**COMBATTING EARLY MARRIAGE IN BANGLADESH**

**Terms of Reference for development of learning resource package and its implementation plan for out of school adolescents on gender, personal safety, sexual and reproductive health and rights and life skills**

**1. Background and introduction**

Plan International is an independent development and humanitarian organization 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 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 “Combatting Early Marriage in Bangladesh” (CEMB) project in Bhola and Jhalakathi districts of Barishal Division.

**2. Project overview**

CEMB is a four and half year long project being implemented in Bhola and Jhalakathi with the objective of ending child marriage through a gender-transformative District Model. This model was developed to contribute to the government’s District Action Plans to achieve the targets declared by the Prime Minister at the UK Girls Summit held July 2014.

The ultimate outcome of CEMB is to reduce vulnerability of adolescents, particularly girls to child early forced marriage in Bhola and Jhalakathi district with a specific focus on reducing the proportion of girls married or in union under the ages of 18 and 15 in those districts.

The project will achieve its Goal through three intermediate outcomes:

1. Increased agency of adolescent girls and boys to protect themselves from harmful gender norms and practices including child early forced marriage and exercise choice in economic opportunities and decisions in their future.

2. Improved community acceptance of norms that value girl child and actions that support girls and boys to delay marriage by building their ability and capacity of champion fathers, mothers and community gatekeepers.

3. Increase responsiveness of duty bearers at national, district and sub district levels to prevent and respond to child rights violations, particularly scaling up of the SMS-based age verification and online marriage registration systems.

In order to achieve outcome 1, the project will develop and implement **an integrated resource material for Out-of-School (OOS) unmarried adolescent boys and girls (aged 10-19) in Bhola and Jhalakati on Life-Skills, Adolescent Sexual and Reproductive Health and Rights (ASRHR), Child Protection (CP), Disaster Risk Reduction (DRR) and Gender Equality (GE).** The purpose of this integrated life-skills package isto help OOS adolescents learn and adopt gender equitable attitudes, improve their life skills and increase their knowledge on sexual and reproductive health and rights. The resource kit will also build the capacity of OOS adolescents to identify and combat the risk of CEFM including in disaster situations, to seek help and services for adolescent pregnancy and to fight GBV. This package will be delivered through peer education.

**3. Scope of Work**

The consultant/consulting firm will develop **an integrated learning resource package for OOS adolescent boys and girls (aged 10-19) in Bhola and Jhalakati on gender, personal safety, sexual and reproductive health and rights and life skills Life-Skills, ASRHR, CP, DRR and GE. The consultant/consulting firm will develop the training package based on information generated during consultations with OOS adolescents in the two districts. Finally, the learning resource package will be developed in Bangla, session made print-ready for training Field Facilitators and peer leaders who will deliver the training to the adolescents.**

To develop this module, the consultant will conduct an assessment on the skills and knowledge gaps and needs related to the topics mentioned above amongst OOS adolescent girls and boys as well as married girls who have returned to their parent’s household. This formative research will explore challenges faced by OOS adolescents, e.g. time constraints, mobility restrictions, opportunity cost to spend time in trainings. Based on these findings, the integrated training package on life skills and ASRHR, CP and reporting pathways, DRR and GE module and training plan will be developed. The CP reporting pathways[[1]](#footnote-1), including the CP services in the community will be identified. This will be included in the training module to enable OOS adolescent girls and boys to respond to potentially violent, abusive or discriminatory situations by seeking support and referrals through these pathways. Existing CP reporting pathways will include community-based child protection mechanisms (CBCPMs).

* Develop training module and session curriculum on each of the identified areas that will include session modality, materials and reporting and monitoring tools The curriculum (with x number of sessions) will be prepared in Bangla 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.

**4. Deliverables and Timeframe**

* Methodology and work plan.
* Needs assessment report on life-skills gaps of adolescent boys and girls Report in English
* Training Modules on life-skills, ASRHR, CP and reporting pathways, DRR and GE in Bangla, including session curriculum and facilitator manual print-ready.
* Guidelines for identification and engagement/formation of groups
* Training plan
* TOT for staff and community facilitators
* Reporting and Monitoring tools
* Field test report and revised manual
* Final Report of Accomplishment in English

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 5 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 will be covered by Plan International 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.

**5. Competencies and experiences**

The consultant/consulting firm should have demonstrated experience in training, materials/curriculum and guideline development for adolescents, presentation and facilitation skills and proven track record in developing instructional materials for adolescent learners especially in ASRHR, GE, Child Protection and DRR. Preference will be given to those with previous experience with ASRHR education for OOS adolescents and child marriage prevention training materials.

Additional qualifications of candidate:

* A Master’s degree in Communications, Education, Training and Development, Gender Studies, 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 programs;
* Previous demonstrated proficiency in applying adolescent learning principles in designing and deploying learning programs;
* Excellent written and verbal communication skills in Bangla. Understanding the socio-cultural context of Bhola and Jhalakathi.

**6. 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 | 30 | After receiving the first draft manual |
| Final instalment | 50 | Upon submission of the final manual  |

**7. Criteria and scoring of evaluation**

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

**8. 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 (use one word module or manual) will be developed, translated, adapted and field tested for Bhola and Jhalakathi communities.
* Detailed timeframe (including dates for submission of first draft, ToT, field test 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 life skills ( one CV must be within 2 pages)
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The main proposal should not be more than 5 pages. 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.

**9. Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with titled **“Terms of Reference for development of learning resource package and its implementation plan for out of school adolescents on gender, personal safety, sexual and reproductive health and rights and life skills”** 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 **19th 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.

**10. 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.

**11**. **Contact person**

For any technical issue related to the project and manual development, please communicate with Shahnaz Rahman, Advisor - Child Protection (shahnaz.rahman@plan-international.org) with copies to Nur Mohammad Ferdous Chowdhury, Technical Specialist SRHR (nur.chowdhury@plan-international.org).

**12. 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.

**13. 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.

**14. Award of contract**

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

**15. 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.

1. CP reporting pathways are ways in which protection issues can be reported to primary duty bearers (national helplines – 109 and 1098; and Sub-District and District Child Welfare Board (CWB); Police Stations; One Stop Crisis Centers) and secondary duty bearers (sexual harassment committees in schools; Union Standing Committee for the Welfare of Women and Children (USCWWC); Union Child Marriage Prevention Committee (UCMPC), WARD level community-based child protection mechanisms; Union Committee for the Violence Against Women & Children (UCVAWC). These can also include NGO and private sector service providers). [↑](#footnote-ref-1)