**Terms of Reference**

**Roadmap of Youth and Adolescent Activities for the Rohingya Response, Cox’s Bazar**

1. **Background and introduction**

Since 25 August 2017, over 725,000 Rohingya refugees have fled from Myanmar, and have crossed into Bangladesh fleeing large-scale violence in Myanmar. Of the nearly one million Rohingya refugees now in Bangladesh, about 115,000 of the refugee population are youth aged 15-24. Less than 8% of youth have been reached so far with education services, and currently only one partner works with youth in the education sector. Despite increased efforts by actors to address the specific needs of youth in the Education, Child Protection and other sectors, youth remain an underserved population and opportunities for them to access services, in particular livelihoods and skills development, is limited.

Therefore, programming for youth calls for a comprehensive approach to address their specific needs. The Youth Working Group (YWG) in Cox’s Bazar comprised of national/international NGOs and UN agencies was established in 2018, under the supervision of the Education Sector, with the aim to contribute to inter-agency information sharing, learning and resource sharing on youth (aged 15-24) programming. One of its specific objectives is to formulate and develop a learning packet focused on life skills, basic literacy and numeracy and vocational training, which can be used by actors who work with or are planning to work with youth.

In this continuation, the scope of the proposed consultancy includes the development of a roadmap, which compiles, refers and catalogues existing materials in English and Bangla for programming for youth aged 15-24 in the three above-mentioned focus areas in print-based and electronic version. The purpose of the roadmap is to guide the user on available resources depending on organisational need (e.g. duration and scope of the engagement with youth, areas of intervention, specific programmatic characteristics). Prior to the development of the roadmap, the consultant is expected to do a mapping and analysis of relevant curricula, training materials, tools and guidelines. In addition to the roadmap, the scope of work includes the development of guidance notes for actors on key standards and core competencies for youth programming (e.g. guidance on Multi-Purpose Child and Adolescent Centers), informed by field research and analysis of existing resources.

The consultant will be engaged on behalf of Plan International Bangladesh, and work in coordination with the YWG and its members, with close support from the Cox’s Bazar Education Sector and Child Protection Sub-Sector coordinators.

1. **Objectives and scope of work**
2. In consultation with the Learning Competency Framework and Approach (LCFA) Skills Foundational Skills Develop Framework, INEE and Child Protection Minimum Standards, develop a set of minimum standards for programme implementation with targeting youth and adolescents based on existing global guidance, including general guidelines and principles when working with youth and adolescents
3. Outline core competencies for youth and adolescents programming contextualized for the Rohingya response
4. Based on field visits to further understand the needs of youth and review of existing mapping of activities and consultations, outline a capacity development plan for youth and adolescent programming actors
5. Develop user-friendly and interactive road map of existing programming for youth and adolescents, which highlights gaps and suggests new programming and materials development (in both Bangla and English)
6. Develop or suggest youth friendly and gender-sensitive data assessment and collection tool, which can be used by youth and adolescent actors in the response
7. **Objectives and scope of work**
8. Inception Phase: Brief outlining methodology and work plan as well as limitations
9. Interactive roadmap of existing programming and suggested new programming (one print-based version and interactive online version) in both English and Bangla (five pages maximum each). The following annexes should be included:
	1. Suggested set of minimum standards for implementation in both Bangla and English
	2. Suggested core competencies targeted in programming in both Bangla and English
	3. Outline of capacity development needs for youth actors in the Rohingya Response
		* + 1. 1-2 data collection tools contextualized for the RR or compiling of existing appropriate tools in both Bangla and English
10. Facilitate a 1-day workshop on the developed roadmap and tools for YWG members
11. **Expected competency and experience**

Expected competency of the consultant/consulting firm includes:

1. Advanced degree in Education or other relevant field;
2. Demonstrated, extensive experience in developing competency-based curricula and/or training modules related to formal or informal education;
3. Knowledge of life skills training, child protection, adolescent and/or youth programming, technical vocational education and research methods; excellent analytical skills;
4. Competent to work with basic, web-based tools;
5. Excellent writing skills in both English and Bangla (required)
6. **Deliverables and timeframe**
7. Inception report with detailed methodology, work plan and limitations
8. Roadmap in print and electronic version (English and Bangla) with annexes as described above
9. Facilitate a 1-day workshop
10. Project final report (2-3 pages) on assignment process, achievements and challenges, and zip file with all assignment documents (word and pdf)

Total duration of the assignment is 45 calendar days after signing of the agreement. The work plan will be reviewed and approved by Plan International Bangladesh

1. **Mode of payment**

The payment will be made in three instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 25 | Agreement signed and acceptance of inception report |
| Second instalment | 45 | After 50% of completion of activities based on agreed work plan |
| Final instalment | 30 | After full completion of activities based on agreed work plan |

1. **Criteria and scoring of evaluation**

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| **Criteria** | **Score**  |
| Appropriate methodology to complete the objectives  | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification  | 20  |

1. **Preparation of proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the assignment
* Detailed timeframe (including dates for submission of first workplan, activity plan and final report).
* Account of experience of work related to the assignment.
* CVs of the team leader and key members of the team which reflect relevant experience.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with titled **Roadmap of Youth and Adolescent Activities for the Rohingya Response, Cox’s Bazar** as subject line. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **15th May 2019** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

1. **Penalty clause**

Plan International will deduct 1% of the total amount for each day of delay in completing the assignment beyond the agreement provided that the delay occurs solely due to factor (s) relating Consultant. If the quality of deliverable is not as mentioned the TOR Plan international Bangladesh can deduct 5% of the total agreement amount **and such decision of Plan shall be regarded as final.**

1. **Contact person**

For any technical issue related to the project and research, please communicate, Md. Shahidul Islam, Logistics and Procurement Manager, to the following email address: shahidul.islam@plan-international.org

1. **Award of contract**

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

1. **Child Protection Policy**

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