**Terms of Reference**

**Training of Health Service Providers working in Rohingya refugee camps in Cox’s Bazar - consultancy**

1. **Background and introduction**

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 has always has provided its humanitarian support to the children and adolescents wherever the situation created.

Since extreme violence erupted in the Rakhine State of Myanmar in 25 August 2017, an estimated 702,160 Rohingya men, women and children have crossed the border into Cox’s Bazar, Bangladesh to find safety. Plan International’s initial response focused on providing life-saving and immediate WASH and Protection needs to the most vulnerable arriving in Cox’s Bazaar, focusing in the Balukhahli Mega camp. The Protection response has focused on ensuring safe spaces for children, particularly adolescent and young girls, and provision of gender and age appropriate protection services including case management, and enhancing community-based child protection mechanisms.

Plan is currently scaling up interventions to address the needs of adolescents in camp and host communities, and aims to address negative gender norms and practices. This partly done through the implementation of Plan’s contextualized ‘Champions of Change’ (CoC) curriculum, focused on overcoming gender inequality and discrimination. As part of the programme, adolescents come together to discuss their changing views on gender, and work together to find solutions for their communities. Plan is also working with communities to strengthen the protective environment for children and adolescents, including through mobile and static CFS spaces and community-based child protection interventions.

1. **Project overview**

In that continuation, in October 2018 Plan International Bangladesh has launched a project titled “Champions of Change” with the financial support from UNFPA. The overall outcome of the project is to reduce vulnerability of adolescent boys to protection risks and negative SRHR outcomes in Rohingya and Host communities in Bangladesh. The project therefore focusses on building life skills and resilience of adolescent boys, and improving access to quality adolescent friendly SRH and PSS services, in line with the Protection Objective of Joint Response Plan for Rohingya Humanitarian Crisis, March to December 2018.

In order to improve the quality of services delivered to adolescents this assignment will focus on the capacity development of health service centers and posts in camps. The key themes of the training is Adolescent Friendly Health Services (AFHS) and PSS.

Topics for PSS training can include: what is psychosocial counseling, psychosocial changes during adolescence, characteristics of a good psychosocial counsellor, psychosocial counselling skills (active listening, non-judgmental attitude, observation, empathy, privacy and confidentiality, asking question, strokes and affirmations, SOLER, Carkhuff model, self-care) and referral.

To conduct assignment a consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR). Through this assignment, the consultant/firm will directly build the capacity of 60 staff working in health centers/posts and protection on the above topics.

1. **Assignment deliverables**
2. Prepare inception report with plan of action, timeframe and approaches used to deliver on assignment objective in consultation with Plan International team
3. In coordination with Plan International, identify knowledge gaps and training needs among selected participants
4. Prepare a set of training materials and hand-outs for a 4-day training drawing upon existing AFHS and PSS curricula and materials
5. Carry out three 4-day trainings in Cox’s Bazar (Ukiya/Teknaf) for selected staff working in health posts
6. Provide training completion report, including with pre/post test findings

*The consultant is expected to cover their own transport costs. The consultant should not budget for training venue costs.*

1. **Expected competency and experience**

Expected competency of the consultant/consulting firm includes:

* Masters in (Mental) Health, Psychology, or other science degree;
* Comprehensive knowledge of AFHS, PSS and related topics
* Expertise and experience in conducting training and ToT
* Capacity to start this assignment in end of March/early April, and deliver on the objectives within the required timeframe.
1. **Deliverables and timeframe**

Total duration of the assignment is 30 calendar days after signing of the agreement. The work plan will be reviewed and approved by Plan International Bangladesh

1. **Mode of payment**

The payment will be made in three instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 20 | Agreement signed and acceptance of inception report |
| Second instalment | 50 | After 50% of completion of activities based on agreed work plan |
| Final instalment | 30 | After full completion of activities based on agreed work plan |

1. **Criteria and scoring of evaluation**

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

1. **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 the assignment
* Detailed timeframe (including dates for submission of first workplan, activity plan and final report).
* Account of experience of work related to the assignment.
* CVs of the team leader and key members of the team which reflect relevant experience.
* 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.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with titled **Interactive Theatre with Rohingya and Host Communities in Cox’s Bazar, Bangladesh – consultancy** 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 **16 March 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.

1. **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.

1. **Contact person**

For any technical issue related to the project and research, please communicate, Teresa Ombalo, Child Protection Lead, to the following email address: Teresa.Ombalo@plan-international.org

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.

1. **Award of contract**

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

1. **Child Protection Policy**

The consultants shall comply with the child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection 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 Child Protection Policy.

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