

Request for Proposal (RFP)

Plan International Bangladesh

TERMS OF REFERENCE (TOR):

ToR for hiring a Consultant for developing of Training of Trainers (ToT) package on Psychosocial Counselling under the Child Bride to Bookworm- Christmas Calendar Project.

Background and Introduction

1. About Plan International Bangladesh

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilising children, communities and civil society organisations to claim the rights of children and achieve agreed upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan International is independent, with no religious, political or governmental affiliations, and with a vision of a world in which all children realize their full potential, in societies that respect people's rights and dignity.

Plan International works in fifty-two developing countries across Africa, Asia and the South America, and twenty-one countries raise funds to support these efforts. In 2015, Plan International worked with eighty-four million children in 85,280 communities. Plan International has stated Global Strategic Goal is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International started its operation in Bangladesh in 1994. The vision of Plan international 2030 is to ***“Empower girls and young women, to be heard, to live without fear of violence and to achieve their rights”***. Presently under country strategy V Plan International Bangladesh is implementing programmes in Three thematic areas where our priority areas are **Leadership** with the objectives of Empower children and young people as drivers of a systematic change in gender norms and power relations (Leadership), Promote an enabling environment for girls and young women to live free from discrimination, coercion, fear of violence and harmful practices, building their future aspirations and making decisions about their bodies, **SRHR** with the objectives of promoting an enabling environment for girls and young women to live free from discrimination, coercion, fear of violence and harmful practices, building their future aspirations and making decisions about their bodies, **SOYEE** with the objectives of raising public and private sectors' support for young women to access decent work opportunities in the 21st century labour market and have control over resources.

As a continuation, Christmas Calendar project works to create a community around the school, support school environment to ensure quality education and the inclusion and retention of vulnerable groups. The strategy of Christmas Calendar project is based on the experience of Plan International in Bangladesh and their local partner SUROVI to improve conditions for the most vulnerable children in relation to education, active citizenship and influence in local decision-making structures. Since 2012, Plan International Bangladesh has developed and implemented a model of inclusive learning environment in Bangladesh. In addition, Plan International Bangladesh is also implementing a project titled 'Generation Breakthrough' for

improving adolescent sexual reproductive health rights and reducing gender-based violence with the support from UNFPA and Government of Bangladesh for the last 5 years.

2. Project Overview

Child Bride to bookworm project aim to reduce school dropout and early marriage from urban slum's Girls and boys towards increasing the completion rate at lower secondary school. Project is envisioning to reduce school dropout of 22 lower secondary school through since 1st January,2020. Dhaka, the capital of Bangladesh, is one of the world's fastest-growing cities with half a million new residents every year. 60 per cent of the city's population lives in slums, where extreme poverty, disease, violence, pollution and floods are part of everyday life. Despite the fact that the vast majority of children start school, only one-third of all children in the slums go all the way from Class 1 to 10 and complete their schooling. Bangladesh has the highest incidence of child marriages in Asia. Here 52 per cent of girls are married off before reaching the age of 18. Along with child labour is also an important reason why many boys and girls do not complete their schooling. In the slums, there are three times as many children who work compared with the national average. Slum children are a group which is difficult to reach. But since almost all children in Bangladesh start school, it makes the school a strategic platform from which to create a positive impact on disadvantaged children's lives. Despite the natural interface between teachers, pupils and parents, schools in Bangladesh are unfortunately poorly equipped to cope. Under Bangladeshi law, all schools must have a School Management Committee, a Parent Teacher Association - PTA, and a Student Council for primary school and Student Cabinet in secondary school.

Christmas Calendar project works to create a community around the school, support school environment to ensure quality education and the inclusion and retention of vulnerable groups. The strategy of Christmas Calendar project is based on the experience of Plan International in Bangladesh and their local partner SUROVI to improve conditions for the most vulnerable children in relation to education, active citizenship and influence in local decision-making structures. The aim of this project is to address the root causes of children from the slums dropping out of school, by a combination of three intervention strategies will lead to increase the number of girls and boys from urban slums who completes quality education. Interventions are as bellow:

1. **IMPROVED SCHOOL GOVERNANCE:** Strengthened participation and collaboration of School Management Committees (SMCs), teachers and relevant stakeholders in school governance
2. **SCHOOL-BASED INITIATIVES:** SMCs, Teachers at targeted schools, parents, and youth leaders are actively supporting initiatives to increase school completion
3. **Access existing learning opportunity at school:** School authorities and donors are actively supporting young people living in the urban slums of Dhaka, especially girls, to access existing learning opportunities and return safely to schools
4. **Covid 19 Emergency response:** To support the children of the most marginalized families to continue learning during the Covid-19 school closure and enable them to return to school once they reopen.

To ensure sustainability the project will help to strengthen parents' prioritisation of education, the capacity of schools to retain pupils and parents' access to opportunities for financial support for schooling. The project's social sustainability is ensured via a fundamental change in parents' and schools' prioritisation of

both girls' and boys' schooling, which breaks with the pattern whereby parents who did not go to school do not prioritise the schooling of their children, who in turn do not prioritise their own children's schooling. ***Project location and Target:*** The proposed project is targeted to work in the South city corporation of Dhaka city. The project will support 22 selective secondary schools in Dhaka. project will focus on schools, community and children in particular.

The project's focal point and primary target group is children aged 10-15 living in the slum areas in Dhaka. Children who have dropped out or are at risk of dropping out directly participate in the project's activities. 10,000-15000 children from slum areas at the 22 participating schools benefit directly from the project intervention. Potentially all children from slum areas in Dhaka enjoy the schools' improved efforts to tackle the root causes of children not completing their schooling.

3. BACKGROUND AND BRIEF OF THE ACTIVITY:

Developing of ToT package on Psychosocial Counselling under the Project of Child Bride to Bookworm- Christmas Calendar Project

To sensitize and interpret Psychosocial Counselling issue at selected school level, Plan International Bangladesh initiated to develop a Training of Trainers (ToT) Package on Psychosocial Counselling for developing a group of master trainers who can deliver the training within the other teaches at different selected schools. Thus, **Child Bride to Bookworm- Christmas Calendar Project searching a consultant(s) for preparing a ToT package and deliver the Tot within the selected teachers.**

The consultant(S) or firm is expected to develop the excellent ToT materials and deliver a **3 days training package**. The consultant(S) or firm is expected to organize workshops with the support of Plan International Bangladesh (PIB) involving relevant experts from both relevant government and development organizations to get a contextual understanding of secondary schools and expert input to develop Psychosocial Counselling manual for teachers.

4. Goal of the Training programme

Increase the capacity of the selected **Master Trainer** from the selected schools, so that they can develop more Trainers in different schools for wider implementation of Counselling issues.

5. Objective of the work:

1. To increase the capacity of the Master Trainer for delivering the counselling training package.
2. To increase the capacity of the teachers of selected schools, so that the students can solve the issues related to real life-based problems.

Scope of Work:

The consultant firm/individual will provide the following issues –

- To conduct a stocktaking exercise for analysing the existing resources for preparing a need based Mater Trainer Training manual on Psychosocial Counselling.
- Explore other national and global tools relate to Psychosocial Counselling.
- To assess current major challenges that need to address for the students related to Psychosocial Counselling
- To develop additional content through stakeholder consultation (partner staff, plan technical teams and external experts)

- Validate the proposed content with expert and beneficiary
- Field test of developed draft training manual
- Finalize the training manual
- Facilitate one batch ToT on Psychosocial Counselling

3. Timetable:

Activity/ deliverable	Time line
Submission of detail work Plan in consultation with Plan International Bangladesh	02 November 2021
Kick off meeting with the project representatives of Plan International for igniting the assignment	04 November 2021
Explore other national and global tools relate to Psychosocial Counselling (desk work)	09 November 2021
Organize and conduct content development write-shop with technical experts from Plan on Psychosocial Counselling	14 November 2021
Develop Psychosocial Counselling ToT manual for teacher training	25 November 2021
Organize validation workshop with the similar experts	01 December 2021
Field test the draft training manual	07 December 2021
Finalize the draft manual after getting feedback from field test	09 December 2021
Submit final Psychosocial Counselling ToT manual for teacher training	12 December 2021
Prepare ToT materials for conducting Master Trainer ToT	15 December 2021
Facilitate ToT on Psychosocial Counselling	18-20 December 2021
Accommodate feedback into the training manual received from ToT	27 December 2021
Final submission of all documents and reports	30 December 2021

The assignment must be completed and delivered on or before 6 December, 2021.

4. Assignment will be carried out as follows:

- After expression of interest, the agency/individual will be called for concept brief & consultation after that the agency/individual can go for bidding process.
- Modify and revise the plan upon requirement.
- Deliver the items as mentioned in the deliverables part to Child Bride to Bookworm-Christmas Calendar project of Plan International Bangladesh.

5. Contact person:

For any clarification related to content or ToR, the agency/individual will contact with Mr. Enamul Haque, Supply & Procurement Specialist through E-mail: enamul.haque@plan-international.org.

In this case, the project wishes to hire the experienced consultant/(s) of whom have vast experience on counselling issues.

Additional qualifications of the consultant (S):

- A Master's degree in Education or equivalent.
- Have previous experience of working in similar type of assignments.

- Should have sound knowledge regarding education sector, Psychosocial Counselling concept, counselling methods and techniques in Bangladesh context. In addition, needs to have good understanding on counselling activities in education programme.
- Must have technical skill on developing manual on Psychosocial Counselling.
- Should be familiar with the impact in current pandemic situation in Education sector and might have knowledge on upcoming new normal situation.
- Adequate knowledge on the issue of child rights and child protection, gender, adolescent sexual and reproductive health
- Excellent written and verbal communication skills in Bangla & English

6. Mode of Payment:

the mode of payment will be through account payee cheque /bank transfer in the name of the firm.

- 1st Payment: 20% of total contract value of First Phase, after final submission of inception report and signing of contract.
- 2nd Payment: 30% of total contract value of Second Phase will be provided after finalized the module submission.
- 3rd Payment: Remaining 50% will be paid after final report submission.

Plan International Bangladesh will deduct VAT and income TAX at source as per Bangladesh Government rules during each time of payment. The mode of payment will be through account payee cheque /bank transfer in the name of the firm/individual.

7. Submission Checklist:

- Concept paper
- Proposal
- Prior experience and other documents mentioned in the tender document
- Financial proposal
- Inception report with time frame
- Submission of draft ToT manual.
- Submission of final documents

8. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with title **“Proposals for developing of ToT package on Psychosocial Counselling under the Child Bride to Bookworm- Christmas Calendar Project** as a subject. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified.

Submissions after the deadline **27 October 2021 before 3:30 pm** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a cover letter. The proposals should be submitted in pdf format.

9. Global Policy of Safeguarding Children & Young People:

The firm/individual shall comply with the Global Policy on Safeguarding Children and Young People Policy of Plan International. Any violation /deviation in complying with Plan International Global Policy on Safeguarding Children and Young People will not only result-in termination of the enlistment but also Plan International will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of Safeguarding Children and Young People Policy.

- a) **Non-Staff engaged by Plan International Inc (PII) Code of Conduct:** The firm/individual shall comply with the Non-Staff engaged by Plan International Inc (PII) Code of Conduct of Plan International Bangladesh. Any violation /deviation in complying with Plan International Non-Staff engaged by Plan International Inc (PII) Code of Conduct will result-in termination of the enlistment.
- b) **Anti-Fraud, Anti-Bribery, and Corruption:** The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan International’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the Enlistment.

Disclaimer: Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

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