



Concerned Women for Family Development (CWFD)

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

TERMS OF REFERENCE (TOR)

for hiring individual consultant for conducting training on Comprehensive Life Skills Education (CLSE)

Hiring Authority:	Concerned Women for Family Development (CWFD)
Background of CWFD	<p>Concerned Women for Family Development (CWFD), originally named 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 the Directorate of Social Welfare in 1975, and a 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 woman-led organization with a 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 staff.</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, a 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 a 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 empowering 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>
Project Context	<p>Programme description:</p> <p>UNFPA and the Government of Japan launched a new partnership to support UNFPA's efforts to strengthen Sexual and Reproductive Health (SRH) and Gender Based Violence (GBV) prevention and response services for women and girls in Noakhali District and Bhashan Char (Island).</p> <p>The project, supported by the Government of Japan, responds to the need of vulnerable women and girls in Noakhali District, including the host community as well as Rohingya Refugees. With a budget of US\$ \$3.7m received from the Government of Japan, UNFPA</p>

responds to their needs by (1) improving access to comprehensive, high-quality SRH services, with a special focus on women, girls, and persons with disabilities, (2) protecting the dignity and safety of women and girls through offering survivor centered GBV prevention and response services through amongst others provision of Women Friendly Spaces, and (3) empower adolescents and youth with the skills and knowledge to strengthen their psychological resilience and express their rights to make informed decisions about their bodies and lives.

Furthermore, the project aims to strengthen the quality of and linkages between targeted health facilities in Noakhali District Sadar Hospital, Hatiya Union Health Clinic, and several health facilities in Bhashan Char, thereby including both “upstream” (adolescent, youth, and GBV prevention programming) and “downstream” (clinical referral and response services, information and provision of SRH commodities) activities.

Additionally, UNFPA chooses operational areas according to each country’s program (CP). In addition to the project supported by UNFPA, other programs focus on the following areas:

- Adolescent and Youth
- Sexual and Reproductive Health
- Gender Equality and Women Empowerment
- Population Dynamics

Those programmes are being implemented in Dhaka, Jamalpur, Sirajganj, Gaibandha, Noakhali, Patuakhali, Barguna, Bagerhat, Bandarban, and Cox’s Bazar districts of Bangladesh.

Comprehensive Life Skills Education (CLSE)

Comprehensive Life Skills Education (CLSE) encompasses skills that teachers often refer to as "learning to learn" skills, which can be nurtured through deliberate daily activities. The four key components of life skills include a) Communication and interpersonal skills; b) Self-awareness and empathy; c) Assertiveness and level-headedness; and d) Resilience and coping with emotions and stress.

The following are 10 core life skills strategies and techniques that adolescents will learn:

- Focus and self-control and coping with stress and emotions
- Perspective-taking, empathy
- Effective communication and interpersonal relationship skills
- Making connections.
- Critical and creative thinking.
- Taking on challenges.
- Problem-solving
- Decision-making
- Self-Directed, engaged learning
- Comprehensive sexuality education.

	<p>Equipping teachers with Comprehensive Life Skills Education (CLSE) will empower them to educate other teachers and students about crucial topics that are essential for both kids and adults. This initiative will also contribute to the achievement of Sustainable Development Goal 4.</p> <p>1. UNFPA's Response, Pronged Strategy:</p> <p>Adolescent boys and girls studying in general education institutions in the Noakhali district will be provided with gender-transformative life skills education that would enable them to obtain knowledge, attitudes, and skills which are preconditions for exercising full bodily autonomy. The programme will promote the retention of girls in schools and remain healthy and enjoy a broader range of options which would increase the likelihood of avoiding child marriage.</p> <p>2. Relevant activities and results of the project:</p> <p>Adolescents and youth will gain improved abilities to exercise their rights and make informed decisions regarding their bodies and overall well-being. They will benefit from enhanced access to gender-transformative Sexual and Reproductive Health and Rights (SRHR) life skills, as well as critical awareness campaigns that focus on preventing child marriage, thereby saving lives.</p> <ul style="list-style-type: none"> • Organize two batches of training on CLSE in each Sadar Upazilas of concerned districts. • Provide CLSE to 950 Head Teachers of 10 Districts. • Provide life skills sessions for 4,500 adolescents (10-19) through Noakhali District schools; • Conduct behavior change communication and outreach activities. <p>Personnel selected by District Education Officer will act as the coordinator for those training. Training will be 3 days long for each of the 20 batches. Participants will receive transport costs and allowances as per Govt. rules.</p>
The objective of the assignment	<ul style="list-style-type: none"> • Develop a training manual on CLSE for the school teachers. • Provide ToT for the resource persons who will facilitate training for the school teachers
Scope of work	<p>UNFPA has engaged CWFD to hire a consultant to work with CWFD to implement the CLSE programme in 10 districts in Bangladesh. The consultant will play a crucial role right from the planning phase, providing expertise and guidance to ensure the successful implementation of the project. His/her responsibilities will encompass the development of the CLSE Manual and performing necessary tasks throughout the entire project period.</p> <p>Working in collaboration with CWFD, the consultant will contribute with his/her technical knowledge and skills to design and develop the Course Manual and develop a pool of Master Trainers / Facilitators who will provide the training to teachers later on under the close guidance of the Consultant.</p>

	<p>Major Tasks of the Consultant:</p> <p>1st Stage:</p> <ul style="list-style-type: none">• Prepare a draft inception report including an understanding of the TOR, methodology, and work plan and share it with the CWFD team for review and finalization.• Submit the final inception report. <p>2nd Stage:</p> <ul style="list-style-type: none">• Course Design Workshop: Review the Textbook of class VI and VII to extract the content related to Comprehensive Life Skills and Sexuality Education. S/he will conduct a 4-day workshop to develop the CLSE manual and course design for Head Teacher Training.• CLSE Manual development: After the workshop, the Consultant will develop a Manual using the content from the course design workshop, which will be followed by the facilitators during the Head teachers’ training. S/he will get 10 days for developing this manual.• Provide ToT: Conduct 3-day long training for 35 Facilitators on the technical contents of CLSE. <p>3rd Stage:</p> <ul style="list-style-type: none">• Coordination and Follow Up: The consultant will coordinate and follow up the conduction of 4-days long CLSE Training for 950 Head Teachers (will be facilitated by Master Trainers) at 10 project Districts of UNFPA. DEO and USE Officials of the respective Upazilas/Districts will be in those trainings.• Reporting: Submit an overall training completion report. <p>Support from CWFD</p> <ul style="list-style-type: none">• CWFD will provide necessary project information.• Will help select Head Teachers from mentioned districts.• Will select a venue to communicate with training institutions and teachers, and other relevant Govt. officials.• Will arrange food and logistics required for those training.• Will arrange transportation / other relevant cost/honorarium required.												
Deliverables	<p>The specific deliverables for this assessment are detailed in the following table:</p> <table><tr><th>Deliverables</th><th>Format</th><th>Length</th><th>Description</th></tr><tr><td>Inception report with a work plan</td><td>MS word and pdf</td><td>5-7 pages</td><td>An inception report, including an understanding of the TOR, methodologies, the outline of the contents of the manual, and timetable, will be submitted within three days after the signing of the contract for review and approval by the CWFD / UNFPA team. It will be a road map for accomplishing the entire assignment.</td></tr><tr><td>CLSE training manual in Bangla</td><td>Bijoy, Sutony MJ</td><td>As per need</td><td>Based on the project brief/documents and meeting with CWFD / UNFPA team.</td></tr></table>	Deliverables	Format	Length	Description	Inception report with a work plan	MS word and pdf	5-7 pages	An inception report, including an understanding of the TOR, methodologies, the outline of the contents of the manual, and timetable, will be submitted within three days after the signing of the contract for review and approval by the CWFD / UNFPA team. It will be a road map for accomplishing the entire assignment.	CLSE training manual in Bangla	Bijoy, Sutony MJ	As per need	Based on the project brief/documents and meeting with CWFD / UNFPA team.
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	Work report	Completion	MS word and pdf	25 pages maximum	The report will include but not be limited to followings: <ul style="list-style-type: none">• Photographs of different moments of training.• Pre/post-test evaluation results and remarks.• Problems, challenges, overcoming strategies, lessons, recommendations, etc.
Duration of the Assignment	This consultancy period will be for 22 working days from signing the contract and this includes:				
	Task				# of Days
	i. Review of related books class VI and VII				4 days
	ii. Preparation for course design workshop				2 day
	iii. Course design workshop				4 days
	iv. Training module development				6 days
	v. Preparation for ToT				1 day
	vi. ToT for the facilitators of CLSE				3 days
	vii. Report writing				2 day
	Total				22 Days
Communications	The consultant will work closely to communicate with the Head of A&Y Programme, Programme Manager-Humanitarian and assigned representatives of UNFPA.				
Supervisory Arrangements	The Consultant will work under the supervision of the Head of the Adolescent and Youth Programme, CWFD: the National consultant-A&Y and other relevant colleagues of the A&Y unit of UNFPA will provide technical support as and when required.				
Work Modality	The consultant will work remotely and in person for the whole period of this consultancy. S/He will have to arrange a good internet connection as well as the required necessary software or tools for developing/editing audio-visual communication materials.				
Travel	The consultant will not be paid for any TA/DA/DSA/Per diem for any field travel. S/he will be expected to make his/her own travel arrangements to collect the required document(s), conduct meetings, training, and/or undertake detailed discussions. However, travel costs should be included in the financial proposal.				
Required expertise, qualifications, and competencies, including language requirements	Educational Qualification: <ul style="list-style-type: none">• Master’s degree in arts, communication, gender studies, social science, or any other relevant discipline. Experience: <ul style="list-style-type: none">• At least 3 years of working experience in providing training on CLSE and other topics.• Experience working for development organizations, e.g., NGOs, INGO, and UN Agencies.• Experience working on life skills educarion/ CLSE, sexual and reproductive health rights (SRHR), gender-based violence (GBV), disability, sexuality, public health, youth, emotions, depression, internet safety, etc., is desirable.				

	<p>Corporate Competencies:</p> <ul style="list-style-type: none"> • Demonstrates integrity by modeling the values and ethical standards practiced by CWFD. • Respect the vision, mission, and strategic goals of CWFD. • Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability. • Treats all people fairly without favoritism, maintain privacy, confidentiality, and protect data/information/photo/video of people. • Fulfills all obligations to gender sensitivity and zero tolerance for sexual exploitation and harassment. <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Ability to pragmatically apply in-depth knowledge and experience of issues and practices in the fields of gender equality in Bangladesh. • Strong communications skills and experience presenting evidence and ideas for the policy and programme. • Consistently approaches work with energy, positivity, and a constructive attitude. • Demonstrates openness to change and ability to manage complexities. • Knowledge of adolescent and youth issues relevant to sexual and reproductive health and rights, gender, and gender-based violence.
Evaluation Method and Criteria	<p>The award of the contract will be made to the individual consultant upon analysis/evaluation of proposals and determined based on the following:</p> <p>Candidates obtaining a minimum 70% mark out of 70 in technical evaluation based on the following criteria will be considered eligible for financial evaluation. The financial proposal will carry 30 points.</p> <p>Criteria-01 : Educational Qualification - Max Point 10.</p> <p>Criteria-02 : Professional experience in such works with NGO / INGO / UN Agencies etc., is highly appreciable - Max Point 20.</p> <p>Criteria-03 : Methodology, quality control, work plan, creativity / innovativeness, team formation, familiarity with development programmes/issues as well as ability to communicate with dignity and sensitivity with vulnerable population - Max Point 20.</p> <p>Criteria-04 : Fluency in English (written and spoken), Bengali, and team composition of Consultant or team members/firm) - Max Point 20.</p> <p>However, the value can be negotiated with the prospective consultants qualified in a technical proposal to fit within the budget if cross the budget limit.</p>
Technical and Financial Proposal	<p>Interested candidates/firms will submit the following documents/information to demonstrate their qualifications and suitability to perform the assignment:</p> <ul style="list-style-type: none"> • Updated CV of the Team Leader and other key team members indicating all past experience for similar assignments, as well as the contact details (home/office address, email, and telephone / mobile number) of the candidate and • CV should include at least two (2) professional references. • Technical proposal: Maximum 7 pages on the assigned task, including an understanding of the TOR, specifying the methodology to conduct the assignment,

	<p>quality control, tentative work plan, candidate's qualifications and relevant experiences of similar works, existing facilities to perform the assignment, capacity, and experience of using relevant tools, etc.</p> <ul style="list-style-type: none"> • Financial proposal: The financial proposal shall specify each section / relevant costs, including the professional fees of the consultant for this assignment. • Copy of a recent contract to be submitted as evidence of daily fees offered to the candidate for similar assignments by other agencies (preferably by any development organizations) • Evidence of previous work (link or attached), including the hiring organization's name, address, assignment year, and value, also should be attached with the technical and financial proposal. • Technical proposal and financial proposal must be submitted as separate documents.
Payment Modalities	<ul style="list-style-type: none"> • No additional payment other than the contract will be provided. • The payment milestones for every slot are as follows: <ul style="list-style-type: none"> - 30% upon the signing of an agreement with the consultant/firm. - 30% upon the delivery of the draft versions of CLSE module, CWFD and UNFPA can request for more 3 edits from the consultant. - 40% will be paid after delivery of rest activities. - Payment will be made only through AC Payee Cheque. - Tax and VAT will be deducted at source per Government rules and regulations.
Other relevant information or special condition, if any	<ul style="list-style-type: none"> • Any changes in the ToR or the work plan, if required, will be subject to consultation between CWFD and the individual consultants/firms • Consultant/firms will give updates each week during the assignment or whenever needed by CWFD. • And so professional quality touch is expected from the very beginning.

Note: The consultant who does not meet the above-mentioned eligibility criteria shall not be considered for further evaluation. Necessary documents must be submitted to substantiate the above eligibility criteria. However, the organization reserves the right to accept or reject any proposal or cancel this RFP / TOR.

Proposal submission:

Interested consultants are requested to submit technical and financial proposals in separate files. The proposal can be sent in soft copies or hard copies to the **Executive Director, Concerned Women for Family Development (CWFD), House No. 16 & 18, Road-1, Block-E, Banasree, Rampura, Dhaka-1219** by **31 July 2023** through the following email.

Only short-listed consultants will be called for an interview. However, the organization reserves the right to accept or reject any proposal. For any clarification regarding Terms of Reference (ToR) all concerned are requested to communicate through email to recruitmentgb2.cwfd@gmail.com for any clarifications.