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TERMS OF REFERENCE INDIVIDUAL CONSULTANT (IC)

A. POST DETAILS

Post Title:	Consultant to develop CHT-specific adult learning materials addressing gender dimensions development.
Agency/ Project Name:	WGETES Project, RHDC
Period of Assignment/ Services:	30 days
Starting Date	As soon as possible after signing contract

B. BACKGROUND:

Signing of the Chittagong Hill Tracts Peace Accord in 1997 was a major political achievement marking the end of a protracted low intensity conflict in the region. One of the key government strategies outlined in the 7th and 8th Five-Year Plans is to fully implement the provisions of the Peace Accord. The government also aims at implementing accelerated development activities in the region. Despite these good intentions, CHT still suffers from increased pressures on scarce resources including land, continued extreme poverty and lack of economic opportunities. Skills required to move from subsistence livelihood practices to a market economy are hindered by a clear lack of public policies and investments aimed at sustainable empowerment.

To continue the momentum of successes of the Promotion of Development and Confidence Building in CHT project (2003 – 2016), MoCHTA and UNDP, with assistance from a number of Development Partners, have undertaken a new project titled Strengthening Inclusive Development in CHT (SID-CHT 2017-26).

The main objective of SID-CHT project is "To strengthen the capacity of the population in the Chittagong Hill Tracts to shape and make decisions that impact on their lives" which will be achieved through the following five Outputs:

1. Strengthened community land, resource and livelihood management.
2. Increased participation and influence to shape decision-making.
3. Democratic governance strengthened with responsive institutions and effective services.
4. Empowerment of women and girls through education and skills.
5. Youth development through skills training and entrepreneurship.

The project will be implemented in all 26 Upazilas of CHT and 3 Upazilas of Cox's Bazar district namely Ukhia, Teknaf and Ramu. A total of 5,000 communities with 150,000 rural and urban households will be direct beneficiaries of the project including the extreme urban and rural poor and vulnerable groups.

UNDP in collaboration with MoCHTA is implementing Strengthening Inclusive Development in the Chittagong Hill Tracts (SID-CHT) to keep up the momentum of development process of the CHT. It aims at strengthening community land, resource and livelihood management; increase participation and influence to shape decision-making; and strengthen democratic governance with responsive institutions and effective services. As part of the integrated endeavor of inclusive development of the CHT, Global Affairs Canada's support for "Strengthening Women's and Girls' Advancement



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Through Access to Education in the Chittagong Hill Tracts' is commendable for having impact on empowerment of women and girls in the region. As per the CHT Peace Accord, through LoA (Letter of Agreement), RHDC is implementing this project in association with SID-CHT, UNDP across the Rangamati hill district.

SID-CHT, UNDP is working closely in education system in CHT mainly addressing girls/women' needs for basic education through improved gender-responsive 1) teaching and 2) educational facilities in schools for girls, adolescent girls and women, including those from ethnic minorities and with disabilities. The teaching capacities of selected teachers in 100 schools in Rangamati district to provide quality, gender-sensitive education to girls will be enhanced through this project. In addition, gender-responsive infrastructures and facilities in 100 schools for safe and inclusive learning spaces for girls will be ensured.

This project has a plan to produce/ develop some quality creative communication materials for increasing mass awareness on importance of girls' education for socio-economic advancement of all and other relevant issues. Adaptation of learning materials to responds to the educational needs of girls and women considering local context is also included with this process. Local environmental awareness to prevent environmental destruction in CHT included in curriculum for girls and women in schools.

Therefore, taking consideration of this ground reality and context, Rangamati Hill District Council (RHDC) is planning to hire a qualified National Consultant to develop CHT-specific adult learning materials addressing gender dimensions in environmental destruction in CHT.

C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

- I. To develop a guidebook/ pocketbook/ Printing material on CHT-specific adult learning materials addressing gender dimensions in environmental destruction in CHT.
- II. Explore/ Research adaptation policies considering CHT context for creating mass awareness on disaster risk reduction of schools in CHT.

D. Expected Outputs:

- I. A quality user friendly guidebook/ pocketbook/ Printing material will be developed on CHT-specific adult learning materials addressing gender dimensions in environmental destruction in CHT.
- II. A detailed study report on adaptation policies considering CHT context for creating mass awareness on disaster risk reduction of schools in CHT.

E. EXPECTED OUTPUTS AND DELIVERABLES

To conduct these activities, the consultant, in close collaboration with WGETES Project, RHDC & UNDP, is expected to perform the following tasks:

- I. Submit an inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs,



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documentation review, data collection and analysis, meetings/workshops, findings, and setting out a detailed planning of the assignment, including the schedule.

- II. Review available existing research papers and government policies as well as strategies, and barriers for CHT.
- III. Participate in and facilitate district level workshops/consultation meeting/FGD on content development for materials.
- IV. Submit a draft report and give a presentation to the relevant audience on the findings and results of the study of existing government policies as well as strategies and barriers for CHT to be taken by HDCs and policy makers.
- V. Submit quality user friendly guidebook/ pocketbook/ Printing material and final report summarizing the activities implemented, methodologies and resources used, findings, lessons learnt, conclusions and recommendations.

F. DURATION OF ASSIGNMENT

The assignment will be for a period of 30 days starting from date of agreement signing and approved by the RHDC management.

G. DUTY STATION

Rangamati Hill District Council, Rangamati

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL COUNSULTANT

Education:

- Post-Graduation preferably in Disaster Management, Environmental Science, Gender Studies, Sociology, Development Studies or any other relevant field of study having applied/ practical knowledge on Disaster Management, Environmental protection, Gender and development etc.

Professional Experience:

- Individual with at least 15 years demonstrated high level of expertise and working experiences on capacity building of government and non-government participants and particular experiences on training module/ manual development, training facilitation on Disaster Management, Environmental protection and Climate Change, Gender & Gender Based Violence during disaster etc. issues.
- Previous experiences related to disaster management, environmental protection and Climate Change, Gender & Gender Based Violence during disaster, environment & disaster management processes etc. will be desired;

Language Requirements:

- Fluency of Bengali and English language is required;
- Having knowledge and ability to speak in tribal languages of CHT will be an added asset;

Corporate Competencies:



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- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Have sound knowledge on ASK model (shape Attitudes, build Skills, and develop Knowledge)
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Positive, constructive attitude to work;

Technical Expertise:

- Proficiency in the use of office IT applications and internet in conducting assessment and research;

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Total Amount BDT 350,000 (Three Lak Fifty Thousand) all-inclusive e.g. necessary TA-DA, logistic and cost for district level 1 content sharing workshop, 2 FGDs with 8-10 personnel, at least 4 individual interview, data collection etc..

The payment will be made based on the deliverables. The selected IC must submit supporting documents as per deliverables which serve as the basis for the payment of fees and duly approved by the RHDC. The successful IC will be expected to produce the following deliverables within the agreed timeline of this TOR.

No.	Deliverable/Output	Target duration	Percentage disbursement
1	Inception Report (outlining organization and methodology and schedule for achieving outputs) accepted and approved by RHDC management	Within 07 days of contract signing	20%
2	<ul style="list-style-type: none"> - Conduct FGDs/ individual meetings with all respective stakeholders (2 FGDs at least 8 to 10 personnel and 4 individual meetings) - Conduct 1 content development workshop on "CHT-specific adult learning materials addressing gender dimensions in environmental destruction in CHT with multiple stakeholder at District level (1 workshop/ 20-25 participants) - Develop a user-friendly guidebook/ pocketbook/ Printing material with 	Within 20 days of contract signing	30%



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	necessary contents on CHT-specific adult learning materials addressing gender dimensions in environmental destruction in CHT following all necessary & appropriate methodologies, tools and techniques - Submission of workshop/ meeting reports - Draft Report incorporating all comments accepted and approved by RHDC management		
3	Final Report incorporating all comments accepted and approved by RHDC management	Within 30 days of contract signing	50%

This TOR is approved by:

Signature

Name and Designation

অবসুইক চৌধুরী
সহকারী
স্বাস্থ্যমণ্ডি পাবনা জেলা পরিষদ
স্বাস্থ্যমণ্ডি।

Date of Signing