



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**MINISTRY OF ROAD TRANSPORT AND BRIDGES
ROAD TRANSPORT AND HIGHWAYS DIVISION
ROADS AND HIGHWAYS DEPARTMENT**

TERMS OF REFERENCE

PACKAGE-SD 06

GENDER SPECIALIST (NATIONAL)

FOR

Host and Rohingya Enhancement of Lives Project (HELP)

**CONSTRUCTION AND IMPROVEMENT OF 03(THREE) ROADS TARGETING HOST
COMMUNITY UNDER BANDARBAN ROAD DIVISION**

MARCH 2025

Host and Rohingya Enhancement of Lives Project (HELP)
(Construction & Improvement of Three Roads Targeting Host Community Under
Bandarban Road Division)

Terms of Reference (TOR)

Position: Gender Specialist
Package no: SD 06

A. Background

Bangladesh has been coping with the presence of around one million Forcibly Displaced Myanmar Nationals (FDMNs) since 2017, which has resulted in a protracted crisis requiring longer term support to host and Rohingya communities. The Government of the People's Republic of Bangladesh (GoB) has received credit and grant from the International Development Association (IDA) for the Host and Rohingya Enhancement of Lives Project (HELP). The objective of the project is to improve access to basic services and enhance disaster and climate resilience of the host communities and FDMNs. HELP is comprised of four components:

1. Resilient water, sanitation, and hygiene (WASH)
2. Climate and disaster resilient infrastructure, energy, and emergency response
 - 2.1. Rural Infrastructure Development
 - 2.2. Rural Roads Improvement
 - 2.3. Renewable Energy
3. Strengthening institutional systems to enhance service provision and support resilient development
 - 3.1. Capacity Building and Technical Assistance
 - 3.2. Host Communities and FDMN Awareness Raising and Skills Building Programs
 - 3.3. Reinforcement of Emergency Management Capacity
 - 3.4. Technology-driven Monitoring and Evaluation and Project Management
4. Contingent Emergency Response

Component 2.2 and parts of Components 3.1, 3.2, and 3.4 of the project will be implemented by Roads and Highways Department (RHD), Ministry of Road Transport and Bridges. The project will be conducted through the implementation of works, supply of goods, and hiring of services.

The Project Implementation Unit (PIU) is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. RHD intends to apply a part of the project financing to hire a Gender and GBV (gender-based violence) Consultant following the World Bank Procurement Regulations.

Gender Issues

The project will be implemented in accordance with the World Bank Environmental and Social Framework (ESF). Environmental and Social Commitment Plan (ESCP); Environmental and Social Management Framework (ESMF); Labor Management Procedures (LMP), Gender and Sexual Exploitation and Abuse/ Sexual Harassment (SEA/SH) Action Plan and Stakeholder Engagement Plan (SEP) will be key documents for the project to adhere to (current links are draft versions).

Project activities will include various works for rural road improvement, such as earthwork, embankment fulling, construction of pavements, protective work, and installation of signals and road markings and posts.

Women and girls continue to be disproportionately impacted by the crisis, including their access to basic services and infrastructure. The gender and gender-based violence risk is substantial due to the the fragile context, rural location, mix of local and outside labor inflow, and the proximity of project locations to schools or areas where women and young girls have increased mobility, pose risks for SEA/SH. Lack of infrastructure, such as WASH facilities with functions for adequate

menstrual hygiene management as well as limited access to sanitary napkins, lead to significant health and safety risks for women and girls such as reproductive issues and urinary tract infections. The absence of adequate sanitation facilities has repercussions on health, economic prospects, and educational outcomes. Gender in accessing information on disaster preparedness efforts and early warning systems persist. A gender-sensitive approach, where women facilitators can effectively engage and communicate with women and girls to enhance their understanding on disaster preparedness, is critical. Women are also underrepresented in leadership positions for disaster management, leading to barriers in mobility and accessing productive assets and finances, especially in the recovery phases.

B. Objective

The RHD PIU intends to hire a Gender and GBV Consultant under Selection for Individual Consultant (with Open market approach) following World Bank Procurement Regulation July 2016 (Revised in November 2017) for services to address the gender and GBV issues under the project. The Consultant will supervise and coordinate with the firms assigned to undertake the gender and social inclusion activities in design and implementation, including addressing GBV issues in Field Level.

C. Scope of Consultant's Assignment

He/she will undertake the following activities (amongst others, as per need):

- **Responsible for completing all activities/tasks related to Gender and Gender Based Violence (GBV)/ Sexual Exploitation and Abuse/ Sexual Harassment (SEA/SH) issues** as defined by Project ESCP and Gender and SEA/SH Action Plan, its quality control and overall coordination to the Project Director. **Responsible for updating and implementation of Gender and SEA/SH Action Plan, based on assessment as and when required.** The Consultant will be responsible for
 - a) implement and monitor Gender and SEA/SH Action Plan of the project
 - b) Technical support to PIU on SEA/SH
 - c) Support establishing GBV sensitive GRM
 - d) Capacity building on SEA/SH, referral, investigation, recording etc of the PIU, contractors, sub-contractor, and relevant stakeholders.
 - e) Ensure implementation of CoC
 - f) Conduct GBV service mapping in the project areas.
 - g) also oversee the approval of these instruments from competent authority as and when required.
- **Coordinate with another Agencies and partners, GBV Service Providers and other authorities for implementation**, monitoring and supervision of Gender and GBV Action Plans in the field. Act as liaison and focal point of contract between Ministries, NGOs and PIU on any Gender and GBV/SEA/SH related issues.
- **Prepare screening reports on gender and social inclusion in design and construction activities** (where appropriate) on equitable terms in all the interventions proposed. Identify the challenges, especially where they are skill related.
- **Integrate gender-sensitive aspects in the project activities in close coordination with other key staff of the PIU.** This can include the integration of gender-sensitive design in infrastructure interventions (i.e., WASH, multi-purpose shelters) and inclusion of women in various trainings (i.e., menstrual health and hygiene, evacuation, emergency management).
- **Review and assess existing project documents** including those regulating the work of the Contractor(s) (e.g. Operations Manual, environmental and social commitment plans - ESCP, environmental and social management frameworks/plans - ESMF/P, stakeholder commitment plans, labor management plans, codes of conduct, grievances redress mechanisms – GRM -, bidding documents, etc.) and determine their effectiveness to address risks linked to sexual harassment and sexual exploitation and abuse, as well as the current measures being used to prevent and respond to any incidents. Meet with key staff in (locations) in order to review

prevention and response processes, staff sensitization/training and effectiveness of existing GRM/ complaints mechanisms.

- o Provide periodic and incident reports on the implementation status on Project Gender Services, GBV Response Service and GBV Action Plans as well as GBV/SEA/SH cases/incidence and follow up on the same. Ensure proper management of GBV cases as required.
 - o Assess quality, confidentiality and comprehensiveness of existing protocols being used if grievances related to of SEA/SH are reported (linking survivors to services and avoiding re-victimization).
 - o Assess quality, confidentiality and comprehensiveness of clear and confidential protocols for preventing SEA/SH.
- **Develop and adapt Standard Operating Procedures for a Gender Based Violence Grievance Redress Mechanism (GRM)** based on best practices in order to effectively collect information on instances of SEA/SH in coordination with the project task team and implementation unit. Support rolling out the GBV GRM, including training project related staff, labor, community members, hospital management, waste workers or others as needed, and document the process of implementation including challenges and lessons learned.
- **Support the development and costing of a survivor-centered protocol to respond to cases of GBV reported through the GRM as part of the overall project framework.** This should include adding to or creating GBV service providers mapping of priority project areas. If gaps are identified make recommendations to: i) strengthen the reporting response framework outlining procedures and guidelines targeting government partners and contracting firms associated with the project; ii) develop recommendations to strengthen the referral pathway for survivors that should be implemented as soon as a case is reported, verified or not.
- **Make practical recommendations through the development of a work plan** with concrete measures to implement key recommendations to strengthen systems for SEA prevention and response in coordination with the Task Team, based on *World Bank Good Practice Note for Addressing Gender Based Violence in Investment Project Financing Involving Major Civil Works* and an assessment of the existing GBV risk management systems in place as part of the project implementation.
- **Plan and organize training on Gender, GBV/SEA/SH, workplace safety, GBV/SEA/SH GRM related to Gender/GBV issues with the PD** to raise the capacity and awareness of the IA, NGOs, Contractors, field level staffs and other relevant stakeholders.
- **Assess the need and support implementation of community consultations with women to take place during upcoming implementation support missions,** in order to understand potential risks and the best ways to make project benefits accessible to women.
- **Support the development or adaptation of Codes of Conduct (CoC) for workers** (and GBV clauses in contracts promoting the inclusion of women and girls in the project, if applicable) based on best practice. Support the task team and contractors in rolling out the CoC, including training and documentation the process of implementation (challenges and lessons learned). The consultant will monitor the application of the same, especially cases of equal opportunity, safe workplace and other Gender and GBV/SEA/SH issues.
- **When necessary and required by the PD, provide advice related to Gender/GBV/SEA/SH issues to the IA and other stakeholders.** Such advice would include coordination with other governmental organizations, various agencies and NGOs working at sites, GBV Service Providers strategies to address major social issues and complaints, handling grievances and enhancement of Gender capacity of PIU.
- Any other task assigned by the Project Director as and when required.

D. Key Qualifications:

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

- Masters in Gender Studies, or Social Sciences or Equivalent.

b) Experience

- Minimum of 5 years relevant professional work experience at national and international levels in development or humanitarian field, on projects preferably in World Bank or similar financiers' funded project. with a focus on the prevention and response to gender-based violence.
- Operational experience on the ground in the implementation of programs related to violence against women and girls, sexual exploitation and abuse, gender, and child protection.
- Proven research skills and demonstrated expertise in analysis and development of technical papers and reports as well as programmatic guidance related to violence against women and children.
- Familiar and able to operationalize standards and procedures for prevention and response to GBV, safe and ethical GBV data collection, and of key standards and resources on GBV in emergencies.
- Experience of collaborating with Government entities in GBV program implementation considered an asset.
- Direct experience in collecting, analysing, and comparing data related to gender and GBV.
- Understanding of gender and GBV issues, and experience of implementation of gender action plan in the field.
- Excellent verbal and written communication skills and report writing capacity in both Bangla and English.

E. Duration of the Assignment

The Consultant shall perform the Services for 24 months intermittent basis over the project period. However, the duration will depend on performance of the individual in this position.

F. Institutional Arrangement

The Consultant will be responsible to the PD. She/he will assist PD to ensure that all gender and GBV related reporting is completed on time to enable the Project to meet the deadlines of various GoB authorities and the World Bank. The Consultant will submit the field visit report frequently along with the recommendation for further improvement so that ESMP is properly followed in the field.

The PIU will provide necessary assistance to the Consultant in carrying out their activities under the project. The PIU will provide necessary office accommodation, computer, logistic services, consumables and other things or related services required for smooth execution of his services. The PIU will provide necessary assistance to carry field trips if necessary.

G. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

H. Procurement/ Hiring method

The Consultant will be hired and contracted as per the "Individual Consultant (IC)" Selection method of **World Bank Procurement Regulation (PR), 2016 (Revised November 2017)**.