



Terms of Reference

For

Shomotay Tarunno: Youth for Equality

Developing Capacity Enhancement Guidelines, and Providing ToT for Youth-Led Organizations on Gender Stereotypes, Safeguarding and Digital Safety; Media literacy, Influencing, Lobby and Advocacy

Type of Assignment	Developing Capacity Enhancement Guidelines for Youth-Led Organizations and preparing the facilitators
Purpose of the Modules	To capacitate and sensitize Youth-Led Organizations (YLOs) by enhancing their understanding and capabilities to address 1. Gender Stereotypes, Safeguarding and Digital Safety, and 2. Media literacy, Influence, Lobby, and advocacy for youth in all their diversity, as well as providing guidance for YLOs to formulate their own guidelines on these topics.
Project Title	Shomotay Tarunno: Youth for Equality
Project Goal	Empower diverse young people to combat gender stereotypes, enhance media literacy, and strengthen legal frameworks and curricula for gender equality in Bangladesh through inclusive training, capacity-building, and advocacy initiatives.
Project Locations	8 Divisions of Bangladesh
End Date of Assignment	10 October 2024
Report Recipient	JAAGO Foundation Trust
Consortium Partner	Plan International Bangladesh and JAAGO Foundation Trust
Donor Organization	The Embassy of the Kingdom of the Netherlands (EKN)

Section 1. ABOUT THE JAAGO FOUNDATION TRUST (JFT)

JAAGO Foundation Trust is a non-profit organisation committed to eradicating poverty through education and enhancing lives across a developing Bangladesh. With a vision to shape a future where individuals have access to equal rights and opportunities regardless of their socio-economic background, JAAGO has been working to provide holistic education and essential life skills to underprivileged communities across the nation. Working with public and private sector partners, the Foundation receives funding from a diverse group of bilateral and multilateral development agencies, foundations, corporations, and individuals and works with a focus on five key areas: education, gender, youth, climate change, and governance.

Section 2. PROJECT OVERVIEW

Shomotay Tarunno: Youth for Equality, supported by the Netherlands Embassy, focuses on empowering youth in Bangladesh's eight divisions to challenge gender stereotypes and promote women's rights. The project includes conducting youth perception surveys, capacity-building sessions on media literacy, and advocacy initiatives. Youth-led organizations are trained to address gender issues, enhance digital safety, and engage in community actions. Additionally, strategic partnerships with media and educational institutions aim to foster positive gender narratives and implement gender-transformative curriculum. These efforts collectively enhance the youth's ability to influence societal norms and advocate for gender equality. In order to address negative stereotyping, this project 'Shomotay Tarunno' aims to enable young people in all their diversities, including GYW, to challenge



gender stereotypes that limit and stop them from enjoying their full potential. Plan International Bangladesh and JAAGO Foundation Trust will work together to amplify the rights, representation and resources of young people, with all their diversities including GYW, from local to national level to combat harmful gender stereotypes.

Project Goal and Objectives:

Goal: Young people, in eight divisional districts in Bangladesh, in all their diversity [including girls and young women (GYW)], are able to live a life free of violence, voice their opinions, and resource their actions to challenge gender stereotypes in their communities, in the media and on a policy level.

Objectives:

Objective 01: Young people in all their diversity, are equipped to combat gender stereotypes and increase positive social gender norms in society through enhanced inclusive, effective and meaningful engagement in decision-making and activism.

Objective 02: Media organisations outlets, and influencers are more proactive and responsive to positive gender representation and produce gender-sensitive content.

Objective 03: Improved legal frameworks and curricula in place and strengthened commitment and accountability of duty bearers, media and education institutes to address harmful gender stereotypes

Section 3. SCOPE OF WORK:

The consultant/team will:

1. Conduct a desk review of existing materials on
 - a. 1. Gender Stereotypes, Safeguarding and Digital Safety for youth, YLOs & local content creators
 - b. 2. Media literacy, Influencing, Lobby, and Advocacy for youth & YLOs
2. Develop three comprehensive training modules for 2 days of training for youth & YLOs on:
 - a. One focuses on gender stereotypes and girls' and women's rights.
 - b. One focuses on safeguarding and digital safety for youth.
 - c. One focuses on media literacy, influencing, lobbying, and advocacy for youth.
3. Develop two comprehensive training modules for 1 day of training for content creators on:
 - a. One focuses on gender stereotypes and girls' and women's rights.
 - b. One focuses on safeguarding and digital safety for aspiring local content creators.
4. Design interactive and participatory training sessions for the modules.
5. Create guidelines templates for YLOs to develop their policies on:
 - a. 1. Gender Stereotypes, Safeguarding and Digital Safety, and
 - b. 2. Media literacy, Influencing, Lobby and Advocacy
6. Finalize the training modules and guidelines based on feedback from a validation session.
7. Minimum three days ToT for the master trainers

3.1 Definition of the terms:

1. Gender Stereotypes, Safeguarding and Digital Safety

- **Gender Stereotypes:** These are oversimplified and generalized beliefs about the attributes, roles, and behaviors of men and women. They can be harmful as they limit opportunities and create inequalities.



- **Safeguarding:** This refers to protecting everyone in our surrounding including children and young people from harm. It involves creating a safe environment, preventing abuse, and providing support to those affected.
- **Digital Safety:** This is about protecting individuals from online harms such as cyberbullying, online grooming, and exposure to harmful content.

2. Media literacy, Influencing, Lobby and Advocacy

- **Media Literacy:**This is the ability to critically analyze, evaluate, and create media messages. It involves understanding how media (Social, Traditional, and New) is produced, its impact on individuals and society, and how to navigate it effectively.
- **Influencing:** This refers to the ability to impact or change the opinions or behaviors of others especially media, policymakers and other relevant stakeholders..
- **Lobbying:** This is the act of attempting to influence decisions made by officials in government.
- **Advocacy:** Advocacy for gender stereotypes, safeguarding, and digital safety involves increasing awareness, promoting change, and empowering individuals and communities to take action.

3.2 Targeted participants:

- **Youth:** Generally refers to young people, typically between the ages of 15 and 24.
- **YLOs:** This likely stands for "Youth Led Organizations" which are groups of young people working together for a common goal.
- **Local Content Creators:** These are individuals who produce content, such as videos or social media posts, for a specific local audience.

3.3 Key deliverables are as follows:

The consultant will be responsible for the following deliverables:

Activities	Dates
Inception report with a detailed work plan and methodology, and module outline	8 Sep 2024
Draft capacity enhancement guidelines, handouts presentation slides and facilitators guidelines on: <ul style="list-style-type: none"> ● Gender stereotypes, including girls' and women's rights. ● Safeguarding and digital safety for youth. ● Media literacy, influencing, lobbying, and advocacy. 	22 September 2024
Templates for YLOs to develop their organisational guidelines on the above topics.	22 September 2024
Module validation session and feedback collection	24-25 September 2024
Finalized capacity enhancement guidelines, handouts presentation slides and facilitators guidelines (Bangla and English) following the consortium branding guideline.	03 Oct 2024
Providing ToT to facilitators	10 Oct 2024



This agreement establishes the validity between the involved parties, namely JAAGO Foundation Trust and the consultant, for the project duration, commencing from 28 August 2024 and concluding on 26 September 2024.

3.4 Support from JAAGO Foundation:

- Necessary Project documents (project proposal, concept note) will be shared

Section 4: DURATION OF THE AGREEMENT

This agreement establishes the validity between the involved parties, namely JAAGO Foundation Trust and Bangladesh and the consultant, for the project duration, commencing from 28 August 2024 and concluding on 26 September 2024.

Section 5. MODE OF PAYMENT

A. Payment will be made after deducting the VAT and TAX through Online Bank Transfer/Account Payee Cheque to the organization upon submission of the invoice.

B. Section 6. GENERAL & FINANCIAL CONSIDERATIONS

To fulfil the services stipulated in this Agreement, individual consultants may obtain or have access to some needed information concerning the overall JAAGO Foundation Trust. Individual consultant agrees that, during the period of the contract or at any time thereafter, it will not:

- Disclose confidential information to any unauthorized person; make use or attempt to use any confidential information, process, papers or documents for personal benefit or the benefit of any other organisation or in any manner whatsoever other than in accordance with the terms under this special service agreement.
- The performance of this task under this agreement shall be the property of JAAGO Foundation Trust, and here, due credit as well as attribution will be given to individual consultants.
- Payment would be made through an automatic Bank Transfer directly into JAAGO Foundation Trust A/C or any scheduled Bank in Bangladesh in favor of the individual consultant. For payment, an individual consultant must submit an invoice describing the agreed accomplishment. It is noted that individual consultants must fill up their account number as per instruction: i) Account name, ii) A/C number, iii) Bank name, iv) Branch name, and v) E-mail address.

Section 7. PAYMENT MILESTONE

The payment will be disbursed as per the following schedule:

Element	Percentage
Upon submission of the inception report and work plan	50%
After accepting all require deliverables	50%
Total	100%

All payments will be made through bank transfer. VAT and Tax will be deducted at the source when applicable.



Section 8. OWNERSHIP

JAAGO Foundation Trust will have ownership of all the content, materials, and all sorts of data. A non-disclosure agreement (NDA) will be signed to ensure data security.

Section 9. REPORTING

Name: Asif Mahmud
JAAGO Foundation Trust
Email: asif.mahmud@jaago.com.bd

Section 10. EXPERIENCE/ QUALIFICATION REQUIRED

The consultant(s) or team should possess:

- The consultant should have experience in preparing training modules on relevant topics
- Demonstrated expertise in gender equality, youth empowerment, media literacy, advocacy, and training design.
- Experience in developing educational materials, particularly for youth audiences.
- Strong understanding of gender stereotypes, girls' and women's rights, and safeguarding principles.
- Ability to work collaboratively with diverse stakeholders and incorporate feedback into the module development process.

Section 11. RISKS ASSUMPTIONS AND MITIGATION

The risks and assumptions involved in carrying out the study should be identified and discussed together with a strategy for mitigating the risks. Due to any circumstances, if the individual consultant fails to produce the deliverables, the advance will be refunded to the JAAGO Foundation Trust account through account payee cheque within fifteen (15) working days.

Section 12. SAFEGUARDING

The selected organisation must adhere to the JAAGO Foundation Trust code of conduct and safeguarding requirements, as well as the safeguarding standards and policies at JAAGO Foundation.

Section 13. CONTACT PERSON

Asif Mahmud, Project officer, JAAGO Foundation Trust, will be available to answer any queries or clarifications you might have regarding this ToR. He will be available to answer questions and queries through asif.mahmud@jaago.com.bd from August 2024 to December 2024.

Section 14. GENERAL PROVISION

14.1 Publicity

Any news release, public announcement, advertisement or publicity proposed to be released concerning the proposal, activities and or implementation plan of Team Member in connection with this Agreement or the resulting partners may only be released with a mutual understanding among the partners.

14.2 Conflict of Interest



The Parties agree that they will not form any relationship that results in a Conflict of Interest during the term of this Agreement. Such Conflict of Interest includes, without limitation, any relationship that may affect or which may reasonably appear to affect a Party's objectivity or ability to perform the work anticipated under this Agreement. Team Member shall notify JAAGO Foundation Trust immediately of any potential conflict of interest arising from the provision of services to any other organization, government entity, or corporation through the term of this Agreement.

14.3 Corrupt, Fraudulent, Collusive, or Coercive Practices

- JFT requires that the client as well as the client shall observe the highest standard of ethics during the implementation of framework proceedings and the execution of contracts.
- In pursuance of this requirement, the client shall
- Exclude the CSP from participation in the selection proceedings concerned, and
- Declare a CSP eligible, either indefinitely or for a stated period of time, from participation in selection proceedings. If it at any time determines that the service provider has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract under donor funds.
- Should any corrupt, fraudulent, collusive, or coercive practice of any kind hereunder come to the knowledge of the client, it shall, in the first place, allow the service provider to provide an explanation and shall, take action only when a satisfactory explanation is not received. Such exclusion and the reasons thereof shall be recorded in the record of the selection proceedings and promptly communicated to the service provider concerned. Any communications between the service provider and the client related to matters of alleged corrupt, fraudulent, collusive, or coercive practices shall be in writing.
- The JFT concern department defines, for the purposes of the provisions the terms set forth below:
- Corrupt practice means offering, giving, or promising to give directly or indirectly to any officer or employee of a procuring entity a gratuity in any form, employment, or any other thing or service of value, as an inducement with respect to an act of decision of, or method followed by a procuring entity in connection with the procuring proceeding.
- Fraudulent Practice means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of the contract to the detriment of the Purchaser.
- Collusive practice means a scheme or arrangement among two or more tenderers with or without the knowledge of the purchaser (prior to or after proposal submission) designed to establish quotation prices at artificial, non-competitive levels and to deprive the purchase of the benefits of free, open and genuine competition; and
- Coercive practice means harming or threatening to harm directly or indirectly persons or their property to influence selection proceedings or affect the execution of the contract.
- The CSP shall permit the client to inspect the supplier accounts and records and other documents relating to the submission of the proposal and contract performance

14.4 Notices

All notices and other communications relating to this Agreement shall be directed only to specific persons designated as representatives of the Parties. These appointments shall be kept current during the period of this Agreement. The Parties shall not be contractually bound by any communications, except written communications signed by their respective representatives designated below for the receipt of contractual notices.

14.5 Assignment



Neither this Agreement nor any interest herein may be assigned, in whole or in part, by either Party without the prior written consent of the other Party.

14.6 AMENDMENTS

This Agreement may be amended at any time upon the mutual consent of the Parties. Any such amendment must be in writing, identify the provisions of this Agreement to be amended, and be signed by authorized signatories of the Parties.

Termination Policy

The agreement may be terminated by any party within 28 (twenty-eight) days' notice in writing to the other party. However, outstanding issues are to be settled before such termination. After termination of the agreement, the financial liabilities, if due will be resolved within 30 days from the termination date by the opposite party. If the CSP, in the judgment of the Client has engaged in smuggling, corrupt, fraudulent, terrorist activity, carrying or trading illegal materials including drugs & weapons, human trafficking, collusive or coercive practices, JFT reserves the right to terminate the contract instantly without showing any reason