

## Terms of Reference ( ToR)

### **Gender responsive Assessment on structural vulnerabilities of 4 secondary schools in Kedar, Kachakata and Ballabherkhash unions of Nageshwari, Kurigram, Bangladesh**

#### **1. Introduction:**

This Terms of Reference (ToR) is developed to solicit consultancy support services from qualified individuals or organizations to conduct structural vulnerabilities assessment of 4 schools. This assignment is part of the Gender Responsive School and Community Safety Initiative (GRSCSI) project, implemented by Eco Social Development Organization (ESDO), supported by Plan International Bangladesh and funded by Plan International Japan. ESDO is implementing this School-Based Disaster Risk Reduction(S-DRR) program for building the resilience of school and the community in Kedar, Kachakata and Ballabherkhash unions of Nageshwari, Kurigram, Bangladesh. Holistic approaches have been followed to execute the activities so the Schools and communities can increase their resilience against vulnerabilities to flood and other hazards; improve the structure; make plans to prepare themselves to prevent future disasters.

4 schools have been selected with the coordination of the local government. The program has focused on transferring knowledge on the comprehensive school safety framework, DRM governance and roles and responsibility of schools, local stakeholders, and the communities to develop the schools more resilient based on the guidelines and directives of the Global Comprehensive School Safety Framework.

#### **2. Context and Rationale:**

Kedar, Kachakata and Ballabherkhash unions of Nageshwari, Kurigram, Bangladesh remains at high risk from flood and other multi-hazards therefore there is always a high possibility that schools are likely to be damaged by flood and affected by other hazards like cold-wave, earthquake, thunderbolt, etc. These disasters, combined with persistent poverty as well as the effects of climate change, environmental degradation, and unplanned construction works are eroding the resilience mechanisms of targeted schools. So, school facilities need to be protected from disasters as they save the lives of children and they can also help to work as shelters in post-disaster scenarios. Safer schools are necessary to prevent the lives of children during natural hazards events.

The Secondary School Development Plan, 2018<sup>1</sup> and Primary Education Development Programme 4, 2018<sup>2</sup> has prioritized school infrastructure development and rationalization. Ministry of Education has prepared the Education Institution Construction Policy Guidelines, and a data-driven National Infrastructure Development Plan. The government of Bangladesh also emphasizes education in emergency need that can be achieved working on comprehensive school safety framework.

'Comprehensive School Safety Framework' is adopted by United Nations agencies and humanitarian organizations in the education sector and seeks to ensure children and school personnel are accessing a learning environment that complies with minimum safety standards in protecting children from natural and other disasters, and that disruptions to education are

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<sup>1</sup>

Secondary Education Development Program (SEDP), 2018

<sup>2</sup> [https://planipolis.iiep.unesco.org/sites/default/files/ressources/bangladesh\\_emf\\_pedp4\\_final\\_24-12-18.pdf](https://planipolis.iiep.unesco.org/sites/default/files/ressources/bangladesh_emf_pedp4_final_24-12-18.pdf)



mitigated to the extent possible. It rests on three overlapping pillars of (i) safe learning facilities, (ii) school disaster management, and (iii) risk reduction and resilience education.

Promoting school safety is of strategic importance to overall community safety as activities related to school safety trickle down to the larger community through various means such as structural improvement which is gender responsive and inclusive, training of school management committee, teachers, students, parent's discussion, and conveyance of information by children to the entire household. Resilient schools are an effective medium for disseminating disaster risk reduction awareness in the communities, can act as a center of learning, can be instrumental in the transfer of technology to the communities, and have a significant role to build disaster-resilient communities.

### **3. Objectives of the Assignment:**

The overall objective of the assignment is to assess the structural vulnerabilities of 4 targeted schools of GRSCSI project in mentioned locations of Kurigram and prepare a report with realistic recommendations.

### **4. Scope of Work:**

- The consultant should review all guidelines and reference materials related to disaster management and school safety issued by the government of Bangladesh as well as international agencies.
- Consultation is required with school authorities, sub district level education authorities and DRR committees to incorporate the resources in the report.
- Collection and study of information and reference materials like profile of 3 unions, relevant school's data, DRR policies, and guidelines issued by the local and national governments and other necessary materials.
- Review of School Improvement Plan (SIP) developed by the respective schools, if any
- Conduct school building assessment (as built drawing, material test)
- The consultant should review during assessment the facilities of girl students, female teachers and person with disability in school infrastructure.
- Schools layout survey (identification of school area, detail out of school buildings)

### **5. Expected Results:**

After accomplishing the structural assessment of 4 schools of Nageshwari, Kurigram, the school, community and project team will have a full understanding and report of existing schools' structural vulnerabilities in align with gender responsive safe school learning facilities and way forward. The report will guide for further operation of the school resilience and resource mobilization opportunity in the future.

### **6. Methodology:**

The consultant should adhere detailed methodology following scope of work and should mention in the technical proposal.

## **7. Roles and Responsibilities:**

The Consultant will be responsible for:

- Develop tools for undertaking the assignments to deliver the envisaged outcomes
- Develop a final field work plan for undertaking an assignment with support from the project team
- Data compilation and analysis
- Presentation of draft findings to the ESDO, Plan International Bangladesh
- Finalization of the assessment report according to feedback provided and include recommendations on gender responsive structural improvement in 4 schools.

The Project will be responsible for:

- Review, provide inputs feedback, and approval the final plan, tools, and methodology
- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment
- Timely feedback on the received document from the consultant
- Organize appointments with the relevant stakeholders, if required

## **8. Budget and Timeline:**

The budget (remuneration) will be agreed upon with the consultant according to the submitted proposal, negotiation, and available budget in the project. The tentative timeline for this assignment starts from 15 November 2021 and ends on 23 December 2021. Within this timeline, the Consultant is expected to work on agreed action plan.

## **9. Output and Deliverables:**

<b>Report</b>	<b>Due Date</b>	<b>No of Copies, types and language</b>
Agreement signed	By 15 November 2021	
Inception report	By 22 November 2021	1 copy/ English language
Progress draft report	15 December 2021	Assessment report on structural vulnerabilities of 4 schools
Final report	23 December 2021	Final assessment report of 4 schools with recommendations

## **10. Special Terms & Conditions / Specific Criteria:**

- The consultant or Organisation should have minimum 15 years of relevant experience in disaster risk management, conducting structural assessment including development of



school DRM plan, DRR IEC development, policies and strategies in disaster risk reduction

- Knowledgeable about School-based disaster risk management and HVCA approaches
- An example of at least five similar completed assignments and outputs shall be shared during the discussion meeting.

#### 11. **Evaluation Process:**

After evaluation of the proposals by the procurement committee, the project will make an award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

#### 12. **Payment Modality:**

The Consultant shall be paid in three installments:

- First Installment: 30% of the contract amount shall be paid upon submission of inception report with detailed methodology framework and plan and acceptable to the procuring entity
- Second installment: 30% of the contract amount shall be paid upon submission of the progress draft report
- Third installment: 40% of the contract amount shall be paid upon submission and acceptance of the final report.

#### 13. **Personnel responsible for receiving tenders:**

The technical and financial proposals should be submitted electronically to the email : [procurement@esdo.net.bd](mailto:procurement@esdo.net.bd) and also, in hard copy in a sealed envelope to: Convenor, Central Purchase Committee, Eco-Social Development Organization (ESDO), College para, Thakurgaon-5100 through courier services or hand to hand. Proposal submitted to any other email account or address except this will be treated as disqualified and submissions after the deadline will be treated as disqualified.

#### 14. **To apply:**

Interested private firms or individuals, who meet the above requirements, should apply by submitting their Expression of Interest (EoI) with the proposal (not more than 5 pages) and that clearly outlines the following to accomplish the assignment emailed to [procurement@esdo.net.bd](mailto:procurement@esdo.net.bd) with subject line Structural Vulnerabilities Assessment of 4 schools under GRSCSI project Nageshwari. **The closing date for application is 8 November 2021.** The only short-listed proposal will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience. For any clarification required on the Terms of Reference (ToR) please contact at email: Jaminy Kumar Roy, Program Coordinator-Development, ESDO, [esdo.jaminy@gmail.com](mailto:esdo.jaminy@gmail.com) / [jaminy@esdo.net.bd](mailto:jaminy@esdo.net.bd), cell phone number : 01713149314.



### **15. Ethical Considerations :**

Plan International is committed to ensuring that the rights of analysis are respected and protected, in accordance with our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the analysis process.

### **16. Bindings :**

All documents and papers produced during the assessment are to be treated as govt, ESDO and Plan International Bangladesh's property and restricted for public use. The contracted consultant/consultant firm will submit all original documents to ESDO before the final payment.

### **17. Negotiations :**

Once the proposal is evaluated ESDO or Plan International Bangladesh may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiations fail, ESDO/Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be called.

### **18. Child Protection Policy :**

The individuals shall comply with the child and youth safeguarding, gender and conflict of interest policy of Plan International Bangladesh. Any violation/deviation in complying with the policy will not only result-in termination of the agreement but also ESDO/Plan International Bangladesh will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of the policy.

### **19. Risk Management :**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality.

### **20. Penalty Clause**

The consultant/consulting firm is expected to provide services within agreed timeframe as well as submit the final report maintaining the quality as mentioned above. If for any reason, consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

***ESDO and Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason.***