

Terms of Reference (ToR)

(Develop PRA Tools and Training Module on Women Empowerment and Community Social Workers Capacity Building)

Background:

Three non-government organizations namely, Ovivashi Karmi Unnayan Program (OKUP), Bangladesh Nari Progati Sangha (BNPS), and Karmajibi Nari (KN) have been implementing the project named “Fair recruitment and Decent Work for Women Migrant Workers South Asia and Middle East Phase – II [Work In Freedom (WIF-2)]” with the support from International Labour Organization (ILO). The project aims to contribute to women empowerment for their rights and entitlements to reduce their vulnerabilities to trafficking and forced labour. The project intends to increase empowerment of work age women in Bangladesh so that they have greater ability to make own choices, protect their rights and access jobs or local entitlement for sustainable development.

In this regard, OKUP, KN, and BNPS hereby interested to seek consultancy services to develop PRA (Participatory Rural Appraisal) tools and training modules on women empowerment and capacity development training module for Community Social Workers as active citizen and change agents. The developed PRA tools and training modules will be used to facilitate women empowerment training, door to door orientation as well as engaging community level social workers in women empowerment activities in a sustainable manner. Increasing knowledge and awareness among women and girls is central to empowering them and building agency and ability to take own decision, claim rights, access entitlements and opportunities. Strengthening community to support the women and girls is critical to promote women’s empowerment and protection.

Deliverable

Develop PRA (Participatory Rural Appraisal) tools and two training modules on women empowerment and social workers capacity building (In Bangla and English Version).

Objectives of the assignment

The main objectives of this assignment are to develop PRA (Participatory Rural Appraisal) tools and training modules on women empowerment and community social workers capacity building. The developed PRA tools and training modules will be used to facilitate women empowerment training, door to door orientation as well as engaging social workers in women empowerment activities in a sustainable manner.

Scope of Work

- Review all the available secondary data and information,

- Consult with KN, BNPS and OKUP staffs and social workers and different level of stakeholders,
- Collect, review and analyze all the necessary information related to the assignment,
- Link with existing local and national level government and non-government initiatives in regarding to this issue (Fair recruitment and Decent Work for Women Migrant Workers)
- Collect data through survey, FGD, KII, Social dialogue etc. (detailed description at methodology)
- Share data collection methodology and tools,
- Develop a well written and informative PRA tools and training module

Methodology

Selected consultant/firm will conduct following activities to develop PRA tools and training modules on women empowerment and community social workers capacity building:

Name of Activity	Brief of activity	Number of Activities	Where it will be done	Representation of Organization
Community based consultation with work-age women on analysis of local contexts in 10 unions in project districts	To develop tools through work-age women's opinion	10	10 Upazila under B.Barua, Naraynagonj, Manikgonj and Faridpur	OKUP
Social dialogues with selected social workers and staffs in project districts	To develop tools for social dialogue with social workers in local areas	4	4 Districts	
2-day workshop with social workers (paid and volunteer) on drafting PRA tools and training modules on women empowerment issues	Validation of PRA Tools among 30 social workers	1	1 center level, Dhaka	
Upzila level Consultation with work-age women and Social Workers on analysis of local contexts.	Arrange discussion meeting to develop tools and training modules through Social Workers and	4	4 upzila under Savar, Dohar, Tongi and Mirpur	

	work-age women's opinion.			KN
Day long Workshop with project staff and Social Workers on drafting PRA tools and training modules on Social Workers Orientation and women empowerment issues.	Validation of PRA tools.	1	Central level at Dhaka	
Sharing meeting on two different training modules.	Drafting two training modules and sharing with experts and project teams.	1	Central level at Dhaka	
Two different module one on women empowerment and another on capacity building for community social workers and one sharing meeting at central level	Drafting two training modules and sharing with master trainers and experts from NGOs	1	At central level	BNPS
Community based consultation with work-age women on analysis of local contexts at 18 unions under 5 districts	To develop tools through work-age women's opinion	18	Unions under 5 districts: Narsingdi, Kishoregonj, Gazipur, Habigonj, Chattogram (CEPZ)	
1 day workshop with staffs on drafting PRA tools and training modules on women empowerment issues	Validation of PRA Tools developed	1	1 center level, Dhaka	
Consultation meeting with	Validation of PRA Tools at district level		District: Narsingdi,	

relevant stakeholders for validation at district level			Kishoregonj, Gazipur, Habigonj, Chattogram (CEPZ)	
--	--	--	---	--

Working Area

The consultant would have to work in following 15 upazilas under 10 districts:

Organization	Working District	Upazila	Union
OKUP	B. Baria	Kasba	Kayempur
		Nashirnagar	Kunda
			Nashirnagar
			Purbobhag
		Ashuganj	Charchartola
			Ashuganj
	Araisida		
	Narayanganj	Sadar	Lalpur
			Kashipur
		Bandor	Shohidnagar
			Musapur
	Faridpur	Rupganj	Kayetpara
		Sadar	North Channel
		Charvodrason	Char Horirampur
		Sodorpur	Deuwkhali
Manikganj	Horirampur	Vasanchor	
BNPS	Gazipur	Horirampur	Ramkrishnopur
	Gazipur	Gazipur Sadar & City Corporation	37, 38 no. Ward (Boro Bari, Gacha-Khailkoir)
		Kaliakoir	Vannara, Mouchak, Pasha gate
	Narsingdi	Narsingdi	Meherpara, (ward no. 6 & 8); Shilmandhi (ward no. 1 & 2)
	Kishoregonj	Kishoregonj	3 no. Maijkhapon Union (ward 1-9), 4 no. Mahinon Union (1 & 6)
	Habigonj	Chunarughat	1 no. Gazipur, Dewragachi; 10 no. Mirashi
		Madhabpur	5 no. Andiura; 6 no. Shahajanpur; 7 no. Jagodishpur
Chattogram	CEPZ	Ward no. 38, 39	
Gazipur	Gazipur Sadar & City Corporation	37, 38 no. Ward (Boro Bari, Gacha-Khailkoir)	
	Kaliakoir	Vannara, Mouchak, Pasha gate	
	Dhaka	Savar	Dhamsana, Yearpur, Ashulia
		Dohar	Bilashpur, Roypara,

KN			Sutarpara
		Mirpur	Ward-4,15,16
		Tongi (Gazipur ¹)	Ward-43,47,44,45, 56,57

Duration of Assignment

Total duration of this assignment will be not more than three months. The Assignment will be completed over a period from January 2020 to March 2020. The expected date of start will be 1st week of January 2020. Remuneration will be negotiable.

Consultant qualifications/ Expertise

The proposed PRA/ Research Consultant/firm should include the technical expertise and practical experience required to deliver the scope of work and research outputs with regards to:

- Substantial experiences in social and applied research, especially in PRA development;
- Skills in quantitative and qualitative data collection and analysis, drawing findings from multiple sources and handling potential contradictions between data sets. Therefore, the consultant must have good logical, qualitative analysis, and writing skills to capture the process well;
- Research design: the team should include expertise and skills required to design, plan, and conduct potentially using experimental or quasi-experimental techniques;
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
- An exceptionally good understanding of the socio-political context in Bangladesh;
- Being familiar with relevant policy, institutional and regulatory framework in Bangladesh, legal regulations, procedures, and requirements related to the relevant sector(s) and have a thorough knowledge of the relevant policy research methods and documents;
- Clear understanding about women's empowerment and how freedom of work of women contributes to empower them women's mobility, rights and local entitlements, women migration issues etc. ;
- Proven skills to assess training need and develop training module in development field.
- The consultant/team leader have to a post-graduate or equivalent qualification/ degree in Social Work/Social Science, Anthropology, Human rights, Development Study, Humanities or any other relevant discipline.
- Consultant having a good team member will be given priority for this assignment.
- List of Publications and or previous working experience of Consultant/firm.

¹ Though Tongi is under Gazipur district but in Call for Proposal Tongi was grouped under cluster 2(Dhaka).

Work Plan

Deliverables	Timeline
Inception Report	
Overall and specific objectives of the study	Within 5 Weeks of starting the assignment
Review all available secondary data	
Proposed approach and research methodology and sharing with implementing organizations	
Activities implemented during the inception phase	
Organization and management of the study	
Draft Final Report	
Submission of the draft final report	3 weeks
Presentation the study to the respective organizations	
Final Report	
Submission of the final report by incorporating comments from the organizations	2 weeks after submission of the draft final report

Payment Method

The payments will be made in A/C payee cheques in favor of consultant/consultancy firm based on banking information provided by the consultant. Tax and VAT shall be deducted at source while making the payment. The Consultant/ team will be paid fees for -----days within three months of assignment period. The Consultant is expected to undertake travel in 10 districts (mentioned above) to carryout the assignment particularly for consultation workshops/ meetings in the community. DSA and moderate road transportation cost will be paid at actual. The payments will be made following the payment schedule:

- 40% on signing the contract.
- 30% on submission of draft final report of PRA tools and two training module.
- 30% on submission of final PRA tools and two training modules.

Front Page

Three non-government organizations namely, Ovivashi Karmi Unnayan Program (OKUP), Bangladesh Nari Progati Sangha (BNPS), and Karmajibi Nari (KN) have been implementing the project named “Fair recruitment and Decent Work for Women Migrant Workers South Asia and Middle East Phase – II [Work In Freedom (WIF-2)]” with the support from International Labour Organization (ILO). The project aims to contribute to women empowerment for their rights and entitlements to reduce their vulnerabilities to trafficking and forced labour. The project intends to increase empowerment of work age women in Bangladesh so that they have greater ability to make own choices, protect their rights and access jobs or local entitlement for sustainable development.

In this regard, OKUP, KN, and BNPS hereby interested to seek consultancy services to develop PRA (Participatory Rural Appraisal) tools and training module on women empowerment and capacity development training module for Community Social Workers as active citizen and change agents. The developed PRA tools and training modules will be used to facilitate women empowerment training, door to door orientation as well as engaging community level social workers in women empowerment activities in a sustainable manner.

Interested consultant/firms are requested to visit bdjobs.com and KN, BNPS and OKUP’s website for detailed Terms of Reference (ToR). The eligible consultant/firms are requested to submit the EoI at the office of OKUP by 4:00 pm on or before 05/01/2020.