



Terms of Reference (TOR) for Conducting Training on Gender and Women Human Rights

Introduction:

Manusher Jonno Foundation (MJF) works with local organization to improve the well-being of poor and marginalized communities, through increasing their voices, capacities, realization of their fundamental rights and demand-driven institutional responsiveness. MJF provides funding and capacity building support to organizations working on human rights and governance. This includes, managing, mentoring, monitoring and demonstrating results. MJF works on demand side by mobilizing people to raise their voice and demand basic services, better governance and fulfillment of fundamental rights. MJF also works on the supply side with duty bearers to ensure their responsiveness towards the demands of people specially the poor and marginalized. MJF¹ also facilitated enactment of some of the most progressive and pro-poor laws and policies over the last 16 years.

Rational:

Currently Manusher Jonno Foundation has been implementing a project titled MJF is implementing a project titled “**Strengthen civil society and public institutions to combat gender based violence and build community resilience to adapt climate change**” supported by Sida. Major focuses on a) Reduction in gender based violence in public and private domain; b) Building community resilience to climate change and impacts, c) Strengthen public institutions to ensure responsiveness towards gender concerns including VAWG and climate change; and d) Knowledge management and capacity development of CSO’s, NGO sector and MJF staff. Under this project, MJF planned to organize a training workshop on Gender, Women Human Rights and relevant laws with government officials of project area. This will helpful to build capacity of the selected officials, strengthen linkage and proactive service towards the GBV survivors.

Purpose of the assignment: To provide consultancy service to conduct training and module development on aforesaid issue.

Objective of the Training:

To sensitize, aware and knowledge building of the selected government officials/factory management on gender, women human rights, relevant laws and responsiveness towards gender concerns including violence against women and girls.

Output of the assignment: The outputs of the assignment will be as follow:

1. To develop module and course materials, schedule and hand-outs for the training on ‘Gender, Women Human Rights and Relevant Laws
2. Conduct session in two days long training
3. Provide session plan and handouts
4. Prepare training report in English and submit to MJF along with invoice, list of participants, pictures shall be in annexure.

¹ *Vision of MJF:* A world free from poverty, exploitation and discrimination where people live in dignity and human security. *Mission :* Promotion of Human rights and governance through partnership with different stakeholder including duty bearers to ensure dignity and well-being of all people, especially the marginalized.



Required skill and qualifications for team leader/members

- Seven years of relevant professional experience, delivering capacity building training to government and non-government actors with a strong technical focus on gender equality, women's empowerment and human rights in the context of gender and gender based violence.
- Sound skill and experience to develop training module.
- Experience in delivering training to government officials, international organizations, civil society or NGOs is an asset;
- Proven experience and skills in conducting training and capacity building by using participatory learning and action in different contexts, and motivating participants to engage in content;
- Demonstrated experience in developing capacity building materials through application of gender lens.

Application Procedure:

Interested candidates are invited to submit their Expression of interest (EOI) along with a cover letter to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position, technical and financial proposal² and CVs on or before 15 April 2020, soft copy in PDF format to email: ramesh@manusher.org and hard copy to Manusher Jonno Foundation, House # 22, Road # 4, Block-F, Banani, Dhaka-1213 mentioning the subject as 'EOI for conducting Gender and Human Rights Training'.

Payment and Financial Modality:

The payment for the evaluation will be made through check. The payment will be done including TAX and VAT deduct and through account payee cheque according to the following time frame/arrangement:

Instalments	Amount	Time line
1st instalment	30% of the total amount	After Inception meeting and sharing inception report with detailed methodology, tools and work plan
2nd instalment	40% of the total amount	After completion of module and five training
3rd instalment	30% of the total amount	Satisfactory completion rest of training and submission of the final Report

Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/ application without assigning any reason what so ever.

General Clause:

- Required logistics support, as prescribed in the agreement, will be provided by MJF.

² Technical and financial proposal will includes only the cost in associated with resource persons support and materials development. MJF will responsible to arrangement and logistical support.



- All documents prepared during the assignment will be treated as MJF property.
- Assignment will not be sub-contracted to anyone.
- In the event that, additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by MJF in writing.
- In case of any change made in the Scope of Work by MJF because of an increase or decrease in required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.

Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the consultant, financial penalties will be imposed upon the consultant in terms of payment. This is specified as follows:

- In case of delayed submission of the deliverables up to one month delay, 30% of the contract amount will be deducted.
- Delay of more than two months, will result in auto cancelation of the contract and forfeit of the remaining 50% of the contract value.
- Confidentiality of all aspects of the assignment is to be assured by the consultant at all times.

Discloser of information:

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

Safeguarding /Protection Policy:

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and child Protection policy. Any violation /deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but also MJF will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.

Annexure:

1. Training plan and key information:

A total of eight training will be organized under each working upazila. Partner organizations of MJF will be responsible to select and confirmation of participants, venue and ensure necessary logistic in discussion with MJF. The expected number of participants: **280**; Duration: **2 days**; Completion period: **April to November 2020**; date will be fix as per plan and field situation.

SL	Place	# of unit	Nature of participants	Project Focus
1	Dhaka and Chittagong	2	Government officials from MoWCA, DWA, DSW, Thana, and factory management, etc.	Combating Gender based Violence, especially work place violence and anti-sexual harassment
2	Rest of the working areas	6	Training on Gender, Women Human Rights and relevant labor laws with officials of local level administration	Reduction of gender based violence in public and private domain and strengthening public institutions to ensure responsiveness towards gender concern discriminations and VAWG

2. Lists of Partner Organizations and Geographical Location:

SL	Partner organizations
1	Association for Community Development, Rajshahi
2	Aid Foundation, Jhinaidah
3	Awaj Foundation, Chottogram
4	Bolipara Nari Kalyan Samity (BNKS), Bandarban
5	Karmojibi Nari, Dhaka
6	Mahideb Jubo Somaj Kallayan Somity (MJSKS), Ulipur, Kurigram
7	National Development Programme (NDP), Sirajgonj
8	Sohay, Satkhira

