from Haor, Chittagong Hill Tracts, ethnic minority groups and marginalized sections of the society in 11 districts all over Bangladesh. SRHR is a cross cutting theme that is integrated within Plan International Bangladesh’s several projects under Health, Protection, Education and Humanitarian response portfolios. A national leader in adolescent-friendly SRHR programming (particularly for girls), Plan International Bangladesh builds the knowledge, skills, and self-efficacy of adolescent girls and boys to make healthy decisions for themselves, counter harmful practices i.e. child marriage, while strengthening an enabling family, school and community environment such that adolescents’ voices are heard in decisions that affect them. At the same time the organization works with relevant government ministries for sexuality education and adolescent friendly health service delivery and increasing accountability of the system to deliver these services to young people.

1. **Purpose and Scope**

The purpose of this consultancy is:

-To provide mentorship support to Plan International Bangladesh’s staff members to grow as SRHR professionals. This is 45 workdays in the time span of 180 calendar days.

-To support Plan International Bangladesh in thought leadership in SRHR programming and influencing in relation to adolescents and young people

**The key objectives of this consultancy are therefore as follows:**

* Support mentees to reflect and develop their own career aspirations and priorities in SRHR
* Provide advice, guidance, and feedback; share experience and expertise as appropriate and act as a sounding board for ideas to mentees
* Offer encouragement and support to try new things and help mentees move out of their comfort zones
* Identify resources that will help mentees with personal development and growth
* Encourage mentees to join networking organizations or introduce them to new contacts
* Help mentees consider and weigh potential consequences of decisions and actions to avoid the pitfalls and predictable surprises that may occur.
* Support Plan International Bangladesh with development of key technical documents, policy documents and project design in SRHR to position itself as a market leader on SRHR programming and influencing
* Act as a technical resource for Plan International’s SRHR AoGD
1. **Skills & Competencies Required**
* Extensive knowledge, understanding and experience of working in young people’s Sexual and Reproductive Health Rights programming and influencing in development and humanitarian contexts
* Excellent understanding of gender transformative programming
* Well networked on SRHR issues with a large contacts database and existing relationships with key actors in SRHR at national level
* Understanding of norms, values, national laws, policies ad strategies that affect SRHR of adolescents and young people
* Experience of working in multi-sectoral approach to addressing adolescent health issues in Bangladesh
* Analytical thinking and strategic planning skills
* Good listening skills
* Strong writing skills and experience of producing written material for a range of audiences
* Understanding of challenges faced by INGOs in achieving their objectives in the context of Bangladesh
* Adherence to Plan International’s values at work, gender, SRHR and safeguarding policies
1. **Key tasks**
* Set expectations and finalize outcome of mentorship in discussion with the mentee
* Organize monthly face to face mentor-mentee discussion meetings to set and follow up on mentee’s growth objectives
* Quarterly assessment of the mentorship in discussion with the mentee
* Develop strategic papers, technical papers and policy documents on SRHR for Plan International Bangladesh and SRHR AoGD (Area of Global Distinctiveness) when required
* Joint field visit to see field works (if and when needed)
* Take part in strategy and programme development meetings and provide inputs (when required)
1. **Key deliverables** (mentee will be able to develop/produce/present)
* A situational analysis report using secondary data available on SRHR
* A Theory of Change for a SRHR project to design
* A good quality project report (quarterly/annual) to share with donor
* A position brief on SRHR to influence national government
* A presentation to present at national level sharing on learning
1. **Bindings**

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

1. **Ethical considerations**

### Confidentiality of the mentoring conversation

Both the mentor and the mentee have great responsibility to maintain and respect the confidentiality of all the information imparted during the mentoring relationship as they may hear sensitive and personal information. This applies to both within and outside Plan International unless specifically authorized by either the mentor or the mentee. However, if such information is in violation of the safeguarding policy of Plan International or in violation of the law of the country, an appropriate approach for the mentor is to first encourage the mentee to take appropriate action themselves. If no action has been taken by the mentee.

### Expectation management and addressing biases

Those working in a mentoring relationship may develop friendships over time. It is important to have a clear mentoring relationship and not allow personal bias to influence professional actions. Mentors should stay mindful of maintaining confidentiality, objectivity and equal partnership.

### Competence

Mentors need to be conscious of their own levels of mentoring competence and experience and to never overstate them. Mentors need to recognize that bias, preconceived ideas, initial impressions, opinions and stereotypes can all influence the ability to pay full attention and be present and focused on the mentee. If it is not possible to achieve this level of self-management, an appropriate approach might be for the mentor to either absent themselves temporarily or suggest that the mentee work with someone else.

### 8. Contact

For any further quires please communicate to Ikhtiar Uddin Khandaker, Head of Health Programme, to the email address: Ikhtiar.Khandaker@plan-international.org

### 9. Applications and Evaluation Criteria

Interested applicants should provide technical and financial proposals covering the following aspects:

* Technical Proposal should contain:
	+ Detailed methodology of the assignment
	+ Account of experience of conducting relevant work
	+ Detailed timelines
	+ CVs of the team leaders and other key members of the team/individual
	+ Copy of VAT registration certificate (for firm) and TIN certificate (For individual). Bank account details.
* 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 costs 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 GoB rules and deposit the said amount to government treasury.

The technical and financial proposals should be submitted **electronically only** in two separate sub folders in a zipped folder to the email address Planbd.consultant.hiring@plan-international.org by *18th April, 2019*  referencing “Retainers to support Sexual and Reproductive Health and Rights (SRHR) portfolio of Plan International Bangladesh. Criteria in the below table will be followed to evaluate the proposals received-

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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 |

**10. Penalty Clause**

The consultant/consulting firm is expected to provide services within time frame as well as submit the final report maintaining the quality 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 well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay. Plan International Bangladesh will deduct 5% of the total agreement amount.

**11. Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.