**ToR**

**Child Friendly Case Management Guideline for Child Development Centres (CDCs)**

**Background**

Child's life and sets out the civil, political, economic, social and cultural rights that all children everywhere are entitled to cover all aspects of the right are entitled under Convention the rights of the Children. With the aim of establishment of Child Development Centres to provide care, protection, education, and vocational skills, to assist them to assume socially constructive and productive roles in society thus ensuring juvenile justice. The existing legal mechanism falls too short to ensure a complete mechanism that upholds the international standards of ensuring juvenile justice. To fulfill the requirements imposed on a state party by the UNCRC, Bangladesh enacted the Children Act 2013 by repealing the Children Act of 1974. Under the powers conferred in section 95 of the Children Act 2013, although Government could make rules for better implementing of the act, but the reality is that there is no development by the government in making new rules which could carry out the purposes of the section which has been mentioned above.

The current crime trend among boy children and adolescents has increased a lot. Among the news items that come out through the newspapers are juvenile gang culture, snatch, harassment, arms cases, and drugs.[[1]](#footnote-1) Adolescents are being kept in jails in the name of development with a small number of development centers. But the question can always be raised that, can children and adolescents be treated in the same way that an adult is treated in a prison cell by the law? Therefore, considering the magnitude of the issue, Ain o Salish Kendra (ASK) under the project “Building Better Back in times of covid 19 fighting sexual exploitation of children on the rise” is planning to formulate a structural guideline for Child Development Center (CDC) and exploring the gaps and challenges of the three CDCs, where the newly developed guidelines will have to effectively address sexual harassment, abuse, torture, rape, exploitation and any other relevant type of violations in the system of running the centres in order to demand the comprehensive guideline for Child Development Centre which cover all these areas like an umbrella. The findings of the existing system and procedural mechanism will feed into strengthening the infrastructure of the centres’ for wellbeing of the children. Based on the guideline, a set of practical recommendation will be presented to the relevant authorities to act upon.

There are now 1,226 residents in 600 seats in three development centers. Of these, 772 are in 300 seats at Tongi Child Development Center in Gazipur, 150 against 100 in Konabari Child Development Center, and 365 against 150 seats at Child Development Center at Poolerhat in Jessore. Or have been charged with crimes such as drug possession and trafficking. Authorities say that if there are more residents than the capacity, they have to face big problems in their management. Because their manpower, allocation does not increase at that rate. For that, many teenagers are being kept narrow in certain places.

**Objectives:**

The objective of the task is to

* Identify the gap of the existing structure of the child development centres.
* A proper set of Rules outlining the mechanisms of administration can make the "Child Development Centres" truly equipped to serve the best interests of our children.
* Bringing out information of 10 years of the situation of the CDCs and making a proper comparison of the situation of the CDCs;
* The ultimate goal of the task is to propose a Child Friendly case management guideline incorporating sections in the specific law for the children.

**General condition and obligations**

The consultant (s)/ consultancy firm will conduct the work of reviewing and develop a structural case management guideline for Child Development Centres in accordance with the proposal submitted by the team. ASK will provide necessary assistance to design and implement the review program and will ensure active participation in the process.

**Indicators for review and analysis**

* The consultant(s)/consultancy firm will identify and propose a set of indicators considering the above objectives of the process.
* Formulation of indicators should include both quantitative and qualitative change.
* The consultant (s)/ consultancy firm will also propose a clear methodology and guideline to ASK.
* ASK will provide background information and necessary support to the consultant (s) as per demand through sharing meeting to finalized guidelines indicators and review set of system.

**The task/Scope of work:**

* Reviewing 06 cases of SEC to check how they were dealt and what were the challenges;
* Prepare the outline/ structure of the review and analysis as per existing system documents and information
* Design an appropriate framework for the project outcome and activities.
* Visit and sorting the gap of the information on the specific effective systems.
* Maintain and further develop the structural guideline from the existing systems and legal instruments.
* Prepare a complete guideline based on the existing situation according to Children Act 2013 for sharing the different level stakeholders and submission to the government.
* Incorporate comments and suggestions.
* Finalize the report.
* Rules or relevant provisions should also include coverage for case management system.

**Methodological guidelines:**

The consultant(s) / consultancy firm shall follow scientifically appropriate qualitative methodology tools to review the existing system’ of Child Development Centres considering the Children Act 2013, for exploring its’ effectiveness to address the all forms of violation and exploitation. The methodology and relevant tools will be finalized in consultation with ASK.

**Language:**

The language of the review/analysis report will be in English.

**Budget & Mode of Payment:**

* ASK will provide 2, 50,032/- [Two lac and fifty thousand thirty two taka] for the task after the finalization of the report.
* Income tax and VAT, as applicable, will be deducted at the source from the payments as per Bangladesh Government Rules.
* The Payment will be payable in two installments; 1st installment 30% after receiving draft report, 2nd and final installment 70% following submission and acceptance of the final report.

**Time frame:**

The Consultancy will start from 26 **of October 2021** and the final submission will be provided by the consultant within **26 November 2021.** Tentative dates for report submission with review are given below:

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| --- | --- |
| Draft report submission to ASK | 15 November 2021 |
| Review of draft report from ASK and comments to Consultant | 20 November 2021 |
| Report finalization and submission to ASK | 25 November 2021 |

**Deliverables:**

* Prepare the outline/ structure of the review and analysis
* Analyze existing documents, information and current cases on the issue
* Design an appropriate analysis and finalize it in consultation with ASK
* Collect, compile information and analyze the information through reviewing the laws;
* Recommend to propose a Child Friendly case management guideline incorporating sections in the law for the children.

**Required team composition:**

* The consultant must have a combination of recognize university degree in law.
* At least 5 years relevant experience on research /assessment/study and policy analysis work
* Extra value will be added if he/she has experience to conduct study/ assessment in the online sexual exploitation and harassment of children and adolescent.
* Excellent proven experience and understanding of human rights and child rights.
* Demonstrated experience in applying different participatory approaches.

**Plan for disseminations:**

The consultant team will be responsible to disseminate the findings to the key stakeholders including ASK staffs, relevant govt. officials. ASK will organize the dissemination workshop.

**Ethical Considerations:**

The review and analysis will make clear to all participating stakeholders that they are under no obligation to participate in the analysis. All participants will be assured there will be no negative consequences if they choose not to participate. Review and analysis will obtain informed consent from the participants.

**Submission of proposal:**

ASK invites proposal from firm/agency/organization/individual researchers and consultant. The proposal should be in English. 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, and Bangladesh. The proposal to be submitted at ASK office not later than 23 **October, 2021.**

**Contact Person:**

ASK- Ambica Roy, Program Coordinator, TDH project, Child Rights Unit, ASK

**General Terms, Conditions, and Disclaimers**

* ASK reserve the right to accept or reject any proposal without giving any verbal and/or written rationale;
* All reports and documents prepared during the assignment will be treated as ASK property;
* Therefore, the reports/documents or any part cannot be sold, used, and reproduced in any manner without the prior written approval of ASK; ASK or its representatives reserve the right to monitor the quality and progress of the work during the assignment.
* **Terrorism and money laundering issues**: If there any proof of engagement in any terrorism and money laundering problems, ASK rejects the proposal without assigning any reason.
* **Child Protection Policy, Code of Conduct, and Sexual Harassment Protection Policy**: The firm/organization/individual shall comply with the Child Protection Policy, Code of Conduct, and Sexual Harassment Protection Policy of ASK. Any violation/deviation in complying with ASK's child protection policy, Code of Conduct, and Sexual Harassment Protection Policy will terminate the agreement.

**Reference and intellectual Property:**

All written work must be authorized to the current sources. Copyright of all information in findings and others final report will remain with ASK.

**Termination:**

Both the parties have right to terminate the agreement subject to 15 days prior written notice to the other party and upon such termination, payment will be made for the completed portion of work. Advance payment, if any, will be adjusted for final settlement.

1. https://www.prothomalo.com/bangladesh/%E0%A6%9C%E0%A6%AC%E0%A6%BE%E0%A6%AC%E0%A6%A6%E0%A6%BF%E0%A6%B9%E0%A6%BF-%E0%A6%93-%E0%A6%AE%E0%A6%BE%E0%A6%A8%E0%A6%B8%E0%A6%BF%E0%A6%95%E0%A6%A4%E0%A6%BE%E0%A6%B0-%E0%A6%AA%E0%A6%B0%E0%A6%BF%E0%A6%AC%E0%A6%B0%E0%A7%8D%E0%A6%A4%E0%A6%A8-%E0%A6%9C%E0%A6%B0%E0%A7%81%E0%A6%B0%E0%A6%BF [↑](#footnote-ref-1)