**TOR fordevelopment of Gender, SRHR and Lifeskillslearning package for adolescent boys in Rohingya and Host communities in Coxs Bazaar**

1. **Background and introduction**

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. Operating in Bangladesh since 1994 and globally over 70 countries, Plan International is the world's largest organisation with a specific focus on advancing equality for girls. Plan International has been operating in Bangladesh since 1994 to ensure the rights of children to education, health, safe water and sanitation, protection, youth economic empowerment and protection from climate change, environmental degradation and natural or man-made disasters. We work with children, their families, communities, wider society and governments to reach out to more than a million children and their communities in Bangladesh.

Plan international Bangladesh is currently implementing its fourth country strategic plan (CSP-IV) developed for five years covering the period of 2016 to 2020 towards a longer term vision of a Bangladesh where “Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”Achieving gender equality is a core objective of Plan’s work as an organization dedicated to child rights. As part of it, Plan International Bangladesh is implementing “Champions of Change” project in Coxs Bazaar.

**2. Project overview**

“Champions of Change” is an eight-month long project in Cox’s Bazar focusing on building life skills and resilience of adolescent boys aged 10-19 years in line with the Protection Objective of *Joint Response Plan for Rohingya Humanitarian Crisis, March to December 2018.* This will be achieved through delivering gender, SRHR, life skills, peaceful resolution and protection education, strengthening SRHR and PSS services and community based child protection mechanism while providing viable alternatives such as access to livelihood skills and promoting improved inter-personal skills for conflict resolution.

The project goal and outcomes are:

**Impact:** Reduced vulnerability of adolescents to protection risks and negative SRHR outcomes in Rohingya and Host communities in Bangladesh

The project will achieve its Goal through two expected outcomes:

**Outcome 1:** Adolescent boys have improved knowledge and attitudes on gender, SRHR and safe behaviours and improved access to quality adolescent friendly SRH and PSS services.

**Outcome 2:** Promote a community-based approach to the response and provide protection services to persons at heightened risk (JRP Objective)

1. **Scope of Work**

The consultant/consulting firm will adapt the Champions of Change (CoC) curriculum developed by Plan International into a 6-month programto meet the needs of Rohingya and host community adolescent boys aged 10-19 years considering the constraints of the context and cultural appropriateness. The manual is intended to be used by community facilitators from Rohingya and host community. The community facilitators will conduct sessions with adolescent boys from host and refugee communities in safe spaces following the manual. Apart from gender, SRHR and protection risks, CoC will also support adolescent boys to learn about conflict resolution, negotiation and peaceful communication. The curriculum (containing approximately 20 sessions) will be adapted both in Bangla (for host community boys) and Rohingya language (for adolescent boys residing in the camp) in close consultation with Plan International Bangladesh’s technical experts. Following the development of the manual the consultant will support capacity building of project staff and community facilitators through a ToT.

The final CoC toolkit must provide curricula content and detailed guidelines and support on how to plan, prepare, conduct CoC.

1. **Deliverables and Timeframe**

Total duration of the assignment is 110 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft manual will be produced within 4 weeks of signing of the agreement.Following development of the manual, the ToT of project staff and community staff will be completed within a month. The cost of organizing the ToT is already included in the project and should not be budgeted by the consultant in the financial proposal. Last 30 days is reserved for field test and revision of manual if needed.

1. **Competencies and experience:**

The consultant/consulting firm should have demonstrated experience in training and materials/curriculum development for adolescents, presentation and facilitation skills and proven track record in developing instructional materials adolescent learners. Previous work experience in emergencies is an asset.

Additional qualifications of candidate

* A Master’s degree in Communications, Education, Training and Development, Industrial Psychology, or equivalent;
* Knowledge and understanding of gender and adolescent sexual reproductive health and rights
* Comprehensive knowledge of current instructional theories and principles applicable to instructor-led learning programmes;
* Previous demonstrated proficiency in applying adolescent learning principles in designing and deploying learning programmes;
* Excellent written and verbal communications skills in Bangla. Understanding of Chatgaya will be an asset.

**5. Mode of payment**

The payment will be made in three instalments:

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| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 10 | Agreement signed and acceptance of inception report |
| Second instalment | 40 | After receiving the first draft manual |
| Final instalment | 50 | Upon submission of the final manual |

**6. Criteria and scoring of evaluation**

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| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to translate and adapt CoC manual | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification | 20 |

**7. 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 of how the manual will be translated, adapted and field tested for Rohingya and Host communities.
* Detailed timeframe (including dates for submission of first draft, ToT and final manual).
* Account of experience of developing manuals/learning materials for adolescents
* CVs of the team leader and key members of the team which reflect relevant experience in developing learning materials for adolescents on gender, SRHR and lifeskills
* 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 GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

**8. 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 “**TOR for development of Gender, SRHR and Lifeskillslearning package for adolescent boys in Rohingya and Host communities in Coxs Bazaar”** 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 **10 November 2018** 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.

**9. Penalty clause**

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final manual maintaining satisfactory standards of quality.Plan International Bangladesh will deduct 5% of the total agreement amount if desired quality is not maintained. 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 do this may evoke penalty clause at the rate of 1% for each day of delay.

**10**. **Contact person**

For any technical issue related to the project and manual development, please communicate withTeresa Yamo Ombalo, CPiEProgramme Lead, Plan International Bangladesh, email: [Teresa.Ombalo@plan-international.org](mailto:Teresa.Ombalo@plan-international.org)

**11. Bindings**

Plan International will have the sole ownership of all the methodology and materials to be developed under this assignment. It is the consultant’s responsibility to ensure that no materials can be accused for plagiarism and due acknowledgement and necessary permissions are taken from the original agencies during developmental phase. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Plan International Bangladesh.

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

1. **Award of contract**

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

1. **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.