



Concerned Women for Family Development (CWFD)

Plot # 16 & 18, Road # 1, Block-E, Banasree Housing Project, Rampura, Dhaka-1219.

TERMS OF REFERENCE (TOR) FOR NATIONAL CONSULTANT

National Consultant (IC) to develop an evidence-based training module to strengthen the delivery of Mental Health and Psychosocial Support (MHPSS) for Survivors of Gender-based Violence in Bangladesh	
a) Hiring Office	Concerned Women for Family Development (CWFD)
b) Background of CWFD	<p>Concerned Women for Family Development (CWFD) originally named as Concerned Women for Family Planning (CWFP) is a non-profit, voluntary organization run by the women of Bangladesh for the women of Bangladesh. The organization started its voluntary activities in 1974, registered with Directorate of Social Welfare in 1975 and formal small-scale family planning service delivery program started in January 1976. It was registered with NGO Affairs Bureau in 1981.</p> <p>CWFD is a women led organization with the membership of 21 women from different strata of life. Organizational policy is set and major decisions are made by the Governing Body (GB) elected every two years from among the general members. The Executive Director appointed by the GB manages all the projects and organizational activities through managers of different projects and their staffs.</p> <p>The project activities started with only 5 female staff to cover an area of Dhaka City with 50,000 people. Family planning information was disseminated through face-to-face communication, woman to woman approach and non-clinical services were provided at the doorstep.</p> <p>Initially, CWFP had a single focus program of family planning. Over time, the organization realized that mere improvement of health status through family planning would not sustain a significant change in women's life in Bangladesh. Accordingly, CWFD expanded the project activities to cover larger population in Dhaka and other areas of Bangladesh and initiated new programs for women, men, children and adolescents encompassing primary health care, life skill development, creating economic opportunity and empower women against social injustice, nutrition education, health product marketing, investigate the issues of the large adolescent population, arrange family life education, gender training and knowledge on sexual reproductive health and rights (SRHR), water & sanitation. For more information, please visit our website www.cwfd.org</p>

c) About
Generation
Breakthrough
Project, Phase-II

Generation Breakthrough, Phase-2 is UNFPA's flagship project on adolescents and youth that helps them to be equipped with life skills and knowledge. The aim of the project is to bring a positive change in the attitudes and behaviours of adolescent boys and girls aged between 10-19 years. Providing them the informed knowledge about Sexual and Reproductive Health and Rights (SRHR) and Gender Based Violence (GBV). And this can help the young people to build a better, healthier and fulfilling future for themselves. At present the project is working in the selected areas of Jamalpur, Moulvibazar, Patuakhali, Rangamati and Sirajganj. In addition to increasing the knowledge and gender equitable attitude among adolescents, the project is working to increase the capacity of the relevant stakeholders for gender equality and adolescent sexual, reproductive health and rights. CWFD is one of the implementing partners along with the Ministry of Education. Under the project interventions CWFD developed a board game named 'Hard Brake' which is used as an edutainment material. There is another board game, named Dosh Unisher Mor, developed by the BBC Media Action in the first phase of the project, also got a high acceptance among the school going adolescents as an edutainment material. Both board games teach young people about issues related to sexual and reproductive health and rights in an age appropriate and friendly-manner.

CWFD also implements a national humanitarian programme with funding support from UNFPA. As part of this, CWFD is working with UNFPA to implement the "Expanding the Generation Breakthrough Programme for Rohingya Adolescents and Youth in the context of the Myanmar Curriculum Pilot. Under this programme CWFD is responsible for the contextualization, adaptation, and translation of the above-mentioned board games for Rohingya adolescents.

d) Purpose of consultancy:

Gender inequality and gender-based violence (GBV) are prevalent phenomena in Bangladesh where, according to a VAW survey 2015, 73% of married women experienced violence in their lifetime. The rate of child marriage in Bangladesh is also the highest in South-East Asia, while dowry-related abuse is common. In addition, intimate partner violence (IPV) is one of the most commonly-experienced crimes across all of Bangladesh. Mental Health and Psychosocial Support (MHPSS) service options for GBV survivors in Bangladesh are significantly scarce and in many cases. Furthermore, with the onset of COVID-19, effective remote or virtual delivery of MHPSS for survivors of GBV is essential. This remote delivery will be valuable for future delivery of MHPSS in a confidential way, reaching a larger fraction of survivors than those who have local access to services. Under this context, CWFD has decided to hire a national consultant to undertake this assignment.

The purpose of this consultancy is to support strengthening the overall delivery of MHPSS for GBV survivors in Bangladesh. Specifically, the national consultant will work closely with the international consultants to conduct a research / mapping in line with the research protocol to examine both existing networks and the capacity available at the community level in selected areas/districts in Bangladesh, as well as to identify appropriate partners to deliver in person MHPSS for GBV survivors after the COVID-19 pandemic. As part of the research / mapping, the national consultant will work to build relationships with local stakeholders, such as government agencies, NGOs, civil society and the private sector. The consultant will need to use stakeholder-specific data collection tools to identify gaps and potential networks. If COVID-19 restrictions prevent carrying out field research by the international consultants, the national consultant will work closely with them in undertaking the field level activities, as per the research protocol.

The consultant will then support the international consultants on the development/adaptation and contextualization of MHPSS training materials targeting the community level networks, including innovative, context oriented communication materials to support the training, based on the scientific literature as well as state-of-the-art global and regional normative frameworks on effective training and delivery of MHPSS for GBV survivors in Bangladesh. As part of that, the national consultant will collect different literature / resources from different sources for the international consultants. S/he will also support the translation (as required) of the training and communications materials.

With the support of the international consultants, the national consultant will facilitate training sessions with previously developed training materials for training the ALAPON (09612 600 600; CWFD's existing Sexual and Reproductive Health helpline) counsellors for the delivery of MHPSS to survivors of GBV. The international consultants will deliver virtual/in person lectures (depending on COVID-19 situation) and the national consultant will set up the training sessions and help facilitate the discussion sessions of the training. As part of the training, s/he will support in preparatory activities including analyzing the background and current knowledge level of the ALAPON counsellors and their needs. S/he will also support the international consultants to organize and facilitate a training of trainers (ToT).

e) Scope of work:
(Description of services, activities, or outputs, deliverables)

Description of Activities:

The consultant, at the minimum, will carry out the activities as detailed below:

- Support the international consultants to conduct a research / mapping in line with the research protocol to examine both existing networks and the capacity available at the community level, as well as to identify appropriate partners to deliver in person MHPSS for GBV survivors. As part of the research / mapping, analyze interdisciplinary stakeholders including psychologists, social workers, teachers, midwives, front line service providers such as health, legal stakeholders, among others, and their knowledge and skills in regards to MHPSS; and support to build relationships with local stakeholders, such as government agencies, NGOs, civil society and the private sector.
- Undertake field level activities, as per the research protocol including collecting data/ information on existing MHPSS in consultation with the stakeholders using stakeholder-specific data collection tools closely working with the international consultants as well as in collaboration with CWFD.
- Set up (in person) and facilitate the training sessions for ALAPON (CWFD's existing Sexual and Reproductive Health helpline) counsellors for effective delivery of MHPSS to the survivors of GBV in close coordination with the international consultants. As part of the training, support in preparatory activities including analyzing the background and current knowledge level of the ALAPON counsellors and their needs.
- Support the international consultants to develop / contextualize interactive training modules on MHPSS targeting the community level networks taking into account the research / mapping findings, scientific literature, international standards and global/regional/local level best practices on effective training methods and effective delivery (remote and in person) of MHPSS to survivors of GBV.
- Support the development of a set of communication materials complementing the developed training modules.
- Collect relevant resources / literature / documents from different sources (global/regional/local/UNFPA's humanitarian efforts, etc.) in close coordination with relevant teams of CWFD and share with the international consultants in support of developing / contextualizing the training modules and communication materials.
- Translate and contextualize the training and communication materials (English to Bengali) that will be developed by the international consultants (as required).

Organize and support in the facilitation of training of trainers (ToT) to help them better facilitate the training.

<p>f) Duration and working schedule</p>	<p>This consultancy will be for 50 working days after signing the contract in 2021 which will continue until 31 July 2022 (subject to change as per the COVID-19 situation). It is a multi-year contract funded by other resources. The consultant will perform, at a minimum, the following tasks during this period:</p> <table border="1" data-bbox="483 383 1407 1070"> <thead> <tr> <th data-bbox="483 383 1246 450">Task</th> <th data-bbox="1246 383 1407 450">Number Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 450 1246 577">Provide technical support to conduct a research / mapping of the existing community level networks and potential partners working on MHPSS and identify their needs and capacity gaps.</td> <td data-bbox="1246 450 1407 577">15</td> </tr> <tr> <td data-bbox="483 577 1246 678">Organize and support to facilitate a training for ALAPON counsellors in close coordination with the international consultants.</td> <td data-bbox="1246 577 1407 678">07</td> </tr> <tr> <td data-bbox="483 678 1246 837">Support the international consultants to develop / contextualize training modules on MHPSS targeting the community level networks based on the scientific evidence of successful interventions and training, international standards and global/regional/local level best practices.</td> <td data-bbox="1246 678 1407 837">05</td> </tr> <tr> <td data-bbox="483 837 1246 904">Support the development of a set of communication materials complementing the developed training modules</td> <td data-bbox="1246 837 1407 904">05</td> </tr> <tr> <td data-bbox="483 904 1246 972">Translate the training modules and communication materials (as required)</td> <td data-bbox="1246 904 1407 972">13</td> </tr> <tr> <td data-bbox="483 972 1246 1039">Organize and support to facilitate a training of trainers (ToT) to help them better facilitate the training.</td> <td data-bbox="1246 972 1407 1039">05</td> </tr> <tr> <td data-bbox="483 1039 1246 1070">Total days</td> <td data-bbox="1246 1039 1407 1070">50 Days</td> </tr> </tbody> </table>	Task	Number Days	Provide technical support to conduct a research / mapping of the existing community level networks and potential partners working on MHPSS and identify their needs and capacity gaps.	15	Organize and support to facilitate a training for ALAPON counsellors in close coordination with the international consultants.	07	Support the international consultants to develop / contextualize training modules on MHPSS targeting the community level networks based on the scientific evidence of successful interventions and training, international standards and global/regional/local level best practices.	05	Support the development of a set of communication materials complementing the developed training modules	05	Translate the training modules and communication materials (as required)	13	Organize and support to facilitate a training of trainers (ToT) to help them better facilitate the training.	05	Total days	50 Days
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<p>g) Place where services are to be delivered:</p>	<p>The services are to be delivered to the CWFD.</p>																
<p>h) Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>All of the tasks are needed to be completed by July 2022. The consultant will deliver the hard copy and electronic copy of the final reports and documents to CWFD.</p> <ul style="list-style-type: none"> ● Set up and facilitate a training for ALAPON counsellor in October/November (after signing the contract in 2021) (20%). ● Submit a report reflecting the support provided in conducting the research / mapping regarding identifying existing community networks and relevant partners and their capacity gaps by 31 December 2021 (30%). ● Submit the draft of translated training modules and communication materials by April 2022 (30%). ● Conduct and submit a report on the ToT; and all final products by 31 July 2022 (20%). 																
<p>i) Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will work closely with Programme Head, A & Y at CWFD in carrying out the duties detailed above.</p> <p>The consultant will provide progress updates to the Programme Specialist -Gender, bi-weekly.</p> <p>All of the tasks and activities outlined in the ToR are needed to be delivered by 31 July 2022.</p>																

j) Supervisory arrangements	The consultant will work under the overall guidance and direct supervision of the Programme Head, A & Y of CWFD to carry out the activities mentioned above.
k) Expected travel	The consultancy will combine both in-person and remote delivery of services. The consultant is expected to travel to identified districts (depending on the COVID-19 situation) to collect data for the community networks mapping, and capacity needs and gaps assessment.
l) Required expertise, qualifications and competencies, including language requirements	<ul style="list-style-type: none"> ● Advanced degree in Mental Health, Neuroscience, Public Health or Psychology; ● At least 2 years of experience in providing MHPSS training to the various groups at the various levels who are associated to manage Gender-Based Violence Cases" ● Experience in conducting public health research (preferably epidemiological study) with experience on data collection, basic data analyses, and research report writing. ● Knowledge and experience on cognitive behaviour therapy, interpersonal therapy or other evidence-based interventions in clinical settings. ● Familiarity with the core mandates of CWFD, namely-sexual and reproductive health, gender, population, development and adolescents and youth will be an asset; ● Experience in the development and facilitation of capacity building /training programme; ● Experience in humanitarian-development-peace nexus is highly desirable; ● Familiarity with the standards and requirements of the CWFD will be an asset; ● Good organizational skills, including time management, and ability to meet deadlines; ● Excellent written and verbal communication skills in English; ● Sound analytical skills; ● Ability to work independently; ● Knowledge on PSS in the global and regional contexts.
m) Inputs / services to be provided by CWFD (e.g. support services, office space, equipment), if applicable	The consultant will be responsible for arranging his/her own computer and other working aid equipment. S/he will be working remotely for most of the consultancy and therefore should have access to the internet and communications.
n) Other relevant information or special conditions, if any:	<p>Payment milestones based on deliverables are as follows (2021-2022):</p> <ul style="list-style-type: none"> ● 20% upon conduction of a training with ALAPON counsellors. ● 30% upon submission of a report on the support provided in the research / mapping regarding identifying existing community networks and relevant partners and their capacity gaps. ● 30% upon submission of the draft of translated training modules and communication materials. <p>20% upon conduction of a ToT, submission of a training report and all the final products.</p>

Note: The individual consultant who does not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documents must be submitted to substantiate the above eligibility criteria.

Proposal submission:

Interested consultants are requested to submit technical proposals and proposed budgets which should contain a work plan and Consultant's profile which fulfil all the requirements of the sections of h) and k) of the TOR. The proposal should be sent soft copies and hard copies to the **Executive Director**, Concerned Women for Family Development (CWFD), House No. 16 & 18, Road – 1, Block – E, Banasree, Rampura, Dhaka by **16 October 2021** (end of business hour) through following email. Only short listed consultant/firms will be called for interview. For any clarification regarding Terms of Reference (ToR) all concerned are requested to communicate through email to recruitmentgb2.cwfd@gmail.com and in addition you may contact Mr. A.K.M Shahriar Kabir, Administrative Officer, Generation Breakthrough Project, Phase-2, Cell phone # 01618-958005 for any clarifications.