**Terms of References (ToR)**

 **For**

**Developing capacity building packages on life skills development with IEC material for tea garden women workers in Bangladesh**

1. **Background:**

A Joint Programme entitled “Enhancing social protection for female tea garden workers and their families in Sylhet Division, Bangladesh” has been implemented in Sylhet, Moulvibazar and Habiganj under Sylhet Division. The main outcome of the project is- `Tea garden workers and their families, especially women, enjoy increased social protection and access to quality public services, notably health, as well as education and decent work, in a safer and more empowered environment by 2021.

To achieve the outcome one of the important expected output of the project is the tea garden workers, notably women workers, have increased capacity to negotiate and exercise collective voice to influence policies and hold the Government of Bangladesh and the Bangladesh Tea Association accountable for enhanced integration of tea garden workers in the national social protection system. Project will create platform for the tea garden women and adolescent girl workers by forming women and adolescent groups. The women and adolescent girls of tea workers will receive life skills training during the project period. The training plan will include but not limited to transformative leadership skills, power structure in garden environment, local government structure and roles, gender equality, service provision in education and health facilities, social protection scheme. The capacity building initiatives of the project will enhance their negotiation skills to claim their rights to the garden management and local government authority with appropriate leadership skills. The capacity building package will contribute to enhance their negotiation skills and social empowerment.

1. **Objectives:**

The project is expecting to develop a comprehensive capacity building package module covering life skills, negotiation, communication, team building, leadership and gender. The issue and content will be identified through capacity building need assessment and different consultation with the women and adolescent tea garden workers and relevant stakeholders.

The consultant will analyse and finalize the findings of the need assessment and outline a draft training module in consultation with project staff and project implantation committee. Pictorial methods will be included in the module taking the local context into account.

**The objective of the assignment module are as follows –**

To develop capacity building training package with necessary IEC materials on life skills including negotiation, communication, team building and gender issues though a comprehensive need assessment, field test, assessment tools and reports.

1. **Scope of work:**
* Undertake a desk review the project documents (Project Proposal, logical framework, project report etc.) to have a clear understanding about the project and objectives of this assignment.
* Based on the review and analysis, prepare an inception report including specific methodology, draft outline of the issues, content and design, time frame and steps to be followed to undertake the above module development.
* Take feedback on the draft outline of the training module from the respective team.
* Consultation with women and adolescent group member including other stakeholder,
* Consultation with project management team, staff including field facilitators,
* Field test before and after with the draft modules and other produced documents,
* Present the draft module with respective team and in a boarder audience to review
1. **Methodology (suggestive)**
* Desk review
* Conceptual clarity workshop/idea generation workshop.
* The consultant will draft the content and design of training module and materials following the guideline.
* Field test and validation workshop/meeting/session, etc.

It is expected that consultant will provide scientific methodology as per their suitability but fulfilling all the requirement.

1. **Expected deliverables**

The required outputs of this consultancy will be as follows:

* An Inception report including specific methodology, time plan, draft outline of the issues, content and design, time frame and steps to be followed to undertake the above module development.
* To conduct an assessment with respective stakeholder
* To generate a comprehensive report on the finding of the assessment,
* To develop capacity building training package on life skills including negotiation, communication, team building and gender issues.
* To develop a supportive user-friendly training material in local language and English (both language) including presentations, trainer/ practitioner’s guideline, pre and post evaluation/assessment tools and audio-visuals IEC materials.
* To facilitate a comprehensive filed test on develop module and materials with a report.
* Hard copy of six copies of module
* Submit all editable soft copy of final module and design both in Bangla and English through a portable drive
1. **Timeframe**

In consultation with BTS an Oxfam in Bangladesh, the consultant is expected to complete the mentioned deliverables within one month after signing the agreement. The timeline can be extended in consultation with BTS & Oxfam.

1. **Roles and Responsibilities of the Consultant and Oxfam**
* The overall responsibility of the consultant to develop one package training module with necessary and related IEC material and tools. BTS and Oxfam will provide all technical support as following and coordination with partners or with other stakeholders (if needed). Provide necessary documents of the projects
* Share and provide relevant source of information for secondary data
* Provide comments, suggestion and feedback on the drafted module
* Provide support for field test whenever needed
1. **Person/organizational qualification and specification of the consultant:**

Looking for a consultant/agency with a strong record in conducting innovative and participatory IEC Material development and training modules. In the case of individual consultant, the consultant must also demonstrate their ability to recruit experienced team members. The successful consultant/agency must be able to demonstrate the following skills and experiences:

* Demonstrable knowledge and experience in conducting field level assessment on capacity building.
* Demonstrable experience of working with women/tea garden and at grassroots on capacity building and IEC material development.
* Demonstrable experience in designing and using participatory, gender-sensitive, quantitative and qualitative methodologies need assessment tools.
* Experience on the training Module development on social norms that includes gender and women leadership, Leadership, etc.
* Expert knowledge on gender and diversity, tea garden works and workers, women leadership, youth empowerment, mobilization and practical experience in information, education, and communication (IEC) materials development. Strong analytical ability with innovative ideas
* University degree preferably in Social sciences (women and gender studies, sociology, development studies, communications, etc.).
* Demonstrable ability to undertake rigorous quantitative and qualitative analysis
* Ability to produce high quality analytical report with triangulated findings
* Excellent English written and verbal communications skills
1. **Budget and Financial terms:**

The budget will include all necessary costs including VAT and Tax. Payment will be made through “Account Payee Cheque” in favour of consultant/firm after making necessary deduction of tax and VAT according to prevailing laws of Bangladesh as per schedule below:

* 50% after signing of the contract.
* 30% after submission of all draft documents and tools
* 20% upon submission of final deliverables and acceptance thereof.
1. **Apply Procedure:**

The proposal (duly signed) from firms or individual should comprises technical and financial proposal (along with following documents). Proposal will be accepted both in hard and soft copies through email by mentioning subject line ‘**Develop capacity-building packages including life skills for tea grader women workers’** by 30th September 2020. The consultant /farm are also requested to submit a detailed financial proposal.

Email to: jobs@breakingthesilencebd.org.

Address for hard copy: Executive Director, Breaking the Silence, 2/4, Block-G, Lalmatia, Mohammadpur, Dhaka-1207.

1. **Other Documents to be submitted:**
2. **For Individual Consultant**
3. Maximum 2 pages CV of team leader highlighting related assignments completed with client name, contract person and mobile number (this person must have fulltime engagement during assignment time)
4. Other Team members’ one-page short CV highlighting related assignment completed
5. TIN Certificate ( PDF soft version)
6. Relevant documents from previous assignment.
7. Two current references
8. **For Organizations**
9. Maximum 2 pages organization profile highlighting related assignments completed with client name, contract person and mobile number
10. Lead Consultant’s ( who will lead the assignment) Maximum 2 pages CV highlighting related assignment completed, role in of the completed assignment
11. Other Team members’ ( who will involve in the assignment ) one paragraph short CV highlighting related assignment description of the roles and functions of the consultant and his/her associates, and a description of the level of effort of the associates (eg., full-time, part-time, as needed)
12. Organization’s/Firm’s Certificate, TIN and VAT registration
13. At least two Contracts of 2 organizations that have recently contracted the consultant to develop related documents.
14. Documents in favor of the previous relevant documents.
15. A complete separate technical and financial proposal, including detailed cost per major activity
16. Two current references name needed to be mentioned
17. **Selection criteria (Cumulative analysis)**

When using this weighted scoring method, the award of the contract should be made to the consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [60%]

\* Financial Criteria weight; [40%]

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| **Criteria** | **Weight** |
| **Criteria A: Technical** |  |
| * Experience on the training module development of gender and Leadership
 | 20 |
| * Experience and expertise on gender, social inclusion, diversity, youth and women empowerment, social mobilization, descent work and protection.
 | 20 |
| * Understanding of the ToR
 | 10 |
| * Methodology
 | 10 |
| **Criteria B: Financial** | 40 |
| **Total** | **100** |

**The General Terms and Conditions:**

* All soft and hard copy of the assignment will be treated as the property of BTS and Oxfam
* In any circumstance’s consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
* The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting
* The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
* In case of any deviation, BTS and Oxfam shall have the right to terminate the agreement at any point of the project.
* Consultant/consulting organization shall be bound to pay back the full money to BTS and Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
* BTS will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

**Ethical declaration**

You undertake that you, your parent, subsidiaries and any other organisations with an interest of more than 10%, are not involved in any of the following activities:

* arms manufacture;
* the sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.
* tobacco production and sale;
* the sale of baby milks outside the WHO Code of Conduct;
* pesticide sales outside the FAO guidelines for pesticide retailing;
* extractive industries;
* are seen to be party political;
* any other activities which violate the basic rights of BTS and Oxfam GB’s intended beneficiaries.