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**TERMS OF REFERENCE (TOR)**

**Consultancy for Training on Gender Equity and Women Economic Empowerment**

# Handicap International – Humanity & Inclusion (HI)

Outraged by the injustice faced by people with disabilities and vulnerable populations, Handicap International – Humanity & Inclusion (HI) aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity. HI is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI promotes an inclusive approach by focusing on access to services “for all” whenever possible rather than developing specific actions for vulnerable groups including people with disabilities.

Operating in Bangladesh since 1997, HI’s program focuses on universal access to quality education and livelihood services, access to health and reduction of preventable impairments, disability rights promotion and disaster risk management. Currently HI Bangladesh is present in 4 sites: Sitakunda in Chattogram; Teknaf and Ukhiya in Cox’s Bazar; and Kurigram Sadar in Kurigram. HI Bangladesh first piloted the disability-inclusive poverty graduation model during 2011-2014, funded by DFID/ SHIREE, and refined the model under DFID’s Global Poverty Action Fund (GPAF) between the years 2015-2018.

# Project summary

Handicap International – Humanity & Inclusion (HI) is implementing a project ‘*Taking Successful Innovation to Scale-Pathways for Disability-Inclusive Graduation out of Poverty’* funded by DFID under the UK Aid Direct Fund for a 48-month period from 1st April 2018 to 31st March 2022. This project is piloting a disability-inclusive graduation model with 4237 extreme poor & poor households having at least a person with disability in Sitakunda Upazila of Chattogram district and Sadar & Ulipur upazila of Kurigram district. This project has technical collaboration with Helvetas Swiss Intercooperation to develop a market system approach within the project. The project is also providing technical assistance to mainstreaming livelihood focused organizations i.e., Helvetas Swiss Intercooperation, Islamic Relief and Young Power in Social Action (YPSA) and in association partnership with 8 Disabled People’s Organizations (DPOs) in 8 Districts. The aim of the project is persons with disabilities and their households in rural Bangladesh are economically empowered and exercise their rights on an equal basis with others and main outcome is-households including persons with disabilities in Kurigram and Chattogram districts graduate out of extreme poverty and out of poverty, have better access to services, and are less vulnerable to shocks and natural disasters. Four outputs are as follows-

**Output 1:** Persons with disabilities have gained functional autonomy and increased their social inclusion

**Output 2:** Persons with disabilities and their households are engaged in resilient economic activities leading to an increase in assets and income.

**Output 3:** HELVETAS, Islamic Relief and YPSA have enhanced capacities to offer disability-inclusive poverty reduction initiatives

**Output 4:** Production of the first robust evidence on the effectiveness of using a disability inclusive poverty-alleviation graduation model

**Relevant modality II: The economic empowerment of women beneficiaries**

The economic empowerment of women beneficiaries in the project focuses on 3 main categories:

1. women with disabilities,
2. women as a main income earners living with persons with disabilities in a family and
3. women caregivers of persons with disabilities living with other household members earning income.

The economic empowerment criteria will focus on measuring changes in the following criteria: building women’s human capital and capabilities, redistributing reproductive responsibilities through labour saving technologies, care facilities and strengthening the caring role of fathers, mainstreaming women into the financial system, and promoting social protection in times of crisis.

**Rationale of the assignment**

“Achieving gender equality and empower all women and girls” has been strongly emphasized under Sustainable Development Goals (SDG-5) - which ethically obligates development partners to mainstream gender equality into their programs. Similarly, DIFD’s new strategic vision for girls and women: stopping poverty before it starts (For detail, please visit: <https://www.gov.uk/government/publications/a-new-strategic-vision-for-girls-and-women-stopping-poverty-before-it-starts>), should be well addressed in the project implementation.

HI, in line with SDG 5 and its Gender policy, is committed to establish non-discrimination in all of its actions. Therefore, all activities are underpinned by a commitment to equal access to fundamental rights for women and men, who must be fully and individually empowered to enjoy their economic, social, cultural, civil and political rights. HI is conscious about that situations mainly affect women who are doubly discriminated for being women and people with disabilities, often excluded from development initiatives, and are also a factor in a disability creation process that increases the vulnerability of women with disabilities. HI therefore strives to increase gender sensitivity in its actions and to equitably promote the qualities of life of both women and men in all daily activities.

Therefore, current phase of the UK Aid Direct project proposes a specific project implementation modality (Please see relevant Modality II in the project summary section) to overcome existing challenges and promote women’s economic empowerment. A gender assessment conducted at the beginning of the project by the external consultant helped to identify underlying factors of gender dynamism in the project operation area, in particular economic empowerment of women and women with disabilities. Building on the recommendations of the gender assessment, the project has planned to organize a capacity building training for field/site project team.

**Overall Objective**

The main objective of the assignment is to facilitate a capacity building training on gender and women economic empowerment for project team to effectively mainstream gender issues throughout the project and ensure economic empowerment of women and women with disabilities through improved overall understanding and knowledge on gender issues.

**Specific Objectives**

* To improve staff capacity on basic gender equity and women economic empowerment
* To improve staff capacity on redistributing reproductive responsibilities through labour saving technologies and caring role of men in project
* To develop action plan for ensuring beneficiaries access to finance for business and enterprise development through market system
* To build staff capacity to act as master trainer (1-2 persons) who will provide training to Community livelihood Worker (CLW) with making specific capacity development plan

**Expected results**

By the end of the training participants will:

* Have a clear understanding of gender equity and women economic empowerment concepts.
* Be equipped with sound knowledge and skills to mainstream gender issues in current project operations; and be able to identify and implement gender focus activities.
* Identify gaps of redistribution role between men & women; and identify and strengthen caring role of father.

**Tentative Schedule/Content**

The training will cover the following areas but not limited:

|  |  |
| --- | --- |
| Day 1 | Overview of the basic concept of gender and how it applies to development project; Provide in-depth practical understanding & utilizing contextual examples |
| Day 2 | Economic inclusion through empowering women; Beneficiaries accessing finance for business development in project |
| Day 3 | Development of action plan by assessing gender considerations (from the gender assessment) are adequately integrated in project; developing practical tools and methodologies that can be used in day to day operation |

**Training Participants**

Total participants will be 25 (Approximately) i.e. project manager, deputy project manager, livelihood officers, rehabilitation officers, psychosocial officer, DRR officer etc.

**Overall tasks and deliverables**

* Conduct pre‐assessment of participants’ gender knowledge
* Submit draft programme and content/schedule of the training
* Discuss and finalize programme with project coordinator
* Conduct 3‐days training in Bangla
* Conduct post assessment at the end of the training and submit a training report
* Share all presentation and relevant learning documents
* Share training schedule and module on “Gender Equity and Women Economic Empowerment” training for project staff

# Profile of Consultant (s)

Profile of Consultant (s) (Detailed CV to be submitted):

* Education: advance university degree (minimum master’s degree in Gender studies, Development studies, Sociology, Anthropology or other relevant subject etc.)
* Five years of experience in management of gender equality programmes, gender mainstreaming or women empowerment projects/programmes;
* Proven experience in facilitation and techniques for gender training and experience on women’s economic empowerment activities is highly desirable

# Authorities and Responsibilities

## **Consultant’s General Tasks**

* Review project documents
* Develop gender training content/schedule and design methodologies and share with HI team.
* Develop training pre-assessment questionnaire/tools and share with team
* Develop training module as per assessment and share 1 copy for each participants
* Recruit supporting team (facilitator, if any) to conduct the training
* Drafting report and share with the HI team members
* Participate in short meeting to share methodology (during selection process)
* Finalize report after incorporating feedback and share with HI management for final verification before submitting the final report
* Facilitate a 3-day training for the project staff on “Gender Equity & Women Economic Empowerment”
* Submit/share all presentation, slides, group work information
* Consultant will bear his/her all travel, food and accommodation during consultancy period (HI will support to provide required information and booking).

## **HI’s role**

* HI will organize training and bear all logistics cost and support related to venue, food and ensure presence of participants
* Based on request from the consultant, support to be extended to organize logistics related to the assignment. The consultant will pay for it to suppliers.
* Orient the consultant on the inclusive poverty graduation model and project activities
* Support to organize all pre-meeting with both parties
* Share relevant project documents and reports
* Provide timely input in the training methodology & finalization of report
* Provide technical support and expertise on topics related to disability, disability – inclusion, disability etiquette, etc.

# Contact person

UK Aid Direct Project Coordinator will be focal during consultancy period who will advise field level contact points as necessary.

# Timing and duration

The duration of the training will be for 3 days and will commence as soon as a contract is signed. Tentative training venue will be TDH, Sadar, Kurigram and schedule will comprise of three general phases:

* Finalizing the methodology and schedule/content (the content will be finalized in consultation with HI team).
* Pre-assessment of training participants about gender issues as required.
* Writing report phase, sharing draft & final.

# Submission of proposal

The proposal should contain two parts: technical proposal and financial proposal. **A copy of previous work on similar assignment is requested as well** (this will be used by HI only for assessing the capacity of the candidate and will not be shared with third parties).

**The technical proposal should specify:**

* Analysis of the ToR showing the consultants’ understanding of the subject to be assessed;
* Proposed training methodology and contents, framework showing how the consultants intend to proceed for the gender and development training for project staff;
* CV mentioning qualification and experience of the consultant in gender training;
* Strength of the consultant on disability inclusive poverty graduation index, economic empowerment, women’s economic empowerment, resilient livelihoods model etc. is highly preferred.

**The financial proposal should specify:**

* Honorarium of professional/experts and other support staff including social costs (VAT, Tax etc.);
* Travel and accommodation costs for consultant (s).
* Training module/Handouts for participants (tentative 25).
* Training will be conducted in Bangla (Handout in Bangla as well);
* *Please note that HI will not provide additional per diems.*

**Others Requirements of Business documents (copy)**:

* Trade License (in case of company)
* VAT Certificate (in case of company)
* E-TIN Certificate (for both, either company or individual)
* Bank Solvency Certificate (for both, either company or individual)
* Insurance Certificate (for both, either company or individual)
* Bank details: name of the account, Bank name, branch, swift code etc.

# Interested candidates may submit their technical and financial proposal in together with and update CV to email: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org) and copy to [n.asad@hi.org](mailto:n.asad@hi.org) specifying the subject “Gender Equity and Women Economic Empowerment Training for UK Aid Direct project staff” by 27 October, 2019.

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# Mode of Payment

Payment will be made account payee cheque within 15 working days after satisfactory delivery & acceptance of the final report and notation on the delivery challan by the recipient. The supplier must mention his Bank Account Name& Number, Bank Name & Branch Name. The consultant should be submitted his/her financial Offer including vat & Tax. VAT and Tax would be deducted/Calculated as per Government rules.

# Confidentiality and copyright

All documents shared with the Consultant and with his/her team are confidential to HI Bangladesh and should not be used outside of HI Bangladesh without prior permission. Information received by the consultant from HI Bangladesh and project fields should be treated as confidential. The gender training report will be owned by HI Bangladesh and disseminated to or shared with authorities, as the organization feels necessary. After the final submission of report, the consultant should be submitted all presentation, tools soft copy and handouts to all participants during or after the training.

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# Principles and values

The consultant should comply with HI’s ethical rules and protection policies, in particular the Child Protection (CP) and Protection against Sexual Exploitation and Abuse (PSEA); these policies will be the integral part of the final contract. The consultant should also bear the image of HI and ‘do-no-harm’ to the beneficiaries and should maintain transparency and impartiality with project participants and stakeholders. The consultant is obliged to follow HI security policy throughout the consultancy; an induction will be given immediate after the contract.