



## Terms of Reference (ToR)

### For

### Shomotay Tarunno: Youth for Equality

Service for Organizational Capacity Assessment through Developing OCAT, Module Development on Organizational Development (OD) and Gender Transformative Approach, Rights, Safeguarding & Equality, Media Duty Bearers influencing for Youth-Led Organizations (YLOs), and facilitate training sessions

<b>Type of Assignment</b>	Organizational Capacity Assessment through Developing OCAT, Module Development, and Facilitating training sessions on Organizational Development (OD) and Gender Transformative Approach, Rights, Safeguarding & Equality, Media Duty Bearers influencing for Youth-Led Organizations (YLOs)
<b>Purpose of the Module</b>	The purpose is to systematically evaluate and enhance organizational development, rights awareness, gender equality initiatives, and the influence of media and duty bearers within YLOs, aiming to provide a comprehensive understanding of strengths and areas for improvement within these organizations through a thorough assessment process.
<b>Project Title</b>	<b>Shomotay Tarunno: Youth for Equality</b>
<b>Project Goal</b>	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.
<b>Component Highlights</b>	The project highlights to sensitize and increase knowledge among the YLOs/young people in all their diversity (including girls and young women) regarding gender stereotypes/media-induced gender stereotypes including women's rights, safeguarding, digital safety and media literacy, sensitization and organizational development of YLOs, media organizations, and partnership/MoU development with relevant ministries and educational/language institutions and revision of laws, policies, curricula to combat gender stereotypes and increase positive social norms in society.
<b>Project Locations</b>	Eight Divisions
<b>Project Duration</b>	December 2023 - November 2027
<b>Technical and Financial Proposal Submission Date</b>	
<b>Duration of Assignment</b>	As per schedule
<b>Start &amp; End Date</b>	October, 2024 to November, 2027
<b>Report Recipient</b>	JAAGO Foundation Trust (JFT)
<b>Consortium Partners</b>	Plan International Bangladesh (PIB) and JAAGO Foundation Trust (JFT)
<b>Donor Organization</b>	The Embassy of the Kingdom of the Netherlands (EKN)



### **Section 1. About the JAAGO Foundation Trust (JFT):**

JAAGO Foundation Trust is a non-profit organization 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 Girls and Young Women (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. The project will engage 13,515 individuals as direct project participants. Of them- 12,690 youths of 252 local youth-led organizations, 75 members of the National Youth Council, 350 local content creators & social media influencers, and 475 media professionals, education institute authorities, teachers and government officials. The project will also reach 2 million people through awareness activities to convey the message on gender equality and breaking negative gender stereotypes in Bangladesh society.

### **Section 3. 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: In all their diversity, young people 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 organizations 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 4. Goal of the OCAT:**

The goal of developing an Organizational Capacity Assessment Tool (OCAT) for assessing Youth-Led Organizations (YLOs) is to systematically evaluate and enhance the organizational development regarding rights awareness, gender equality initiatives, and the influence of media and duty bearers within YLOs. A thorough assessment aims to provide a comprehensive understanding of the strengths and areas for improvement within these organizations.

#### **4.1 Objectives of the Assignment:**

1. Develop OCAT tools and conduct a comprehensive Capacity Assessment of YLOs in 8 divisions to identify strengths and areas for improvement in organizational development, rights awareness, and gender equality initiatives.
2. Select 64 YLOs for their Organizational Development (OD) through the Organizational Capacity Assessment within the project period.
3. Develop a training module on Organizational Development (OD) of YLOs, rights awareness, and gender equality initiatives.
4. Facilitate training to conduct organizational development (OD) sessions for the selected YLOs.

#### **Section 5. Scope of Work:**

The consultant needs to evaluate and review existing capacity assessment tools and establish clear and relevant criteria for assessing the organizational capacities of YLOs.

#### **(i) Development of OCAT**

- Develop an Organizational Capacity Assessment Tool (OCAT) to assess YLOs for their organizational development- 01

#### **(ii) Conduct the organizational capacity assessment of pre-selected YLOs in eight (8) divisions through the OCAT**

#### **Some specific areas of assessment, but not limited to -**

##### Organizational Registrations:

- Assess whether the YLOs have registration by different government/ non-governmental/ international organizations or not in detail.



#### Organizational Capacity:

- Assess the existing organizational policies, rules & regulations specifically focussing on gender equality, women's rights, safeguarding, digital safety, and media literacy, etc.
- Assess the strength of leadership, governance structures, and the inclusion of diverse voices, particularly young women, in decision-making processes regarding women's & girls' rights, gender equality, gender stereotypes, and digital safety, etc.
- Assess the ability to secure and manage funding and resources to support activities related to girls' rights and other focus areas.
- Assess financial control policy of the organization.
- Assess the manpower/ members of the organizations including male and female separately.

#### Programmatic Capacity:

- Evaluate the ability to design, implement, and monitor programs that effectively address gender stereotypes, promote women's & girls' rights, and enhance digital safety and media literacy, etc.
- Assess the use of innovative methods and tools by the YLOs, including digital platforms, to reach and engage youth on these issues.

#### Advocacy and Outreach Capacity:

- Assess the ability to advocate for policy changes at local, national, and international levels that support girls' rights and gender equality.
- Evaluate strategies for engaging the community, especially youth, in conversations about gender stereotypes, digital safety, safeguarding, and media literacy.
- Assess the strength and breadth of partnerships with other organizations, government bodies, and stakeholders.

#### Knowledge and Awareness:

- Evaluate the depth of knowledge and understanding of girls' rights, gender stereotypes, digital safety, and media literacy among organization members.
- Assess the availability and quality of training programs to build capacity in these areas within the organization and community of young people.

#### Digital and Media Literacy Capacity:

- Assess the digital literacy skills of the organization's members, including their ability to navigate and utilize digital tools safely.



- Evaluate the presence and effectiveness of programs aimed at enhancing media literacy among youth, with a focus on recognizing and challenging gender stereotypes in media.

Gender-Sensitive Approaches:

- Assess the extent to which gender considerations are integrated into all aspects of the organization’s work.
- Evaluate the provision of safe and inclusive spaces for girls and young women to express themselves and participate in organizational activities.

Safety and Protection Mechanisms:

- Evaluate the implementation of safeguarding policies to protect young people, especially girls, from abuse and exploitation.

Cultural and Contextual Relevance:

- Evaluate the ability to adapt programs and strategies to different cultural and contextual settings to ensure relevance and effectiveness.

Assessment of any other relevant conditions of the YLOs regarding different necessary aspects.

**(iii) Two module development for YLOs’ capacity building on OD, Gender Transformative Approach and media influencing**

- One module development for OD, and another module development for gender Transformative Approach, rights, safeguarding and equality, media and duty bearers influencing (by assessing, reviewing and adapting existing materials when available).
- Facilitate training sessions for YLOs on above mentioned modules.

**Section 6. Key deliverables are as follows:**

The consultant will be responsible for the following deliverables:

Tasks & Deliverable	Timeline
Inception report with a detailed work plan and methodology	TBA
Draft Organizational Capacity Assessment Tool (OCAT)	TBA



Final Organizational Capacity Assessment Tool (OCAT) by incorporating JFT and PIBs' feedback	TBA
Assessment of pre-selected 64 YLOs from all 8 divisions	Throughout the Assignment Period (TBA) by discussion with JFT
Draft submission of two modules on YLOs' training	TBA
Validation Workshop on the developed modules	TBA
Final submission two modules on YLOs' training (Bangla & English)	TBA
Reports of training facilitation of YLOs	TBA

### Section 7. Support from JAAGO Foundation Trust:

- Selected YLO list and Necessary Project documents (project proposal, concept note) will be shared

### Section 8. Target Population:

The program will focus on support to improve the YLOs' organizational development through their capacity assessment.

- 64 YLOs from 8 divisions in Bangladesh

### Section 9. Duration of the Agreement:

This agreement establishes the validity between the involved parties, namely JAAGO Foundation Trust and the individual/firm from October, 2024 to November, 2027 according to schedule

Schedule of work:

Activity	Timeline
OCAT Tool Development	Oct-Dec 2024
Assessment of YLOs (27)- Mymn, Raj, Syl, Ctg Divisions	Oct-Dec 2024
Assessment of YLOs (37)- Dhk, Rang, Khu, Bar Divisions	Jul-Sep 2025
Two Module Development	Oct-Dec 2024
Facilitating Training Sessions (4)- Mymn, Raj, Syl, Ctg Divisions	Apr-Jun 2025



Facilitating Training Sessions (4)- Dhk, Rang, Khu, Bar Divisions	Apr-Jun 2026
Facilitating Refresher Training Sessions (8)- Dhk, Rang, Khu, Bar, Mymn, Raj, Syl, Ctg Divisions	Apr-Sep 2027

### Section 10. Mode of Payment:

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.

### Section 11. General & Financial Considerations:

To fulfill 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 organization or in any manner whatsoever other than by 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, the individual consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that individual consultant must fill up their account number as per instruction i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address.

### Section 12. Payment Milestone:

The payment will be disbursed as per the following schedule:

Element	Percentage
Submission of each activity completion report	100%
<b>Total</b>	<b>100%</b>

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





**Section 13. 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 14. Reporting:**

Name: Sourav Saha

Program Manager, Project Implementation Team

JAAGO Foundation Trust

Mail ID: Sourav.saha@jaago.com.bd

Address: House: 57, Road: 7B, Block: H, Banani, Dhaka- 1213

**Section 15. Experience/ Qualification Required:**

1. The lead consultant will have a minimum of 05 years of work experience in similar kinds of OCAT development, assessment and module preparation for organizational development.
2. The research team must include relevant technical expertise on gender, skills, and education. Having a co-lead with a specific background in the team is a mandatory requirement.

**Section 16. 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 17. Safeguarding:**

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

**Section 18. General Provision:**

**18.1 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.

**18.2 Conflict of Interest**





The Parties agree that they will not, during the term of this Agreement, form any relationship that results in a Conflict of Interest. 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.

### **18.3 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



#### **18.4 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.

#### **18.5 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.

#### **18.6 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.

#### **18.7 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.