

Terms of Reference (ToR)

For

Modify and Upgrade CMS software under (CPV) project

1. Background of the Project:

Bangladesh has roughly 64 million children under the age of 18 (UNICEF 2014). Gender discrimination, sexual harassment, child marriage, and Physical and Humiliating Punishment (PHP) are just a few of the primary issues that females encounter. In Bangladesh, PHP is a frequent, socially condoned, and tolerated type of violence against children. 82.3 percent of children (114 years) endure psychological abuse or physical punishment, according to the Multiple Indicator Cluster Survey of 2012–2013 (report issued by UNICEF and Bangladesh Bureau of Statistics in March 2015). In most situations, children are punished in the name of 'discipline' by their parents, teachers, employers, and caretakers. Furthermore, media reports claim that youngsters in educational institutions are subjected to severe corporal punishment (schools and madrasas).

Bangladesh's government has taken some important moves against corporal punishment in recent years. Bangladesh's Supreme Court ruled that corporal punishment in educational institutions is "illegal and unconstitutional." In compliance with this ruling, the Government of Bangladesh issued a Circular prohibiting corporal punishment in educational institutions in 2011, and the new Guidelines prohibited both physical and psychological punishments. Bangladesh Government has also undertaken a series of initiatives to develop a national agenda to address violence against children with an emphasis on addressing PHP, which includes the National Children Policy and enacting of the Children Act 2013. Furthermore, some provisions have also been proposed in the draft Education Act 2016 to prohibit PHP in schools. But there is no law banning PHP in all settings.

In Bangladesh, most of the sexual abuse occurs in the home, family, and community, and girls (aged 13 to 18) are the most common victims of rape. Sexual harassment affects children at home, school, in the community, and at employment. Bangladesh has one of the highest rates of child marriage in the world. According to Bangladesh Demographic and Health Survey (BDHS) 2011, 65% of married women aged 20-24 years were married before the age of 18 years. In a patriarchal social structure in Bangladesh male members are the key decision makers in different spheres of the society and the truth is that they are perpetrators in most of the cases of sexual and gender-based violence against children and women. Bangladesh has number of Acts e.g. The Suppression of Violence Against Women and Children 2000 Act (Amended in 2003), Child Marriage Restraint Act 1929 (a new law on Child Marriage and National Plan of Action on Child Marriage is in progress in Bangladesh).

Child Protection will focus on enacting a law on banning Physical and Humiliating Punishment (PHP) in all settings, promote Positive Discipline in Everyday Parenting (PDEP) to reduce PHP by parents/caregivers and reduce Sexual and Gender Based Violence (SGBV) in project locations. These will be achieved by strengthening the capacity of CSO and empowering children and individuals. CSOs will be involved in advocacy on PHP at the national level. Public awareness will be created on the negative consequences of PHP through print and electronic media. CSOs will roll out PDEP in the communities. PDEP messages will also be disseminated through government health workers and information and communication technology. CSOs will strengthen the existing work with men and boys to reduce SGBV. They will also promote positive fatherhood to address SGBV and PHP. Referral linkages will be developed with government and NGO service providers to prevent and respond to SGBV, Children will monitor and report PHP and SGBV issues. Parents and caregivers will practice Positive Discipline techniques. Fathers will be engaged in childrearing, which will contribute to challenging gender stereotypes and ultimately reduce SGBV and PHP.

2. Project Objective:

The core object of this project is to protect children from Physical and Humiliating Punishment and Sexual and Gender Based violence Child Protection: To focus on enacting a law on banning Physical and Humiliating Punishment (PHP) in all settings, promote Positive Discipline in Everyday Parenting (PDEP) to reduce PHP by parents/caregivers and reduce Sexual and Gender Based Violence (SGBV) in project locations.

3. Specific objectives to upgrade CMS software:

- To facilitates case tracking, incorporating current case status, identification of delays, and next steps to be taken along with outcomes,
- To improve stakeholders' performance throughout nineteen district level unit offices with the head office.
- Qualitative Comparative Analysis (QCA) diagnosing trends to help in future policy making.

Up-grading scope to accommodate additional options of analysis and research.

4. Scope of work:

- Design two new module in existing system, one RTI and NHRC Case tab.
- Add referral option on application Tab.
- Auto save option will enabled.
- Existing system fine tuning (bug fixing).
- Dashboard will be customize based on new up gradation option and date wise.
- Web based case management and reporting application.
- Dashboard containing visual reports and statistics.

5. Deliverables:

The consultant will be responsible for the following deliverables:

- Developed RTI and NHRC Case tab.
- Referral option on application Tab.
- Auto save option enabled.
- All function are working perfectly.
- Customized Dashboard.
- Customized Reporting.
- User manual and training module.
- Sourced code handover.

6. Dissemination:

The consultant will be responsible for developed new task on existing CMS to share to the BLAST.

10. Timeline:

This development task is planned to conduct within **60 working days** of signing the consultancy agreement.

7. Payment Schedule

- 30 % at the time of signing of the contract.
- 30% before completion the two module and reporting part.
- 40% on submission and acceptance of the task.
- VAT and Income tax will be deducted at source from the total contracted amount as per applicable Government rules.

8. Responsibilities of Contracted consultant

- Will maintain the agreed time frame.
- Will address any feedback from the contracting agency (i.e., BLAST) as and when required
- Will work in consultation with BLAST
- Will receive task related documents from BLAST and partners and will receive and address feedback on testing new task any other relevant feedback.
- Will always maintain confidentiality while undertaking this contract, and particularly while handling project documents and during data collection and will be expected to
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- exercise all caution and sensibility when handling, storing, and sharing information during this contract, including in relation to any individual's gender and sexuality.

09. Eligibility for Submission of Proposal

Consultant(s) must meet the following requirements:

- Must have at least 5 years of professional experience in developed web based system.
- Must have a strong background in case tracking system.
- Due to the financial constraint and work nature individual consultants are encourage to apply.

10. How to Apply

Interested parties are requested to submit a brief proposal outlining:

- a) Consultant/organisational profile
- b) Prior experience with similar assignments
- c) Conceptual framework/understanding of the assignment
- c) Proposed methodologies for conducting the assignment
- e) Financial offer

The proposal should not exceed 7pages and should be divided into two components: (i) the Technical Proposal (weight: 75 points); and the Financial Proposal (25 points). The CVs of consultant(s)/all team members within a consultancy firm undertaking the assessment, work plan, and detailed proposed budget (part of the Financial Proposal) must be annexed to the proposal.

11. Confidentiality:

All the outputs such as reports, documents, information produced by this assessment are the property of BLAST and cannot be sold, used, or reproduced in any manner by the assigned reviewer/team without prior permission from BLAST.

12. Others Terms & Conditions:

- a) Proposal must be sent from vendor's own email ID and receiving more than one proposal from same email ID will be treated as non-responsive.
- b) BLAST reserves the right to accept or reject any or all Proposals /tenders without assigning any reason whatsoever
- c) **Delivery time and place:** Awarded consultant will complete the work and send through online in after signing agreement at BLAST Head Office.

Inspection/supervision: BLAST authorized person will inspect the work and provide certification, which will be given based on the satisfactory completion of work otherwise payment may deduct based on situation.

d) Offer Validity: 60 days from the date of submission.

e) Quantity of work: Quantity of work may change.

f) Evaluation: Proposal evaluation will be made based on BLAST Procurement Guideline 2018.

g) VAT & Tax: VAT and Tax will be applicable as per Government rule. **VAT (15%) and Tax (10%) will be applicable at source under the term as ‘consultation service’ as per govt. rules.**

h) Payment: Payment will be made by account payee cheque in favor of your consultant after satisfactory delivery and a notation on the completion report by the recipient (with name, designation & date).

i) Partial Payment: Partial payment may be allowed.

j) Alternative Offer: Alternative offer will not be accepted.

The complete proposal must be submitted **by email** to purchase@blast.org.bd **within 3:00 pm, 10, October, 2021**

BLAST reserves the right to terminate the contract if the work produced by the consultant(s)/contracted firm is not of satisfactory quality or fit for the purpose of the contract. In case of termination, payment will not be made.

Bid Clarification: Queries regarding this RFP can be raised by October 7, 2021, 3:00 p.m. through this email ID purchase@blast.org.bd. All clarifications will be given to individual Consultant by October 9, 2021, 5:00 p.m.