**Terms of Reference (ToR)**

**for**

**Consultancy support on SGD related activities of the Y-Moves Project**

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| Project Title: | Y - Moves |
| Partner Organization: | Ain o Salish Kendra (ASK) |
| Technical Partner: | Plan International Bangladesh |
| Donor: | SIDA |

1. **Introduction about the Organizations**

**Ain o Salish Kendra (ASK)**

ASK was established in 1986 as a national legal aid and human rights organization. Initially ASK’s work was limited to providing free legal services to the disempowered particularly women, working children and workers in Dhaka city. But over the last thirty-fouryears, ASK has evolved a more comprehensive approach to the promotion, protection and prevention in the area of legal and human rights. ASK’s strategies to promote human rights awareness and community activism; offer legal aid through mediation and litigation while survivors are given psycho-social counseling; investigations into human rights violations and their documentation are supplemented by research which together lead to media campaigns to defend human rights, and public interest litigation for law and policy reform.

**Plan International Bangladesh**

Founded in 1937, Plan International is a development and humanitarian organization that advances children’s rights and equality for girls. Plan International strive for a just world, working together with children, young people, our supporters, and partners in over 70 countries in order to fulfill this ambition. Plan International Bangladesh has been operating in Bangladesh since 1994, helping marginalized children to access their rights to health, sanitation, education, livelihoods and protection. Plan International is independent, with no religious, political or governmental affiliations. Plan International Bangladesh prioritizes Influencing works in three key areas (child, early and forced marriage, Girls in Crisis and Safe Spaces for Girls and Young Women) whereby young women and girls hold an inequitable disadvantaged.

1. **About the Project**

ASK is implementing a project name Y-Moves in partnership with Plan International Bangladesh and funded by SIDA. The project’s impact is to **“contribute to building a dynamic and inclusive civil society working towards advancing young people especially girls’ rights to participation, protection and sexual reproductive health in Bangladesh”**. To achieve the impact of Y- Moves project; it has determined three outcomes:

**Outcome 1:**Agency of adolescents and young people, particularly girls and young women increased to act as change agents to promote sexual and reproductive health and rights (SRHR) and prevent sexual and gender-based violence (SGBV).

**Outcome 2:**Capacity of civil societies, including child and youth led networks, have strengthened to hold the state accountable on commitments to promote SRHR and prevent SGBV at national and district level.

**Outcome 3:**Duty bearers and community gate-keepers are responsive to implement policies and programs for the promotion of young people's SRHR and prevent SGBV at national, district and sub-district level.

**Project Strategies:**

Strengthening capacities

Partnership and collaboration

Evidence generation and sharing

Social norms change

**Project Partners:**

1. **CSOs:** For the Y-Moves Project Plan International Bangladesh has considered 14 local NGOs and 2 youth-led organizations (YES BD and YFC) to target as CSOs to be strengthened. These youth organizations will mobilize young people across the country and monitor the SDGs 3, 5 and 16 and conduct national level advocacy. They will also support children and young people (NCTF members and NCTF Alumni members) from central level to mobilize others and influence duty bearers on SRHR and Child Protection issues.
2. **NCTF:** National Children Task Force (NCTF) is an independent, nationwide child-led organization and where NCTF members monitors and advocate on child rights issues all over the country.These NCTF and NCTF Alumni will be supported by the Youth-led organizations centrally and CSOs at locally. The NCTF members will also do voluntary work at their own districts where they will arrange child parliament and will be engaged in child rights situation monitoring.
3. **Background Information’s**
4. **Sustainable Development Goals:**

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.The 17 SDGs are [integrated](https://sdgintegration.undp.org/)—that is, they recognize that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability. Through the pledge to ‘Leave No One Behind’, countries have committed to fast-track progress for those furthest behind first. That is why the SDGs are designed to bring the world to several life-changing ‘zeros’, including zero poverty, hunger, AIDS and discrimination against women and girls. The creativity, knowhow, technology and financial resources from all of society is necessary to achieve the SDGs in every context. Y-Moves project will engage in monitoring below Goals of SDGs which will be led by the youth.

**Goal 3:** Ensure healthy lives and promote well-being for all at all ages

3.7: By 2030, ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes

**Goal5.**Achieve gender equality and empower all women and girls

5.1: End all forms of discrimination against all women and girls everywhere

5.2: Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation

5.3: Eliminate all harmful practices, such as child, early and forced marriage and female genital mutilation

5.6: Ensure universal access to sexual and reproductive health and reproductive rights as agreed in accordance with the Programme of Action of the International Conference on Population and Development and the Beijing Platform for Action and the outcome documents of their review conferences

Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

16.2 Indicator: End abuse, exploitation, trafficking and all forms of violence against and torture of children

1. **Voluntary National Reviews (VNRs)**

Voluntary national reviews (VNRs) are an essential part of the formal follow-up and review architecture of the 2030 Agenda. Presented every year at the UN High-level Political Forum on Sustainable Development (HLPF) during its three-day ministerial segment in July, these reviews are supposed to be voluntary, state-led, undertaken by both developed and developing countries, and provide a platform for partnerships, including through the participation of major groups and other relevant stakeholders. VNRs provide the opportunity for countries to share their individual experiences, including successes, challenges and lessons learned, with a view to accelerating SDG implementation.

VNRs typically consist of the following broad phases: initial preparation and organization; preparation of the VNR report; presentation at the HLPF; and follow-up after the HLPF.Stakeholder engagement may occur throughout all of these phases. The main guidance for countries preparing for VNRs is the updated UN Secretary-General’s voluntary common reporting guidelines, which provide a framework for common elements for the reviews.

VNRs are a key tool for accountability for the SDGs at both the national and global level. As the main mechanism for tracking progress on the SDGs at the national level and reporting on it at the global level, VNRs provide an important opportunity for countries to be answerable to their citizens in relation to their implementation of the SDGs, especially for members of civil society who have limited space to participate in SDG accountability processes at a national level.

VNR reports are expected to show what steps a country has taken to implement the 2030 Agenda and provide an assessment of the results on the ground including successes, challenges, and gaps in implementation, possible solutions and emerging issues. As a tool for accountability, the VNR process can strengthen national ownership of the SDGs, promote transparency, inclusiveness and participation in reporting on the SDGs, and support more effective implementation of the 2030 Agenda.[6](https://sdgaccountability.org/working-with-formal-processes/contributing-to-voluntary-national-reviews-vnr/#easy-footnote-bottom-6-553) Given the 2030 Agenda’s voluntary nature, VNRs may be seen as a norm-building process, in which individual countries’ best practices may persuade others to follow suit and set standards for the international community.

1. **Citizen’s Platform for SDGs, Bangladesh**

The Sustainable Development Goals (SDGs), as a successor of Millennium Development Goals (MDGs), pursues a future transforming the globe where no one will be left behind in a sustainably developed world. Bangladesh, with its unparalleled success in actualising MDGs, is committed to materialise the transformation envisioned in SDGs. *Citizen’s Platform for SDGs, Bangladesh* is a citizen’s forum to achieve SDGs in Bangladesh by tracking state’s implementation and influencing policymaking and coordinating with all those working on the SDGs. Centre for Policy Dialogue (CPD) works as the platform’s secretariat.The objective of the national platform is to contribute to the delivery of the SDGs and enhance accountability in the process. This platform will monitor the overall SDG implementation process from national to local level, and provide necessary observations to ensure that the process is on track.

1. **Rationale of this work**

Bangladesh has a47.6 million young people, more than 30 percent of the total population of Bangladesh is those between the ages of 10 to 24 years (State of World Population Report 2014). Although Bangladesh has favourable policy environment in terms investing in young people, implementation of these policies and mechanisms to ensure state’s accountability to implement these policies remain weak. This is further exacerbated by lack of opportunity for young people to participate in policy decisions that affect their lives resulting in Government framing strategies and policies that may not always reflect the realities of their lives. Part of the problem also lies in lack of data on young people in certain areas such as sexual and reproductive health rights (SRHR) where the state only collects data on married girls and women leaving a data gap on vast majority of unmarried young people and boys. The data that is collected reflects poor conditions of sexual and reproductive health situation and high prevalence of sexual and gender based violence (SGBV).

The adolescent pregnancy rate, at 113 per 1000 women (BDHS 2014), in Bangladesh remains the highest in South Asia. According to the BDHS (2014) the Contraceptive Prevalence Rate (CPR) among married adolescents is 51 percent and the unmet need for family planning is 17 percent – the former lower than the national average by 11 percentage points and the latter higher than the national average by 5 percentage points. A slow decline in adolescent pregnancies over the years stands in contrast to a significant decline in the overall pregnancy rates. Additionally, despite signs of progress, Bangladesh continues to have one of the highest child marriage rates worldwide and the highest rate of marriage involving girls under 15. It has been shown that 52% of girls in Bangladesh are married by their 18th birthday, and 18% by the age of 15 (UNICEF, State of the World’s Children, 2016).

42.8% of married girls aged 15-19 years reported experiencing physical or sexual violence during their lifetime (BBS 2015). In the Gender Gap Report 2017, which does not measure reproductive health status of women, Bangladesh topped the South Asian countries in gender equality, ranking 47 among 144 nations. However, in the Gender Inequality Index 2018, published by UNDP, where the reproductive health status of girls and young women is measured, Bangladesh ranked 134 of 144, below Bhutan and India in South Asia. Bangladesh does not have any nationally representative data, which assesses knowledge levels on SRH and rights among the adolescent population. While this poses a challenge, there are other sources of data, notably those that measure comprehensive knowledge on HIV, which points to the low levels of knowledge among adolescents. According to UNAIDS Bangladesh, only 12.8 percent of adolescents and youth have comprehensive knowledge on HIV (UNAIDS 2016). The recent systematic analysis of the effectiveness and gaps of existing adolescent SRH interventions and programs, conducted by Population Council, revealed that health services are not tailored to meet the SRHR and needs of unmarried adolescents (Ainul et al., 2016), highlighting the need to do so and ensuring the special needs of the most vulnerable adolescents are taken into account.

As a signatory to the SDGs Bangladesh has made important commitments to address the issue of adolescent health in the country and there are new opportunities for collaboration with government. The Government has adopted “Whole of Society” approach to ensure wider participation of NGOs, development partners, private sector, media and CSOs in the process of formulation of the Action Plan and implementation of the SDGs. To spearhead the process, ‘SDGs Implementation and Monitoring Committee’ has been formed at the Prime Minister’s Office (PMO) to facilitate and implementation of SDGs Action Plan. The Governance Innovation Unit, especially, under the PMO has a special focus on SDGs 3 and 5.

The project has plan to develop capacities of young people and their networks/groups to engage with VNR, strengthen capacities of civil society groups/organizations, strengthen collaboration between youth organizations/platforms and other civil society actors and create positive social norms around SRHR and participation of girls and young women in decision making processes.

To be seen as trustworthy and legitimate representatives and to provide meaningful input to policy and budget dialogues, CSOs and youth organizations must have verifiable and reliable evidence to support their recommendations. The project has planned to support to collect and analyze data on SDG 3, 5 and 16 to inform the voluntary national review of SDGs. This data will be shared with relevant line ministries, parliamentarians and media to influence budgets, programmes and policies (if needed) at the national level by youth organization in collaboration with other civil society actors. Y-Moves Project has planned to develop a data collection and analysis system for this purpose, as well as contribute to VNR process.

1. **Objectives of this work**

The main objective of this consultancy is to strengthening the organizational capacity of the two youth lead organization to contribute to SDG 3,5 and 16 monitoring and reporting system and which will be an input to the Voluntary National Review (VNR) Report.

The specific objectives of this consultancy service are:

1. To developa data collection toolkit and MIS system of the selected indicators under the SDG goal 3, 5 and 16.
2. To build capacity of Youth in data collection and reporting on the SDG 3, 5 and 16.
3. To develop an advocacy strategy for engaging the youth in the reporting mechanism by the government and CSOs.Produce research reports, policy briefs, and communication briefs for sharing during VNR.
4. **Scope of the work**

The consultant will be required to:

1. Develop technical proposal including understanding the assignment, methodology or how they will do the work, time frame, expertise work experience, previous sample work, clients/orgnisations they have worked, work plan. The technical proposal report clarifies the ToR and sets common understanding between the consultant and the Y-Moves Project of ASK; and is the operational document for the consultancy, which will use to determine the required inputs for the development and delivery of the outputs of the consultancy.
2. After getting the task and fully understanding the task they will provide an inception report detailing the methodology of work.
3. Conduct workshop with YES BD and YFCto refine the areas of data collectionconsideringthe SDG goal 3,5 and 16.
4. In consultation with YES BD and YFC develop a data collection and analysis toolkit for collection and systematic analysis data by considering the VNR report and advocacy.
5. Orient the youth organizations about the toolkit and train the youth organizations in data collection, data analysis and prepare report.
6. Develop a strategy to connect the youth organizations with the government and Citizen’s Platform for SDGs, Bangladesh to contribute the country VNR report.
7. Develop a strategy paper how youth organizations can engage with the government in SDG monitoring as a non-state actor.
8. Assist youth organizations on how and when to develop policy brief, advocacy brief and talking points – which will contribute the VNR report synthesis.
9. Incorporate feedback of ASK, Plan International Bangladesh and two youth organization’s to finalize all the deliverables.
10. The consultant must understand and follow Plan’s partnership guidelines for youth organizations and methodologies of partnering with youth organizations (Attachment - 1 )
11. **Indicative periods**

The consultant/consultancy firm should start the work from03.12.2020. In any event, all work, including the deliverables, should be completed by 03.01.2021. The deadline for final submissionis 03.01.2021; but the contract will end on 18.01.2021, to keep a buffer time to cover any unintended situation.

1. **Major Deliverables**
2. Submission of the technical proposal with work plan and financial proposal.
3. Submission of the inception report with detailed methodology.
4. Submission of the workshop report with YES BD and YFC to refine the areas of data collection.
5. Submission of the final version of the related strategy papers mentioned in the Scope of the work.
6. Submission of final report on the basis of thorough the consultancy.

**Note:**

All versions of the final documents need to deliver both in electronic and printable copies.

Final payment will be made after assessment and approval by the Y-Moves project of ASK.

1. **Supervisory arrangement**

The consultant will work closely with the Project Coordinator of Y-Moves Project of ASKin carrying out the duties detailed above. The deadlines for each of the deliverables are mentioned above and should be adhered to without exception.

1. **Consultant’s qualification and experiences**

The consulting firmor a team of consultant(s) should have a blend of expertise with relevant experiences in data collection and analysis toolkit development, MIS development, strategy development, policy support, monitoring and evaluation, technical operations in areas of SDGs and experiences in facilitating need assessment and validation workshops.

* The consultancy firm or consultant(s) need to have relevant advance degree in the field of sustainable development, development policy, data collection, MIS development, economics or other relevant field;
* Strong capability to analyze policies, regulatory frameworks, barriers and the like, related to sectoral sustainable development approaches;
* Experience with the United Nations 2030 development agenda and VNR report;
* Excellent writing, analytical and communications skills demonstrated by a list of publications/presentations;
* Experience working with UN system is an advantage;
* Should have experience in developing advocacy strategy;

Good drafting of report & other doccuments;

Experince of working in tight timeline;

Good understanding about supporting youth organizational development and action to ensure while working with children, adolscentand youth;

* Experience to work on youth issues, knowledgeable on government policiesand contemporary global and national youth development perspectives;
* Team should consist of person/experts who should have professional knowledge and experience on MIS system development.
* Should have working experiences with the CSOs network and the government officials.

1. **Child Protection Policy**

The firm/organization/individual shall comply with the Code of Conduct and Child Protection Policy of ASK/Plan International Bangladesh. Any violation/deviation is in complying with ASK/Plan International Bangladesh's child protection policy will result in termination of the agreement. Orientaion on relevent policy will be arranged for the selected consultant and the consultant will have to sign the acknowledge form of the relevent policy.

1. **Disclaimers**

ASK reserves the right to accept or reject any or all proposal/applications without any reason whatsoever. Beside this, ASK reserves the right to reject all proposal/applications in case of link/involvement in terrorism or money laundering (as per policy of Bangladesh Bank Regulations).

1. **Discloser of information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Ain o Salish Kendra (ASK), any information obtained in the assignment of the performance of the Contract.

1. **Copyright and Ownership of Assignment**

ASK reserves the copyright of all information, findings and the final documents produced through this process.

1. **Mode of Payment**

The payment will be made by 3installments. 1st installment 30% after conformation, 2nd installment 30% after receiving the draft deliverables, 3rd and final installment will be 40% following submission and acceptance of the final deliverables. All the Payment will be made through bank transfer or account payee.

**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

1. **Apply Procedure**

ASK invites proposal from management consulting firm/agency/organization/individual consultants team. 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 proposal with the sample of previous work and financial proposal in English, including detailed cost per major activity. Sample of previous work will be returned back after complete selection process. The technical and financial proposal should be submitted in two separate envelopes. 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, 2/16, Block-B, Lalmatia, Dhaka-1207, Bangladesh by **28thNovember 2020.**The proposal to be submitted at ASK office not later than 28th November 2020.

1. Annexure-1