Co-funded by
the European Union

রূপান্তর
RUPANTAR

HELVETAS
BANGLADESH

Terms of Reference (ToR)

Training Module Development on M&E and conducting Training

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 Monitoring and Evaluation from PVE perspective 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**, co-funded by European Union and Helvetas Intercooperation Germany.

The module needs to be designed as a living document for practitioners and partners who are working on programmes that are either specifically focused on PVE, or have PVE-relevant elements to them. It draws on best practice for design, monitoring and evaluation in complex, conflict contexts adapting these for PVE programming. The toolkit will include modules, processes and approaches as well as an indicator bank that can be used within donor, with national and community level partners and as part of a capacity-building approach around monitoring and evaluation.

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 Rupantar[1] in Bangladesh coordinated by Helvetas Sri Lanka and Helvetas Bangladesh[2] 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 as well youth led interventions 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 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

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[1] http://rupantar.org/
[2] www.helvetas.org/bangladesh

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 initiating the aura of 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 along with 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

A community of practice is to be developed for better and effective PVE programming. To ensure this effectively, the systems and tools for understanding the suitability of PVE as an approach and the impact that PVE interventions have in different contexts and have not yet been available as standard procedure across the implementing entities. Programming has been criticized for not sufficiently testing assumptions with systematic scientific and empirical research. The objective of this toolkit is to contribute in closing this gap.

i.   Based on findings from gap assessment, develop training modules on minimum M&E standards, data management and analysis, how to prepare M&E tools and usage guidelines, and data collection guideline for measuring process of PVE programing

ii. Provide training to key personnel of partner CSOs.

iii. Consolidate partners' post-training submissions of plans, tools etc. and capture progress after the training.

iv. Analysis of training outputs, suggestions for way forward.

These objectives will be achieved through:

a) Designing module and facilitating training on M&E topics based on objectives and preparing training report.

b) Developing tools for PVE program monitoring & Evaluation and analysis advancement.
c) Provide post-training support on partners M&E tools development; provided with assessments of submitted work.
d) Report on way forward for participated organizations related on the training objectives.

4. <u>Scope of work</u>

a) **Design module and facilitate training, prepare tools on M&E topics and prepare training report:** Practical training for partners on how to prepare the following M&E activities for their project with required tools of each items in order to ensure organizations capacity is increased, followed by submission of training report -
  - M&E minimum standards
    - Logical framework, outcome and output development, with indicators and means of verification
    - Monitoring plan based on project requirements
  - Data management:
    - Database minimum requirement and usage guidelines
    - Guidelines for storing hard copy and soft copy data
    - Data protection policy
    - Consent form with usage guideline
    - Data collection protocol
    - Data verification guidelines
  - Data analysis and evaluations:
    - Data analysis and evaluation methods
  - Project specific monitoring activities
    - Competency based learning assessments for beneficiary's
    - Monitor the use of teaching materials, distributed materials, to assess use as intended
    - Monitor the performance for the role of trainers/ facilitators/peers from PVE programme
    - Monitor the learning outcomes of the Partner CSOs training
b) **Providing post-training support on partners monitoring and evaluation tools development; provided with assessments of submitted work:**
  - Post-training support to partners monitoring and evaluation tools development
  - Ensure coaching and mentoring partners to support their monitoring and evaluation capacity development.
  - Capturing partners' progress on their own monitoring and evaluation activities.
  - Assessment of submitted work from partners followed by report.
c) **Report on findings and way forward for participated organizations related to the training objectives:**
  - Preparing report with findings and way forward for participant organizations related to the training objectives.

Rupantar expects that consultant will make comprehensive desk review of all relevant documents and meet with Project Team and others relevant personnel for clear understanding. It is also recommended to assess the need of training module by understanding the context of specific project locations in Rajshahi and Rangpur.

Note: *Preparation of the content for the tools and standards need to be aligned with the European Union policies, standards.*

5. <u>Deliverables</u>

From the partners' gap assessment report, the consultant will prepare training modules on monitoring tools for PVE programme of Rupantar and its partner CSOs' staff

   I.   Develop a training module on M&E (English & Bangla) and conduct the 2 days long residential training of 15 participants.
  II.   Guideline on how to administer the M&E tools.
 III.   Training report.
  IV.   Ensure coaching and mentoring partners in order to extent their M&E capacity through assessment of post-training submissions.
   V.   Overall report on findings and way forward for participated organizations related to M&E capacity development.

6. 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).

7. 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 in consultation with Helvetas Bangladesh. It is anticipated that the final module will be produced within 23 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 PVE program Monitoring and Evaluation 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 (both hard & soft copy)	6
Translate into Bangla	3
Total	28

| Facilitation of 2 days Residential training to be decided in consultation with Rupantar | 2 |

8. 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 Monitoring and Evaluation, 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

9. 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

10. 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

Evidence of experience in • 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 M&E, PVE, global and current PVE context of Bangladesh • Experience for conducting M&E related study, training or developing M&E 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

• Setion-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.

11. 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.

12. 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 document 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

13. 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 2-days residential training will bear by Rupantar. So, consultant (s) is requesting to submit Financial proposal by detailing only consultant(s) fees (module development and conducting Training) 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 BDT 1,80,000.00 (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 31 July, 2021** while the result is anticipated to be declared by 03 August, 2021 latest where only the successful applicant(s) will be notified:

Email to: raonak@rupantar.org

Only short-listed candidates will be communicated.

14. Communications

For additional information on the consultancy, please contact:

Name of Person: Raonak Barman

Mail ID: raonak@rupantar.org