**Terms of Reference**

**PRM project needs a consultant for contextualizing the Girls Decide module in line with Education, Protection and Livelihood intervention.**

**Hiring Organization**

Save the Children International (SCI) is the world's leading independent & global membership organization for children. Our vision is a world in which every child attains the right to survival, protection, development, and participation. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives. In Bangladesh, Save the Children has been working since 1970 by responding to major emergencies, delivering innovative development programs, and ensuring children's voices are heard through our campaigns to build a better future for and with children.

**Background:**

Girls Decide is a life skills curriculum of Save The Children UK designed to promote the protection and empowerment of girls affected by migration and displacement. Girls Decide is intended for use by Save the Children and partner staff working, across a range of different contexts and program settings (humanitarian and development), catering to the diverse needs, interests, vulnerabilities, capacities and ages of girls and young women. Girls Decide is designed to be adaptable to the time available to teams to engage with girls in situations of migration or displacement, which is highly variable across different contexts. The aim of this module is to empower girls in situations of migration and/or displacement so that they will have safer journeys and better outcomes. Save the children is now aimed to contextualize the module.

**This module has 3 different parts:**

* Part One: Program Guidance

This is aimed at program managers and other staff who will be setting up and overseeing the implementation of Girls Decide.

* Part Two: Facilitator’s Manual

This is aimed at the female facilitators who will be leading the Girls Decide sessions with the girls. It provides advice and guidance on preparation, implementation and follow up of the Girls Decide curriculum. Facilitators do not necessarily need to read the Program Guidance as well.

* Part Three: The Curriculum

This document provides session content and detailed instructions on how to run each of the modules. It also contains the handouts and illustrations that are used during the delivery of each module. Facilitators will need access to each of the modules that are selected.

This module will be utilized with adolescent girls and young women who are the project participants of health, education, child protection and livelihood intervention of SCI in Cox’s Bazar (host community and Rohingya Camp).

**The Assignment:** The consultant will contextualize and translate the Girls decide module. This will include adding contextual example in the module and developing flip chart for the facilitators and participants to ease the session facilitation. Based on the approved version of the final module, consultant(s) will conduct (facilitation) Training of the Trainers of project staff. Each session of girls decide module will be planned for 30 minutes and 60 minutes. 30 minutes session will be considered for EiE participants and 60 minutes for CP, health, and Livelihood participants.

**Specific Tasks:**

Develop contextual facilitation module for teachers/field facilitators/volunteers in Bengali language.

Develop and design flip charts for 30 minutes sessions from the final curriculum in Bengali language with appropriate illustration for each session.

Develop and design flip charts for 60 minutes sessions from the final curriculum in Bengali language with appropriate illustration for each session.

Translate approved Bengali facilitation module and flip charts in Burmese language.

Translate sub-module 0.1 (Sharing information and planning with girls) and 0.2 (Getting to know each other and positive agreements) from English to Bengali (around 7277 words).

Conduct 1 batch ToT (3 days) with the SCI and partners and 3 batches (3 days) training with the facilitators who will cascade the training to the learners.

Final documents will be proofread by the consultant.

**Deliverables (The consultant will provide):**

* Proofread facilitation module in Bangla, and Burmese language.
* Bengali translation of sub-module 0.1 (Sharing information and planning with girls) and 0.2 (Getting to know each other and positive agreements).
* Flip chart with contextual illustration in Burmese, Bengali language.
* Facilitate 1 ToT (3 days) training with SCI and partner staffs on the module.
* Facilitate 3 (3 days for each batch) batches training with the facilitators.

**Rationality for the assignment:**

Save The Children has secured the PRM fund for a project focusing on education, child protection, and livelihood intervention. A key emphasis of this initiative is the empowerment of girls and women. In pursuit of this objective, this project aimed to contextualize the Girls Decide Module to enhance the decision-making and leadership capacities of adolescent girls and young women. Given the substantial volume of work involved, the project has opted to hire a consultant to ensure the effective delivery of key outcomes. The assistance of Save The Children's Gender Equality and Social Inclusion Advisor will further support the consultant in fulfilling their responsibilities.

**Eligibility Requirements:**

* Masters in gender studies, social science, development studies or any relevant discipline etc.
* Fluency and Strong command in English, Bangla and connected with some network who can support in Burmese translation.
* Have excellent knowledge and understanding on gender norms, gender and power dynamics in Cox’s Bazar ad Rohingya context.
* Prior experience of module contextualization
* Experience of developing gender and inclusion training module including illustration.

**Reporting:**

The consultant will report to Manager- Gender and Inclusion and dotted line with Senior Manager- PRM and Advisor- Gender and Social Inclusion of Save the Children in Bangladesh.

**Duration:** 45 days working days

**Payment Mode:** Payment shall be made through bank transfer. The following payments schedule will be made to the consultant using bank transfer after reduction Tax & VAT

* Upon approval of first draft of all resources in Bengali: 30%
* Upon submission of first draft of all resources in Burmese: 30%
* Upon approval of final submission: 40%

**Ethical Considerations**

The consultant must sign SCI’s Child Safeguarding Policy and Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on SCI.

**Intellectual Property**

All information pertaining to this assignment belongs to SCI, which the consultant may come into contact within the performance of his/her, duties under this assignment. These will remain the property of SCI, and SCI shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of SCI. The national and International Copyright Laws are sustained wherever applicable.

**Application Procedure**

Interested organisation/person is required to submit the following:

**Technical Documents/information**

It should include:

* Descriptions in brief on the experiences of carrying out high-quality and credible completion of relevant tasks (proof is recommended).
* Brief on the methodologies for the task completion.
* Tentative schedule for completing the task.
* CV(s) of the key technical person highlighting similar experiences.
* Work references - contact details (e-mail addresses) of referees (organizations for whom you’ve produced similar assignments).

**Financial Documents/information**

* Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
* BIN, VAT, and Tax/GST/Commercial Tax Certificates.
* Other necessary documents required by SCI (will be informed after selection).

**Evaluation criteria**

* A technical team will review the technical part of the proposal as well as finance team members will review the financial proposals as per eligibility/qualification and technical criteria set in ToR
* Technical proposals will carry 60% weight (out of 100) and financial proposals will carry 40% weight (out of 100).
* Technical pass mark is 55 out of 100.

| **Sl. No** | **Technical Area of Evaluation** | **Assigned score** |
| --- | --- | --- |
| 1 | Brief profile – Capability statement   * Team Composition (contextualization, translation, illustration) & relevancy * Facilities & Resource availability | 25 |
| 2 | Specific experience   * Relevant work experience of contextualizing gender related module. * Client list: Mention only the major 1-2 (Preferably I/NGOs) * References: names, company, or organization, contact information of three recent (within past 2 years) companies/organizations that you worked for. | 15 |
| 3 | Completed Technical Proposal & Standard of the samples of previous relevant tasks (sharing through links/attachments). | 50 |
| 4 | Work plan | 10 |
|  | **Total** | **100** |

**Recommended by:**

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Shamema Akhter Shamme

Advisor- Gender Equality and Social Inclusion

**Approved by:**

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Md. Mahabub Hassan

Senior Manager- BPRM

**Annexure:**

These are the sessions selected by the adolescent girls from the girls decide curriculum:

Total 15 submodules will be contextualized, and each submodule will be covered by 2 different sessions.

|  |  |  |  |
| --- | --- | --- | --- |
| 0.1 Sharing  information  and planning  with girls (translation only) | 0.2 Getting to know  each other  and positive  agreements (translation only) |  |  |
| 1.1- Knowing my rights and strengths  (2 sessions) | 1.2: Building confidence and awareness that girls should be treated equally  (2 sessions) | 2.1: Collecting information and making good decisions  (2 sessions) | 2.2: Planning and Managing Resources  (2 sessions) |
| 3.2: practical ways to prevent and respond to violence  (2 sessions) | 3.3: protecting ourselves from trafficking and smuggling  (2 sessions) | 4.1: Puberty, periods and menstrual hygiene management  (2 sessions) | 4.2: Adolescent sexual and reproductive health and services  (2 sessions) |
| 5.1: Consent and negotiating body boundaries  (2 sessions) | 5.2: Healthy relationship  (2 sessions) | 6.1: Growing friendship and network of support  (2 sessions) | 6.2: Coping with stress and anxiety  (2 sessions) |
| 7.1: Being heard and influencing decisions  (2 sessions) | 7.2: Collective organizing as an agent of change.  (2 sessions) | 8. Importance of girls' education (each girls voted for it)  (2 sessions) |  |