



Terms of Reference (ToR)

Training Module Development on PVE Programming and Conducting Training

1. Introduction

Rupantar is a non-profit organization operating in the field of Peace and Tolerance in the wider region of Bangladesh. The project titled **CSO PVE Capacity Building in Bangladesh & Sri Lanka** is a multi-country civil society initiative contributing to the specific objective of exploring preventing violent extremism (PVE) in diverse contexts and forms of extremism in Bangladesh and Sri Lanka with the co-funding of European Union and Helvetas Germany. Within this project, a key component is to capacitate CSOs on developing program and outreach strategies on PVE perspective. Rupantar is looking to engage experts who will be designated to design a module on PVE Programming and impart training on the module to Civil Society Organizations (CSOs). This module will provide complete cycle of formative approach for designing and implementing PVE Programming.

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 is implementing 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

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.

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 on specific approaches for preventing violent extremism. 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.

3. Objectives of the assignment

This TOR relates to develop a comprehensive training module that will help CSOs and PVE practitioners for designing and implementing PVE program. This module will be useful tool for the top management of CSOs for PVE programming and successful implementation of PVE program.

Based on this objective, the assignment needs to:

- i. Develop training module on minimum program designing standards (how to prepare project proposal & concept note), implementation procedures, , to do/not to do guidelines, and connectivity with M&E for a well-designed PVE program.
- 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.

4. Scope of work

The activities of the experts under this assignment will cover but not limited to the followings:

a) Design module and facilitate training, prepare tools on Program design & implementation strategies and prepare training report: Practical training for top management on how to design PVE program with required tools in order to increase organization's capacity, followed by submission of training report -

- Analytical tools for PVE programming:
 - Understanding the VE context- specific sensitiveness, identifying factors of vulnerability and resilience, guiding questions for vulnerability and resilience, prioritization of factors, guiding questions for PVE actor mapping.
 - Understanding the policy and legal frameworks that shape the enabling environment for addressing violent extremism
- Theory of Change Development:
 - Grounding ToC in the PVE context
 - Articulating change for PVE program
 - ToC on PVE
- Implementation Procedures & Guidelines:
 - Concept note & project proposal,

- Dos & don'ts Guidelines
- Program identification
- Result framework and connection with M&E data analysis
- Project specific implementing activities and measuring process
- Imparting three days training for capacity Building of CSO personnel on PVE Programing Module

b) Providing post-training support on partners program designing tools development; provided with assessments of submitted work:

- Post-training support to partners program designing tools development
- Ensure coaching and mentoring partners to support their program designing capacity development.
- Capturing partners' progress on their own implemented 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. Deliverables

From the partners' gap assessment report, the consultant will prepare training modules on designing and implementing PVE Programing for CSOs.

- I. Develop a training module on PVE programming (English) and conduct 3 days residential training of 25 participants from CSOs and Project team.
- II. Guideline on how to administer the PVE programing tools.
- III. Training report.
- IV. Ensure coaching and mentoring partner in order to extent their programming capacity through assessment of post-training submissions.
- V. Overall report on findings and way forward for participated organizations related to program design capacity development.

6. Use and User of the task

The module primarily targets the implementers (CSOs) involved with CSO PVE Capacity Building in Bangladesh & Sri Lanka project. The project team, PVE Practitioner and CSOs will also use the module as lead resource on PVE (prevention of violent extremism).

7. Time Frame

They 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 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 experts/ 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 design and implementation strategies 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 by incorporating feedback (both hard & soft copy)	6
Total	25

Facilitation of 3 days Residential training to be decided in consultation with Rupantar.	3
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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. Experts/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 Program Designing, 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 experts/consulting firm for the assignment. Selection of the experts/ 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 Program Design, PVE, global and current PVE context of Bangladesh • Experience for conducting program design and implementation strategies related study, training or developing module will be an advantage 	10
Team profile (if any) - CVs of the key experts/ consultant firm	5

Costs – value for the assignment with justification	10
TOTAL	50

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, timeline 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.

11. Mode of Payment

- a. Payment for developing the module 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 regulation of Bangladesh Government.

12. General terms and conditions

- The selected experts/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 experts/ consulting firm highlighting relevant experience in undertaking similar assignment
 - o Detailed CV of key experts/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 3-days residential training will be bear by Rupantar. So, consultant(s) is requesting to submit Financial proposal by detailing only consultant(s) fees for module development and administrative costs (if any)
 - o (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption). The total budget should not exceed BDT **2,00,000 (inclusive of TAX & VAT)**

Interested consultant(s) / firms are requested to submit their Expression of Interest (EoI) in electronically to the following address **on or before 21 January 2022** while the result is anticipated to be declared by 1st week of February, 2022 where only the successful applicant(s) will be notified.

Only short-listed candidates will be communicated, and a brief presentation might be asked for.

14. Communications

For additional information on the consultancy, please contact:

Raonak Barman
Project Coordinator
CSO PVE Capacity Building in Bangladesh and Sri Lanka
Rupantar, Rajshahi
Mail ID: raonak@rupantar.org