



Terms of Reference (ToR)

On

“Report Writing Skill Development of Terre des Hommes Netherlands GAA partners in Bangladesh”

1. Overview of GAA Project:

The Girls Advocacy Alliance (GAA) is a 5-year joint effort (2016-2020) of four Netherlands based organizations: Plan International Netherlands; Terre des Hommes Netherlands; Defence for Children-ECPAT Netherlands; and Global March. The goal of GAA is “By 2030, Girls and Young women in Bangladesh are living in an enabling environment, free from Gender Based Violence and Economic Exclusion.” Terre Des Hommes Netherlands (TdH-NL) and Plan International Bangladesh are jointly implementing the project with 15 implementing partners. Of the partners TdH NL works with 8 partners with Ain o Salish (ASK) and INCIDIN Bangladesh as lead.

Key Focused Area is of GAA in Bangladesh:

- Child Marriage
- Child Trafficking
- Online sexual abuse and exploitation
- Sexual harassment (Equitable environment at workplace)
- Equal wages- (equal access to the opportunities)

GAA Bangladesh aims to support the civil society organisations (CSOs) to build their existing knowledge and capacities on lobbying and advocacy and intends their advocacy actions led more inclusive policies through influencing the key actors of government, private sectors, communities to equal rights and opportunities for girls and young women. At the onset, in May-June 2016, GAA developed baseline on partner organizations’ capacity using 5 Cs capacity assessment tool. Following the baseline, in 2017 & 2018, GAA organized a number of lobby & advocacy capacity building training workshop.

2. Brief on the Assignment:

As GAA intends to build lobby and capacity of CSO partners, improving capacity to delivery is one of important areas of capacity needs. For reporting, GAA partners require to fill up a number of reports such as Annual Report, Good Practice, CCI report, Case Study, develop SIGN in each quarter. However, over the period of working and reporting, it is observed that GAA partner staff report writing skill needs to be developed further. The GAA midterm evaluation carried out in October 2018 also suggests such capacity development.

2.1 Objectives of the Assignment:

The objective of the assignment is to build (1) the capacity of TdH NL GAA partners (2) enhance report writing skill of TdH NL GAA team in Bangladesh and (3) to precisely report accomplishments and achievements of GAA projects such as Annual Report, Good Practice, CCI report, Case Study in each quarter. The training imparted to them as part of this assignment will give GAA team additional tools and means to raise their writing skills effectively contributing in building their capacity.

2.2 Scope of the Assignment:

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

Desk Review in Consultation with TdH

- Review program documents to conceptualize understanding on GAA project;
- Review GAA quarterly and Annual reporting tools;

Training Needs Assessment

- Assess capacity needs of 12-14 participants from 8 partner organizations;

Train Design and Facilitation

- Design training manual incorporating basic report writing skill;
- Develop training content based on GAA report format;
- Analyzing the level of participants, use some trips to overcome language;
- Deliver 2-day training to the GAA partners based on the training materials/modules;

2.3 Deliverables:

The consultant/firm has to prepare the timetable for completing the assignment. In total of 5 working days is currently estimated for this assignment.

Deliverables:

- A report detailing out methodology, work plan and outline of completion report to be agreed in kick off meeting;
- A training module, session plan and supplementary materials for the training in required medium of instruction (English);
- Pre and post test tools;
- Deliver training to the TdH NL GAA partners;
- Final completion report.

2.4 Duration of Assignment:

Five working days effective from the date of contract signing. The assignment shall commence in accomplished 15-30 June 2019.

2.5 Parameters for Selection of Consultant:

The consultant should have:

- A minimum of five year experiences and expertise in providing writing skill training.
- Experience in providing consulting services and excellent track record of completion of task in time.

2.6 Evaluation Criteria:

Criteria	Weightage (%)
Methodology	35
Work Breakdown Structure (Gantt Chart)	15
Previous experience on similar assignments	25
Budget	25

2.7 Preparation of Proposal:

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal will contain the following:

- Detailed methodology of the assignment.
- Account of experience of conducting similar training.
- CVs of the team leader and key members of the team which reflect relevant experience to provide such training.
- Copy of valid TIN certificate and bank account detail.

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 cost as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization 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.

2.8 Management and Logistics:

The consultant is solely responsible for administering the training.

2.9 Payment:

The consultant/ firm will propose a reasonable budget including all costs. 50% and remaining 50% of the budgeted amount will be disbursed upon signing agreement and acceptance of final report respectively. Payment will be done through accounts payee cheque with submission of the invoice and reports.

2.10 Contact to:

Programme Specialist (Research and Knowledge Management), TdH Netherlands.

E-mail: k.mandal@tdh.nl

2.11 Submission of Proposal:

The technical and financial proposals should be submitted electronically to the email address: k.mandal@tdh.nl with “Report Writing Skill Development of Terre des Hommes Netherlands GAA partners in Bangladesh” as subject. Two different folders i.e. technical and financial are requested to be submitted into one zip folder with a cover letter. The proposals (both financial and technical) including CV are requested to submit in pdf format by no later than 28May 2019.

3. General Terms & Condition

3.1 Child Safety Measures:

The individual shall comply the Child Protection Policy of TdH-Netherlands. Any violation /deviation in complying with TdH-NL’s said policy will result in termination of the agreement.

3.2 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 be abstained 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.

3.3 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.