**Terms of Reference (TOR) for engaging a national Consultant/firm to closely work with an international consultant who will be assigned by UNFPA & UNICEF for developing the Referral Pathways Guideline for women, adolescent girls and boys and children who are the survivors of GBV (Gender based Violence)**

1. **About the Project**

Ain o Salish Kendra (ASK) is implementing a four year long (April 2018 to December 2021) project, 'ASTHA: Strengthening Access to Multi-sectoral Public Services for GBV Survivors in Bangladesh' funded by the Embassy of the Kingdom of the Netherlands with technical support from UNFPA Bangladesh. ASTHA project’s goal is to strengthen GoB and CSO efforts to reduce GBV and increased utilization of multi-sectoral response services in four districts of Bangladesh for nation-wide replication. ASTHA project is implemented in four districts of Bangladesh; Jamalpur, Patuakhali, Bogura and Cox’s Bazar with an objective of nation-wide replication. All four project districts are disaster-prone, further increasing the vulnerability of women and girls to violence. Inadequate shelter, challenges related to mobility and the poor availability of services heighten the risk of GBV in the aftermath of a disaster making it imperative to ensure the availability of holistic services in these districts.

1. **Objective of the work**

The purpose of this assignment is to develop a national referral guideline, including all relevant tools and technical checklists necessary for the establishment and management of a comprehensive referral mechanism to support women, adolescent girls’ and boys’ survivors of gender-based violence (GBV). The national GBV referral pathways guideline will support effective and smooth collaboration among the multiple GBV and Child Protection (CP) actors, at various levels from Unions to Districts to the divisional service facilities and in urban settings from ward to zone and city levels. The International consultant will collaborate with a national consultant to coordinate national level consultations, field interviews, and collate local resources on existing GBV referral practices either in person and/or remotely which are more convenient. Both consultants will work closely with the UNFPA Gender Unit to formulate the GBV referral pathways guideline package in consultation with GoB, UNICEF, CP & GBV cluster, and CSO stakeholders. The national referral pathways guideline is one of the major components of the proposed National Comprehensive GBV Service Delivery Model, the other two components are National GBV Case Management Guideline, and GBVIMS (Gender-based Violence Information Management System) which will be developed concurrently.

GBV is considered as one of the most prevalent forms of human rights violation against women and girls, a global pandemic that affects 1 in 3 women in their lifetime. A 2015 survey on Violence Against Women (VAW) indicates that almost two thirds (72.6%) of ever married women experienced one or more such forms of violence by their husband at least once in their lifetime, and 54.7% experienced violence during last 12 months. However, only 2.6% women took any legal actions, while only 2.4 % women know about the government help line (109).[[1]](#footnote-2) According to the survey report, despite some knowledge on where to report VAW incidences, women generally show minimum care seeking behaviour. A survey by UNW says that 76% women students of university level experienced sexual harassment by their male counterparts’/campus male staff. Sexual harassment in other public places and institutions and transport has increased significantly. Factors related to fear of husband, financial crisis and lack of trust on available services sometimes deter survivors from disclosing sensitive information to seek support. In many remote districts, women, adolescent girls and boys are not aware of GBV services at the local level.

The model referral system will enhance linkages between existing public GBV related services and the communities to ensure timely access to multi-sectoral care for GBV survivors. Inter-agency coordination/collaboration is a key strategy of establishing a referral system and a strong coordination system is essential to ensure an integrated and comprehensive delivery of services for GBV survivors.

In Bangladesh, UNFPA is present in district, sub-district and community level and has already started GBV case management and referral with the partnership with GO-NGO implementing partners. However, the national capacity on comprehensive case management and referral yet to be strengthened in a systematic and more holistic way and should be mainstreamed in the government system for making this survivor centric comprehensive system sustainable in both development and humanitarian settings in Bangladesh. In doing this UNFPA GBV unit will coordinate with national level GBV Cluster and relevant government ministries and departments. Considering the sheer needs of a comprehensive model of GBV response services (GBV case management, GBVIMS and CPIMS and referral), UNFPA and UNICEF Bangladesh Country Office (CO) embarked on the development of a comprehensive guideline for all GO-NGO GBV and CP actors in Bangladesh. UNFPA will hire an international expert with technical supervision form UNFPA and UNICEFfor the purpose of developing the National Referral Pathway Guidelines, including all relevant tools and technical checklists necessary for the establishment and management of a comprehensive GBV response service to support survivors of the GBV. The international expert will be supported by a national expert.

The Scope of work of the International Consultant are as follows:

* Undertake review of international standards, principals and IASC guidelines as well as national protocols and practices to find existing case management and referral system/model on GBV/VAW (women, adolescent, children) in different level;
* Review of the existing coordination mechanism for the comprehensive services to GBV/VAW/VAC survivors- including mapping and an analysis of available services (who does what) on delivery of GBV care services and capacities among the GBV services and providers;( An annex would be added on service mapping to ascertain services available)
* Mapping of existing referral pathways in at least two model districts to understand the challenges and limitations of existing referral pathways and barriers to access GBV services. The result of analysis should inform the proposed referral guideline and include a clear step by step directions including tools/checklists for both GO-NGO frontline GBV workers/officials on how to overcome those challenges and support the both CP and GBV survivors. The referral package will be proposed based on the context of two model districts (at least one GBV and one CP district) and the referral guideline package should be replicable to all the other districts across Bangladesh;
* Guide UNFPA and UNICEF on scope for in person and remote Gender-based Violence (GBV) Service Delivery entry points in absence of WFS or any dedicated space for women, girls and children survivors in the development settings and short-term natural disaster; and determine appropriate referral pathways in contexts with protracted crisis and short-term displacement;
* Define and elaborate the protocols of establishment and management of a referral system to ensure survivor center approach applicable both vertically and horizontally within the continuum in Bangladesh. The protocols, tools and referral checklist will guide the practitioner on who to refer, how to refer, how to function the system and management, how to work a referral network at various level, how to coordinate and who to lead the coordination along with a M & E system including a sustainability plan;
* Undertake e- consultation with GO-NGO stakeholders at national/subnational level to the establishment and management of a comprehensive referral mechanism from one agency to another and identify the role of each agency/department at differentlevels including making a list of key agencies/actors associated with an effective referral system.

**Under the purpose of the UNFPA and UNICEF’s consultancy work****, Ain O Salish Kendra-ASK is going to onboard a national expert consultant/firm for working with the international consultant for doing the following the scope of work.**

1. **Scope of works for national consultant/firm**

The scope of work and expected outputs/deliverables will be the following:

1. Collect, review and analyze all the necessary documents related to necessary services for GBV survivors, service mapping developed by ASTHA project, GBV guiding principles for working with GBV survivors, available multi-sectoral and CSOs services for GBV survivors.
2. Sharing all necessary information with the international consultant
3. Facilitate at least four consultations workshop in model districts/upazilaswith multi-sectoral service providersto identify the capacity gap of the current GBV related services and system under the guidance of international consultant who work from remote.
4. Share the draft SOP developed by the international consultant with the service providers including CSOs at least two model district/Upazila, incorporate all the feedback coming from the multi-sectoral service providers, sharing the feedback with the international consultant.
5. **Expected Deliverables /Outputs**
6. Submission of and inception report containing the methodologies considering the COVID-19 context along with a detailed work plan based on the consultation with international consultant
7. Produce report from conducting at least 8 Interview/FGD with the staff and community women and children/adolescent for documenting the existing practice and requirements on GBV case management and referral linkage and sharing with international consultant.
8. Produce report form conducting at least consultation meeting with national level related service providers(MOWCA, National Legal Aid Services Organization-NLASO, Law enforcement agency etc.) and sharing with international consultant
9. Produce report and sharing with international consultant from at least threeconsultations meetingwith the related service providers at district/upazilas to identify the capacity gap for providing services for women and children
10. Produce report based on the two consultation with the related service providers at district on the draft GBV case management and referral system in Bangladesh developed by the international consultant, document the total consultation process identify the capacity gap
11. Support the international consultant as per need.
12. Document the feedback and sharing with international consultant Conduct/organize final report sharing workshop with ASK, UNFPA, National level related departments
13. **Methodology**

The consultant will strictly follow the work plan and the time schedule agreed with ASK in undertaking the contract assignment.

1. An appropriate methodology will have to be determined by the international consultant assigned by UNFPA.
2. The consultant will work in close collaboration with the Team Leader, ASTHA project, ASK.
3. The consultant will undertake collection of all the required data/information from various sources, including Government departments, Ministries and other relevant sources.
4. ASK shall support to organizing the pre-consultation(capacity gap assessment) workshop with multi sectoral service providers (four nos) at selected districts and upazilas.
5. **Time Frame/duration of the consultancy**

The consultancy will be carried out for over the period of 30th November to 31stDecember 2020

1. **Administration and Coordination**

It is expected that the consultants will work directly with ASTHA Project of ASK and closely work with Team Leader of ASTHA Project and will coordinate the consultant’s task and will planning at the start of the consultancy and will also ensure outputs and deliverables at the end of the consultancy. Team Leader-ASTHA project, ASK will be supported by ASTHA Project focal of UNFPA.

1. **Required competency of the consultant/firm/organization:**

**Education:**

Master degree inGender/GBV, Law, Gender Studies, Development Studies, Public Policy, Social Sciences, and Health/Development economics or equivalent

 **Experiences:**

* At least 7-10 years of professional expertise in one or more field of gender, gender-based violence, human rights, reproductive health, child protection and rights
* Experience in designing coordination system, referral system, rights based programmes, multi sectoral /integrated programme approach will be an asset
* Understands and applies survivor-centered approach; the principles of case management;
* Demonstrates knowledge of multi-sectorial public services to GBV (includes health, psychosocial support, security, and legal response);
* Critically analyzes context, trends and vulnerabilities of GBV survivors;
* Skill to applies participatory approaches to engaging the district and upazila level stakeholders;
* Understands ethical issues with regards to collecting data and conducts ethical safe GBV assessments; skill on facilitation, collect, analyze and use of data of primary and secondary sources, reports.
* The consultant/firm should have a pertinent academic background in relevant field, proven capacity to facilitate active learning processes within and external to the organizations and previous working experiences in SOP development.
* The consultant could involve other team member who have experience of similar work with other reputed organizations. The level of effort for each consultant has to be proposed based on objectives, methodologies and deliverables.
* Experiences on working with international consultant and to developing SOPs will be treated as an added advantage for the consultant/firm.

**Competencies:**

* Knowledge and ability to deliver quality work output in high stress or short deadline situations.
* Strong interpersonal skills, ability to coordinate and synchronize work with people of diverse cultural backgrounds, consensus building, team working and consortium dynamics.
* Excellent written and spoken Bangla and English communication skills.
* Demonstrated ability to assess and analyse complex situations in order to determine conclusions and recommendations.
* Excellent facilitation and diplomatic skills with the ability to facilitate mutual understanding and cooperation from senior national stakeholders in a highly political environment.
* Flexible and responsive to changes as part of the review and feedback process.
1. **Sexual harassment and Child Protection Policy**

The firm/organization/individual shall comply with the sexual harassment and child protection policy of ASK. Any violation/deviation is in complying with ASK's sexual harassment and child protection policy will result in termination of the agreement.

1. **Disclaimers**

ASK reserves the right to accept or regret any or all proposal without any reason what so ever.

1. **Budget and Mode of Payment**

The consultant will receive the agreed amount in BDT (including VAT and tax) for the task. The payment will be made by three installments 1st Installment 20% after submitting the inception report, 2nd Installment 40% after delivering the consultation reports, 3rd Installment 40% following submission and acceptance of the final report.

1. **Apply Procedure**

ASK invites proposal from reputed firm/agency/organization/individual consultant. Include lead consultant/team members brief CV highlighting related assignment completed and role in the completed assignments; organization’s/Firm’s Certificate, TIN and VAT registration and documents in favor of the previous relevant tasks. A complete technical and financial proposal in English, including detailed cost per major activity. The technical and financial proposal should be submitted in two separate envelopes and the total budget will not exceed Tk**. 6, 76,000 (Six Lac Seventy Six Thousand Taka)**. These two envelopes are then to be put in one larger envelope which must be sealed with a cover letter addressing the Executive Director, Ain o Salish Kendra (ASK), 2/16, Block-B, Lalmatia, Dhaka-1207, Bangladesh. The proposal to be submitted at ASK office not later than **28 November 2020**. Please mention name of the proposal applied on top of envelop.

General conditions

1. ASK as well as ASTHA team will have the copyright of all the results and documents elaborated under this assignment. Any publication also in extracts needs prior approval of ASK.
2. ASK reserves the right to disagree with any incomplete work and consequently ASK may retain the last installment of the remuneration.
3. The contracting authorities also reserve the right to amend this contract at any time according to the necessity of the project given prior communication.
4. The contract may be terminated if the consultants are found non-compliant to the terms and conditions of the contract.
5. **Terrorism and money laundering issues:** If there any proof of engagement in any terrorism and money laundering issues, ASK reject the proposal without assigning any reason
6. For any inquiry: Khaleda Khanom, Team Leader, ASTHA project, Ain o Salish Kendra at this number +8801729071430, or email at *teamleader-astha@askbd.org*
1. Report on Violence Against Women ( VAW) Survey 2015 [↑](#footnote-ref-2)