Terms of Reference (ToR)

Consultancy Assignment: *Conduct Need Assessment and Develop Two Separate Modules for CSO network members to enhance their organizational capacity and Civil Society roles in advocacy, accountability, and human rights, including Child Rights, Freedom of Expression & Online Safety.*
And
Provide Training of Trainers (ToTs)

1. Background and Overview of the EU Speak Up Project:

A UNICEF report reveals that up to 32% of children in Bangladesh have experienced online violence, highlighting the urgent need for digital safety. Adolescents, though active online, often lack the digital literacy necessary to protect themselves, while older youth, despite being more digitally savvy, tend to underestimate certain threats. Online spaces offer marginalized groups, particularly gender-diverse youth, a rare platform to express themselves, freedoms often denied offline. However, when young people voice opinions on sensitive issues such as politics, sexual and reproductive rights, or social injustice, they frequently encounter backlash and harassment.

The digital space mirrors and amplifies offline gender-based discrimination: 63.5% of women report online abuse, with younger women aged 15–25 being the most affected. These risks deter many, especially girls and gender-diverse youth, from speaking out. Disinformation further fuels fear and division, as seen in the viral spread of false reports after August 8, 2024. As online abuse increasingly leads to real-world harm, ranging from mental health crises to domestic violence—young people are calling for digital safety education, mental health support, and safe reporting systems. The need for gender-responsive and trauma-informed care has never been more critical.

"Speak Up!" is a multi-year initiative led by Terre des Hommes Netherlands (TdH NL) and funded by the EU, that aims to protect and promote the freedom of expression of children and youth in Bangladesh, particularly in the digital space. The project addresses growing threats such as online sexual exploitation and abuse (OSEA), cyberbullying, digital misinformation, and harassment, with a strong focus on gender and inclusion.

At its core, the project empowers Bangladeshi civil society organizations (CSOs) to become advocates and protectors of young people's rights online. It strengthens their technical and organizational capacities, supports policy advocacy, and fosters a rights-based public discourse led by and for children and youth—including those who are gender-diverse or marginalized due to disability, socio-economic background, or ethnicity.

The project directly targets adolescents (15–18) and youth (18–24), particularly those who are digitally active but lack the skills, resources, or safe environments to navigate the internet without fear or harm. With online abuse disproportionately affecting girls and young women, as well as LGBTQ+ youth, Speak Up! places a strong emphasis on gender-responsive, trauma-informed, and child-friendly approaches.

2. Key Focus Areas:

- **Capacity Building:** Strengthening 50 CSOs at district and national levels to promote digital rights, child protection, and inclusive advocacy.
- **Youth Empowerment:** Educating young people on digital safety, human rights, and freedom of expression to enhance their online participation and agency.
- **Evidence and Policy Advocacy:** Generating data and promoting legislative reforms to improve accountability and online safety frameworks.
- **Multi-Stakeholder Engagement:** Collaborating with government, private sector, media, and communities to build a coordinated response.

The project addresses Sexual Exploitation of Children (SEC), with a particular focus on online sexual exploitation and abuse (OSEA), cyberbullying, and other forms of online violence. It targets girls, boys, and gender-diverse youth who face intersecting forms of discrimination. Through strengthened CSO support, the initiative will equip young people with the knowledge, tools, and networks needed to safely engage online, assert their rights, and counter misinformation and abuse, while fostering a rights-based public discourse.

3. Brief on the Assignment

The consultant will conduct the needs assessment of the CSOs and develop two separate modules to enhance their **Organizational Capacity** and **civil society roles in advocacy, accountability, and human rights, including Child Rights, Freedom of Expression & Online Safety**. and meet the purpose and Provide Training of Trainers (ToT) to the selected CSOs. The consultant/firm has to;

- Develop tools and conduct Need Assessments with the support of partner organizations
- Develop two modules based on the need assessment and validate through a workshop and feedback.
- Develop pre- and post-test tools and provide ToT to the CSOs and partners.
- Generate completion of the report with final modules, ToTs reports.

Specific Objectives of the Assignment

The consultant/firm will specifically work on the given activities to support and strengthen the institutional capacity with the necessary need assessment, modules development, and provide ToT to the selected participants with the support of the partner organizations and CSO networks.

3.1. Capacity Needs Assessment of CSOs

- Select 50 CSOs: 30 at the district level working with children and youth; 20 national-level CSO network members focused on advocacy, monitoring, and accountability.
- Conduct a comprehensive needs assessment covering both operational (e.g., financial management, governance, safeguarding, strategic planning) and technical capacities (e.g., advocacy planning, HRBA, gender inclusion, freedom of expression, data protection, youth participation, and online engagement).
- Implement the assessment through self-assessment surveys and validation workshops at both district and national levels.
- Selection criteria for CSOs will be developed in consultation with project partners, based on existing capacities and alignment with the project's objectives.
- The needs assessment will establish a baseline for designing tailored capacity-strengthening plans and refining interventions under A1.1.2 and A1.1.3.
- Co-applicants will lead the assessment process using standardized tools developed in collaboration with TdH NL.

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3.2. Mentoring, Coaching, and Training for CSOs

- Analyze needs assessment results to create individualized capacity-strengthening plans for each CSO.
- Review and adapt existing training materials and tools from relevant organizations.
- Develop a training module (Sub-activity 1.1.2.1) covering core organizational competencies such as governance, financial management, safeguarding, strategic planning, and monitoring.
- Conduct training sessions for approximately 180 CSO staff (Sub-activity 1.1.2.2).
- Facilitate regular follow-up mentoring sessions (Sub-activity 1.1.2.3) to reinforce learning and application.
- This activity will incorporate successful practices from previous initiatives and ensure cost-effective, context-specific capacity building rather than a "one-size-fits-all" approach.

3.3. Training on Advocacy, Accountability, and Human Rights

- Develop a training module (Sub-activity 1.1.3.1) focusing on CSO roles in advocacy, accountability, child rights, freedom of expression, and online safety through an intersectional lens.
- The module will draw on resources from past and ongoing projects and be adapted to meet the needs identified in the assessment.
- Conduct a Training of Trainers (ToT) for project and partner staff, who will then roll out the training to all 50 CSOs, covering approximately 180 staff members.
- In addition, the consultant/firm will be responsible for organizing and facilitating the ToT sessions for both modules in close coordination with TdH NL and partner organizations.

Besides, the consultant/firm will organize and facilitate ToTs on two modules that will be developed with the coordination of Tdh and partner organizations.

Expected Outcomes:

- Technical level: 50 CSOs will have improved organizational capacities and have acquired knowledge, skills, training materials, and expertise to advance children's and youth's rights and ensure their freedom of expression in public discourse and digital spaces.

- Economic level: It is expected that CSOs (through organizational capacity inputs) will have improved their financial management and resource mobilization capacities, improving their income over time.

4. Scope of the Assignment

The overall scope of the assignment includes, but is not limited to, the following key responsibilities:

4.1 Conduct a Capacity Needs Assessment of CSOs

- Carry out a comprehensive assessment of the capacities of 50 CSOs (district and national level), focusing on both organizational and technical areas.
- Assess organizational capacities including financial management, governance, safeguarding, and strategic planning.
- Assess technical capacities such as advocacy planning, inclusion using Human Rights-Based Approaches (HRBA), gender equality, freedom of expression, monitoring and research, data protection, child and youth participation, and online engagement.
- Conduct a systematic review of relevant program documents and existing literature to contextualize the Speak Up! project and ensure alignment with its objectives, outcomes, and expected results.
- Analyze needs assessment findings to inform the design and structure of two training modules, tailored to the unique capacity-building needs of CSO network members.

4.2 Module Design and ToT Facilitation

- Design and develop two comprehensive training modules based on the findings of the needs assessment and aligned with the thematic areas of the project.

- Prepare detailed session plans, training materials, practical tools, case studies, and assessment instruments (including pre- and post-tests) to evaluate knowledge acquisition.
- Ensure that all modules are contextually appropriate, developed in Bangla, and designed to be interactive, user-friendly, and adaptable for diverse CSO settings.
- Incorporate real-life examples, participatory exercises, and practical scenarios to improve learning outcomes and engagement.
- Facilitate Training of Trainers (ToT) sessions for CSO and partner staff using the developed modules.
- Engage closely with TdH NL and implementing partners throughout the process:

  - Present draft modules for feedback.

  - Integrate feedback and finalize the modules in consultation with stakeholders.

- Ensure that all training content is consistent with national legal frameworks, international conventions, and ethical standards related to child protection, digital safety, and civil society engagement.

5. Deliverables and Milestones:

- The proposal needs to be submitted in two files: a technical and a financial proposal.
- The detailed timeframe includes assessment completion, dates for submission of the first draft module, validation, ToTs, and completion of the report.
- Detailed methodology of the assignment; Inception report, work plan, and outline of the complete report to be agreed in the kick-off meeting.
- Assessment tools are developed and shared with TdH and partners
- Pre and post-test tools are developed and finalized with the feedback of TdH and partners.
- Feedback is received and revised, and finalized the modules.
- Modules are endorsed with necessary consultation and workshops
- At least four sets of modules (spiral bindings) are needed to be handed over to Tdh as the final version, along with soft copies.
- Deliver ToTs to the CSOs and partner organizations following the need assessment, and modules are developed.

- The modules, tools, and reports that will be generated and handed over to TdH will be considered assets of TdH.
- Final ToT report needs to be generated and handed over to TdH.
- The completion report with ToTs needs to be drafted, finalized to receive the final payment.
- Consultant is obliged to meet the requirements of TdH standard, ethics, and child protection policy to complete the assignment.

6. Preparation of Financial Proposal

The financial proposal should identify an item-wise summary of costs for the assignment with a detailed breakdown. The consultant should indicate two separate budgets for two modules of development, including need assessment, tools development, and ToT facilitation cost in the financial proposal. **TdH will extend the financial support for the ToTs, following their financial policy**. TdH NL will deduct VAT and Tax at the source according to the GoB rules and deposit to the government treasury. The consultancy firm is expected to provide a justified budget, which is consistent with technical proposals and will be negotiated if shortlisted.

7. Time Period and Geographical Location:

The duration of the assignment is a **maximum of four months, including ToTs,** which will be effective from the date of signing. The consultant will complete the assignment within the time frame, negotiating with TdH in exceptional circumstances.

The consultant should be **based in Dhaka**, Bangladesh, and needs to travel to project locations along with CSOs and partners during assessment and work.

Districts	Upazila/Police Station (Sub-districts)
Dhaka	Mirpur
	Mohammadpur
Gazipur	Gazipur Sadar

Satkhira	Satkhira Sadar
Bagerhat	Mollarhat

8. Profile of the Consultant

The consultant or consulting firm must demonstrate the following qualifications and competencies aligned with the scope of the assignment:

- Minimum 10 years of professional experience in designing and developing training modules, particularly in areas related to civil society strengthening, child protection, freedom of expression, and combating misinformation/disinformation.
- Proven track record in developing and delivering high-quality training materials, facilitating participatory workshops or Training of Trainers (ToTs), and adapting content to diverse audiences within CSO networks.
- Strong understanding of the child protection ecosystem in Bangladesh, including relevant policies, safeguarding standards, and ethical frameworks.
- Demonstrated expertise in gender-sensitive programming and in applying Human Rights-Based Approaches (HRBA) to module development and capacity-building work.
- Experience conducting capacity needs assessments, synthesizing findings, and translating them into structured, context-specific training curricula.
- Excellent presentation, facilitation, and communication skills, with the ability to foster interactive learning environments.
- Familiarity with the Child Rights Programming (CRP) approach and commitment to TdH NL's Safeguarding Policy and core ethical principles.
- A strong consultancy portfolio with a proven record of delivering quality outputs on time.

9. Management and Logistics

The consultant/firm is solely responsible for developing the module, need assessment, and administering the ToT. TDH and partners will support as relevant and required. However, *TdH NL will be responsible for training materials, venue, food, and transport costs* to the participants during the ToTs' conduct.

10. Intellectual Property

All information about 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 the written permission of TdH NL.

11. Payment:

The consultant/ firm will propose a reasonable budget, including all costs. **30% will be disbursed upon signing the agreement** and submission of the inception report and final modules, another **40%,** and the remaining **30% will be paid after completion of ToTs and submission and acceptance of the final report**. Payment will be made through an account pay cheque with the submission of the invoice and reports.

12. TdH NL Integrity Framework

The consultant shall sign and abide by the TdH NL Integrity Framework, including the Safeguarding Policy, Conflict of Interest Policy, Global Code of Conduct, its related procedures, and will be required to disclose any prior convictions.

13. Ethical Considerations:

There will be nothing in the assignment that may be harmful to the respondents in terms of legal or ethical grounds. 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/firms will abstain from data collection from any person who denies or shows any reluctance in providing information. Written consent with a 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 their utmost endeavor to be unbiased in collecting information.

14. Supervision / Management of the Assignment

The consultant will be supervised by the TdHNL Country Manager, Bangladesh, and maintain regular communication with the Project Coordinator- EU, CSP Speak Up Project, and Programme Coordinator-M&E and Fund Raising.

15. Termination and Withdrawal

During the period of the contract, either party may terminate the contract by giving 10 days' written notice. However, TdH Netherlands reserves the right to unilaterally terminate the contract if the consultant/firm fails to submit the report timely; no payment will be made thereof.

16. 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), outlines 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.
3. Full details of proposed consultancy team members, including CVs that relate to their experience and skills to carry out this work.
4. A technical proposal, which should include the following:
   a. The consultant's understanding of the terms of reference
   b. A clear and detailed work plan including a timeline
   c. A description of the proposed methodology(s) to be used to fulfill the requirements of the ToR

5. A Financial Proposal indicates two separate budgets: two modules of development need assessment and the other for each ToTs facilitation cost, which should include the number of working days and the professional rates per day. It should also include a separate itemized logistics budget, broken down to identify accommodation, transport, stationery, and communication as relevant.

Qualified individuals/organizations are invited to submit their proposals, including a cover letter, detailed CV and a financial proposal, via **bangladesh@tdh.nl by 11th May 2025,** in the subject line **"EoI on Modules Development and TOT Facilitation of EU Speak Up Project"**