



**Terms of Reference (ToR)
for
Training module development and training conduction**

Organization Background

Manusher Jonno Foundation (MJF) a non-government and non-profit organization works with local organizations 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. It is one of the largest national non-governmental organization in Bangladesh providing grants and capacity building support for human rights and good governance. Gender Equality (GE) and empowerment of women and girls is at the core of MJF's work in different level (organization, partnership and State) through strengthening of women's organizations, advancement of women leadership and policy advocacy for gender sensitive law and policy.

Program Background

Women's Voice and Leadership- Bangladesh (WVLB) Project is a part of global initiative of Global Affairs Canada (GAC) to support Canada's new Feminist International Assistance Policy. Globally, this program has been launched to respond to the needs of local women's organizations working to advance the empowerment of women and girls, promote gender equality, and protect the human rights of women and girls. The ultimate outcome of this project is to bring increased enjoyment of human rights by women, girls, transgender and the advancement of gender equality in Bangladesh.

Objectives of this assignment

- A. "Women's Voice and Leadership – Bangladesh (WVLB)" project of MJF searches for a consultant/firm to undertake the development of a comprehensive training manual (in Bengali) titled (it may change) Feminism, Gender Equality and Empowerment
- B. Five (05) days training facilitation by selected consultant/firm aiming to enhance participants knowledge (conceptual/theory) and skill (applied perspective) for improving WROs' program in the context of feminist approach.

Learning Objectives:

- Understand the key concept and relevant issues of Feminism, Gender Equality, Empowerment and feminist approach to development work based on training need assessment;
- Understand impacts on how diverse groups of women, men and non-binary people experience gender inequality and demonstrate skill of undertaking gender-based analysis plus (GBA+);
- Understand the importance and demonstrate of GE strategy, introduce GE tools for improved gender equality programming;

- Demonstrate skill of facilitating change in community, identify community strength and potentiality towards empowerment;

Rational

Manusher Jonno Foundation has been implementing a project titled **“Women’s Voice and Leadership - Bangladesh”** supported by Global Affairs Canada (GAC) through partnership with 18 (eighteen) WROs that varies in structure and size of organization, it’s skill, issues coverage etc. WROs are currently dealing with vulnerable and marginalized women, transgender such as rural women, single women, survivors/victim of sexual and gender-based violence (SGBV), migrant workers, *Dalit* women and girls, commercial sex workers, women and girls with disabilities, and transgender women etc. These grassroots level WROs have understanding gap in their mission of changing the lives of women, transgender in a confident way. Aforesaid concept is the basic to enhance knowledge and skill of WROs’ staff members under WVLB project.

Hence, MJF planned to develop a module for the WROs and to organize five days (05) training titled **“Feminism, Gender Equality (GE) and Women Empowerment”** aiming to have a common understanding of WROs staff and utilize knowledge addressing the issues relevant to gender equality programming (title may be renamed).

Scope of Work for Module Development

- Project documents review of WVLB
- Training needs assessment (through FGD/ Workshop)
- Prepare summary note of need assessment
- Content design and validation with MJF
- Develop draft module including designing relevant training materials (visual/pictorial, story, exercise etc.)
- Submission of draft module for MJF feedback
- Incorporate feedback and finalization
- The module includes content & topic for both theory and applied knowledge & skill
- Introduce GE policy tools for organization & programming

Scope of Work for Training

- Facilitate five (05) days residential training for 25 participants from 18 WROs
- Apply Participatory Approach (PA), tools and techniques in training conduction, session plan, exercise, training materials, participants’ feedback.
- Provide necessary materials and handouts for the participants during training.
- Relevant tools development (Pre- test/ Post- test on individual’s knowledge, attitude, practice and end training course evaluation etc.).

Deliverables of the assignment

- One (01) training module (in Bengali) and course materials of aforesaid subject matters; containing description for each session e.g. analysis of topics, session plan, methodology,

relevant examples, necessary background materials, outline of learning objectives, handouts, and exercises etc.

- Organize training needs assessment workshop/ FGD and prepare summary note.
- Detailed training report submission (in English) to MJF including methodology, work plan, end evaluation summary, list of participants, photographs etc.
- Facilitate five (05) days residential training for 25 participants from different NGOs.
- Designing of relevant training materials (visual/pictorial, story, exercise etc.)
- Provide materials and handouts for the participants during training.
- Provide both soft and hard copy of training module and training completion report to MJF.

Time frame

Selected consultant/ firm will submit a work plan with key milestones within 1 week of signing the contract; this work plan will be reviewed and approved by MJF. It is anticipated that the final module will be produced within 30 calendar days of signing of the contract. While the draft module is produced, it will be shared with MJF prior to finalization. During the whole period of the assignment, several follow up meetings will be held between the contracted consultants/consulting firm and MJF based on need. Training will be conducted after module development considering the situation and convenience of MJF.

Proposal Submission (program & financial)

Interested consultant/consulting firm will submit technical proposal along with financial proposal. The consultant/ consulting firm will prove its skill, expertise and prior experience of the firm/ individual consultant on similar assignment and training conduction. The budget will include consultancy fees, preparation and making copy of training material (photocopy of presentation/ handout and training module), transport cost of consulting firm/ consultant including VAT and tax will be deducted at source as per Government rule of Bangladesh.

Required skill and expertise of consultant / proposed team of consulting firm

Interested consultant/ consulting firm is expected to have the following competencies and experience:

- Conceptual understanding and expertise on GE, feminism and feminist approach to development work.
- Practical experience on training module development relevant to GE, feminism and application of feminist approach for NGO/others.
- Proven experience and understanding on Participatory Approach (PA) in module design/ development and training conduction by using participatory learning and action in different contexts, and motivating participants to engage in content.
- Experience of using national and international instruments relevant to GE for program implementation.
- Professional experience, delivering capacity building training to government and non-government actors with strong technical focus on feminism and gender in the context of gender equality and women empowerment.
- Understanding on diverse issues relevant to gender-based violence, gender mainstreaming, gender-audit, social exclusion and rights of marginalized will add value.
- Demonstrated experience in developing capacity building materials through gender lens.

- She/ he or consulting firm will submit relevant CV to MJF

Payment and financial modality

The payment will be done including TAX and VAT deduct and through account payee cheque in 3 installments as mentioned below.

- 30% of the total agreed amount will be paid after submission of detailed work plan and schedule after signing of the contract.
- 40% of the total agreed amount will be paid within one week of submission of the draft final module before training facilitation.
- 30% of the total agreed amount will be paid within one week after conduction of the training and submission of the final report and module.
- She/ he or consulting firm must have a bank account.
- If an organization is contracted, a valid TIN and Vat registration document is required. If an individual is contracted, a valid TIN is required. In this case Tax and VAT will be deducted from consultant's fees or at source while payment will be made by MJF as per the rules and regulations of Government of Bangladesh.

Application procedure & contact

Interested participants 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 applicant for this assignment, technical and financial proposal and CVs on or **before 10th December' 2020, send soft copy in PDF format through email: ramesh@manusher.org and also submit hard copy** to Manusher Jonno Foundation, Plot # 3 & 4, Avenue # 3, Hazi Road, Rupnagar, Mirpur- 2, Dhaka- 1216, Bangladesh mentioning the subject on top of envelop 'EoI for Training Module Development & Training Conduction on Feminism, Gender Equality (GE), Women Empowerment, WVLB Project.

Required documents

- Detailed technical & financial proposal with proven merit of applicant's competence, relevant experience, team members' CV and budget breakdown
- Forwarding/ Cover letter
- Registration certificate from respective Government authorities in case of consulting firm
- Vat registration certificate
- TIN certificate

Female Consultants who has previous relevant working experience are highly encouraged to apply.

General terms and condition

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:

1. The Consultant/ firm cannot fulfil any clause of Terms of Reference.
2. The Consultant/ firm cannot submit their deliverables within the specified time.

3. Any document, information or data entrusted to or produced by the Consultant/ firm in connection with this assignment shall be strictly confidential and cannot be used by the consultant/ firm for any other purpose without the written consent of MJF authority. This provision shall remain valid even after the completion of this assignment.
4. All documents prepared during the assignment will be treated as MJF property.
5. 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 written.
6. Training module may bring necessary changes based on participants' feedback and their requirement after the training conduction.
6. MJF will bear all cost related to venue, accommodation, multimedia, laptop and food arrangement for the participants of five (05) days residential training.
7. MJF may negotiate budget with the finally selected consultant/consulting firm considering the scope of work finally agreed with.

Discloser of information

It is understood and agreed that the consultant(s) shall, during and after the effective period of the agreement, 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 agreement. 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 Child 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.