



Terms of Reference (ToR)

A Training Module Development on PVE and conducting ToT

1. Introduction

Rupantar is a local non-profit organization operating in the field of Peace and Tolerance in the wider region of Bangladesh. Rupantar is looking for expert/consultant that is required to design, plan, carry out and implement training on Prevention of Violent Extremism (PVE) for Civil Society Organizations (CSOs) and Community Based Organizations (CBOs). The project is a multi-country initiative titled as **CSO PVE Capacity Building in Bangladesh & Sri Lanka**. The PVE training will be conducted for developing knowledge as well as enhancing the capacity of CSOs/CBOs. The purpose of this contract is to engage an expert to develop a training module on PVE and conduct ToT (Training of Trainers) for the implementers in order to better understand subject of PVE. It is an approach firmly based on the empowerment of youth group/forum, faith-based associations, and women's organization on preventing violent extremism that will mobilize governmental and non-governmental entities, civil society actors and youths for collective action against violent extremism (VE), contributing to the specific objective of exploring preventing violent extremism (PVE) in diverse contexts and forms of extremism

2. Background of the project

This project being co-funded by the European Union will be carried out in Sri Lanka and Bangladesh simultaneously, implemented by National Peace council in Sri Lanka and Rupantar¹ in Bangladesh coordinated by Helvetas Sri Lanka and Helvetas Bangladesh² respectively.

The project will be implemented in 10 districts of Rangpur (Dinajpur, Gaibandha, Lalmonirhat, Nilphamari, Rangpur) and Rajshahi (Bogura, Joypurhat, Naogaon, Pabna, Rajshahi) division in a span of 2 years (March 2020 to February 2022), and will comprise of a series of community and local government-based activities to ultimately create a positive narrative to prevent Violent extremism in different contexts, calling for sustainable action to maintain the same. This project aims to engage 10 CSOs (Civil Society Organizations) and their actors from targeted project locations in northern part of Bangladesh, because there is insufficient knowledge and understanding on PVE. Civil Society actors are anticipated to get technically equipped to adapt and mainstream PVE to the specific community contexts based on the insights resulting from the cross-country learnings and institutional dialogue supported by this Action. The intervention proposed by the project focuses on CSOs as repositories of

¹ <http://rupantar.org/>

² www.helvetas.org/bangladesh

value-based approaches to PVE that emphasize the importance of pluralism in practice and rule of law through community level capacity building and dialogue to create positive-narratives to prevent radicalization and promote tolerance and social cohesion across various social, political and religious divides. Mobilization of multi-sectoral organic groups, particularly religious leaders and community youth as interlocutors of positive narratives is a key aspect of the response.

The main objective of the project is to contribute to the initiative of government for preventing radicalization and violent extremism through bring about positive changes into the society. It is to be mentioned that government also has taken (and the process is ongoing) initiative for engaging civil society, NGOs and media apart from legal and institutionalize actions for preventing terrorism and violent extremism. The Government is also focusing on the role of educational institutes to disseminate effective or positive information against the radicalized messaging, and also gives emphasize to implement actions by engaging community people, cultural group, relevant institutions and social bodies for increasing awareness on the threat of radicalization and extremism. This project will support CSOs for building capacity on the clear understanding on PVE and also for taking initiatives and implement actions on preventing violent extremism. So, this project will provide capacity building support to selected CSOs on PVE programming and its implementation, monitoring and evaluation and also to design intervention specific approaches for preventing violent extremism. The project will help to identify the causes and effects of expanding violent extremism by analysing the specific cases and context of Bangladesh. The project will also train some targeted youths for building their capacity to act as ambassador for promoting pluralism and peace among their peers and community. They will also participate to identify the risks and threats of radicalization and disseminate alternative messaging on preventing violent extremism, and also contribute in planning or designing of PVE programming. The project will involve youths with different actors and other stakeholders by considering their limited scope of participation in strategic actions.

3. Objectives of the assignment

The purpose of the engagement is to understand the current situation of radicalization and violent extremism in Bangladesh to develop a comprehensive training module on the concept and drivers of violent extremism. The consultant/consulting firm will also be responsible to conduct Training of Trainers (ToT) from respective working areas for developing the capacities of implementers as lead resource of PVE.

4. Expected outcome

- i) A comprehensive training module developed on the concept and drivers of violent extremism in relation to current situation of radicalization and VE in Bangladesh
- ii) Increase capacities of implementers on this training module by facilitating ToT (Training of Trainers) for providing training to project participants at field level

5. Use and User of the task

The module primarily targets the implementers (CSOs/CBOs) involved with CSO PVE Capacity Building project. The project team and CSOs/CBOs will also use the module as lead resource of PVE (prevention of violent extremism). The Youth, community and members of district-based platform will receive training on PVE from the ToT participants, consultant/consulting firm and experts of national resource pool by using this module.

6. Scope of Work

- Consultant will meet with Project Team and others relevant personnel for initial briefing and discussion regarding ToR. It is expected that consultant will design module by following standard methods;
- Based on the assessment, drafting the methodology and curricula for training on Prevention of Violent Extremism and submission to Rupantar for approval;
- Rupantar expects that consultant will make comprehensive desk review of all relevant documents related to current situation of radicalization and violent extremism in Bangladesh and also assess the need of training by understanding the context of specific project locations in Rajshahi and Rangpur.

7. Expected deliverables

Deliverable-1: Consultant will submit the final module to Rupantar in both electronic version and hard copy.

The consultant is expected to produce and submit the following deliverables:

- An inception report with detailed work plan and final tools
- All supporting material for effective facilitation (Flip Chart, Flash Card, etc.) necessary for the trainer in soft form
- Draft module will be submitted to Rupantar for feedback and prepare series of presentations (session respective) on draft module (preferably in ppt.)
- A final training module will be submitted (both hard & soft copy) in Bangla and English at the end of the process
- A two days content for the Basic Orientation training on PVE concepts in Bangla extracting from the comprehensive training module
- Assessment tool for measuring the training knowledge of ToT and project participants.

Deliverable-2: The consultant will also facilitate 5 days ToT on the prepared module with Project Team and experts from the national resource pool. Also

conduct the evaluation of the training and submit a training completion report after ToT.

8. Time Frame

The consultant/ firm will submit a proposed work plan with key milestones in an inception report within five days (05) of signing the contract; this work plan will be reviewed and approved by Rupantar. It is anticipated that the final module will be produced within 20 calendar days after inception report or to be decided based on discussion between both the parties. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/ consulting firm and Rupantar project team (accompanied by HELVETAS if required) as need based.

Tentative Timeline of the Task

Activity	Days
Preparation and finalization of methodologies, tools and work plan (inception meeting including final inception report)	5
Desk review and analyze the current situation of radicalization and violent extremism in Bangladesh	3
Module Preparation and Draft module will share with project team for feedback incorporation	10
Share presentation about prepared Module with Project Team	1
Submitting final Module incorporating feedback	6
Total	25
Facilitation of 5 days ToT to be decided in consultation with Rupantar	5

9. Qualification and experience required:

The consultant will have overall responsibility of designing, implementing, and coordinating the entire module development and training implementation process guided by the ToR. Consultant/firm should have practical, demonstrable, and relevant experience of doing similar work in any donor funded projects. Required experience and expertise for the consultants include:

- Proven expertise with at least 10 years of professional experience in planning, implementation, management, monitoring and evaluation of development projects more particularly on PVE, Youth engagement or social cohesion in developing countries
- Good understanding on PVE, global and current PVE context of Bangladesh
- Experience to work for EU funded project will be an advantage
- Ability to work independently

- Good interpersonal communication, easy presentation and report writing skills in English is desired
- Commitments to deliver the final products in line with the set TOR within the agreed timeline

10. Evaluation Criteria

On receipt of the EOI, a designated team will evaluate the proposals and take a decision about the consultant/consulting firm for the assignment. Selection of the consultants/consulting firm will be based on:

Selection criteria	Scores
Proposed methodologies and tools are in compliance with standard training methods; logical and result oriented, self-explanatory and sufficiently detailed presentation toward achieving the results within set time frame and desired quality	25
Evidence of experience in <ul style="list-style-type: none"> • Experience in planning, developing module, implementation, management, monitoring and conducting training of development projects in developing countries. • Experience with similar work on PVE, Youth engagement or social cohesion in developing countries • Good understanding on PVE, global and current PVE context of Bangladesh • Experience for conducting PVE related study, training or developing PVE related module will be an advantage 	10
Team profile (if any) - CVs of the key consultant/firm	5
Costs – value for the assignment with justification	10
TOTAL	50

11. The structure of the proposal should be as follows:

- Cover page with contact details - 1 page
- Section-1: Introduction and understanding of the assignment- maximum 1 page
- Section-2: Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)- maximum 2 pages
- Section-3: Experience in similar module development (minimum two references of

previous assignments performed related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 3 pages

- Section-4: Knowledge and experience on works that linked to PVE, Youth engagement or Social Cohesion in Bangladesh- maximum 1 page
- Section-5: Updated and detailed CV of key consultant(s) with brief descriptions of similar assignments – each CV maximum 3 pages. If awarded, the bidder would not be entitled to change proposed key consultant for this assessment unless agreed between the both parties.
- Section-6: Financial proposal – maximum 1 page
- The proposal documents should be presented in English language by Arial font and the font size should be 11.

12. Mode of Payment

- a. Payment will be made through account payee cheque or bank transfer upon receiving final report with invoice based on the deliverables mentioned in the signed agreement / contract
- b. Any VAT/TAX incurred from this assignment must be deducted at source as per government rule and policy
- c. If an organization is contracted, a valid TIN and Vat registration document is required. If an individual is contracted, a valid TIN is required. In this case Tax and VAT will be deducted from consultant's fees or at source while payment will be made by Rupantar as per the rules and regulations of Government of Bangladesh.

13. General terms and conditions

- The selected consultant/consulting firm should implement the work in coordination with Rupantar project team.
- Rupantar reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- Rupantar or its representatives reserve the right to monitor the quality and progress of the work during the assignment
- All reports and documents prepared during the assignment will be treated as Rupantar CSO PVE Capacity Building Project's property
- The final evaluation report shall ensure EU visibility where it is applicable
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Rupantar

14. Application process

The Expression of Interest (EOI) should include:

- Letter of interest
- Technical Proposal
 - o Detailed proposal based on the ToR provided that includes a clear description of the intended scope and methods to be used, work plan and ethical standards to be followed and a detailed timeline;
 - o Profile of the consultant/ consulting firm highlighting relevant experience in undertaking similar assignment
 - o Detailed CV of key consultant/firm, i.e. team composition with rationale (if any)
 - o References: Names and contact details of two organizations for which similar work has been conducted in the last two years; and
 - o Legal documents should be attached as annex
- Proposed budget and fees
 - o Detailed budget for this assignment which must be inclusive of tax and VAT. It is noted the cost for arranging 5-days ToT will bear by Rupantar. So, consultant (s) is requesting to submit Financial proposal by detailing only consultant(s) fees (module development and conducting ToT) and administrative costs, if any (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption). The total budget should not exceed 225,000 (inclusive of TAX & VAT)

Interested consultant / firm are requested to submit their Expression of Interest (EoI) in electronically to the following address **on or before on 30 November, 2020** while the result is anticipated to be declared by 30 November 2020 latest where only the successful applicant(s) will be notified:

Email to: raonak@rupantar.org

Only short-listed candidates will be contacted.

15. Communications

For additional information on the consultancy, please contact:

Name of Person: Raonak Barman

Mail ID: raonak@rupantar.org