

## **COMBATTING EARLY MARRIAGE IN BANGLADESH (CEMB)**

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### **Terms of Reference**

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**Development of Child Early Forced Marriage (CEFM) Reporting and Response Protocol for all Secondary school and Madrasa in the Tazmuddin Sub-District under Bhola District in Bangladesh- consultancy (Output-1222.1)**

### **1. Background and introduction**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Operating in Bangladesh since 1994 and globally over 70 countries, Plan International is the world's largest organisation with a specific focus on advancing equality for girls. Plan International has been operating in Bangladesh since 1994 to ensure the rights of children to education, health, safe water and sanitation, protection, youth economic empowerment and protection from climate change, environmental degradation and natural or man-made disasters. We work with children, their families, communities, wider society and governments to reach out to more than a million children and their communities in Bangladesh.

Plan international Bangladesh is currently implementing its fourth country strategic plan developed for five years covering the period of 2016 to 2020 towards a longer term vision of a Bangladesh where "Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued." Achieving gender equality is a core objective of Plan's work as an organization dedicated to child rights. As part of it, Plan International Bangladesh is implementing "Combating Early Marriage in Bangladesh" (CEMB) project in Bhola and Jhalakathi districts of Barishal Division.

### **2. Project overview**

Combating Child Marriage in Bangladesh (CEMB) project has two major objectives. One is to provide training to the marriage solemnizers in 59 districts on Child Marriage Restraint Act and to use a digitized system for online age verification and

marriage registration. Two is to demonstrate a District based Model as evidence and experience to show the District level interventions provide the optimal administrative coverage, sectoral integration and accountability for child marriage prevention.

The project aims to achieve three specific outcomes:

1. Increased agency of adolescents, especially girls to protect themselves from harmful gender norms and practices, including CEFM, and to access economic empowerment opportunities
2. Increased community acceptance of norms that value the girl child and actions that support girls and boys to delay marriage
3. Increased responsiveness of duty bearers at national, District and sub-District levels to prevent and respond to child rights violations, particularly CEFM, among vulnerable girls

The CEMB project is being implemented from June 2018 to December 2022 in four of seven sub-Districts in Bhola District and all four sub-Districts in Jhalakati District. The project will benefit a total of 167,102 adolescent beneficiaries including 93,717 (56.1%) girls and 73,385 (43.9%) boys aged 10 to 19 years. Among this group of adolescents an estimated 151,102 are in-school adolescents including 87,717 (58.1%) girls and 63,385 (41.9%) boys and an estimated 16,000 are out-of-school adolescents including 6,000 (37.5%) girls and 10,000 (62.5%) boys. This is a gender transformative project that considers gender equality in all its aspects and promotes gender sensitive behavior and services at all levels.

Developing a CEFM reporting protocol will contribute to achieving outcome two to ensure responsiveness of schools, SMC and the education office to prevent and respond to child rights violations, particularly CEFM through piloting a reporting and response mechanism in the high schools and madrasahs. Plan International, together with the local education office, will implement this pilot in all high schools and madrasahs in Tazumuddin sub-district of Bhola district and showcase result to national level authorities for scale up. This reporting protocol will include local resource mapping and mapping of referral pathways (proposed) to ensure immediate and appropriate support if any child protection incidents or concerns raised on in case of child marriage.

### **3. Scope of Work**

The consultant/consulting firm will develop a CEFM reporting protocol for high schools and Madrasa to support school management to take immediate action if any concern is raised related to CEFM and/or child protection and ensuring an enabling environment for the married adolescent girls so that they can continue schooling. This protocol will be adopted by the district education office and piloted in Tazmuddin sub-district under Bhola district.

However, this consultancy will need extensive fieldwork to firstly understand best practices and services available at the local level. So, discussion (FGD, KII or consultation, etc.) with different groups will be very important to understand existing practice, what is working, what is not working and why it is not working to understand gaps in existing practice. This discussion should include children and adolescents, parents/caregivers, teachers, School/ Madrasa Management Committee, student cabinet, local education office and service agencies (health and psychosocial support). The consultant would also need to review existing government rules or guidelines for high schools. For example, there is a government order in establishing a Sexual Harassment Prevention Committee in each high school, but to what extent schools are implementing this rule might be a question to look into.

The reporting protocol will include a referral pathway between schools and other institutions, so the consultant should explore opportunities at every stage. Within three weeks of the assignment, the consultant will develop a draft skeleton of a proposed reporting and response protocol which should be completed with feedback from the district education office. Based on the feedback, a first draft will be submitted within four weeks of the consultancy. Plan International will share feedback on the first draft and then the consultant will have two weeks to address feedback and submit a final version.

Most importantly, the reporting and response protocol should be inclusive, child-friendly, gender-responsive, and safe (risk sensitive and responsive).

#### 4. Deliverables and Timeframe

##### i. Inception Report

The inception report should outline:

- detailed methodology and approaches,
- detailed work plan and timelines for all processes and deliverables including tool development and piloting, needs assessment, training design, training delivery, , risk analysis of work to be undertaken, and a detailed overview of considerations regarding 3 important characteristics/considerations in the protocol design as well as during field work: 1) child protection and safeguarding, 2) *gender equality*, and 3) *inclusion*.

##### ii. Needs Assessment Report

The needs assessment report should summarize, for example:

- Understanding of government laws, policies, directives and rules related to child protection and child early forced marriage (Formal structure)
- Who are the education/school bodies and what are their functions (i.e. SMC, Student Cabinet, etc.), especially those related to reporting violence against children and cases of child early forced marriage?
- What *formal and informal* mechanisms exist at the local level to report issues related to violence and CEFM? And what local child protection services exist for those experiencing violence?
- Identify where the formal and informal protection mechanisms intersect, and if they do not intersect, what would be the mechanism needed to make this linkage?
- To what extent is the existing mechanism child-friendly and inclusive?
- What are the barriers which prevent people (both children and adults, girls and boys/ men and women) from knowing about and using any existing CP/CEFM reporting procedures? The barriers should be analysed on the demand side (social norms, beliefs, attitudes and gender norms towards reporting etc.) as well as supply side (reporting mechanism, personnel, policy related).
- Besides accessing the reporting procedures, what are other gender- related concerns in the existing reporting procedures?

- What are the specific issues of concern for different child protection related instances such as sexual violence incident, physical violence incident, bullying, neglect, CEFM, any other?
- What are the associated risks of reporting violence and CEFM to the teacher? (i.e. lack of trust, accountability, confidentiality)
- What are the expectations and suggestions of different stakeholders (teachers, girls, boys, parents, SMC members etc.) for the referral protocol?
- How could the protocol include multiple pathways for reporting, instead of a single window?

### iii. Child Protection/CEFM Reporting Protocol

Based on the findings from the needs assessment, the CEFM reporting protocol will be developed:

- *Visual and written* protocol steps and communication flow with roles and responsibilities outlined for key groups who are involved in the protocol (i.e. flow chart, diagram, etc.)
- The protocol will include a proposed referral pathway for child protection and services.
- A monitoring checklist/tool to monitor the implementation of the protocol on a periodic basis. The tool should be divided into sections that cover elements relevant to various key actors within the school context so a variety of views are covered in the monitoring of the protocol's implementation (SMC members and teachers, students cabinet representative, girls and boys students, representative from key committee/entity in charge of referral and response to cases reported, etc.)
- In addition, it will also include an SBCC strategy or guideline for SBCC (Social Behaviour Change and Communication) materials that are appropriate for different groups. It will include key messages about CEFM reporting and how the messages are going to be delivered to different groups (i.e. vulnerable children, parents, teachers, etc.)
- It will also include recommendations for all associated resources needed to make the procedure functional, starting from creating awareness to setting up the reporting procedure and supporting the complainant and his/ her family. Therefore, this will include a detailed guideline on how to roll out the protocol in school with teachers, SMC, support staff, student cabinet, general students and parents/caregivers.

- First draft protocol will be developed within four weeks after contract signing.
- First draft will be shared with district Education Office and Plan for their feedback.
- Final draft will be shared incorporating feedback from Plan and Education Office in **both English and Bengali** by sixth week of the assignment.

iv. Training of Trainer (ToT) Modules

- Two-day ToT module on the CEFM reporting protocol and how to roll it out will be developed by week six with the final draft of reporting protocol.
- Training plan
- Facilitate ToT outside Dhaka
- Reporting and Monitoring tools
- Outline for SMC planning on the CEFM reporting protocol

Total duration of the assignment is 50 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft protocol will be produced within 4 weeks of signing of the agreement. Following development of the protocol, a ToT module and a batch ToT will be conducted with the project staff within 6 weeks of the consultancy. The cost of organizing the ToT will be covered by Plan International and should not be budgeted by the consultant in the financial proposal. The last 08 days of the consultancy is reserved for field test and revision of manual if needed.

## **5. Competencies and experiences**

Key requirements for consultant:

- Strong knowledge of and experience working with the secondary school and Madrasah education system, rules, structures and education policy.
- Previous demonstrated proficiency in developing pathways, processes, procedures to address child protection and/or CEFM;
- Experience and/or knowledge in developing/piloting systems and mechanisms which are accessible for children and other community members
- Demonstrated knowledge and understanding of child protection issues, gender equality issues and inclusion

- Comprehensive and up to date knowledge of laws, policies and directives related to child protection including CEFM ;
- Experience with child participatory consultation process and/or child-friendly qualitative research
- Good understanding of gender issues in the community (for girls as well as boys) and demonstrated practical experience of designing gender transformative and inclusive approaches
- Experience in training, materials/curriculum and guideline development, presentation and facilitation skills and proven track record in developing instructional materials especially on Child Protection issues.
- Excellent written and verbal communication skills in Bangla. Understanding the socio-cultural and administrative context of Bhola.

Additional qualifications of candidate:

- A Master's degree in Education, Child Rights and Protection, Human Rights, , Gender Studies, or equivalent;
- Experience in developing child-friendly and inclusive IEC (information, education and communication) materials is an asset

## 6. Mode of payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30	Agreement signed and Plan approval of inception report
Second instalment	30	After receiving the first draft of CEFM reporting protocol
Final instalment	40	Upon submission of the final CEFM reporting protocol and training module (inclusive of guideline on how to roll out the reporting protocol)

## 7. Criteria and scoring of evaluation

Criteria	Score
1. Appropriate methodology and tools for needs assessment	15
2. Demonstrated experience in developing protocols, procedures and/ or pathways related to CP	20
3. Appropriate methodology to develop, test and roll out CEFM reporting and response protocol including child protection referral mechanism	20
4. Demonstrated understanding of child protection and gender equality issues	15
5. Relevant competency of team leader and team composition	15
6. Amount of budget and justification	15

## 8. 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 and plan on how the needs assessment will be carried out.
- Detailed data collection methodology and tools for needs assessment
- Process outline for developing draft reporting protocol through a participatory process
- Detailed training/facilitation/learning methodology of the training module on the reporting protocol
- Detailed timeframe for consultancy activities and deliverables (including dates for submission of needs assessment, first and final draft of the reporting protocol, Draft and final ToT manual for training SMC/ MMC members, and delivery of the ToT).



- Samples of previous assignments involving development of pathways, approach, procedures, protocols for reporting and redressal
- CVs of the team leader and key members of the team which reflect relevant experience in developing reporting and redressal mechanisms and learning materials for adults on child protection, gender and reporting mechanisms (one CV must be within 2 pages)
- Outline of safeguarding risk and mitigation considerations for the protocol design and for carrying out the field work
- Copy of VAT registration certificate (for consulting firm).
- Copy of valid TIN certificate and bank account detail.

The technical proposal should not be more than 10 pages and financial proposal is less than 5 pages. 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.

## **9. Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with titled **“Terms of Reference for the development of CEFM reporting and response protocol and training manual”** 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 **12 July 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.

## **10. Penalty clause**

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final manual maintaining satisfactory standards of quality. Plan International Bangladesh will deduct 5% of the total agreement amount if desired quality is not maintained. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with valid and acceptable explanation. Failing to do this may evoke penalty clause at the rate of 1% for each day of delay.

## **11. Contact person**

For any technical issue related to the project and manual development, please communicate with Shahnaz Rahman, Advisor - Child Protection ([shahnaz.rahman@plan-international.org](mailto:shahnaz.rahman@plan-international.org)) with copies to Rezanul Hoque, Child Protection Specialist ([nur.chowdhury@plan-international.org](mailto:nur.chowdhury@plan-international.org)).

## **12. Bindings**

Plan International will have the sole ownership of all the methodology and materials to be developed under this assignment. It is the consultant's responsibility to ensure that no materials can be accused for plagiarism and due acknowledgement and necessary permissions are taken from the original agencies during developmental phase. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Plan International Bangladesh.

## **13. Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called. Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

#### **14. Award of contract**

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

#### **15. Children and Young People Safeguarding Policy**

Plan International is committed to actively safeguarding children from harm and ensuring children's rights to protection are fully realized. Plan International takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of 'the best interests of the child'.

As such, the consultancy must ensure appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants. The Consultant(s) are required to provide a statement within their proposal on how they will ensure ethics and child protection in the process of data collection and visits in line with Plan International's Safeguarding Children and Young People Policy (see Annex 1). This must also include consideration of any risks related to the consultancy and how these will be mitigated.

Consideration must be given to:

- Safeguards to protect the confidentiality of those participating in the study
- Data protection and secure maintenance procedures for personal information
- Caregivers' consent concerning data collection from young people and collation of data about children and youth
- Age-appropriate assent/consent processes