

terre des hommes
stops child exploitation



Terms of Reference (ToR)

On

“Strengthening lobby and advocacy capacity of GAA partners in Bangladesh”

1. Overview of GAA Project:

The Girls Advocacy Alliance (GAA) is a 5-year joint effort (2016-2020) of four Netherlands based organizations: Plan International Netherlands; Terre des Hommes Netherlands; Defence for Children-ECPAT Netherlands; and Global March. Besides Bangladesh, the project has been implemented in 9 more countries in Asia and Africa. The goal of GAA is “By 2030, Girls and Young women in Bangladesh are living in an enabling environment, free from Gender Based Violence and Economic Exclusion.” GAA started its journey in Bangladesh in January 2016 with six months inception phase. Terre Des Hommes Netherlands (TdH-NL) and Plan International Bangladesh are jointly implementing the project with 15 implementing partners. In Bangladesh GAA hopes to initiate lasting changes in society that will benefit girls and young women by working with four key actors: government, private sector (RMG) civil society organizations and community leaders.

Key Focused Area is of GAA in Bangladesh:

- Child Marriage
- Child Trafficking
- Online sexual abuse and exploitation
- Sexual harassment (Equitable environment at workplace)
- Equal wages- (equal access to the opportunities)

Expected Impact of GAA Bangladesh by 2030

- Girls and young women’s rights are promoted through changing social norms and practices;
- Girls and young women’s rights will be underscored by laws and policies;
- Girls and young women will be protected by the communities, educational institutions and workplaces;
- Girls and young women speak-out against violation and injustice and hold accountable those who are in power.

GAA Bangladesh aims to support the civil society organisations (CSOs) to build their existing knowledge and capacities on lobbying and advocacy and intends their advocacy actions led more inclusive policies through influencing the key actors of government, privates sectors, communities to equal rights and opportunities for girls and young women. At the onset, in May-June 2018, GAA developed baseline on partner organizations' capacity using 5 Cs capacity assessment tool. Following the baseline, in April 2017, GAA organized a lobby & advocacy capacity building training workshop facilitated by an international expert. After the workshop, the participating organizations were supposed to develop advocacy strategy and action plan for respective organization.

1.1 Brief on the Assignment

1.2 Objectives of the Assignment

The objective of the assignment is to build the capacity of GAA partners on advocacy and lobbying skills which will enable them to effectively pursue in achieving of GAA project goals and objectives. The training imparted to them as part of this assignment will give them additional tools and means to raise their advocacy skills, effectively contributing in building their capacity.

1.3 Scope of the Assignment

The overall scope of the assignment will include, but not limited to, the following:

Desk Review in Consultation with TdH and Plan International Bangladesh

- Systematic review program documents to conceptualize understanding on GAA project;
- Review GAA PACT baseline to gain better understanding of technical content and project activities related to capacity building requirement demanded by the project;

Training Needs Assessment

- Assess capacity needs of partners;
- Assess existing IEC materials develop for GAA project partners to streamline messaging skills;

Train Design and Facilitation

- Design and plan of capacity building activities for partners considering their level, time and support materials;
- Prepare two different types of documents: one is module with supplementary; and another one is session guideline with facilitator's note for the module;
- Develop training content based on GAA advocacy toolkit developed by GAA Netherlands desk emphasizing on SDGs and CEDAW;
- Include monitoring mechanism on advocacy and influencing in the training content;
- Develop advocacy messages targeting the actors and context;
- Deliver 3-day training to the GAA partners based on the training materials/modules;
- Analyze and provide feedback advocacy strategy and action plan developed by the partners;

- Carry out evaluation of the training participants to affirm that the trainings have been effectively delivered.

Understanding of the ToR

- Discuss draft module/guideline with TdH NL and Plan International;
- Conduct a dry run session with the representative target group and get feedback for further development.

1.4 Deliverables and Milestones:

The consultant/firm has to prepare the timetable for completing the assignment. In total of 15 working days is currently estimated for this assignment.

Deliverables:

- Inception report detailing out methodology, work plan and outline of complete report to be agreed in kick off meeting;
- TNA tools and report;
- Final draft of the advocacy strategy and action plan for each partner;
- A training module, session plan and supplementary materials for the training in required medium of instruction;
- Pre and post test tools;
- Deliver training to the GAA partners;
- Final completion report.

1.5 Duration of Assignment:

Fifteen working days effective from the date of contract signing. The assignment shall commence in 1st week of October and need to be accomplished by 31 October 2018.

2.5 Parameters for Selection of Consultant:

The consultant should have:

- A minimum of ten year experiences and expertise in providing capacity building services.
- Sound knowledge on country situation on GAA thematic areas in Bangladesh and the globe.
- Experience in providing consulting services and excellent track record of completion of task in time.
- Should be familiar with the Child Rights Programming Approach and Safeguarding Policy.

2.6 Evaluation Criteria:

Criteria	Weightage (%)
Methodology	35
Work Breakdown Structure (Gantt Chart)	15
Previous experience on similar assignments	25
Budget	25

2.7 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 the assignment.
- Detailed timeframe (including dates for submission of first draft module, organize workshop and completion report).
- Account of experience of conducting similar training.
- CVs of the team leader and key members of the team which reflect relevant experience to provide such training.
- 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 cost 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.

2.8 Management and Logistics

The consultant is solely responsible for administering the training.

2.9 Payment:

The consultant/ firm will propose a reasonable budget including all costs. 30%, 40% and remaining 30% of the budgeted amount will be disbursed upon signing agreement, submission of draft report and acceptance of final report respectively. Payment will be done through accounts payee cheque with submission of the invoice and reports.

2.10 Contact to:

Programme Specialist (Research and Knowledge Management), TdH Netherlands.

E-mail: k.mandal@tdh.nl

2.9 Submission of Proposal

The technical and financial proposals should be submitted electronically to the email address: k.mandal@tdh.nl with “Strengthening lobby and advocacy capacity of GAA partners in Bangladesh” as subject. Two different folders i.e. technical and financial are requested to be submitted into one zip folder with a cover letter. The proposals (both financial and technical) including CV are requested to submit in pdf format by no later than 29 September.

2.10 Child Safety Measures:

The individual shall comply the Child Protection Policy of TdH-Netherlands. Any violation /deviation in complying with TdH-NL’s said policy will result in termination of the agreement.

2.11 Ethical Considerations:

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before collecting data from them. The consultant/ firm will be abstained from data collection from any person who will deny or show any reluctance in providing information. Written consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The consultant will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting information.

2.12 Termination and Withdrawal

During the period of contract either party may terminate the contract by giving written notice. However, TdH Netherlands reserves the rights to unilaterally terminate the contract, if the consultant/firm fails to submit the report timely, no payment will be made thereof.