

**Breaking the Silence (BTS)**  
**Terms of Reference (ToR) of Impact Assessment**  
**Child Friendly Local Governance (CFLG) Project**

**1. Background**

Within the governance structure of Bangladesh, local government is critically positioned closest to the children, giving them the scope to interact with children and contribute most meaningfully in realising child rights in the country. Strengthening the local governance framework thus has the potential to benefit all children across the country, particularly the most disadvantaged through better and participatory planning and investment.

While a number of organizations have contributed to local government strengthening in the country, engagement of non-government agencies in addressing the distance between local government and children has been insignificant. The resultant non-participation by children and the lack of accountability has hindered access of children to essential health, education, sanitation, social protection and other services and caused inefficiency in the service delivery system. These issues severely hamper the development opportunities for children of all age.

The Child Friendly Local Governance (CFLG) project seeks to address this gap by promoting responsiveness of local government institutions to children's issues through facilitating constructive dialogue between all stakeholder groups. Such an environment enables the children to participate in local government's planning and decision making processes, including resource allocations to respond to children's needs. Currently, the project is being implemented directly in 19 Union Parishads, 1 Municipality and 2 Upazilla Parishads of Satkhira district and 4 wards of Dhaka North City Corporation. However, the project is also being implemented in selected UPs and City Corporation wards of Kishorganj, Rajshahi, Dhaka, Meherpur, Mymensing and Gazipur districts through other integrated projects and strategic partnerships.

**2. Target Groups:**

Children, Adolescents, Youth, Locally elected bodies, Government officials, Civil society, Lawyers, Teachers, Community leaders, Religious leaders, Law enforcement agencies (police), Service providers, Local Members of Parliament and Officials of the Ministry of Local Government, Rural Development and Cooperatives (LGRD&C).

**3. Project Overview:**

Child Friendly Local Governance (CFLG) comprises a rights-based child programming approach and a set of social accountability initiatives that work to facilitate, promote and institutionalize the empowerment and participation of children and adolescents in the governance arrangements at the local level. The main objective of CFLG project is to facilitate civil society organizations, children and communities to advocate for open and resilient institutions that deliver children's rights. CFLG places children and adolescents at the centre of the development agenda of local government, supports the capacity of local

government to empower children, and ultimately mainstreams the principles of good governance – accountability, transparency and responsiveness.

#### **4. The conceptual framework of CFLG**

CFLG framework has been defined as:

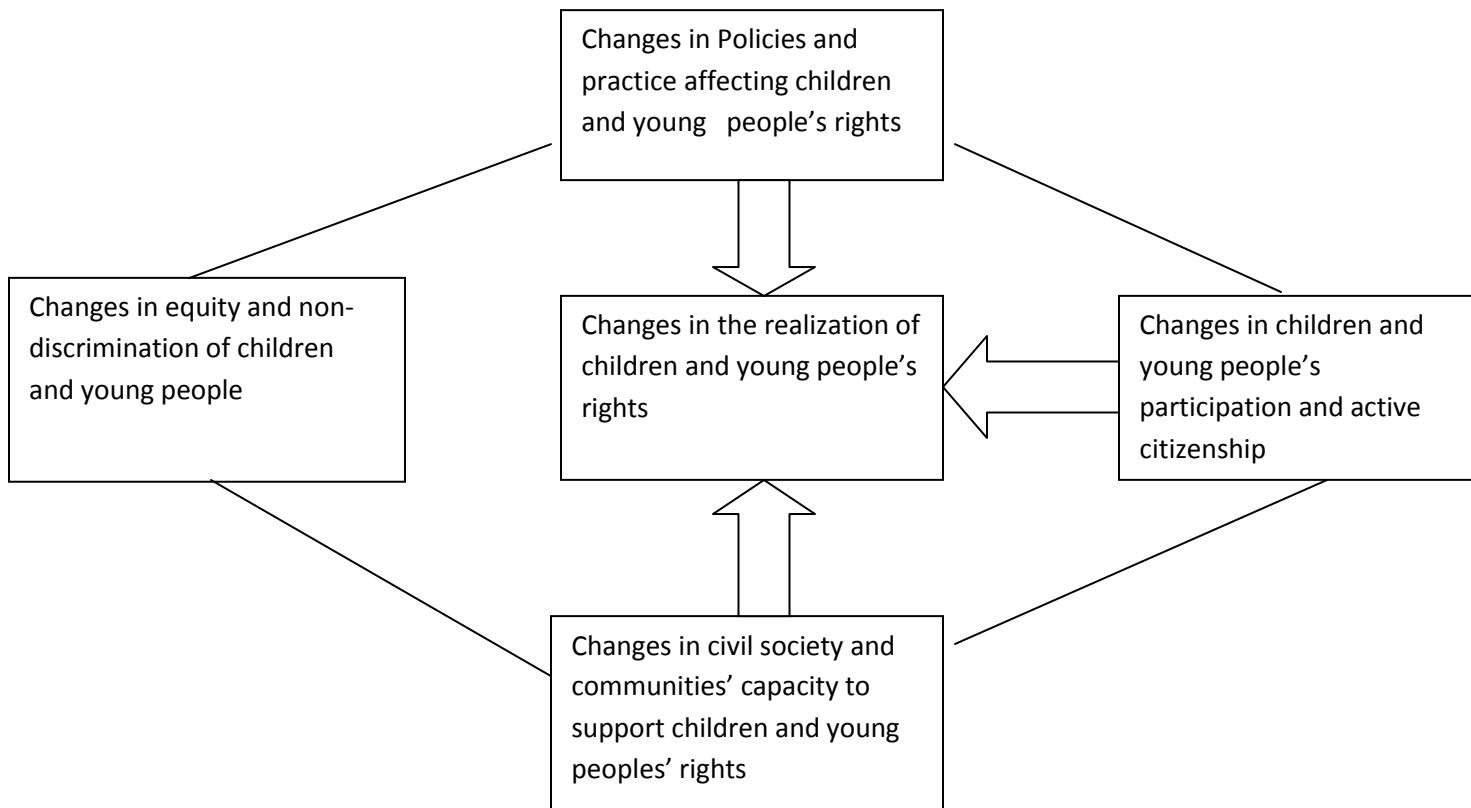
**I. Children’s empowerment and citizenship:** CFLG works to empower children as citizens, to help them understand and participate in local governance mechanisms, to enter into dialogue with decision makers, and to use simple social accountability tools. Activities include: Formation of local level child forums; building the capacity of child forums to understand government and the situation relating to children’s health, education and protection locally; encouraging child forums to participate in local government planning and budgeting processes; facilitating child forums to continuously engage Union Parishad/Municipal authorities in dialogue on the social development needs of children in the community; and child forums monitoring expenditure of budgets against allocation using simple social accountability tools.

**II. Child focused plans and budgets of Union Parishad and Municipalities, and institutionalized dialogue with children and adolescents.** CFLG means that UPs and Municipalities - in response to community, civil society and children’s engagement- commit to an increase focus on planning and expenditure on children’s social development and rights. CFLG local authorities also institutionalize regular dialogue with children (adolescents), and respond to complaints. CFLG authorities use dialogue with children and adolescents to improve service delivery and investment in infrastructure around health and education, as well as prioritizing extreme poor children and their families in social safety net targeting. Outputs include: Child focused plans and budgets, institutionalized slots for dialogue between child forum and officials, adolescent/youth membership of standing committees with oversight on social development issues for children, more regular coordination meetings with service providers to deliver quality social sector services to children, establishment of child sensitive complaints and response mechanisms, equitable social safety net targeting.

**III. Civil Society Engagement for Child Rights:** CFLG works to strengthen the capacity of the community and local civil society to support the processes described above. Children cannot be empowered or mobilized in a vacuum, and need strong support from community and from nongovernment actors. Officials from local government in CFLG areas have therefore worked hand in hand with community organizations to support the participation of children. Non-government actors are also key to successful social accountability activities- budget tracking, mass awareness campaigns- that focus local government attention on the social development and rights of children.

#### **5. Objective of the Impact Assessment:**

The objective of the assignment is to measure the impact of the project on promoting and institutionalizing participation of children and adolescents in the governance arrangements at the local level (in direct implementation areas) to ensure better services and improve accountability of local government for the rights of the children. Specifically, the study will measure five dimensions of change:



More specifically, the Impact study will measure, keeping the above five dimensions in mind and both in qualitative and quantitative terms, the followings:

- Child participation in public decision making
- Empowerment of children and the communities
- Change in the capacity of the children and the community to engage
- Change in the capacity of civil society organizations to facilitate the engagement of children and the community in public decision making process
- Child friendliness of the local government authorities and resources allocated for children
- Improvements in services for children
- Outcome of the interaction and real impact in the lives of children

#### 6. Specific tasks:

- Develop the detailed methodology and inception report for the study.
- Produce a literature review from secondary literature – including, but not limited to, project proposal, log-frame and reports.
- Design and pilot the data collection tools, in accordance with the research objectives. The inception report should include the proposed data collection tools.

- Based on the finalized data collection tools, prepare survey manuals that can serve as a guideline for survey staff.
- Execute the recommended data quality control plan for impact data collection.
- Data analysis and sharing of key findings in tables, graphs and bullet points with BTS and Save the Children.
- Consultant makes a presentation to BTS and Save the Children after the preliminary analysis of data and before drafting the report for clarifications and feedback at early stage of report preparation.
- Prepare and share the draft report.
- Report finalization incorporating feedback and dissemination

## **7. Methodology**

The study will include both quantitative and qualitative data collection. The following methods are suggested to complete this study (note that these are indicative only):

- Review of all relevant documents and core data related to this study
- Key informant interviews (KII) with key stakeholders and Focus Group Discussions (FGD) for different groups of beneficiaries and service providers
- Quantitative questionnaires to conduct surveys with the beneficiaries

## **8. Deliverables**

- A detailed proposal including the survey design and implementation plan, sampling strategy that ensures adequate data collection, a work plan and the data analysis plan. The proposal needs to be approved by BTS and Save the Children project team before the study commence.
- Literature review, as described above
- Set of indicators for results and objectives
- Data collection tools (in both English and Bangla), protocols, survey manuals, and data quality control plan (as mentioned under scope of work). The development of these materials should be iterative, i.e. these should be shared with BTS and Save the Children during the drafting stage so that comments and inputs can be incorporated. Presentation to BTS and Save the Children after the preliminary analysis of data and before drafting the report for clarifications and feedback at early stage of report preparation.
- Presentation of data analysis and sharing of key findings in tables, graphs and bullet points before the project team
- Draft report (both electronic and hard copy)
- The final report (both electronic and hard copy)
- The data-base/data-script, cleaned and organized in a format suggested by BTS and Save the Children
- The consultant(s)/firm will be responsible for presenting the findings to the key stakeholders including BTS and Save the Children staff, partners and other stakeholders.

## **9. Required qualifications of the consultant team**

The consultant(s)/firm needs to have the following qualifications:

- Experience conducting quantitative and qualitative surveys, especially baseline surveys. Experience conducting surveys on accountability issues is strongly preferred.
- Understanding of the existing state of local governance, Child Rights, Local government mechanism, accountability systems in the provision of health and education services.
- Experience conducting studies to support program development, understanding of program cycle and M&E.
- Proven expertise in social science research methods (both qualitative and quantitative).
- Familiarity with data collection practices when surveying children.
- Familiarity with the Child Rights Programming approach.
- Willingness to comply with Save the Children’s Child Safeguarding Policy.

#### **10. Ethical considerations**

The study will make clear to all participating stakeholders that they are under no obligation to participate in the study. All participants will be assured that there will be no negative consequences if they choose not to participate. The study will obtain informed consent from the participants. The study team will have to receive prior permission for recording visual stills/videos for specific purposes.

#### **11. Authority and copyright**

A draft and final report including the raw data should be submitted to BTS, SEEP and Save the Children in Bangladesh in both hard and soft copy. The ownership of the report for publication rests with BTS and Save the Children in Bangladesh. All the data and reports including the findings and recommendations will remain the property of Save the Children in Bangladesh and must not be published or shared with a third party.

**12. Time Frame:** The assignment should be completed within 1 (one) month effective from signing of the contract.

**13. Work Location:** Satkhira and Dhaka

#### **14. Budget and financial terms**

Total budget for this assignment is approximately BDT 6, 000, 00 (Six Lac only). The budget is all inclusive and subject to deduction of VAT and Tax as per government rules. Payment will be made through “Account Payee Cheque” in favor of consultant as per schedule below:

- 30% after signing of the contract.
- 30% after submission of inception report, tools.
- 40% upon submission of final deliverables and acceptance thereof.

#### **15. Responsibilities of BTS**

BTS project team has the following responsibilities;

- Facilitate agreements with the consultant(s)/firm
- Provide technical inputs throughout the process of this assignment

- Provide all the necessary reference documents for the consultant team
- Provide comments on and approve the study design and tools based on the inception note/proposal
- Provide feedback within two weeks from the submission of inception report and within two weeks for the draft report
- Facilitate payments for the consulting agency as per the policy
- Receive sign-off from Save the Children on the final product before final payment to the consulting agency
- Organize validation workshop after receiving the final report of the Impact study

## **16. Responsibilities of Save the Children**

Save the Children project team has the following responsibilities;

- Support BTS to identify the consultant(s)/firm
- Provide technical inputs throughout the process of this assignment
- Provide comments on and approve the study design and tools based on the inception note/proposal
- Provide feedback within two weeks from the submission of inception report and within two weeks for the draft report
- Sign-off the final product
- Provide approval to BTS to facilitate payments for the consulting agency
- Support BTS to organize validation workshop after receiving the final report of the Impact study

## **17. Submission Procedures**

The respective consultant/firm is requested to (i) submit a letter of interest (1page), (ii) a brief technical proposal (focusing on objectives, methods and approach) and (iii) recently updated CVs of professionals to be involved in the impact assessment work.

Interested consultant/firm should submit the technical proposal and CVs of professionals for the above mentioned tasks by 27<sup>th</sup> May 2018 to the address below:

Executive Director  
 Breaking the Silence  
 Plot#2/4,Lalmatia, Block-G, Mohammadpur, Dhaka-1207

For electronic submission, please ensure all documents in PDF format (less than 5 MB) are submitted to [jobs@breakingthesilencebd.org](mailto:jobs@breakingthesilencebd.org).