

**Terms of Reference (ToR) for  
Conducting a baseline survey for the project “ASTHA: Strengthening Access to Multi-Sectoral Public Services for GBV Survivors in Bangladesh”**

**A Project of Ain o Salish Kendra (ASK), supported by UNFPA Bangladesh**

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## **I. Background**

Gender based discrimination and gender-based violence (GBV) are both social and development concerns for Bangladesh. The incidence of Gender-based violence (GBV) is alarmingly high in Bangladesh. According to the Violence against Women (VAW) Survey conducted by the Bangladesh Bureau of Statistics in 2015, approximately 73% of ever-married women in Bangladesh have experienced some form of partner violence in their lifetime, and more than half (54.7%) have experienced violence in the last 12 months prior to the survey. The GoB is committed to combating GBV and, together with bilateral, multilateral, civil society organizations and the private sector, is addressing this critical issue to safeguard women’s human rights. Despite these commendable efforts and the range of programmes implemented in Bangladesh however, several gaps, both at the national and local levels, impede the realization of an enabling environment where there is no gender based discrimination and no tolerance of GBV.

The United Nations Population Fund (UNFPA) is, globally and in Bangladesh as well, the lead UN agency addressing the physical and emotional consequences of GBV and promoting gender equality and women’s empowerment. UNFPA has been in partnership with the Government of Bangladesh (GoB), since 1974, to improve reproductive health care services and to ensure universal access to health services by emphasizing a gender-inclusive and human rights-based approach. It supports the government to reduce sexual and gender-based violence by raising awareness on the issue and providing services for survivors of GBV. Empowering adolescent girls and ending child marriage, a key manifestation of GBV, is another priority area of work for UNFPA and UNFPA partners with MoWCA, the Ministry of Education and the Ministry of Health and Family Welfare to provide adolescents life skills education, prevent child marriage and mitigate its consequences.

UNFPA has supported the GoB in its GBV prevention and response efforts. At the national level UNFPA co-chairs the GBV Cluster with MoWCA, and at the sub-national level e.g. in Cox’s Bazar district, UNFPA leads the GBV Sector. In Cox’s Bazar district, UNFPA’s support to prevent GBV has been ongoing since 2016 through the established partnerships with NGOs to strengthen the OCC, support emergency referral responses and distribute dignity kits to GBV survivors.

The project, ASTHA, aims to contribute to the current gaps. The goal of the project is to ‘strengthen GoB and CSO efforts to reduce GBV and increased utilisation of multi-sectoral response services in three districts of Bangladesh for nation-wide replication’. The outcomes of the project are- 1) increased access to multi-sectoral response services for survivors of GBV, and 2) increased positive attitudes among community members about harmful gender norms and behaviors that perpetuate violence.

In that, ASTHA is aligned with the National Women’s Development Policy (2011) and will contribute to the accomplishment of key national development priorities of gender equality and women’s empowerment as emphasized in the Seventh Five Year Plan (2016-2020) and the National Action Plan to Prevent Violence against Women and Children (NAP VAW 2013-2025). ASTHA will also contribute to the United Nations Development Assistance Framework (UNDAF) thematic pillars 1 and 3, as well as Sustainable Development Goals (SDGs) 3, 5, 10 and 16 of Agenda 2030.

For achieving these outcomes, sub-national level activities of ASTHA, under the coordination of the Ministry of Women and Children Affairs (MoWCA) and in collaboration with the protection, legal, health and psychosocial sectors, will be implemented in four UNFPA 9<sup>th</sup> Country Programme (2017-2020) target districts; namely, **Jamalpur, Patuakhali, Bogura and Cox's Bazar districts**, which all have high GBV prevalence rates. ASTHA will target vulnerable populations at risk of GBV, particularly women and girls who do not have access to multi-sectoral services as a result of poverty, social exclusion, statelessness, geographic distance, extreme weather conditions and lack of transport.

The ASTHA project is aligned with and contributes to achieving the expected results of the UNFPA Bangladesh's 9th Country Programme (2017-2020) Output 3.2: Increased availability of information and services to prevent and address gender-based violence and harmful practices, in both development and humanitarian settings.

Ain o Salish Kendra (ASK), a national legal aid and human rights organization is the key implementing partner of UNFPA Bangladesh to implement the ASTHA project **with funding support from the Embassy of Netherlands (EKN)**.

The duration of the project is four years and the main implementation of project activities has started from January 2018 and will end in December 2021.

## **II. Project strategies**

The project will adopt specific strategies to achieve the overall objective, including the delivery of multi-sectoral services (medical treatment, police assistance, legal assistance and psychosocial support) to survivors of GBV, capacity development of relevant stakeholders at national, divisional, district, upazila and union levels, improved coordination among stakeholders, community engagement and awareness creation among community stakeholders, extend network and alliance with like indeed organizations and policy advocacy at the national level.

## **III. Objectives of Baseline Survey**

The objective of the baseline study is to provide reliable baseline data collection for a set of specific indicators outlined in the results framework of the project. Data generated from the baseline study will be used to monitor project progress and results against the indicators over the course of the project implementation.

## **IV. Scope of work**

The scope of the assignment will be to look into the project proposal including results framework and other relevant documents, and based on which the appropriate methodology and survey questionnaire/tools will be developed. During implementation of the survey, the contracted agency will closely work with both Ain o Salish Kendra (ASK) and UNFPA Bangladesh and is expected to coordinate with project offices and staff in the respective districts.

The contracted agency is contracted to collect, analyse and document baseline information of the below indicators, but not limited to the following issues;

- a) Number of GBV survivors who use multi sectoral services (Health, Court, DWA/MoWCA, Social Welfare, OCC and Police)

- b) Percentage of survey respondents who are willing to use/refer to multi sectoral services
- c) Existence of functional GBV cluster and coordination committee at district level led by DWA (Department of Women Affairs)
- d) Functional a GBV MIS data system in district
- e) Number of CSO allies with ASTHA project to deliver services and advocate for GBV prevention and response
- f) Percentage of community people who are aware of negative effects of violence against women and girls
- g) Percentage of women and girls who are aware of sources of GBV prevention information and services
- h) Level of understanding of community people and CSOs regarding functional referral systems on GBV services.

## **V. Survey Methodology**

The detail of the survey's methodological approach is to be determined by the contracted consultancy firm. The methodology should, however, use both quantitative and qualitative methods in data collection and analysis. The data collection techniques should be mainly:

- Desk review and content analysis of relevant documents
- Questionnaire survey with women, girls and men (as appropriate for the indicators) in target four districts
- Key Informant Interviews (KII) and consultation meetings with key stakeholders both at national and local level
- Focus group discussions (FGD) with women, girls and men in target four districts

However, the methodology and relevant tools should be adjusted and finalized in consultation with ASTHA-ASK and UNFPA before commencement of the survey.

## **Sample Size**

The sampling population for the survey is to be selected using a statistically valid sampling technique that determines a representative sample of respondents for the survey from Patuakhali, Jamalpur, Bagura and Cox's Bazar of Bangladesh. It is to be mentioned that there are 12 Upazilas and 103 Unions in these four target districts.

## **Data Analysis**

Data should be disaggregated into gender (women, girls and men), age and district. Although no control districts will be considered for quantitative data collection, only qualitative data will be collected from two adjacent districts in which the project will not be implemented. Thus, the qualitative findings should allow some comparison between districts in which the project will be implemented and those in which it will not be implemented.

## **VI. Deliverables**

The household survey is scheduled to take place over the months of October, November and December 2018. The survey is expected to start date from the first week of October 2018. It is anticipated that the first draft of the report will be submitted by 30 November 2018 while a detailed presentation is to be made and submitted to ASK and UNFPA Bangladesh by first week of December 2018. After receiving detailed feedback on the draft report on 13 December 2018,

the contracted agency/research firm will submit the final report by 20 December 2018. The report will be formatted to A4 size paper, and in a condition which can be published without any need for further work.

The following are the deliverables from this contract:

<b>Deliverable Assignment</b>	<b># of deliverables</b>	<b>Timeline</b>	<b>% of payment</b>
Inception Report describing survey methodology, detailed survey plan and time schedule	1	Within 7 days of contract commencement	40 % of total
Submit final survey questionnaire and tools both in English and Bengali to ASK and UNFPA (after incorporating feedback from ASK and UNFPA)	2 set (English-1, Bengali-1)		
Data collection from the field	-	Within 45 days of contract commencement	15 % of total
Data entry, analysis and draft report submission and presentation of the draft findings of the survey to ASK and UNFPA (probably relevant stakeholders)	1	Within 60 days of contract commencement	15 % of total
Detailed hard and soft copy of Final Report of the Baseline Survey on both “quantitative” and “qualitative” findings	2	Within 80 days of contract commencement	30 % of total
The complete cleaned data file(s) in MS Access/suitable statistical package format, including variables labeled in English. Hard copy of data and other relevant documents should also be preserved for the entire project period.	1 set		

**Note:** The matters on Tax/VAT will be set as per the rules and procedures of Government of Bangladesh.

## **VII. Period of Assignment**

The baseline study is expected to be completed within 2.5 months. At the onset of the assignment, the awarded agency/consultant should develop a detailed work plan and agreed with the ASTHA Project team of Ain o Salish Kendra (ASK). The final report should be submitted to ASTHA team by no later than December 20, 2018.

## **VIII. Inputs**

ASK from UNFPA funded project will assist with financial support based on the financial proposal. All the required budget line will be submitted to the ASK accordingly. All inputs to carry out the survey will have to be financed by the contracted firm.

## **IX. Administration and Coordination**

The contracted consultancy firm shall be reportable to both Sayed Sumon, Technical Officer-Gender and Khaleda Khanom, Team Leader, ASTHA-ASK, However, Shameem Akter Jahan, M&E Expert will be the key contact person in ASTHA-ASK for any technical issues regarding the survey. All the communications are expected to be done through e-mails.

## **X. Requirements for Experience and Competencies**

The study team, guided by a Lead Consultant is expected to consist of members with a good local understanding, together with specialists who have experts in Gender, human rights and legal issues. CV of the key team members containing their experience on relevant issues must be submitted with detailed proposal. It is expected to comprise the team with combination of local and international experience expert in the related field.

The key qualification of the contracted agency/ research firm is as follows:

### **Lead Consultant**

- At least a Masters Degree or equivalent level in relevant subjects particularly in Gender Studies, Human Rights or relevant Social Sciences with at least 10 years' experience.
- Past experience as a team leader in a related assignment (s).
- Extensive experience of research in GBV areas and multi-sectoral services related to GBV
- Experience in results-based monitoring and evaluation techniques.
- Demonstrated analytical ability and excellent report writing skills with relevant experience and produced at least 5 reports for donor/UN agencies.
- Prior international experience and experience in working with the UN agencies is an added advantage.
- Willingness to travel to and work in the project implementation areas.

### **Competencies of the agency/research firm**

- Proven team work
- Experiences in designing baseline survey methodology by using qualitative and quantitative methods;
- Track record of research in GBV areas and multi-sectoral services related to GBV
- Expertise in developing appropriate quantitative and qualitative study tools and samples for baseline/end line surveys.
- Experience in statistical analysis, results interpretation, documentation, and publishing studies.
- Excellent survey/study report writing skills.
- Has experienced human resources in data collection, data entry, editing and analysis on GBV especially VAW.
- Expertise in providing necessary training to appropriate human resources for administering data collection, quality control of data, data entry and management.
- Experience in maintaining high standards in data and data collection, managing survey logistics and training.
- Experience working with UN/EKN and international development agencies is desirable.

- Displaying cultural, gender, religion, race, nationality, age sensitivity and adaptability and knowledge of women and girl rights and policy issues.
- Ability to respond to comments and questions in a timely, appropriate manner
- Sufficient and well documented publication to prove writing (in English) and analysing skills

## **XI. General conditions**

- ASK reserves the right to disagree with any incomplete work and consequently ASK may retain the last installment of the remuneration.
- The contracting authorities also reserve the right to amend this contract at any time according to the necessity of the project given prior communication.
- The contract may be terminated if the consultants are found non-compliant to the terms and conditions of the contract.
- ASK will have the copy right of all results and documents elaborated under this assignment. Any publication also in extracts needs prior approval of ASK.
- ASK or its representatives reserve the right to monitor the quality and progress of the work during the assignment.
- **Terrorism and money laundering issues:** If there any proof of engagement in any terrorism and money laundering issues, ASK reject the proposal without assigning any reason
- **Child Protection Policy:** The firm/organization/individual shall comply with the Child Protection Policy of ASK. Any violation/deviation is in complying with ASK's child protection policy will result in termination of the agreement.
- The consultant shall comply with the existing gender policy of ASK. Any violation/deviation is in complying with this policy will result in termination of the agreement.
- ASK reserves the right to accept or regret any or all proposal without any reason what so ever

### **How to Apply:**

The individual / firm must submit the following documents along with technical and financial proposal (including vat & tax) the financial proposal should include 15% vat as per government rules only. ASK will deduct 10% income tax at source from the agreed consultancy amount. The proposal should be in English. The technical and financial proposal should be submitted in two separate envelopes. These two envelopes are then to be put in one larger envelope which must be sealed with a cover letter addressing the Executive Director, Ain o Salish Kendra, 7/17, Block-B, Lalmatia, Dhaka-120, and Bangladesh. The proposal to be submitted at ASK office not later than **30<sup>th</sup> September, 2018.**

**Contact person:** Khaleda Khanom, Team Leader, ASTHA Project, Telephone: 8100192, 8100195, 8100197

## Attachment: Results Framework of ASTHA Project

<b>Intervention Logic</b>	<b>Details</b>	<b>Indicators</b>
<b>Overall Objective</b>	Increased utilization of multi-sectoral GBV response services in select districts of Bangladesh for nation-wide replication through strengthening GoB and CSOs' efforts at eradicating GBV	
<b>Outcome 1</b>	Increased access to multi-sectoral response services for survivors of GBV	Number of GBV survivors who used services
Output 1	Referral systems (multi-sectoral GBV response) functional at selected districts	Number of districts with functional referral systems on GBV services.
Output 2	Increased acceptance of multi-sectoral services.	% of survey respondents who are willing to use/refer to multi sectoral services if needed.
Output 3	Functional coordination mechanism in place to prepare and respond to GBV, including in emergency contexts	Existence of functional GBV cluster coordination at district level led by DWA (Department of Women Affairs)
Output 4	Strengthened partnerships with CSOs for addressing GBV	Number of CSO allies with UNFPA to deliver services and advocate for GBV prevention and response
<b>Outcome 2</b>	Increased positive attitude among community members of harmful gender norms and behaviors that perpetuate violence	% of ever-married women age 15-49 year who agree that it is justifiable for a husband to hit/beat his wife with at least one specified reason.
Output 1	Increased awareness among communities on positive gender norms and behaviors.	% of community people who are aware of negative effects of violence against women and girls.
		% of women and girls who are aware of sources of GBV prevention information and services.