



Terms of Reference  
for

International Expatriate Consultant (Individual)

to undertake ToT on Gender Action Learning System (GALS)

in PROVATI<sup>3</sup> (Promoting Resilience of the Vulnerable through Access to Infrastructure, Improved Skill and Information Project).  
Local Government Engineering Department, Bangladesh.

শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

### 1. Project Background and Description

The PROVATI<sup>3</sup> (Promoting Resilience of Vulnerable through Access to Infrastructure, Improved Skills, and Information) Project is being implemented in one of the most vulnerable poverty prone area of Bangladesh according to the HIES-2016 Report of BBS. At some areas 70% people live under poverty line. The areas located at Brahmaputra-Teesta basin comprising six districts (Gaibandha, Kurigram, Rangpur, Nilphamari, Lalmonirhat, and Jamalpur) including 25 Upazilas and 159 Unions, of which 69 Unions fall under char area. The total areas are recurrently exposed to extreme flood and river erosion.

The following table gives the names of the districts and Upazilas.

Table 1: List of districts and project Upazilas

	District	Project Upazilas (#)	Names of PROVATI <sup>3</sup> Project Upazilas
1	Jamalpur	5	Madarganj, Melandaha, Islampur, Dewanganj, and Bakshiganj
2	Gaibandha	5	Shaghata, Fulchari, GaibandhaSadar, Sadullahpur, and Sundarganj
3	Kurigram	9	Char Rajibpur, Chilhari, Raumari, Ulipur, Rajarhat, KurigramSadar, Phulbari, Nageshwari, and Bhurungamari
4	Rangpur	2	Gangachara and Kaunia
5	Nilphamari	2	Dimla and Jaldhaka
6	Lalmonirhat	2	Hatibandha and Patgram
	<b>Total: 6</b>	<b>25</b>	

### 1.2 The Project Goal and Strategic Objectives

The goal of the project is to promote 'sustainable livelihoods' for poor and smallholder households from the above mentioned 25 Upazilas. The development/strategic objective is to 'enhance resilience of the targeted population through different improved infrastructures development such as road, market, flood shelter; on and off-farm employment creation through Income Generating Activities (IGAs) and vocational skill building; and introducing early flood warning system. The project gives priority to ensure gender equality in its development activities and benefit sharing to enhance empowerment of the women.



### 1.3 Project Development Components

The project comprises three components - two development components and the third one is for project management and coordination.

Component 1: Climate resilient infrastructure and community shelters: It comprises five sub-components, namely: (1) climate change/flood preparedness research for building climate resilient infrastructure; (2) climate resilient rural communication infrastructure; (3) climate resilient rural market development; (4) climate resilient community shelter cum school; and (5) training on climate/flood-proof resilient infrastructure design.

Component 2: Resilient communities through employment and early flood warning: It has four sub-components: (1) Capacity building of LCS members' and livelihood development; (2) skill development of youth for employment; (3) development of accurate local inundation and flood warning system; and (4) practical policy actions.

Component 3: This component is to build a robust project operation set-up and develop the capacity of the staff and ensure an effective collaboration with partners and other stakeholders.

### 1.4 Project target groups

The project reaches around 303,000 households (approximately 45% of the total population) including poor wage laborers, marginal and small farmers, petty traders etc. They will benefit from 330 km of improved rural roads, 135 number of different categories of markets, and flood shelters. Besides, more than 400,000 households will get benefit from early flood warning information system.

For this assignment, the target group will be around 8,572 individuals benefited from road maintenance and market construction Labor Contracting Society (LCS) who will be trained by a joint approach, called 'Training and Coaching Model (T&CM)' embedded in household methodology (HHM).

## 2. Scope of the Assignment

The assignment is to contribute to Sub-component 2.1 'Capacity Building of LCS Members and livelihood Development' that will be implemented with the support of NGO-MFIs.

The training and coaching model will be based on gender transformative methodology, called Gender Action Learning System (GALS). It is a household-focused empowerment methodology using a specific participatory process and tools which aims at giving women as well as men more control over their lives and livelihoods as a basis for individual, household, community and organization development for a sustained development. GALS is not only a 'methodology for women', but a methodology for women and men to address gender issues important for the effectiveness of sustainable development interventions. The coaching approach will work at the **household level** (rather than community or individual level) to foster a mind-set and behavioral changes to help **LCS members involved in road maintenance** works to graduate sustainably from poverty.

The model will be implemented by NGO-MFIs contracted by the Project with the support from expatriate consultant hired by the project. The expatriate consultant will provide support by four spells, each comprising 21 working days. First, at the time of developing plan, manual of the model, validation that through a workshop, and providing TOT to selected NGO-MFI staff; and later to follow-up the progress, in general, and the coaching by two visits; and finally, to review the impact of the model. However, the schedule of the inputs may be finalized discussing with the expatriate consultant during the contract.

The indicative activities of the model are presented below in a sequential form that will be delivered by the NGO-MFIs (not the Consultant under these TOR) over the period of 36 months contract period.



#### Indicative Activities:

- I. **Trainings on preparation of manual and materials:** NGO-MFI will be trained by expatriate consultant to prepare the operation manual; other training and coaching materials; and effective planning to initiate the 'Training and Coaching Model (T&CM)', built on Household Methodology (HHM) of Gender Action Learning System (GALS)

Completed within 3 months after signing the contract of the project with NGO-MFIs

- II. **HH vision building and action plan development training/ workshop.** This Training will give HHs the practical tools to jointly vision a pathway out of poverty through the opportunity given by the LCS, and develop an action plan, while integrating gender issues and other HH dynamics that potentially help/ hinder the HH action plan. It should come after the social training for maximum impact. Ideally, both the LCS member and another adult (e.g. spouse) should be targeted comprising 17,144 persons. The workshop will be for two days and the content includes a reminder of the approach, physical demonstration of a HH vision and how to develop one, physical demonstration of a simple action plan and how to develop one, practical guidance for next steps on engaging family members to develop the vision at home, managing conflicting visions, and what happens next i.e. HH coaching to follow up. The service provider will be briefed on IFAD considerations, many of which are found in the IFAD toolkit on household methodologies.

Completed from 1<sup>st</sup> month to 6th month since inception.

- III. **Livelihood and IGA development Training:** Training for developing skill and behavior change for livelihoods development and marketing access. The training will be given to 8,572 LCS members with a total duration of three days per batch.

In addition, a two-day training on business plan and market linkage will be given to 822 LCS members from road maintenance with the objective to facilitate a process for better investment of their savings from the earning at the end of their contract.

Completed from the month of 6th to 18.

- IV. **HH financial inclusion and MFI linkage training:** This one-day training will be arranged for 8,572 LCS members address debt management, explaining the difference between credit to expand opportunities and credit to cover basic expenses, as well as how to manage debt so that their LCS savings are not immediately consumed for HH needs but invested in a pathway out of poverty. The format and timing should be refined by the service provider in collaboration with the Project, and take into account the time availability of women and men: this needs to be carefully managed so that participants are taken away from their daily tasks for as short a time as possible. Training format should be socially acceptable, practical and effective; for example, separate meetings with females and males may make it easier for both sexes to be open and resolve care responsibilities. Visual rather than text-based approaches should be adopted that are suitable for poor HHs. The venue should be easily accessible and local. Service provider materials may be used/ adapted.

MFI linkages are optional depending what the HHs want to do in line with the HH-driven coaching model approach. 1 day/batch

Completed from the 12th month to 24th month.

- V. **Household vision and action plan coaching on progress.** The coaching will include developing/agreeing a HH vision and action plan, as well as the process and progress monitoring that will be developed by a closed supervision of the expatriate consultant. This can be a combination of HH-level visits and sessions with the



LCS members and their spouses or adult of opposite sex. It is expected that there will be 2-3 visits per HH after developing a vision and action plan so as to help them refine it. A one-day formal training can also be arranged to review the progress of the vision plan and setting way forward in participation of LCS members and their spouses including 1,644 persons.

Completed from 18th month to 24th month.

**VI. Participatory HH impact review:** A participatory HH-level review under the guidance of the expatriate consultant will be undertaken to assess if their participation in the LCS has translated into better livelihoods, empowerment, and resilience.

Completed from 24th month to 36th month.

Given the innovative nature of the model, the project is seeking an international expatriate consultant to guide and support to successful implementation of the model. The **scope of the present TOR is to support the Project and Project-contracted NGO-MFI service provider in successfully design and implement the T&CM model following the above sequence.**

### 3. Objective of the Assignment

To support in introducing T&CM based on household methodology (HHM) of GALS for building the capacity of the contracted NGO-MFI as well as the Project for empowering the poor LCS households socially and economically.

### 4. Specific Tasks

Tasks envisaged are as follow. However, these may be adjusted at contracting stage based on mutual agreement and Project needs.

- i) Briefing and orientation of the national service provider (NGO-MFI) on the GALS approach along with sharing other HHM approaches, and IFAD resources and lessons learned from other countries. This includes the need to:
  - a. Identify similarities and therefore future scaling up potential with similar approaches such as the OXFAM Empower@Scale initiative.
  - b. Support the NGO-MFI and Project to draft a workplan by year that can be incorporated into the Project Annual Work Plan.
- ii) Undertaking TOT on the household coaching approach for the national NGO-MFI, Project Gender and Social Inclusion Specialist and GALS support associate of the Project, if necessary, through IT based distance training and workshop. The TOT should include hands-on practice of specific exercises with discussion of how to appropriately handle results/ conflict and especially to help HHs develop their action plans.
- iii) Prepare an operation training manual for use by the service providers including principles of the GALS approach, methodology, and the process of implementation at different sequences of the T&C model built on GALS. The manual should include necessary learning materials (in English), facilitator guidance, and relevant examples to make it a hands-on document. This will be adapted for use by the national NGO-MFI.
- iv) Giving guidance to Gender and Social Inclusion Specialist and GALS support associate of the Project so that they can follow and feedback on the implementation process and assess the results of Training and Coaching model.
- v. Suggest possible indicators for an M&E framework for performance monitoring and results study of the GALS.



- vi. Developing a communication plan and system for KM of the T&CM for implementation by NGO-MFI and project as well.
- vii. Assisting project team to write policy/advocacy brief to promote T&CM by the Project.

## 5. Deliverables

- i. Inception report with detailed methodologies, approach, and action plan
- ii. Workshop and report on validation, orientation and planning.
- iii. Operation manual for ToT, which will work as a guiding reference for the NGO MFI to prepare training materials and other documents by NGO-MFI.
- iv. Suggested indicators for M&E to monitor the performance, and outcome and impact study of the T&CM intervention including a communications plan and system for KM.
- v. Completion report with programming and policy options and recommendations to promote T&CM by the project.

## 6. Period of Assignment

The period of assignment will be for total 84 working days spreading in four phases of 21 working days each. The assignment is expected to commence from July 2021 and end by December 2024.

## 7. Institutional Arrangement

### I. Duty Station

The consultant will be Dhaka based during the assignment and will visit field as required upon agreed by two parties. It is further subject to COVID -19 situation and that is to be decided by mutual agreement.

### II. Logistics and facilities to be provided to the Consultant by the Client are listed below:

- i. Administrative support for travel – as required.
- ii. Support in booking accommodation.
- iii. Office space with furniture electric connection during the consultancy.
- iv. Office equipment like computer, printer etc during mission.
- v. IT based communication facilities.
- vi. Any other facilities agreed by both Client & the Consultant during signing of the contract.

### III. Project Focal Point:

Gender and Social Inclusion Specialist will be the Focal Point of this assignment when she will be assisted by Project GALS associate, and work in collaboration with Livelihood Specialist. The whole team will be supervised by the Project Team Leader, and they will report to Project Director. The HHM/GALS Consultant will communicate with the Focal Point on regular needs and undertaking the assignment.



**8. Qualifications and experience of international expatriate consultant:**

- i. At least Bachelor in relevant discipline, such as Social Science, Gender and Development, Bachelor of Business Administration, Rural Development, Development Administration and equivalent.
- ii. Extensive experience (preferably 5 years or more) in delivering HHM/GALS ToT or similar household methodologies to NGO, project, and trainers, and 5 years general experience in development activities.
- iii. Experience in preparing ToT manual and material development (essential)
- iv. Have full competence in conducting IT based distance training and workshop (essential)
- v. Good knowledge and understanding of rural livelihoods development in Bangladesh (desirable)
- vi. Good knowledge and understanding of gender equality/justice and rural livelihoods (essential)
- vii. Experience in conducting participatory training and workshop
- viii. Excellent reporting and presentation skill supported with the references of previous works. (essential)  
Fluency in spoken and written English (essential)