

Terms of References (TOR) for hiring the consultant for Developing reviewed and revised Gender policy.

1. Background Information:

The Constitution of Bangladesh enforces equal rights for men and women and promulgated that the state will not discriminate against any citizen due to his/her religion, color, ethnicity, sex or birthplace. The National Women Policy aimed at eradicating all forms of discrimination against women through empowerment of women to achieve equal partnership in development. Following this roadmap, National Skills Development Policy 2011 states that ‘women should have equal access to both formal and non-formal programs so they can acquire or improve their knowledge and skills for meaningful employment or upgrade existing employment opportunities’. The empowerment of women and men through general and vocational education is the pre-condition for realizing the economic potential of Bangladesh. Following this roadmap being a technical vocational educational institute UCEP recognizes gender equality as central to its mission to support underprivileged children to find skilled employment in the wage economy and to start their own business.

UCEP Bangladesh is a non-profit and non-governmental organization working to uplift the socio-economic conditions of underprivileged children and youth with the power of education and skills development. At present UCEP’s has four core component that considered as core program: General Education, Technical Vocational Education, and Training, skills training has a forward linkage of job placement support which includes both wage-employment and self-employment supports and Child and Woman Rights Advocacy.

Following the UCEP 10 Years Strategy (2015-2025), UCEP Bangladesh revised and finalized UCEP’s gender policy. Later in 2015 situation analysis concerning gender equality status at UCEP was carried out. In considering the major recommendations from this analysis, some activities have included in the programme component.

2. Rationale and Justification:

This Terms of Reference (ToR) sets out the basis for developing ‘**Gender Policy with M&E framework and theory of change**’ for UCEP Bangladesh under the QuEST Project funded by DFAT.

Quality Education and Skills for Transformation (QuEST) project is a four year programme(1st March 2019 – 30th June 2022) which is being implemented in the all UCEP interventions areas.

UCEP Bangladesh’s programs promotes gender equity, equality and social inclusion as cross-cutting issues through its Child Woman Rights Advocacy (CWRA), Soft Skills and Social Inclusion component under this project.

This component provides these activities both at organizational level (internal) and community level (external) to achieve the common development goal of gender equality and social inclusion. Such as:

- **Carrying out Gender and Inclusion Audits**
- Improving the knowledge on the importance of girls, PWDs and minorities in the education, TVET and skills development sectors.
- Raising community awareness on girls’ participation in TVET and skills
- Raising self-confidence, self-love, self-trust, knowledge base, rights issues for empowerment of female students and teachers
- Making schools’ physical facilities more girl & women friendly and safe
- Ensuring assessment of PWD learners on their impairment for providing device support

- Integrating the issues of social inclusion with special focus on gender mainstreaming, rights of PWDs, equal access of minority groups to rights and services, and soft skills into existing curriculums and teaching learning material but also developing new documents as needed.
- Organizing sensitization and orientation sessions for staff, beneficiaries and stakeholders including the community and employers.
- Assess, develop and ensure disability and gender friendly class room, training facilities and workplaces.
- 50% of the beneficiaries of all UCEP Bangladesh's services are mandated to be females.

Child and Woman Rights Advocacy component(CWRA) to engage family and community for giving more support to their girl's education and training while ensuring gender empowerment is an utmost priority issue for UCEP.

Ensuring the gender empowerment and gender equality in the organization, gender policy is using as a significant role for the active role of Gender Focal Persons, Youth Council, Child Council, and others. In line with this, we are planning to analyse the gender situations and revise & review existing Gender policy and mechanisms, for making it more user-friendly and aligned with DFAT Gender Policy. Through analyzing the situation some gaps will be identified and addressing these gaps for the betterment of the gender situation of UCEP Bangladesh.

3. Purpose of the Assignment:

Review and analyse the Gender Policy in line with the requirement of QuEST Project's outcome and results.

4. Specific objectives for addressing gender equity and equality issues.

- Gender Strategy reviewed and revised including Gender Analysis and Theory of Change and M&E Framework for CWRA.
- Improve M&E system to monitor gender inclusion activities. In year 1 this will include developing a theory of change and a results based monitoring framework for the CWRA team, so that assumptions about the effectiveness of team activities can be tested. Annual Work plans will be developed for the team.
- To analyze and revise the policy documents to be more concise and better structured.
- To propose some mechanisms for addressing the recommendations according to the gender situations analysis.
- To build the capacity of all staff by strengthening their conceptual understanding of gender, their ability to show and respond to gender issues, and their ability to operate the policy through technical skills.

5. Methodology

The review and analysis process of Gender situation and gender policy should follow the organizational and country context. evaluation. The Qualitative Impact Assessment Protocol uses a combination of Beneficiary Assessment & Contribution Analysis approach- self-reported attribution of impact (key informant attribution) adhered through interviews to provide sufficient evidence using process tracing to test the theory of change behind the activity being evaluated.

The consultant is expected to share suitable methodologies to apply the approaches mentioned.

In addition to the methods suggested by the consultant, the analysis process will include a desk-based review of relevant documents: project proposal, existing organizational and DFAT gender policy, action plan, training module, local workshop/ other organization selection procedure and guidelines and reports. The analysis and review process would be finalized in consultations with UCEP Bangladesh CWRA, HRM &D and MEKM team.

Possible Key Respondents:

- UCEP Management
- All Program Staff
- All relevant students
- CCM/YCM
- Gender Focal Person
- Families and communities
- Instructors
- Employers
- UCEP and DFAT officials

Ethical standards: The team should explain clearly to participants involved in the analysis and review process what the purpose of the exercise is, how people's information will be used. They should follow ethical standards for information collection, and should include a risk assessment covering security risks to respondents. As a minimum, the research should 'do no harm'

6. Intended users:

- UCEP staff, use the findings of the gaps through gender situation analysis to improve the situation of these gender equity and equality issues in the organization so that this organization would be a gender friendly, safer and secure environment for the both sex male and female of children, students, teachers, instructors and other stakeholders
- 'Targeted Beneficiaries', particularly UCEP Students and their parents, 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 Gender-friendly environment and increase equality.
- Externally, the policy shared with like-minded organization, donors, government institution who are working for Education and Technical Education.

7. Scope of work

- The consultant team will be instructed to consult with female and male stakeholders of different ages, from different socio-economic, rural/urban and ethnic groups; women and men with disability; female and male officials working in partner government organisations; women's networks and coalitions, civil society organisations and local researchers.
- During consultations, consider forming separate groups for consulting with women; or mixed male-female groups that have a critical mass of women, particularly where there may be cultural impediments to women speaking.\

- The revised gender policy needs to be instrumental enabling UCEP to use it for building capacity of staff and the organization focused gender equality issue and code of conduct for staff.

8. Time Frame of the assignment

The total numbers of person days allocated for this work is 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
Preparation and finalisation of methodologies, tools and work plan (inception meeting including final inception report)	7
Field work for information collection and situation analysis	7
Information analysis and sharing	5
Draft policy preparation with M&E framework	5
Report Writing	5
Presentation	3
Final report incorporating feedback	4
Total	36

9. Expected Deliverables

The consultant(s)/ firm will submit the following outputs in English language.

- 1) Inception report including detailed methodology and reporting template submitted to UCEP.
- 2) A comprehensive plan including methodology and approaches.
- 3) Draft and final report to include, but not limited to:
 - Executive summary (1500-2000 words)
 - Methodology
 - Findings/Results
 - Conclusions
 - Recommendations
 - Annexes
- 4) All collected information:
 - Assessment tools/module for workshop
 - Final findings and information file including raw information, and data analysis
 - Transcript of FGDs and Key Informant Interviews
 - All pictures/photos.

10. Technical Proposal Submission Format:

- a) **Assignment:** 'Gender Policy reviewed and revised including Gender Analysis'
- b) **Understanding of the Assignment** (maximum 1 page)
- c) **Work Approach and Methodology** (maximum 4 pages): Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output.
You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methods of collecting information,

workshop with UCEP people, present mechanism and documents analysis, management should be stated.

- d) **Detailed Description of Activities** (maximum 2 pages) Provide detailed descriptions of key activities mentioned above which are critical for the methodology and approach to be successful.
- e) **Work Plan** (maximum 1 pages). Here you should propose the main activities of the assignment, their content and duration, milestones (including interim approvals by the Client), and delivery dates of the reports. The work plan should be consistent with the Work schedule.
- f) **Organization and Staffing** (maximum 2 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized.
- g) Detailed CV's of the of the consultant or team members should be included in the annexure of the technical proposal. It is desirable that the proposal should contain the above mentioned sections only.

11.Financial Proposal Submission Format:

The budget of the task should be broken down in details as like the following format:

Cost Proposal Format

Sl	Description	Unit	Man days	Per man day unit cost	Total cost
	(a)	(b)	(c)	(d)	(b) X (c) X (d)
A	Consultancy Fee				
Sub Total					
B	Information Collection and Analysis				
C	Other Cost				
Sub Total					
	Total Cost (A+B+C)				
	VAT 15%				
	Tax @10%				
	Grand Total				
	Total Cost (in Ward)				

Note:

- The consultant/team may **include/exclude** any necessary heads from the above mentioned format.
- Proposers are required to abide by page limits and formats. All attached forms must be completed and submitted with the proposals. Organizations are also required to submit their Technical

proposals in English (Font – Time new Roman, size 12, page margins – 1” on all sides, Page size- A4.

All the pages of the financial proposal must be signed by the consultant/ firm.

12. Payment Schedule

The payment schedule is as follow:

Instalments	Amount	Terms and condition of payment
1 st instalment	20% of the total amount	Satisfactory completion and sharing Inception Report with detailed methodology, tools and work plan
2 nd instalment	30% of the total amount	Satisfactory completion and submission of the Draft Report to UCEP
Final instalment	50% of the total amount	Satisfactory completion and submission of the final Report to UCEP along with data set and relevant documents

13. 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.

14. Documents Required:

- a) Company profile/CV of the consultants
- b) Copy of the Trade License
- c) Up-to-date VAT and Tax certificate (form individual Consultant only Tax certificate)
- d) List of clients served and at least 02 acknowledgement letter (successful completion of study) form clients.
- e) Recent report on similar work done by the proposed team

15. Proposal Evaluation

The Proposal Evaluation shall be carried out based on the following criteria:

Sl. no	Description	Weight
1.	Understanding of the task	15
2.	Methodology/approach including analytical framework of the work	20
3.	Execution plan	10
4.	Team composition	15
5.	Relevant knowledge, and experience of gender vocational skills and general and technical education and/or gender situation analysis or policy development	25

6.	Legal documents and affiliation	5
7.	Financial proposal	10
Total		100

16. 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.

17. Expiry of Agreement and Negotiable Flexibility

1. Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.
2. The Agreement will be invalidated after expiry of duration unless further extension is made by UCEP Bangladesh. UCEP also reserves the right to amend or change or cancel the Agreement at any time.
3. For any clarifications, please write to Mansur Rahman(mansur.rahman@ucepbd.org) or
4. Mariam Akhter (mariam.akhter@ucepbd.org;

18. Disclaimer:

UCEP Bangladesh has the right to accept or reject any or all proposals without assigning any reason what so ever. The organization also reserves the right to terminate the contract if it is not satisfied with the performance in terms of quality and progress of work. In case of termination, the payment will not be made. Copyright of the study report will remain with the UCEP Bangladesh.

19. Submission of Proposal

- a) Consultant/firm that meet the requirements mentioned above are invited to submit detail technical proposal and financial proposal on or before 5:00 PM, **May 20 2019** to Director-People and Operations, Head Office, UCEP Bangladesh, Plot# 2 & 3, Mirpur-2, Dhaka – 1216 or e-mail to: tender@ucepbd.org;
- b) Apply under the subject line of **Proposal – ‘Gender Policy reviewed and revised including Gender Analysis’**