**Terms of Reference – Invitation to Bid**

**Research Consultant(s)**

**TITLE: BLP Implementation Guidelines**

**DUTY STATION: Home based**

**REPORTING TO: PSS/SEL Regional Adviser**

**1. Consultancy assignment background**

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. We deliver high quality aid where needs are greatest. We work in both new emergencies and protracted crises across 31 countries, where we provide camp management, food assistance, clean water, shelter, legal aid, and education. NRC is a determined advocate for displaced people. We promote and defend displaced people's rights and dignity in local communities, with national governments and in the international arena. Our expert deployment capacity NORCAP, stand ready to deploy at a moment’s notice to support the UN and local authorities in humanitarian crises.

NRC is aiming to design BLP Implementation Guidelines under the multi-year regional Better Learning Programme (BLP) intervention started in January 2019 and ending in December 2021.

The overall goal of the regional BLP intervention is to institutionalise NRC’s flagship PSS/SEL programming, known as the BLP, across its own education responses, and to establish a solid foundation for supporting the institutionalisation of non-specialised PSS/SEL into education systems and structures across the region.

BLP focuses on improving pupils’ learning capacity by integrating techniques for coping with traumatic stress into daily teaching and learning, and encouraging pupils’ natural recovery[[1]](#footnote-1). BLP consists of three components of programme intervention namely BLP1, BLP2 and BLP3[[2]](#footnote-2). While BLP1 and BLP2 modules are implemented throughout the Middle East region (MERO), BLP3 is run only in those programmes where NRC has the institutional capacity and dedicated technical resources in place (e.g. Palestine and Jordan). BLP is the product of a successful, long-standing, research-practice collaboration between NRC and the University of Tromsø (UiT) in Norway.

The BLP regional project responds to the key findings and recommendations outlined in the Scoping Paper[[3]](#footnote-3) and the following expected outcomes:

1. NRC has strengthened regional capacity for the implementation of BLP 1 and 2 in its own education programming;
2. NRC has established a credible, sound basis for measuring the impacts of BLP 1 and 2 on student well-being, and is contributing to the evidence base on the links between student well-being and learning outcomes;
3. Based on a track record of high quality BLP implementation, tools and research, NRC serves as a regional resource and advocate for inclusion of PSS/SEL in formal and informal education classrooms, and in education systems and structures, working in close collaboration with education providers.

**2. Objectives and scope of work**

**Objectives**

The Better Learning Programme is NRC PSS flagship programme. Since the MERO BLP regional project is unique across NRC, it is expected that it will provide global guidance on a number of topics. As part of the ongoing regional BLP grant, NRC is expected to share the BLP package as an open source for EiE partners. The main objectives of this consultancy are to:

1. Set the foundations to support NRC MERO and other NRC countries of operation in defining BLP standard operation procedures;
2. Guide both in the design and start-up of new BLP interventions;
3. Provide support in ongoing BLP interventions: defining capacity building frameworks and strategies to institutionalise the BLP.

The guidelines draft outline is found in the below section.

**Scope of work**

The consultancy will be home based and will last for a period of 37 days. The consultant will interview a number of stakeholders both internal (NRC country offices and Head Quarter) and external (INEE, UNRWA, Ministries of Education etc). The consultancy will be in English language and aligned with the terminology of the reference documents below. High coordination and management tasks/skills will be required.

The BLP Implementation Guidelines will be initially used for NRC staff implementing BLP in the MERO region and across the globe. In later stages they may be used also by partners who will have received capacity building to implement BLP. The Implementation Guidelines will be developed following a similar structure to the INEE Minimum Standards booklet (with domains, summaries and easily accessible visual layouts) focusing on the below tasks and draft outline shown in the below section.

The guidelines will be developed using the following existing NRC guiding documents and global reference documents (certain components will be included in the Implementation Guidelines):

**Global reference documents**

* INEE Minimum Standards
* INEE PSS Guidance Note
* INEE TICC package
* IASC Guidance of Metal Heath and Psychosocial Support
* Minimum Standards for Child Protection in Humanitarian Actions

**NRC Guiding documents**

* Global Education Policy
* BLP Glossary
* Master Trainers package
* Supporting the Supporters Package
* M&E JPL toolkits
* Technical missions’ reports by MERO unit in the region
* BLP1, BLP2 and BLP3 manual
* BLP ToT manual

**Major tasks and responsibilities**

Below finds the daft suggested Implementation Guideline outline:

* **WHY and WHEN?** **Problem statement and rationale** summarizing global and regional MHPSS gaps/needs (conflict, massive # of refugees/IDPs in formal schools and camps, low achievement of refugees/IDPs and host communities, decreased wellbeing or trauma, poor communication with parents). This section will also provide recommendation to COs to have a clear rationale before starting and stages needed to kick-off BLP.
* **Background** including the BLP-history; the collaboration with the University of Tromsø (UiT); countries of implementation- Children and youth
* **Packages explanation:** BLP1; BLP2; BLP3 and Supporting the Supporters (StS)
* **HOW? -** **Response analysis**
* *GRAPHIC OVERVIEW*
* **BEFORE→** Contextual analysis → Pathways of implementation such as i) stand-alone and the **reasons** not to be put in place; ii) mainstream; iii) integrate and; iv) Alternative Education
* Internal and external assess/consent
* Capacity building-level 1
* Targets: staff, children, teaching and non-teaching staff, caregivers, authorities, local partners
* Parents engagement
* Beneficiaries selection criteria and setting of intervention timeframe
* Annexes and Tools (draft proposals; budgets with list of needs and any fixed international costs, as well as recommended staffing and material procurement; needs assessment/baseline tools; *M&E tools in the above section*)
* **DURING→** Start-up through the following i) pilot; ii) Lessons learned/After Action Review/Research; iii) Schedule programming; iv) Baseline data collection
* Capacity building- level 2
* Coaching and mentoring for implementers (community of practice)
* Parents engagement
* Support the Supporters (TiCC)
* Contextualization
* Annexes and Tools
* **AFTER/CONSOLIDATION→** Scale up→ Integration → Mainstreaming→ Advocacy
* Capacity building-level 3
* Parents engagement
* Coaching and mentoring for implementers (community of practice)
* Support the Supporters (TiCC)
* Annexes and Tools (integration/mainstreaming checklist)
* Training pathways and competency framework (ToT/Certified Master Trainers/staff experience profile etc)
* How to implement BLP? PCM approach and M&E (Theory of Change, JPL Toolkit etc.)
* Exit strategy/Sustainability

**ANNEXES**

* *References*
* *Constraints, Limitations and Lessons Learned*
* *Frequently Asked Questions*
* *Glossary*
* *Research and Advocacy*

**3. Institutional and organizational arrangements**

The consultant will report to the regional PSS/SEL Adviser and will develop the guidelines through a participatory approach. All phases will be validated by an NRC BLP Implementation Guidelines Steering Committee composed by the MERO PSS/SEL Adviser, the MERO Capacity Development Manager and the Global Education Adviser and a long-term practitioner or Education Specialist to give filed-level feedback.

The consultants will facilitate two workshops (one at the beginning of the consultancy and one to validate the final Implementation Guidelines) with the participation of the Steering Committee, the target country offices Specialists/PDM and external stakeholders who will be identified by the Steering Committee (e.g. INEE, MoE, UNRWA etc).

NRC will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultants must therefore ensure that they have possession of any materials provided to NRC as a part of the deliverable. The rights to reproduce the reports will fall to NRC and its contracted agents. NRC will be free to reproduce the materials at will and to grant reproduction rights.

**Duties of the consultant**

At the inception phase of this assignment the identified consultant will coordinate with the Steering Committee to define a more detailed consultancy agenda and steps’ validation. The first step will be to implement a desk review about existing BLP and PSS-SEL documents. Based on the desk review the consultant will draft an inception report that will also include an outline of the workshops design and agenda. The consultant will work in close collaboration with the above-mentioned stakeholders and design an on line survey if needed. The draft of the Implementation Guidelines will be submitted for a first internal revision to be presented in a validation workshop to inform the final submission.

All the above steps will have to be validated during the inception phase of this consultancy and in cooperation with the Steering Committee.

Reports should be submitted in Microsoft Word format, in UK English. All text should be unformatted. Graphs or other graphical devices should be editable (i.e. not pictures). All references must be cited according to convention, and detailed in a bibliography, using the Harvard system as set out in the [UNESCO Style Manual](http://unesdoc.unesco.org/images/0014/001418/141812e.pdf). All verbatim quotations must appear in quotation marks, and must not be of excessive length. All data collected under the consultancy must be submitted with the deliverables, in a widely recognised format such as Microsoft Excel.

Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

The consultant will follow [Ethical Research Involving Children](https://childethics.com/ethical-guidance/) guidance on the ethical participation of children. In addition, all participants in any study or other interaction will be fully informed about the nature and purpose of the interaction and their requested involvement. Informed consent must be obtained for any photographs, audio or video recordings, etc., in accordance with NRC’s policy on consent.

**Duties of NRC**

The Steering Committee will facilitate a smooth consultancy process mang sure appropriate coordination is in place among stakeholders and timely delivery. As the consultant is not expected to travel dug this consultancy, NRC will not pay for travel costs, telephone and internet expenses, nor NRC will be responsible to provide working equipment and insurance.

**4. Implementation schedule and estimated inputs**

Below the expected consultancy deliverables-*within the set deadlines highlighted.*

1. Agenda, methodology and supporting documents for the two mentioned workshops;
2. BLP Implementation Guidelines;
3. Short and simplified summary version of the BLP Implementation Guidelines;
4. Consultancy final 3-pager report and recommendations.

A more detailed working plan will be defined with the consultant during the kick off phase:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **W1** | **W2** | **W3** | **W4** | **W5** |
| 1 | Consultancy kick off and definition of a detailed consultancy agenda |  |  |  |  |  |
| 2 | Desk review of BLP documents |  |  |  |  |  |
| 3 | Inception report and workshop design/agenda  |  |  |  |  |  |
| 4 | First Workshop |  |  |  |  |  |
| 5 | Consultation with external stakeholders and on line surveys |  |  |  |  |  |
| 6 | Implementation Guidelines draft developed  |  |  |  |  |  |
| 7 | Second Workshop: Validation  |  |  |  |  |  |
| 8 | Submission of first draft Implementation Guidelines  |  |  |  |  |  |
| 9 | Submission of final Implementation Guidelines |  |  |  |  |  |
| 10 | Submission of final consultancy report  |  |  |  |  |  |

**5. Qualifications of the consulting company**

Applicants (private or companies) should have been active in designing and implementing consultancies and assignments in relevant sectors within the last three years. In the application they should submit a resume of the most relevant experiences in the Education PSS-SEL sector and the consultancies implemented. The application should also include a presentation and motivation letter (half page), a suggested methodology (one page), an implementation plan (1 page) and a detailed budget (1 annex) indicating the working days required. An example of visual document or other documents developed under previous assignments and two references might be requested in a later stage.

Consultancy companies have to be officially registered in their country of origin or in a Middle East country and they have to demonstrate that they have been active in the sector during the last three years.

All consultants, ltd or sole-trade, must be registered in accordance with the legal requirements at their base. The consultant must be able to submit documentation that proves that they are meeting all legal and tax obligation for the consultancy.

**Experience and qualifications**

Provide a person specification detailing minimum qualifications, length of experience, level of experience, key knowledge, skills and attitudes, and any other required competences.

Since the Better Learning Programme is a unique programme and only implemented by NRC it is preferable that the consultant (or a member of the consultancy company) is familiar with the NRC BLP programming both directly or indirectly. Alternately, it is required in depth knowledge of PSS-SEL principles, experience in programme design with focus in curriculum design and institutionalization processes (working in close cooperation with Ministries of Education), experience in Education or PSS-SEL advisory roles in ministries of education or/and clusters.

The consultant will have to prove experience in workshops design using innovative and participatory models, technical English skills and capacity to design simplified and graphic layouts to make the guidance being easily accessible and user friendly.

**STRUCTURE OF TECHNICAL PROPOSAL**

Proposals must include complete and accurate information. The proposal must include, but is not limited to, the following items:

1. Profile/CV highlighting the consultant’s qualifications and relevant experience.
2. A letter of interest describing how the consultant will address each item outlined in the objectives of the assignment
3. At least 2 reports or work products from other research projects undertaken by the consultant within the past 5 years, with particular emphasis on projects of similar scope and effort.
4. Price quote for the daily rate\*
5. The required currency for all pricing information is USD.
6. All bids are to be submitted in English language only.
7. All consultants, ltd or sole-trade, **must be registered in accordance with the legal requirements at their base**. The consultant must be able to submit documentation that proves that they are meeting all legal and tax obligation for the consultancy.
8. **Bids shall include a signed copy of the Suppliers Ethical Standards Declaration”** (**see next page**). The bid itself with the annex shall be submitted as attachments to a letter of interest by e-mail to mero.bids@nrc.no
9. Questions about this invitation to bid can be put forward by email to mero.logistics@nrc.no and that a Q&A feedback will be shared with all bidders with anonymization. **Closing date for questions:** 2 days before deadline.
10. **Deadline for bids:** All complete bids are to be received by NRC at mero.bids@nrc.no by **June 4th , 2020, at 17:00 Jordan local time (GMT+2)**
11. **Notification of selection:** All bidders will be contacted with formal notification of final selection or information about any delay in the process.
12. **As per Jordanian Income Tax Law, NRC in Jordan will withhold tax which is 10% for international consultants and 5% for national consultants, from the consultant’s fees and pay it directly to the Jordanian tax department. Proof of payment will be provided to the consultant upon request.**

\*Daily rate: the cost for this consultancy will be calculated on the number of days each research will require. Bidders are asked to fill their daily rate as it will be considered as price offer when multiplied by the number of days assigned to each bidder, number of days expected for this consultancy is 37 days. NRC has the right to split this consultancy on two or more bidders/ researchers if needed.

**Ethical Standards Declaration for all Supply, Service and Works Contractors**

NRC as a humanitarian organisation expects the contractors to have high ethical standards. “all contractors supplying or planning to supply goods, works or services must sign this declaration”.

This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the contractor fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Any contractors doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business

AND

1. Meet the ethical standards as listed below.

 OR

Positively agree to the standards and be willing to implement changes in their organisation.

1. **Anti-corruption and contractor’s compliance with laws and regulations:**
	1. The contractor confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
	2. Where any potential conflict of interest exists between the contractor or any of the contractor’s staff members with any NRC staff member, the contractor shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
	3. The contractor will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
	4. The contractor shall be registered with the relevant government authority with regard to taxation.
	5. The contractor shall pay taxes according to all applicable national laws and regulations.
	6. The contractor warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
2. **Conditions related to the employees:**
	1. No workers in our company will be forced, bonded or involuntary prison workers.
	2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
	3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
	4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
	5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
	6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
	7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
	8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
	9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
	10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
	11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
	12. Workers shall be provided with at least one day off for every 7-day period.
	13. All workers are entitled to a contract of employment that shall be written in a language they understand.
	14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
	15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
	16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
	17. No Deductions from wages shall be made as a disciplinary measure.
3. **Environmental conditions:**
	1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
	2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
	3. National and international environmental legislation and regulations shall be respected.
	4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organisation.

*DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF CONTRACTOR/COMPANY: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF REPRESENTATIVE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SIGNATURE:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)