

TERMS OF REFERENCE

For

HIRING GBV FIRM FOR GENDER MAINSTREAMING & GBV FOR HUMAN CAPITAL INVESTMENT PROJECT (KP-HCIP) ELEMENTARY AND SECONDARY EDUCATION DEPARTMENT, GOVERNMENT OF KHYBER PAKHTUNKHWA

A. BACKGROUND

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP) is a World Bank funded project executed by Elementary & Secondary Education Department (E&SED), Government of Khyber Pakhtunkhwa through a dedicated Project Management Unit (PMU). The project aims to improve the availability, utilization, and quality of primary healthcare and elementary education services in selected districts of KP. The project has three key components:

1. Improving the delivery of quality primary healthcare services
2. Improving availability and quality of education services
3. Strengthening community engagement and accountability

B. Gender Dimensions of Gender-Based Violence (GBV)

To mitigate Gender Based Violence (GBV), the ESMF of the project aims to contribute to reduce gender disparities in education and to support women to have more access to quality health care both for host communities and refugees. KP-HCIP has a large infrastructure component and has input at the school and at district level. The inputs create risks related to GBV, SH, SEA & VAC that can emerge in undertaking infrastructure with civil works contracts.

Gender (GBV) and violence against children (VAC) are prevalent issues in KP and one of the social risks associated with the project's activities and societal factors include Gender based Violence GBV, SH, SEA & VAC, and the risk of lack of access to requisite services related to education thus make women more vulnerable.

Requisite mitigation measures and mechanisms to address GBV/SEA risks will be incorporated in the GBV mitigation plans, and contractors will be made responsible for implementation of these measures. The Project through ESMF intends to mitigate GBV in all project districts of KP through an inclusive approach which shall allow the government to raise awareness by organizing, building capacities, and equipping communities with knowledge related to prevention from GBV and Harassment. It will start initially with 06 districts and use lesson learned to inform expansion into the remaining project districts.

C. Objective and Scope of the Assignment

The overall objective of the GBV firm is to develop GBV mitigation plan for the stakeholder departments and conduct trainings and to sensitize the target audience on gender-based violence for project stakeholders and project affected people, and develop relevant material for those trainings and sessions in order to build the capacity of the Teachers, school children and PTCs and project affected people in 04 districts (Swabi, Peshawar, Haripur, Nowshera and 9 flood affected districts) of Khyber Pakhtunkhwa in order to cover GBV related risks and concerns; such as GBV, sexual harassment or abuse to make it easily accessible for the

victims and take all the factors into account by giving equal protection to all the genders in the project interventions.

D. Target Audience

The interventions under GBV firm will target stakeholders in E&SED and its attached departments, local host communities (especially women, minorities, and refugees) of the project target schools, school children, and teachers in the 04 target districts of KP province (as stated above). The GBV expert firm will deliver on the following deliverables across target districts of KP and undertake the following activities mentioned below:

E. Output /Deliverables

Task 1: Inception report

The firm will develop an inception report that describes its strategy and work plan on how it will deliver on the assignment and submit the same within 2 weeks for agreement with the client.

Task 2: Development of GBV Risk Assessment and Mitigation Plan

The firm shall develop a GBV Risk assessment and mitigation Plan for the stakeholder departments (E&SED and its attached departments and field formations) in KP by engaging the selected stakeholders and community at the grassroots level through efficient coordination of the appointed focal persons of GBV and the mitigation plan depending on their respective mandates of each concerned department will use it for future activities in their areas such as education facilities (Schools and attached departments; DPD, DCTE, EMA, ALP PIU, Elementary and secondary education foundation (E&SEF) etc.).

The Task 02 deliverable shall be focusing on the following key areas to protect women and children from violence, Sexual harassment, abuse, and exploitation.

Under Task 2 the firm shall deliver the following tasks.

1. Develop a comprehensive GBV risk assessment and mitigation plan catering to the stakeholder department/attached departments to prevent GBV related risks and ensure safety of the affected people in their area of interventions.
2. Develop code of conduct against harassment and it will be displayed in all the stakeholder departments of the project: Education and its attached departments, Directorates and Schools (regular schools, GCSs, ALP Centers)
3. Develop mitigation technique for creating safe and friendly spaces at schools for the children to discuss GBV and its prevention.
4. Develop a plan for building capacity, partnerships, and coordination of E&SED with all the relevant stakeholders on GBV guidelines to undertake proactive measures for reducing the risks related to GBV and Harassment in all the educational facilities under the E&SED.
5. Develop a comprehensive implementation and M&E plan in the GBV mitigation plan to allocate resources and its mobilization for preventing GBV, SH, SEA &VAC
6. Ensure that the GBV mitigation plan and strategy will have the Stakeholders Engagement Plan to spread awareness among all the stakeholders in the target area.

7. The mitigation plan and techniques will be approved through stakeholder departments (Education) and the HCIP Gender Specialist will ensure the Plan is aligned with the World Bank guidelines and practices to provide timely support to cover all aspects of GBV, SH, SEA and VAC
8. The firm GBV experts will keep in view the sensitivity of the culture in the 04 districts and 9 flood affected districts of KP and the mitigation plan shall be designed as per the needs of the community and the potential risks related to GBV, SH, SEA and VAC in the project intervention area.
9. Any other relevant activity mutually agreed by the firm and the PMU at the inception stage of the firm.

Task 3: Trainings of all the Relevant Stakeholders with the support of Government and PMU

Develop modules and contents for the GBV trainings and design tools that district officers can use to address GBV related risks.

1. 01-time training on GBV for the DEOs, SDEOs, ASDEOs in the target districts of KP to increase their capacity for risk mitigation.
2. Quarterly trainings at community level will be given to the key focal persons of GBV and PTCs, VNFs, VECs in each UC of the district for the prevention of Gender-Based Violence (Total number of participants will be 25 in each training at UC level) and the training will be conducted in every quarter of the year.
3. Design and conduct 1 time capacity building program for the senior management and Officers from stakeholders (Education and other relevant departments/attached departments)
4. Conduct related trainings for the school children to ensure self-safety and protection in the project target districts of KP.
5. Train civil works contractors' staff on GBV, SH, SEA and VAC and implementation of code of conduct.
6. Any other relevant activity mutually agreed by the firm and the PMU at the inception stage of the firm.

Task 4: GRM

1. Develop a standard format for lodging and handling GBV, SH, SEA, and VAC related complaints for the GRM.
2. Review existing referral directory for GRM (developed by World bank) and update if required for the convenience of the complainants to seek immediate help and support.
3. Train the GBV focal persons/staff for the project GRM related to GBV/VAC/SH-SA in each target school of the 06 Districts to lodge complaint through a formal complaint mechanism (Project GRM)
4. Support the government to train all PTCs, VECs, VNFs members on lodging the complaints related to GBV in schools and project sites.
5. The GBV firm shall perform this task in collaboration with the E&SEF and the Project GRM to strengthen the internal and external complaints mechanisms and improve effectiveness of mechanisms for recording, processing, and referring of complaints of the survivors to the concerned forums.

Task 5: Close Out Report

1. Develop and submit regular monthly progress reports on the agreed formats; and

2. A final close out report as per the format agreed upon with the client.

F. The overall deliverables will include.

S. No	Deliverables	Due	Schedule of Payments
1.	Inception report	Within 2 Weeks of mobilization	10%
2.	GBV Risk Assessment & Mitigation plan	Within 2 months of mobilization	20%
3.	GBV Trainings	Within 5 months of the mobilization Within 8 Months of the mobilization Within 11 Months of the mobilization	15% on covering 100 schools in the target districts. 15% on covering next 100 schools. 15% on covering remaining 160 schools
4.	Integration with GRM		10% on setting up complaints handling and case management system for GRM and related formats
5.	Close out report (final report)	Within 12 months of the mobilization	15%

- *The consultant will submit regular monthly progress reports on a format agreed with the client.*

Incorporate feedback received in a timely manner and share the revised version and conduct field test of the developed material, make review, and develop final draft version of the materials. **For Project deliverables 1-5 a draft should be submitted for feedback before finalization.**

G. Profile of the Consulting Firm

Preferred credentials of the Consulting Firm Profile and Qualification:

The eligible firm should be a nationally recognized firm with the following attributes:

1. The firm must be registered (SECP, FBR and/or any other relevant Government entity) and have relevant expertise providing similar services for the past five (05) years.
2. Demonstrated experience in conducting seminars, workshops, and trainings with expertise in women development, GBV, harassment and preferred experience in human/women's rights campaigns for local audiences.
3. Demonstrated experience of working with public sector organizations and/or federal or provincial governments.
4. Prior experience of working in similar areas with international organization, international non-governmental organizations and government will be preferred.
5. Firms with previous experience of working on similar services within Khyber Pakhtunkhwa will be preferred.
6. Must have an established office in Pakistan.
7. The firm should have or will establish sub offices in the target districts.

H. Team Profile of the Consulting Firm

Head Office Team	Numbers	Qualifications	Experience
<u>Project Manager</u>	1	Masters or Higher Qualification in Social Sciences, Gender Studies, or Development Studies	10 Years relevant experience
GBV Expert	1	Masters or Higher Qualification in Social Sciences, Gender Studies, or Development Studies	8 Years relevant experience of working on GBV related work
Education Officer	2	At least Master's in education or social or general sciences	5 Years relevant experience in the education sector
Communications Officer	1	At least Master's in communications or journalism	5 Years relevant experience in the communications sector

Team in each District	Numbers	Qualifications	Experience
<u>Master Trainers (3 male and 3 female)</u>	6	Masters or Higher Qualification in Social Sciences, Gender Studies, or Development Studies	6 Years relevant experience of training related work
GBV Officer	1	Masters or Higher Qualification in Social Sciences, Gender Studies, or Development Studies	5 Years relevant experience of working on GBV related work
Communications Officer	1	At least Bachelor's in communications or journalism	5 Years relevant experience in the communications sector
Admin and Finance officer	1	Masters in Business Administration or relevant degree in finance.	5 Years relevant experience in admin and finance.

- *Each district would have a dedicated team based in the district office to be setup by the firm*

I. Duration and Place of the Assignment:

The assignment is for the duration of 18-20 months and will be executed in the Province of Khyber Pakhtunkhwa and the project districts will be the Districts of Peshawar, Nowshera, Swabi, Haripur and 9 additional flood affected districts.

J. Selection Method

The firm will be selected following the World Bank procurement regulations for borrowers April 2022.