**Terms of Reference (TOR)**

for

**Submitting Expression of Interest for being Appointed as ‘Child Protection Consultant’ in Child Protection Project**

* 1. **BACKGROUND**

DRRA is working with children and youth, especially the most vulnerable: children & youth with disabilities. As per child safeguard policy, DRRA always consider keeping provisions of activities of regarding Child and youth with Disabilities Safeguarding issue in existing and future projects. Through this project, DRRA is aiming to enhance the capacity of Staffs of all the site offices of Bangladesh to strengthen the policy and practice in full force along with partner organizations staffs of project areas and the adjacent stakeholders.

* 1. **PROGRAM OVERVIEW**

Disabled Rehabilitation and Research Association (DRRA), Bangladesh & Cameroon Baptist Convention Health Services (CBCHS), Cameroon jointly implementing a project funded by Liliane Foundation (LF), Netherlands aimed to introduce Inclusive child safeguarding and protection through DRRA implementation partners

* 1. **SCOPE OF WORK**

**Scope of work:**

1. Design tools and conduct the baseline context with LPOs to assess internal and external practices as well as identify available policy or practice related gaps for ensuring children protection and safeguarding in respective areas.
2. Develop a guideline of keeping children safe environment and Compliant Mechanism
3. Conduct assessment and review of existing child safeguarding policy of DRRA and its selected LPOs.
4. Develop a SMART action plan based on the findings of the baseline of context, policy review findings and Knowledge & skill assessment with respective stakeholders.
5. Design an outline with time frame to Strengthen the capacity and knowledge of the LPO /DPOs network for identification and protection of Child safeguarding policies.
6. Develop referral tools and Standard Operating Procedures (SoPs) and facilitate ToT for mid-level manager
7. Organize a training/ workshop for relevant stakeholders/LPOs team on Child protection and safeguarding policy/tools for ensuring safe environment and compliant mechanics in different level.
8. Undertake Child and youth Safeguarding Risk Assessment and accessibility audits among children with disabilities supported under the program
9. Develop some content of Awareness materials and different vlog
10. Develop a reporting tool
11. develop good practices collection tools.
12. Introduce Monitoring system with tools for DRRA.
    1. **DELIVERABLES**

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| **S/N** | **Expected Deliverables** |
| 1 | Baseline survey tools, data and baseline report in English. |
| 2 | Guideline of keeping children safe |
| 3 | Review / assessment report |
| 4 | Development of Safe Communication Protocol and Compliant Mechanism |
| 5 | Action plan based on findings and assessment |
| 6 | Evaluation report on POs capacity |
| 7 | Referral tool and SOP |
| 8 | Stakeholder training module, schedule and report |
| 9 | Risk assessment and accessibility audit tools and completion report |
| 10 | Content of awareness materials and vlog (Bangla and English) |
| 11 | Reporting tool for LPOS and Monitoring tools for DRRA |
| 12 | Good Practices collection tools (Bangla and English) |
| 13 | Design outline with methods for Capacity building of LPOs and DRRA team. |

* 1. **TIME FRAME**

Tentative timeline of the task:

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| --- | --- | --- | --- |
| **S/N** | **Expected Deliverables** | **Expected Timeline** | |
| 1 | Baseline survey tools, data and baseline report in English. | | by 30th Oct 2021 | |
| 2 | Guideline of keeping children safe | | by 05th Oct 2021 | |
| 3 | Review / assessment report | | by 15th Oct 2021 | |
| 4 | Development of Safe Communication Protocol and Compliant Mechanism | | by 25th Oct 2021 | |
| 5 | Action plan based on findings and assessment | | by 30th Oct 2021 | |
| 6 | Evaluation report on POs capacity | | by 5th Nov 2021 | |
| 7 | Referral tool and SOP | | by 30th Nov 2021 | |
| 8 | Stakeholder training module, schedule and report | | by 20th Dec 2021 | |
| 9 | Risk assessment and accessibility audit tools and completion report | | by 30th Dec 2021 | |
| 10 | Content of awareness materials and vlog (Bangla and English) | | by 28th Feb 2022 | |
| 11 | Reporting tool for LPOS and Monitoring tools for DRRA | | by 15th March 2022 | |
| 12 | Good Practices collection tools (Bangla and English) | | by 25th March 2022 | |
| 13 | Design outline with methods for Capacity building of LPOs and DRRA team. | | by 30th March 2022 | |

* 1. **ELIGIBILITY CRITERIA**

For this mentioned work Child Protection Project required individual/consultancy firm with following expertise:

* Previous Experience for working in Child Protection Policy or Project Management
* Sound Knowledge of Child Protection Code of Conduct, Policy review, Gap Analysis and Action Plan Development
* Experience in design and rollout different Survey Tools, Reporting Format Preparation and Compliant Mechanism related document preparation.
* Have skills and knowledge on Safe Communication Protocol, Assessment Checklists, Service Mapping Tool
* Experience in develop module and Training Plan, Content, Materials Development
* Excellent in Report Preparation including Good Practices Development.
* Willing to work with several local organizations and OPDs team at rural area.
* Most the doc need to develop in Bangla and English.
* Have idea/experience about Inclusive program design and implementation of CSP in national and international context.
  1. **DURATION OF ENGAGEMENT**

6 Months (October 2021 to March 2022)

* 1. **EVALUATION CRITERIA**

On receipt of the EOI, a designated team will evaluate the proposals and decide about the consultant for the assignment. Selection of the consultant will be based on as follows:

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| --- | --- |
| **Selection Criterion** | **Scores** |
| Technical proposal consist methodologies and tools follow standard methods; logical and result oriented, self-explanatory and sufficiently detailed presentation toward achieving the results within set time frame and desired quality | 15 |
| Evidence of experience   * Previous Experience for working in Child Protection Policy or Project Management * Experience in different Survey Tools Designing, Reporting Format Preparation and Compliant Mechanism related document preparation. * Skilled and sound knowledge on Safe Communication Protocol, Assessment Checklists, Service Mapping Tool * Experience in Training Plan, Content, Materials Development * Excellent in Report Preparation including Good Practices Development. | 10 |
| Team profile (if any) - CVs of the key consultant/firm experience | 10 |
| Experience on Disability Inclusive CSP | 5 |
| Financial proposal | 10 |
| Total Mark | 50 |

The structure of the proposal should be as follows:

* Cover page with contact details - 1 page
* Section-1: Introduction and understanding of the assignment- maximum 1 page
* Section-2: Methodology (including proposed work plan, methodology and approach, timeline of each level of tasks)- maximum 2 pages
* Section-3: Experience in similar work- maximum including Disability Inclusive CSP 3 pages
* Section-5: Updated and detailed CV of key consultant(s) with brief descriptions of similar assignments – each CV maximum 2 pages.

***If awarded, the bidder would not be entitled to change any proposal mentioned in his/her technical proposal for this assessment unless agreed between the both parties.***

* Section 6: Financial proposal – maximum 1 page
* Section-7: Financial detailed proposal with budget note max 01 page

Technical and financial proposals should be submitted separately. The proposal documents should be presented in English language by following standard font size.

* 1. **MODE OF PAYMENT**

a. Payment will be made through account payee cheque or bank transfer upon receiving the final deliverables within the timeline.

b. Any VAT/TAX incurred from this assignment will be deducted at source as per government rule and policy.

* 1. **GENERAL TERMS AND CONDITIONS**

The selected consultant should implement the work in coordination with project Manager.

* DRRA reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
* DRRA or its representatives reserve the right to monitor the quality and progress of the work during the assignment
* All reports and documents prepared during the assignment will be treated as property of Strengthening Child Protection and Safeguarding Systems at SPO and PO Levels project
* The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of DRRA.
  1. **APPLICATION PROCESS**

The Expression of Interest (EOI) should include:

**Letter of interest**

**Technical Proposal**

* Detailed proposal based on the ToR provided that includes a clear description of the intended scope and methods to be used, work plan and ethical standards to be followed and a detailed timeline;
* Profile of the consultant/ consulting firm highlighting relevant experience in undertaking similar assignment
* Detailed CV of key consultant/firm, i.e. team composition with rationale
* References: Names and contact details of two organizations for which similar work has been conducted in the last two years.

**Financial Proposal**

* Proposed budget and fees

**Administrative Document**

* For consultancy firm, please submit copy of legal registration & TIN certificate
* For Individuals, please submit copy of TIN certificate

Interested individuals/consulting firm are requested to submit their Expression of Interest (EoI) electronically to the following address [recruitment@drra-bd.org](mailto:recruitment@drra-bd.org) on or before **18th September 2021 by 16:00hrs**. The email subject should contain the following **Consultant – Strengthening Child Protection and Safeguarding Systems at SPO and PO Level.**

For Hard copy submission: submit your proposal in a sealed envelope mentioning **Consultant – Strengthening Child Protection and Safeguarding Systems at SPO and PO Level** on or before **18th September 2021 by 16:00hrs to Address: House 2/5, Road: 1, Shyamoli, Dhaka 1207 on or before 18th September 2021.**

Thanking you,

Executive Director

DRRA