## Terms of Reference

## Comprehensive Sexuality education (CSE) indicators: Pilot

### January 2023

## Background

Plan International is an international humanitarian, child-centred development organization with no religious, political or government affiliations working in 78 countries across the globe with its headquarters in the UK. Plan works with over one million children, their families and communities in 50 developing countries around the world, implementing projects at the grass root and national level in health, education, water and sanitation, income generation and cross-cultural communication. Plan is registered with the United Nations following recognition in 1989 and has consultative status with the United Nations Economic and Social Council. Plan has been operating in Bangladesh since 1994.

To support Plan International and partner staff, educators and implementers in formal and non-formal settings to deliver effective and quality CSE, we have developed [a series of CSE standards and a Topics Table](https://plan-international.org/publications/comprehensive-sexuality-education-standards). These standards are based upon international evidence and good practice. They also uphold a set of principles, including a comprehensive, human rights-based, gender transformative, inclusive and sex-positive approach towards the sexuality, sexual development and (sexual) relationships of children, adolescents, and young people. The standards seek to ensure:

1) quality in CSE programme content,

2) effective delivery of CSE, and

3) how to create an enabling environment for CSE and young people’s SRHR.

The standards are accompanied by a Topics Table, outlining learning objectives per age group (0-4, 5-8, 9-12, 12-15, and 15-18+ years old).

### Objective

The aim of this consultancy is to support Plan International Bangladesh to pilot a newly developed monitoring and evaluation tools, including indicators, for Comprehensive Sexuality Education programmes, and share lessons learned for further strengthening the indicators and tools.

The pilot will take place simultaneously in several countries to ensure learning across contexts. To support the operationalisation of the Standards in our programmes, the global CSE Programme and Influence Model and accompanying **indicators for monitoring and evaluation** was developed. Plan International Bangladesh is now planning to field test the CSE M&E key tools in selected as part of the global initiative. This will enhance continual learning from our model and – critically – provide much-needed data to enhance promotional materials for the model. We need to get M&E right early in our model testing process. Key tools to be tested in workshops internally as well as engaging teachers and students include:

* Programme assessment tool
* Curriculum assessment tool
* Indicator tools:
  + Interview and survey questions
  + Student satisfaction tool
  + Teacher support scorecard

***The M&E tools will be piloted during March-April 2023.***

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The pilot activities will be implemented in connection to an existing programme where Plan International Bangladesh works on Comprehensive Sexuality Education in and out of schools. Plan International Bangladesh staff in country, Plan International’s global SRHR and MERL teams will be available to provide remote support to the pilot.

Key tasks and methodology:

1. Participate in a global orientation session with Plan International’s global SRHR and MERL teams, and with other pilot countries
2. Submit a detailed pilot plan based on Plan International defined deliverables and timeline
3. Collaborate with Plan International’s SRHR and MERL team in-country to plan and deliver the pilot activities, incl:
   1. Contextualise and translate tools and materials
   2. Assess Gender Equity Movement in schools (GEMS) and Champion of Change (COC) manual according to the PI’s Global Comprehensive sexuality education (CSE) standard.
   3. Lead workshops with Plan Bangladesh and partner staff, teachers and learners to pilot the tools
      1. Meeting with staffs: 3 (1 in Dhaka,1 in Barisal, 1 in Rangpur)
      2. 6 educational institutes preferably secondary school and madrasah 3:3 (2 in Dhaka, 2 in Barisal and 2 in Rangpur)
      3. Teachers consultation in 6 educational institutes. (in the said areas in same institutions)
   4. Document learnings and recommendations from the country pilot
4. Participate in global validation session to compare findings with other pilot countries and share lessons learned
5. Submit final report and invoice to Plan International Bangladesh, no later than 10 May, 2023

Deliverables:

The consultant is expected to deliver the assessment and indicator pilot within 25 calendar days from the date of signing the contract. Payment will be based on deliverables. It will be the consultant’s responsibility to manage the number of days to complete the tasks. Travel costs will be reimbursed based on actuals and in alignment with Plan International Bangladesh travel and expenses reimbursement policy. The work plan will be reviewed and approved by Plan International Bangladesh.

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| Deliverables/Task | # of Days | Tentative deadline |
| Contract signed with consultant and inception meeting | 1 | TBD |
| Submit final inception report including work plan and Contextualized and translate tools | 6 | TBD |
| Field visit, conduct different meeting with stakeholders | 6 | TBD |
| Submit 1st draft qualitative assessment report | 4 | TBD |
| Review 1st draft report by PIB and include all feedback | 2 | TBD |
| Submit presentation slide | 1 | TBD |
| Participate in global validation session | 2 | TBD |
| Final report submitted | 3 | TBD |

Timeline and budget

It is anticipated that the local consultancy assignment will run from February to April 2023, with a maximum ***of 25 working days.***

The tables below outline a rough timeline for the pilot activities and available budget. It may be subject to change depending on the successful consultants’ proposal and following agreement between the consultant and Plan International during the process. However, the assignment must be completed and delivered, and final invoice must be sent to Plan International Bangladesh on or before 10th May, 2023.

The pilot will take place simultaneously in 3 countries to ensure learning across contexts. Consultants appointed for Bangladesh will be expected to participate in a session at the end of the pilot to share experiences and discuss recommendations from the pilot.

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| Activity | Time line |
| Submission detail work plan along with inception planning, incl. conducting a MERL safeguarding risk assessment | 20 February 2023 |
| Contextualize and translate the materials (from English to local language) and print tools | Between 20 February and 1 March |
| In-house workshop with Plan International to conduct a CSE Programme Assessment (testing the programme assessment tool) | Between 1 and 15 March |
| Organize workshops with teachers and students   * Sample size: TBD   Tools to test:   * Interview questionnaire * Teacher scorecard * Learner scorecard * Curriculum assessment tool | Between 1 and 15 March |
| Analyze the data and test reporting on the indicators | March 2023 |
| Document lessons learned and any recommendations for further develop or revise the global M&E materials. | March 2023 |
| Submit draft report to Plan International for review | By 31 March 2023 |
| Submit final report to Plan International | By 14 April 2023 |
| Validation / Calibration session with Plan International and consultants for the other two countries to share experience and discuss findings. | Between 17 and 28 April (TBC) |

The applicants should submit a financial proposal detailing the expected costs (incl. daily fee). Items to consider for the financial proposal includes in-country travel for the consultant, workshop costs and honorariums for youth and teachers participating in the workshop.

* Experienced in programme monitoring and learning, and report writing
* Excellent written and verbal communication skills in Bangla & English.
* Experience of working with rights-based and gender-transformative programmes (incl. promoting LGBTIQ+ and disability inclusion)
* Highly collaborative, flexible and self-starter
* Ability to meet tight deadlines
* Ideally, some familiarity with Plan International’s existing approaches and guidance for SRHR programming

Proposals

Applicants’ proposal should include:

* A cover letter outlining how you meet the consultant specification, including relevant previous experience
* Detailed response to the Terms of Reference, including proposed methodology and workplan including approaches, dates for travel and completion of the deliverables.
* CVs of the consultant(s) who will carry out the work
* Detailed budget, including daily fee rates, expenses, etc.
* 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 the cost for the assignment with a detailed breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs, 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 Government of Bangladesh rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal should contain:

* Itemized consultancy fees/costs
* Itemized field data collection expenses
* Itemized administrative expenses
* Validity period of quotations

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

The application package that includes the technical and financial proposal should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with the title **“Proposal for CSE Indicators Pilot**” as subject line within **20th February 2023** before at 4:00pm.

Two separate 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.

Proposal submitted to any other email account except this or in any other form disqualified. Submissions after the deadline will be treated as disqualified.

For any technical issue related to the project and study, please communicate to Md. Enamul Haque, [enamul.haque@plan-international.org](mailto:enamul.haque@plan-international.org)

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 costs 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.

### Qualifications

The successful consultant or team of consultants must have the following qualifications:

* Strong technical knowledge and practical field experience on monitoring, evaluation and learning
* Strong technical knowledge and practical field experience of adolescent SRHR, particularly in relation to evidence and expertise on Comprehensive Sexuality Education
* A strong understanding of children and young people´s evolving capacities and children´s rights, including key child protection considerations
* A Master’s degree in Education, MPH or equivalent;
* Experience in developing and facilitating workshops, showing good use of various facilitation methods and skills
* Previous experience of working on similar M&E pilots

Contract payment terms

The payment will be made in three instalments through account payee cheque /bank transfer in the name of the firm/consultant:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | * + - * After receiving the inception report |
| Second instalment | 30 | * + - * After completed all workshops and after submission of workshop completion of the 1st draft report. |
| Final instalment | 40 | * + - * Upon submission of the final report (lesson learned documents and training manual) |

## Parameters for selection of firm/individual to carry out the assignment/task

The following table outlines the selection criteria:

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| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives | 40 |
| Relevant competency of team leader and relevant team composition | 35 |
| Amount of budget and justification | 25 |

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.

## Award of contract

The vendor team expected to commence the assignment within 2 days of signing contract.

Child Protection

The consultant/consulting shall comply with the Global Policy Safeguarding Children and Young People of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Global Policy Safeguarding Children and Young People 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 Global Policy Safeguarding Children and Young People.

## Ethical Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by Ethical Framework and our Child and Youth Safeguarding Policy. All bidders should include details in their proposal on how they will ensure ethics and child protection in the story, video and still photo collection process. Specifically, the bidder shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children, young people and other vulnerable groups. The vendor(s) shall also explain how confidentiality and anonymity of participants will be guaranteed

The vendor(s) should be aware that there will be nothing in this assignment which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the expected outputs/deliverables of this assignment. The objectives will be clearly explained to all the respondents of this assignment before gathering stories/data/photos/videos from them. The story, photos/video collectors will be abstained from collecting stories, videos and photos from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting stories, videos and photos.

Disclaimer

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

Disclosure of Information

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by Plan, any information obtained in the course of the performance of the Contract. Informationwill be made available for the consultants on a need‑to‑know basis. Any necessary field visits will be facilitated by Plan’s staff.

Bindings

All documents, training manual, and lesson learn report produced during the pilot are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and report to country office of Plan International Bangladesh before the final payment.

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. Plan International Bangladesh aims to undertake interviews in the week commencing 1st week of September 2021 and award the consultancy by mid- September 2021. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm who had submitted the proposal and received the next highest score, for negotiating a contract. If none of the invited proposals led to an agreement a new Request for Proposals (bidding document) will be called for.

Risk Management

The Consultant must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the assignment, anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans that will be put in place to mitigate against any occurrence of each of the identified risks

## Global Policy on Safeguarding Children and Young People

The firm/individual 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.

## 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’s Non-Staff engaged by Plan International Inc. (PII) Code of Conduct will result-in termination of the agreement.

## 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’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the agreement.

Annexure:



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