**Terms of Reference (ToR)**

**Development of Success Story for** *“****Nirapod-2: Empowering Women on Sexual and Reproductive Health and Rights and Choice of Safe Menstrual Regulation (MR) and Family Planning (FP)”* project.**

1. **Background**

Marie Stopes Bangladesh along with two partners BAPSA and Shushilan, are implementing the project titled ‘Nirapod-2: Empowering Women on Sexual and Reproductive Health and Rights and Choice of Safe Menstrual Regulation (MR) and Family Planning (FP)’ with financial assistance from The Embassy of the Kingdom of Netherlands (EKN). The project is implementing in 40 selected upzailas of Patuakhali, Barguna, Laxmipur, Noakhali, Khulna and Narail as well as in 48 Garment Factories in Dhaka, Gazipur and Narayanganj. The aim of the project is to empower women, men, and adolescent girls in rural Bangladesh and in garment factories to exercise their sexual and reproductive health rights ultimately improving maternal health outcomes.

The project has a plan to capture its best practices, showcasing the successes achieved by the project and the various changes initiated and complemented through the project. To disseminate a variety of information, education communication, behaviour change materials, and for wider dissemination in public events (national and regional), the project adopt a plan to develop a bilingual (Both in Bengali and English) success story book.

1. **Objectives & Rationality of the Initiatives**

The major objectives for developing the success story book are:

* To capture and document the significant stories/changes/successes of the project for effective SRH knowledge dissemination and management
* To showcasing the successes of SRH Basket Product Business Model, Safe MR, FP, Violence Against Women (VAW), Child Marriage, Women Entrepreneurship
* To demonstrate the learnings achieved by Nirapod-2 project

1. **Methodology**

To develop the success story book, the tasks should be followed:

* Collect and outlined the case studies from the intervention areas
* Photo shooting from the relevant areas (Changemakers, project participants, stakeholders, landscapes of the intervention area and any other photos as per story outline)
* Interview of the relevant personnel
* Accumulate the lesson learned and best practices from the interventions/initiatives
* Analyse the research findings and way forward under the project
* Outcome of any event/action/initiative/changes by the direct or indirect support

1. **Design specification**

|  |  |
| --- | --- |
| **Number of Case Study:** | 12-15 |
| **Number of Photos:** | As required |
| **Paper Size:** | A4 |

1. **Deliverables**

* Submit inception report including detailed action plan for the assignment
* All photos, data and information collected from the field will be submitted to MSB (both hard and soft copy)
* Final Success Story book (sample hard copies and soft copy: 3 CDs)
* All associated and design related works also submitted to MSB

1. **Role of MSB**

MSB will provide an orientation on Nirapod-2 project for better understanding about the project. MSB will assist to provide the list of organizations, community, individual to be captured as well as related information.

1. **The General Terms & Conditions**

* All soft and hard copy of the assignment product will be treated as the property of MSB
* The photographer must ensure free, prior and informed written consent from all subjects. Where a person is under 18, we require this consent from their parents or guardians.
* All information gathered during the assignment or in relation to the assignment about MSB, its partners, and its work is confidential. Images and information may not be published or distributed without prior permission from MSB.
* The photographer must ensure that any sensitivities or concerns are clearly recorded and communicated with MSB. If the person wishes to use a pseudonym, do not record their actual name.
* The photographer should maintain the principles of child protection policy.
* The consulting agency/consultant shall have no opportunity to alter the timeline and planning of deliverables agreed as per contract.
* The consulting agency/consultant must ensure standard quality control during data collection, processing and reporting.
* The consulting agency/consultant shall have the responsibility to rewrite, modification the entire content, sections of issues till satisfaction of quality required by MSB.
* In case of any deviation, MSB shall have the right to terminate the agreement at any point of the entire assignment period.
* The consulting agency /consultant shall be bound to pay back the full amount to MSB paid in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.

1. **Qualification of the Applicant**

* Strong track record of producing similar publication
* Strong familiarity and networking relationship with media and other relevant stakeholder for this assignment
* Strong analytical and documentation skills
* expert in copy editing with quality writing/storytelling skills
* Good interpersonal communication skills in both English and Bangla
* Strong English & Bangla drafting and communication skills.
* strong photo documentation skills

1. **Parameters for selection of firm/individual to carry out the assignment/task**

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Weight** |
| **Technical** | | **70** |
| **1** | **Expertise of the consultant/organization** |  |
| Understanding of the ToR | | 10 |
| Experience in developing photo documentation activity | | 10 |
| Experience of work on similar theme | | 10 |
| **2** | **Methodology** |  |
| Technical capacity | | 10 |
| Cast | | 10 |
| Media linkage | | 10 |
| **3** | **Team Composition** |  |
| Experience of technical persons | | 10 |
| **Financial** | | **30** |
| **Total** | | **100** |

1. **Submission checklist for proposal**

The agency/consultant will submit a detailed proposal for the assigned task. The proposal must reflect the methodology, tools and analysis plan in detail. The proposal should be divided into two parts i.e. technical and financial.

**Detailed technical proposal**:

Track record, general reliability, including experience and capacity

* The qualifications and competence in the combination of personnel proposed are suitable to undertake the evaluation as specified in the ToR (team leader and team members detailed CVs)
* Understanding of the assignment (without copying from the ToR content)
* The detailed methodology, work schedule, tools and the evaluation plan (Including dates for submission of first draft and final report)
* Any other relevant information

**A financial proposal** (including VAT/Taxes) with a detailed breakdown of costs for the study

* Itemized consultancy fees/costs (days should be mentioned for key member of the team)
* Itemized field data collection expenses
* Itemized administrative expenses
* Validity period of quotations
* Expected payment plan and method

The financial part will describe the estimated cost for the evaluation in detail. It should be given in a separate sealed envelope. Please mention the preferred mode of payment.

1. **Duration of the assignment**

Once awarded, the consultant will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Marie Stopes Bangladesh. It is anticipated that the entire assignment will be completed within 24 calendar days of signing of the contract. While the draft report is produced, it should be shared with Marie Stopes and Marie Stopes Bangladesh will provide feedback on draft report by one week after receiving the draft report. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and Marie Stopes Bangladesh as frequently as possible. Any field problems should be anticipated and addressed beforehand.

1. **Payment Schedule**

Payment to the consultant shall be done in accordance with normal procedures of Marie Stopes Bangladesh. In principal however, consultant fees will be paid upon the satisfactory report of performance from the Supervisors as prescribed in procurement manual and agreed upon in the contract and annexure. Consultant is expected to pay all relevant government taxes for which they are responsible. Where applicable, Marie Stopes Bangladesh shall deduct all applicable government tax (15%) and vat (10%) and submit them to Bangladesh Revenue Authority.

The payment schedule will be as following:

* 1st Payment: 40% after submitting of the inception report included with tools
* 2nd Payment: 30% after the submission of first draft report
* 3rd and final Payment: 30% after receiving the final report.

1. **Contact Persons for the Task**

For any assistance related to proposal submission, please feel free to communicate Mr. Shawkat Hossain, Team Leader, his email address is [mshawkat@mariestopesbd.org](mailto:mshawkat@mariestopesbd.org). He can be reached at 01911144486/01712832135/+88-02-9121208.

1. **Child Protection Policy**

The individual shall comply with the child Protection Policy of Marie Stopes Bangladesh. Any violation /deviation in complying with MSB’s child protection policy will not only result-in termination of the agreement but also will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of MSB’s Child Protection Policy.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Marie Stopes Bangladesh property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to country office of Marie Stopes Bangladesh.

1. **Disclaimer**

Marie Stopes Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

1. **How to apply**

Interested agency/consultants/individuals are requested to submit both technical and financial proposal and documents in a sealed envelope on or before **25 February 2020 at 5:00 PM, to Secretary, Procurement Committee, Marie Stopes Bangladesh,** House #6/2, Block –F, Lalmatia Housing Estate, Dhaka -1207, and The Envelop must be marked with the title of the assignment.