

Terms of Reference (ToR) for hiring consultant for developing updated Child Protection Policy of UCEP Bangladesh

1. Introduction:

The Underprivileged Children's Educational Programs (UCEP) Bangladesh is a registered non-governmental and non-profit organization providing basic education and training for children and youth from poor marginalized communities in mainly urban and peri-urban areas of Bangladesh

UCEP Bangladesh is a non-profit and non-governmental organization that aims to uplift the socio-economic conditions of underprivileged communities— especially the underprivileged children and adolescent where 50% are girls, through help to learn skills to earn. This Organization also serves children, youth (especially girls), women, persons with disabilities (PWD) and ethnic minority & other disadvantaged groups for changing their lives through education, skills training, and employment support. The average age limit of the target group is 14-18 years, basically, they are children according to UNCRC.

UCEP Bangladesh has a safeguarding mechanism that is practiced in the different tiers of the organization for addressing the protection issues of those children's who are coming regularly in the schools. Child Protection Policy is one of the important tools for using protective measures for ensuring the safe and protective environment in the organization.

2. Justifications:

This Child protection policy has developed in 2015 for committed to protecting children from harm and ensuring children's right to protection under Article 19 of the UNCRC is fully realized for taking seriously the responsibility to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form for its target children those are receiving education and Skills training through 33 General and 10 Technical Schools. This policy also assessed by the DFAT and recommended for revising it that will be used as a public document.

In considering DFAT recommendation UCEP plans to review and revise the existing Child Protection Policy and Practiced for making it more user-friendly and align with the DFAT Child Protection policy.

UCEP Bangladesh is, thus, looking to procure an independent consultant (or consultancy firm) for developing up-dated version Child Protection Policy within project Inception period. The individual consultant (or consultancy firm) will prepare an action plan for developing the updated version of Child Protection Policy for using as a tool for the safeguarding mechanism for all stakeholders

3. Purpose of the Assignment

Purpose of this work is:

- To review and revise the existing Child Protection policy, make it instrumental for practice according to the recommendation of DFAT and availability of up-dated version of child protection policy developed to apply in organizational policy and program as and when is necessary.

4. Identified some specific objectives for addressing child protection issues.

- Identify the gaps of existing UCEP child protection policy and safeguarding mechanism and issues, implementation system and practice according to the recommendation.
- Reviewed all issues by addressing all recommendation by DFAT
- Make it a public document for all stakeholders of UCEP Bangladesh
- Prepare an action plan based on the approved policy for implementation within the organization.

5. Intended users:

- UCEP staff, use the findings of the gaps to improve the quality of these protection issues in the organization so that it would be the safer and secure environment for the children.
- 'Targeted Beneficiaries', particularly UCEP Students, instructors, teachers and other relevant of staff involved in the project and programme, to better understand effective policies for bringing about changes in their studying and training environment

- UCEP programme and policy staff, especially in regards to the What Works to promote and ensure Child friendly environment and increase safety

6. Scope of work

- It is intended that a team of reviewer will: review content of the existing child protection policy, align with the national and international policy (Including DFAT Child Protection Policy) and practiced from the secondary data source, intervention system, protection mechanism and present role of responsible people such as: role of CCM/YCM, Child Protection Focal Persons, Child Protection Committee, uses of complain box etc.
- The revised child protection policy needs to be instrumental enabling UCEP to use it for building capacity of staff and the organization focused child protection and code of conduct for staff.
 - Mechanism of regular training on Child Protection Issues for all staff, including teachers instructors needs to be addressed for raising awareness and enhance their capacity for implementation .
 - Child protection issues must be addressed for the newly recruited staff during their induction training.
 - Arrange refresher training for all staff at least within 2 years.
 - Organizational risk assessment to take place on child protection issues in every six months and take several actions for mitigation of these risk.
- This policy has to contained provisions for suspensions or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after the investigation of UCEP's employment contract.
- Its need to be kept a file note where verbal consent is obtained in regards to use of children' images before photographing or filming a child for work-related purposes
- The intention is to undertake a rigorous review of existing policy and total safeguarding mechanism that are using in the different schools, institutions and office level. Following these process consultant will do his/her work:
- The work plan needs to be developed and shared with UCEP Bangladesh for finalization.

- The methodology and tools to be reviewed and revised for collecting information and share with UCEP Bangladesh.
- Relevant national and International policies and strategy of child protection issues and best practices from secondary data sources to be reviewed.
- Field visit, interaction with field staff, observation, interview, workshops and meeting with internal staff, external relevant organizations and agencies.
- Identify the internal gaps and share the key findings with UCEP Bangladesh Team.
- Prepare and share the draft policy documents with DFAT
- Finalization of the Child Protection policy incorporating inputs from UCEP Bangladesh and DFAT.

7. Deliverables:

To develop an advanced, progressive and forward-thinking Child Protection Policy for UCEP is needed a high level of expertise. The expert consultant/consultant Firm will facilitate staff workshop in the field and prepare a revised updated Child Protection Policy included the gaps and will submit to the UCEP management. Detailed scope of the works of the consultant or consultation Firm will be guided by TOR for the developing of the Child Protection Policy.

Specific tasks will be as follows

- Develop and share a detailed work plan for the entire work.
- Develop and share methodology and tools within the timeframe.
- Submit an Inception report to UCEP Bangladesh within the timeframe.
- One or two field visit and organize workshops for understanding the present mechanism of Protection system and implementation situation of the organization.
- Share the key findings with UCEP Bangladesh through Power Point Presentation.
- Develop a draft policy and share with UCEP Bangladesh.
- Submit final updated Child protection policy including all finding

8. Time Frame of the assignment

The total numbers of person-days allocated for this work are 36 working days that will be spread over 59 calendar days tentatively starting from May 26, 2019, to August 22, 2019.

Table 1: Tentative Timeline

Activity	Working Days
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Preparation and finalization of methodologies, tools and work plan (inception meeting including final inception report)	7
Fieldwork for information collection and situation analysis	7
Information on situation analysis and sharing	5
Draft policy preparation with updated information	5
Report Writing	5
Presentation	3
Final report incorporating feedback	4
Total	36

9. Mode of payment:

The payment will be done according to the following time frame/arrangement:

Phase	Instalments	Amount	Time line
Phase 1	1 st instalment	30% of the total amount	Satisfactory completion and sharing Inception Report with detailed tools and work
	2 nd instalment	30% of the total amount	Satisfactory completion and submission of the draft Report to UCEP along with relevant docs
	3 rd instalment	40% of the total amount	Satisfactory completion and submission of the final Child Protection Policy after included DFAT inputs.

10. Payment Details-

- Payment will be made through account payee cheque.
- UCEP Bangladesh will deduct VAT and Tax from the invoice amount as per Govt. rules
- The consultant will provide appropriate invoice / Bill and E-TIN

No TA/DA will be paid by UCEP Bangladesh for any activity carried out by the consultant or his representative for the survey activities

11. Key Contacts and Report

Respective Programme focal and Manager-HR of UCEP Bangladesh will be the contact person on behalf of UCEP Bangladesh. The Consultant/team should report **to Director –People and Operations** of UCEP Bangladesh. The final draft will be shared with DFAT and will be finalized after including their inputs.

12. Other Administrative factors:

1. Required logistics support, as prescribed in the agreement, will be provided by UCEP Bangladesh.
2. All documents prepared during the assignment will be treated as UCEP Bangladesh property.
3. The assignment will not be sub-contracted to anyone.
4. In case of any change made in the Scope of Work by UCEP Bangladesh because of an increase or decrease in required cost or time, or any part of the work under the contract, fair adjustment in the contract price, delivery schedule, or both will be amended in writing.
5. Request for the increase of consultancy period must be submitted to **Director – Peoples & Operations, UCEP Bangladesh, before 10 days ending of Consultancy period.**
6. Request for Extension must be submitted with proper justification, via the Hiring Team.
7. Confidentiality of all aspects of the assignment is to be assured by the Consultant at all times.

13. Copyright and Ownership of Data

- UCEP reserves the copyright of all information, data, findings and the final report produced through these process to develop updated version of CPP.

14.Expiry of Agreement and Negotiable Flexibility

- Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.
- The Agreement will be invalidated after the expiry of duration unless a further extension is made by UCEP Bangladesh. UCEP also reserves the right to amend or change or cancel the Agreement at any time.

- For any clarifications, please write to Mansur Rahman(mansur.rahman@ucepbd.org) or Mariam Akhter (mariam.akhter@ucepbd.org;))

15.How to apply

- Interested consultant/team are requested to submit the proposal on or before May 20 May,2019'UCEP Bangladesh' Head Office, Plot# 2 & 3, Mirpur-2, Dhaka – 1216 or e-mail to tender@ucepbd.org