



**Terms of Reference (TOR)  
For  
Developing Child Protection Policy”**

**Introduction:**

The vision of Manusher Jonno Foundation (MJF) is establishing a world, free from exploitation and discrimination where people live in freedom, dignity and human security. Currently MJF provides technical and financial assistance to 122 partner organizations aiming at strengthening democracy through empowering common people to claim their rights, reduce poverty, improve social security and assist promoting accountability and transparency in public institutions. MJF also working for decent and safe work.

MJF fund intents to enhance the managerial, financial and programmatic capacity of partner organizations. At present MJF partners organizations are working all over Bangladesh. These organizations vary in size, level of working, focus and target. They also have varied capacity of undertaking activities. Most of these partner organizations have less orientation on child labour and child protection issues and have no standard Child Protection Policy. So, MJF plans to formulate a standard Child Protection Policy on this issue so that the partners can implement their project on Child labour issues and create sensitivities among community people. Moreover, Manusher Jonno Foundation is mandated to pursue for a just society where no Child labour exists.

**Purpose of the assignment:**

Facilitation workshop for Child Protection Policy Development for MJF’s 11 Partner Organizations those working for Protection of Working Children as well as a generic template for Child protection policy.”

**Output of the assignment:**

- ✓ 1 Workshop Facilitation for Child Protection Policy development
- ✓ Child protection draft policy submission for 11 partners.

- ✓ The training participants will acquire practical knowledge on Child Protection Policy and will be able to work to create child wing within the organization and its needs.

### **Objective of the Workshop/Training:**

MJF would like to develop knowledge and common understanding on Child Protection Policy among MJF partner organizations. Through this Workshop Partner will be able to-

- Understand Child protection Policy perspective of Child rights
- Build up linkage with Child rights and their experiences to exercise the Child Protection Policy
- Internalize Child protection Policy and share the practical situation in their family, organization and community
- To build common understanding among the participants on Child protection Policy

### **Scope of work:**

#### **For the consultant:**

- Develop a policy feature on Child Protection.
- Content on Child Protection Policy for 3 days Workshop/ training course will be finalized
- The program schedule of the Workshop/ training will be finalized through discussion with MJF Team & Consultant. Finalize workshop/training schedule, duration and sequence of session prior discussion with MJF team and consultant
- One set of Child Protection Policy Template should be submitted to MJF
- Consultant will submit session conduction materials.

#### **For MJF:**

MJF team will provide feedback on content, schedule, materials, etc.

MJF will organize the Workshop/training for field-testing and also field visit if needed.

#### **Methods:**

Participatory methods and interactive learning process.

**Consultant's personal information submission:** Within 28<sup>th</sup> September.

#### **Proposal submission:**

Two (2) copies of proposal on **Child protection Policy Development** to be submitted along with the activity plan, methods and budget.

#### **Coordination**

- PWC team from MJF will be working with the consultant.

**Financial support/ Budget: BDT :**

**Time Frame:** 3 weeks, starting from the date of signing the contract.

**Mode of payment:**

All payment will be made by A/C payee cheque after successful completion of the assignment. However, twenty five (25%) of the payment may be given to the consultant in advance after the signing of the agreement, (if requested).

**TERMINATION OF THE AGREEMENT:**

- a) Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement.
- b) The Consultant and MJF jointly can terminate the contract without any notice in the following cases:
  - If the Consultant cannot fulfill any clause of Terms of Reference.
  - If the Consultant cannot submit their reports within the time specified of this Terms of Reference.

**GENERAL TERMS AND CONDITIONS:**

- a) All reports and documents prepared during the assignment will be treated as Manusher Jonno Foundation (MJF) property. The Module/reports/documents or any part, thereof, cannot be sold, used, and produced in any manner without the written approval of MJF.
- b) The consultancy firm/consultant agrees that during the period of this agreement, he/she shall not issue any written materials or express publicly any personal opinion concerning the services under this agreement, except with the prior written approval of MJF.
- c) The consultancy firm/consultant shall not without first obtaining the consent in writing of MJF, permit any of its duties or obligations made under this contract to be performed or carried out by any other person or firm or reassign its interest in a contract.
- d) In the event that the consultancy firm/ consultant requires additional time to complete the contractual assignment, over and above that previously agreed, but without changing the scope of work, MJF's prior written concurrence to the same is necessary.
- e) In the event of failure on the consultancy firm's/consultant's part to meet the agreed deadline MJF reserves the right to penalize the consulting firm/consultant at the rate of 5% of the total remuneration for every week's delay or part thereof.

- f) After satisfactory completion of the assignment and submission of the final deliverables, the concerned contact person at MJF would arrange the payment for the consulting firm/ consultant.
- g) Manusher Jonno Foundation reserves the right to deduct income tax and /or VAT dues at the time of payment as per the existing rate and regulations of the government of Bangladesh.
- h) Notwithstanding anything contained in the agreement or these conditions, Manusher Jonno Foundation may at any time terminate the agreement in whole or in part by requiring the consultant to performing the work or any part thereof. In this event, the consultant shall have no claim against Manusher Jonno Foundation by reason of such termination, other than payment in proportion to the work already performed under the agreement deducting any sums previously paid on account thereof.