**Terms of Reference**

**for**

**Developing an E-learning Training Module on Trafficking-In-Persons (TIP) Issues**

**Background**

The USAID granted and Winrock International implemented Bangladesh Counter Trafficking-in-Persons (BC/TIP) program aims at reducing the prevalence of trafficking-in-persons (TIP) in Bangladesh and promote fair, ethical and responsible overseas labor recruitment practice. The BC/TIP program works in 20 trafficking-prone districts of the country and carries out robust interventions in all four of USAID’s areas of emphasis: Prevention, Protection, Prosecution, and Partnership. The program works collaboratively to reduce the prevalence of human trafficking in Bangladesh by:

* Strengthening the capacity of communities to identify at risk people and trafficking victims and take action;
* Improving trafficking victims’ access to assistance;
* Increasing the responsiveness of criminal justice actors to trafficking victims;
* Facilitating effective and coordinated partnerships among stakeholders to combat trafficking; and
* Increasing responsiveness of duty bearers and justice actors on child marriage issues.

Under the prevention component, the BC/TIP program has an immense concentration on increasing capacity of targeted communities and local institutions to address TIP situations, identify people at-risk and victims of TIP and prevent vulnerabilities of community people, particularly of female, youth and disadvantaged groups to TIP.

**Purpose of the Assignment**

To reinforce this capacity development initiative for targeted communities and local institutions, BC/TIP intends to produce an e-learning training module on TIP issues i.e. concepts of TIP and related issues, tools to identify people at-risks and victims of TIP, information regarding supports and services for people at-risk and victims of TIP, risks and vulnerabilities related to TIP associated with labor migration, safe and orderly practice of labor migration and responsible practices of overseas recruitment.

The intended e-learning training module will include two distinct materials- i) a well-researched storyboard, ii) an audio-visual training module along with a set of IEC materials and district directories developed earlier under the BC/TIP program.

The targeted audience of the e-learning training module includes volunteer groups, members of Peer Leaders, members of survivors’ voice ANIRBAN, trainers/instructors of TTCs, members of CTCs, staffs of Union Digital Centers (UDCs), District Employment and Manpower Offices (DEMOs), Bureau of Manpower, Employment and Training (BMET), Wage Earners Welfare Board (WEWB), recruiting agencies and other stakeholders who have been engaged both in orienting potential migrant workers and providing service to the people at-risks and victims of TIP.

Winrock International is seeking individual(s) or consultancy firm(s) or media firm(s) to develop a well-researched storyboard and an audio-visual training module on TIP issues. The consultant(s)/firm(s) will work with BC/TIP-Winrock International and a2i to facilitate other necessary supports as well. This module may be used in various communications platforms in future.

**Objectives/Tasks**

The individual, firm, or organization will be required to perform the following tasks:

Task 1: Prepare a well-researched Storyboard for E-learning Module

* Review documents related to the issue including project proposal, annual work plan, previously developed documents, and interim reports as appropriate to identify contents of the storyboard;
* Incorporate into the module the relevant sections of all policies, laws, rules and action plans relevant to TIP and safe migration issues;
* Conduct workshop with targeted audiences, relevant stakeholders, domain experts to articulate ideas and concepts for the storyboard;
* Develop storyboard based on the review, desk research and workshop findings for e-learning module with the consultant/firm/organization who have been hired for Task 2 (if any);
* Edit to share storyboard with targeted audiences, relevant stakeholders, domain experts, representatives of UDC, DEMO, TTCs etc. and a2i officials/resource pool through small group meetings/interviews/field visits and as appropriate;
* Conduct a training of trainers (ToT) on the e-learning management system;
* Scrutinize and update information mentioned in BC/TIP IEC materials and District Directories;

Task 2: Develop Audio-visual Training Module (five modules; around 20 video/animation learning contents), learning activities, assessment materials based on the storyboard developed in task-1

* Conduct video-shooting or prepare animated/video-scribed audio-visual training modules (around 20+) based on the storyboard. The length of each clip will be 4 to 6 minutes.
* Develop learning activities and assessment tools according to the e-learning storyboard prescribed in task-1;
* Share draft audio-visual module with BC/TIP team, a2i officials/resource pool, consultant of Task 1, target groups, relevant stakeholders, domain experts etc.;
* Incorporate comments/feedbacks from the sharing and finalize the audio-visual module;
* Edit and finalize audio-visual training module, with narration, translation and subtitle in English; (if possible, brail for the visual impaired person);
* Finalize the module and validate through a final validation workshop and prepare for uploading;
* Conduct a training of trainers (ToT) on the e-learning management system;
* Review the design of BC/TIP IEC materials and District Directories;

**Duration**

The duration of the assignment will be 60 days over a period of five months including validation workshop and ToT. The expected date for commencement of the assignment is November 1, 2019 and end date is March 31, 2019.

**Location**

The consultant must be available for meeting with Winrock BC/TIP team and a2i officials and travel to the field of BC/TIP project area as appropriate.

**Deliverables**

The following deliverables are required by Winrock International. Deadlines for each deliverable should be included within the proposal and will be reviewed and finalized by Winrock at the beginning of assignment. The deliverables include:

1. Detailed workplan with date on how and when the consultant(s) or farm(s) will carry out all assigned tasks;
2. A final and updated content for the module;
3. Final storyboard;
4. Final draft of E-learning training module/materials (20+clips, learning & assessment tools- three copies);
5. A detail user management guideline;
6. Final IEC materials and District Directories (competent to be used in grassroot, web and mobile version);

**Reporting:**

1. Inception report (workplan with time frame and methodology) – 5 working days
2. Draft deliverables – 48 working days
3. Final hand over of deliverables – 7 days

**Requirements from the consultant(s) or firm(s):**

Winrock International is seeking qualified individuals and/or firms who meet the qualifications stated below. The principal investigator must fulfill at least the following criteria:

* The consultant individual(s), or organization should have comprehensive understanding of TIP, safe migration, child marriage and gender-based violence issues and possess extensive experience in preparing training module/storyboard and audio/visual materials, documentary/video films relating to these issues;
* Should have experience in consolidating and analyzing literature, proposals, policies, laws, rules and in making recommendations;
* Minimum five years of experience in the field of producing audio-visual training module/ storyboard, video documentary and films;
* Bidders experience in developing both live action videos and animations is a must. Samples of previous work relevant to this animation (if available similar mixed videos also);
* In house experts in developing concepts and storyboard for live action videos and animations (CVs of proposed team members should be provided);
* Experience working with a2i would be beneficial (if so, previous work samples should be provided);
* Experience in working with international organizations and or donors as well as with development organizations/NGOs;
* Excellent planning, organizing and communication skills;

## **Application information**

Interested individuals and firms must send an electronic technical and cost proposal in separate files, with a technical proposal describing the consultant/firm’s relevant experience and capacity to undertake the task. The deadline for application is October 12, 2019.

For questions and to submit your application or proposal, please write to: [bctip@winrock.org](mailto:bctip@winrock.org)

***The subject in the email must clearly state: “Develop e-learning audio/visual training module (storyboard or audio-visual training module clips or both) on TIP issues***

# Proposal requirements

* All documents related to this assignment should be in English;
* Proposals must be submitted electronically, with all pieces of the proposal labelled clearly;
* The maximum length for the proposal should not exceed 10 pages. Suggested breakdown is as follows:
  + **Cover page** = 1 page;
  + **Individual/Organizational profile, institutional capacity: 1 page.** The applicant must present in narrative format a description of: (a) company/individual profile (supplemental material could be placed in the annex), (b) the organizational/individual capacity to conduct the scope of work (examples of similar studies may be placed in annex), (c) CVs of all proposed experts/team members (placed in annex) (d) the organization’s/individual’s knowledge of human trafficking in the Bangladeshi context, (e) previous experience conducting similar work, and (f) letters of support or reference (placed in the annex).
  + **Technical proposal = 6 pages**. The applicant should describe in the technical proposal their approach and methodology for the study including sources of primary and secondary data and literature. Furthermore, issues of consent/assent and plan for protection of human subjects must be highlighted within the proposal. A workplan in the form of a Gantt (timeline) chart should outline key tasks and deliverables.
  + **Cost/budget narrative = 2 pages.** The applicant must present a detailed financial proposal that covers the following items and includes a narrative on the assumptions behind the estimates:
    - Salaries. Includes personnel for technical assistance, data collection, data analysis,

e.g. staff, interviewers, supervisors, drivers, etc.

* + - Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during field work; mode of transportation; vehicle rental; gas;
    - Communications. Includes telephone, email, computer, mobile phone, etc.
    - Other relevant costs.

Winrock International will evaluate the proposals received on their technical merit and estimated costs. Each proposal will be evaluated using the following criteria: Institutional Capacity/Institutional Experience (20%), Proposed Team (20%) Technical Proposal (30%), and Cost estimate (30%) – assessment of cost estimate against implementation plan.

## Payment Terms

## 10% on signature of contract

10% upon WI’s and USAID’s approval of the workplan

30% on completion of the primary data collection exercise

20% upon WI’s approval of the submitted draft AV materials

30% upon WI’s and USAID’s approval of the submitted final report and bibliography/literature review materials