



**Terms of Reference (ToR)**  
**For**  
**“Module Development on Child Protection System (CPS), Sexual Exploitation of Children (SEC) and Sexual and Reproductive Health and Rights (SRHR) under SUFASEC project”**

**Background on Terre des Hommes Netherlands**

Terre des Hommes Netherlands (TdH NL) aims to protect children by preventing and stopping child exploitation and by empowering children to make their voices count. TdH NL focuses on sexual exploitation of children, the worst forms of child labour, child trafficking and migration, sexual and reproductive health and rights, and on child protection in humanitarian crises. For each of these forms of child exploitation, TdH NL is developing and implementing projects and programmes through local partners, mainly in Asia and East Africa. In Asia, TdH NL works in Cambodia, the Philippines, Thailand, Bangladesh, India, and Nepal. TdH NL's vision is that children can flourish in a world free of all forms of exploitation. Our mission is to protect children by preventing and stopping child exploitation. And by empowering children to make their voices count.

**Overview of SUFASEC Project:**

The Down to Zero (DtZ) - Stepping Up the Fight Against Sexual Exploitation of Children (SUFASEC) is a global initiative that aims to end sexual exploitation of children (SEC) in 12 countries in Asia and Latin America. The programme is implemented by an alliance of 6 organizations: Terre des Hommes Netherlands (lead), Plan International Netherlands, Defence for Children - ECPAT, Free a Girl, Conexion and Children Rights Coalition Asia (CRC), with funding from the Dutch Ministry of Foreign Affairs.

The project works with different stakeholders, such as children, youth, governments, civil society, the private sector, media and communities, to create a protective environment for children at risk of or affected by the sexual exploitation of children.

SUFASEC Bangladesh project is being implemented by the alliance partners Terre des Hommes Netherlands (TdH NL) with implementing partners Ain o Salish Kendra (ASK) and Population Service Training Centre (PSTC), and Free a Girl (FG), in partnership with Association for Community Development (ACD).

**1.1 Brief on the Assignment**

With ASK and PSTC, TdH NL has been implementing the project in Satkhira and Gazipur districts. TdH NL is looking for a consultant/consulting firm who will develop one module on SEC and customise one already developed module on SRHR on the mentioned topics of SUFASEC project. The language of the modules will be in **BANGLA**.

## **1.2 Specific Objectives of the Assignment**

The main objective of the consultancy is to develop one training module on SEC that provides clear and actionable guidance on preventing sexual exploitation of children. Besides, the consultant/firm will customise one module considering sexual and reproductive health and rights of project beneficiaries including adolescents and youth. The modules should be grounded in best practices, international standards, and evidence-based approaches to equip our personnel with the necessary knowledge and skills to identify, prevent, and respond to potential cases of sexual exploitation involving children.

## **1.3 Scope of the Assignment**

The overall scope of the assignment will include, but not limited to, the following:

### **Desk Review in Consultation with TdH NL**

- Conduct in-depth review of existing literature, guidelines and resources related to preventing sexual exploitation of children;
- Systematic review program documents to conceptualise understanding on SUFASEC project including project proposal and RFW learning on technical content and project activities related to children, adolescent, youth and community people;

### **Training Needs Assessment**

- Understanding and knowledge of children, adolescent, youth and community people on child protection system (CPS), sexual exploitation of children (SEC) and sexual and reproductive health and rights (SRHR) through Training Need Assessment (TNA);
- Analyse the specific vulnerabilities, risk factors, and dynamics that contribute to sexual exploitation of children within operational context;

### **Train Design and Facilitation**

- Develop a comprehensive outline for the training modules, exercises, case studies, and assessment tools;
- Prepare two different types of documents: one is module with supplementary; and another one is session guideline with facilitator's note for implementing the module;
- Draft the content of the training module, ensuring it is user-friendly, culturally sensitive, and age-appropriate. Incorporate interactive elements, practical scenarios, and real-life examples to enhance engagement and learning outcomes;
- Customise the already developed SRHR training module in consultation with TdH NL staff, relevant stakeholders including adolescents and youth;
- Integrate feedback and input from TdH NL and implementing partners;
- Discuss draft module/guideline with TdH NL and implementing partners;

- Deliver 3-day training/dry run session to the TdH NL and SUFASEC project core staff based on the training materials/modules on SEC and SRHR and get feedback for further development;
- Ensure the module aligns with relevant legal frameworks, international conventions, and ethical guidelines related to child protection.

#### **1.4 Deliverables and Milestones:**

- The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial.
- Detailed timeframe (including dates for submission of first draft module, organise workshop and completion report);
- Detailed methodology of the assignment; Inception report work plan and outline of complete report to be agreed in kick off meeting;
- TNA tools and report;
- Pre and post test tools;
- Deliver training to the TdH NL and SUFASEC project core staff members;
- Final completion report;
- One training module on CPS and SEC, session plan and supplementary materials for the training in required medium of instruction;
- One customised training module on SRHR.
- Handouts of the modules for the participants

#### **1.5 Preparation of Proposal**

The financial proposal should clearly identify, item wise summary of cost for the assignment with detailed breakdown. The budget should not contain income tax as a separate head; it can be blended with the other cost 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 the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with technical proposals.

#### **1.6 Time period and Geographical area:**

Sixteen (16) working days effective from the date of contract signing. The assignment shall commence in the 1st week of September and need to be accomplished by 22 September 2023.

The consultant should be based in Dhaka, Bangladesh.

#### **2.5 Profile of the Consultant:**

The consultant should have:

- A minimum of ten years experience and expertise in providing capacity building services;

- A proven track record in developing training materials/modules on child protection, specifically related to preventing sexual exploitation of children and sexual and reproductive health and rights;
- Sound knowledge on the country situation on CPS and SEC in Bangladesh and the globe;
- Experience in providing consulting services and excellent track record of completion of tasks in time;
- Should be familiar with the Child Rights Programming Approach and Safeguarding Policy.

## 2.6 Evaluation Criteria:

Criteria	Weightage (%)
Methodology	30
Work Breakdown Structure (Gantt Chart)	15
Previous experience on similar assignments	20
Understanding of the tasks	15
Solid sample of relevant documents	05
Budget	15

## 2.7 Management and Logistics

The consultant is solely responsible for developing the module and administering the training.

**Cross Cutting Issues:** The assignment should take into account the following cross-cutting issues:  
Gender: the specific threats, vulnerabilities, and resilience experienced by boys, girls and children with diverse SOGIE. Children with disabilities: how their inclusion has been addressed by the project. Child participation: the capacity of the project to engage with children in a meaningful way, including in co-creating advocacy messages.

### Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the service provider may come into contact with in the performance of his/her duties under this consultancy shall remain the property of TdH-NL who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of TdH-NL.

## 2.8 Payment:

The consultant/ firm will propose a reasonable budget including all costs. 30% will be disbursed upon signing agreement, 40% will be paid after the submission of draft report and the remaining 30% will be paid after acceptance of the final report. Payment will be done through accounts payee cheque with submission of the invoice and reports.

## 2.9 TdH NL Integrity Framework

The consultant shall sign and abide by the TdH NL Integrity Framework including Safeguarding Policy, Conflict of Interest Policy, Global Code of Conduct, its related procedures and will be required to disclose any prior convictions and undergo or present an up to date and valid criminal background check.

#### **2.10 Ethical Considerations:**

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before collecting data from them. The consultant/ firm will abstain from data collection from any person who will deny or show any reluctance in providing information. Written consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The consultant will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting information.

#### **Supervision / Management of the Assignment**

The consultant will be supervised by the TdHNL Country Director Bangladesh.

#### **2.11 Termination and Withdrawal**

During the period of contract either party may terminate the contract by giving written notice. However, TdH Netherlands reserves the rights to unilaterally terminate the contract, if the consultant/firm fails to submit the report timely, no payment will be made thereof.

#### **2.12 Expressions of Interest**

Interested applicants are required to submit a technical proposal and a financial proposal. The following components must be included:

1. **A** cover letter, which includes information about the applying consultant(s), outlining their interest and motivation for applying for the consultancy.
2. **Up** to date CVs relating to the applying consultant(s) experience in undertaking similar assignments and skills to carry out this work, including contact details for two references, from previous organisations that have used the consultant's services.
3. **Full** details of proposed consultancy team members, including CVs which relate to their experience and skills to carry out this work.
4. A technical proposal (no longer than six pages) which should include the following:
  - a. the consultant's understanding of the terms of reference
  - b. a clear and detailed work plan including timeline
  - c. a description of the proposed methodology(ies) to be used to fulfill the requirements of the ToR and how they will address cross cutting issues in the context of OCSE
5. **A** Financial Proposal (one page) which should include the number of working days and the professional rates per day. It should also include a separate itemised logistic budget, broken down to identify accommodation, transport, stationary, communication, etc. where appropriate.

The full proposal and supporting documents should be uploaded via this link

<https://bit.ly/3KPpT2E>

The subject heading for the Email is *‘Module Development on Child Protection System (CPS), Sexual Exploitation of Children (SEC) and Sexual and Reproductive Health and Rights (SRHR) under SUFASEC project’* and should include any required attachments or annexes.

Deadline: All proposals should be received by Terre des Hommes Netherlands no later than **5: PM (GMT+6) on 4th September 2023**. Only selected applicants will be contacted.

### **Others**

TdH NL aims to attract great talent that not only fits the job but also our high standard of values and principles to prevent and eradicate any type of misconduct including sexual harassment, exploitation and abuse, any other type of misuse of power or lack of integrity and financial misconduct.

TdH NL in particular is committed to keeping children and vulnerable individuals safe and does not accept any form of (child) abuse. Every TdH NL employee/service provider is bound by the TdH NL Integrity Framework including Safeguarding Policy and Protection from Sexual Exploitation and Abuse (PSEA) Policy, part of our Code of Conduct. Child safeguarding measures are part of our selection and recruitment process.

All offers of employment/service will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks, or integrity screenings/references relating to misconduct and disciplinary actions in prior employment. By submitting your application you accept that TdH NL will conduct such pre-employment screening for successful candidates. TdH NL participates in the Inter-Agency Misconduct Disclosure Scheme.

*Terre des Hommes Netherlands is committed to keeping children safe. We therefore implement child safeguarding measures as part of our selection and recruitment process*