

## Terms of Reference

### Short term Consultancy on Research on identifying Stunting Determinants and Risk Factors

#### *Nature of Consultancy*

<b>Name of Organisation</b>	Max Foundation, the Netherlands
<b>Consultancy/Services Title</b>	Research on identifying Stunting determinant and risk factors
<b>Assignment Name</b>	Conduct research on identifying Stunting determinant and risk factors
<b>Consultancy Mode</b>	National, Short term
<b>Type of Contract</b>	Academic institution /research institution/academician
<b>Submit Application to</b>	Shahnaz Perveen, SRHR, Nutrition and Gender Specialist
<b>Application submission Date</b>	20 December 2017 by 5:00PM
<b>Mode of Selection</b>	Competitive
<b>Duration of Contract</b>	<b>From: 25 December 2017 to March 2018</b>

#### **Background**

Max Foundation (MF) aims to prevent child mortality in a most efficient and effective way. MF believes that charity profits from a business-driven approach. At Max Foundation we work with our heart and our head in order to maximise our impact: saving as many children's lives as possible. MF is a fast growing and innovative INGO and currently looking an academic institution/academic to conduct a field research to identify the locality and context specific determinants and risk factors association with child stunting. The study will carry out in the six-selected study area unions from Khulna, Sunamganj, Satkhira, Patuakhali, Kurigram and Madaripur.

#### **Objectives of this assignment**

1. Conduct a research to identify the causes of stunting among the U5 children and find out the association of stunting with WASH, SRHR , Nutrition and governance considering the local determinants in the selected areas of Patuakhali, Barguna, Khulna, Satkhira, Jessore , Madaripur, and Kurigram in Bangladesh.
2. To recommend the best combination of interventions in the similar rural and urban context for Max Foundation.

#### **Scope of Work**

The assignment holder is expected to undertake the following task to deliver on the objectives

- Design of the research method and hypothesis in line with the research objectives;
- Propose a relevant data collection strategy, such as sampling strategy, sample size, and household survey;
- Write a study protocol clearly describing all steps of the research;

- Provide technical expertise in developing and training data collectors in the procedures on collection of quantitative and qualitative data through measurements, interviews and focus group discussions;
- Perform statistical analysis of the quantitative data;
- Perform analysis of qualitative data and interpret the results of qualitative and quantitative research (triangulation);
- The assignment must flexible if any new ideas and thoughts and adjustment;
- Before finalizing the report, the assignment holder will organise a national level sharing report and incorporate the expert opinion;
- The methodology will be used to conduct the study must accepted by the sector experts.

### Approach/methodology

- Before/after intervention study design including mixed research methods (quantitative and qualitative research methods).
- Linkage between internal M&E and baseline-end line evaluation.
- Full methodology will be described in the research protocol.

### Deliverables

- A full report of the study including the raw data and full list of local and context specific determinants;

### Institutional Arrangement

The consultant will work in close collaboration with SRHR, Gender and Nutrition Specialist of Max-WASH II program and coordination with Senior Program Manager of Max Foundation Bangladesh Country office. Max Foundation will facilitate and provide following arrangements and support services/facilities for the work of the consultant:

- Provision of hard copy of background and reference documents of the Max-WASH II program ;
- Provide support to establish linkage with PNGOs and Max Foundation regional office at Patuakhali and Khulna;
- Facilitating contacts and meetings with relevant project area's stakeholders.

### Duration of Work, Place and where to be Submitted

SL#	Particulars	Deadline
01.	Submission of the proposal both technical and financial	20 December 2017
02.	Selection and confirmation of successful applicant	23 December 2017
03.	Signing agreement	25 December 2017
04.	Submit Inception Report	15 February 2018
05.	Share final draft with Max Foundation	25 February 2018
06.	Finalization and Submission of word and printable EPS and Illustrator CS 11 file to Max Foundation	15 March 2018

## Education academic institution /research institution/academician profile and qualification

- The institution /research institution/academician must have the experience to conduct the social and fundamental research;
- Similar research experience will be added value;
- The institution /research institution/academician must have the publication of the research work in international;
- The institution /research institution/academician must have similar type of experience with national, INGO, UN organisations;
- Displays cultural, gender, religion, race, nationality and age sensitivity.
- The institution /research institution/academician is required to submit one example of published research in the international journal.
- After conduction the assignment holder will publish the research findings in the renowned international journal with collaboration of Max Foundation.
- Besides, the assignment holder will arrange a national level findings dissemination event preferable to collaboration with print media.

## Terms and conditions

- Full Copyright of the production of Max Foundation.
- Max Foundation reserves the right to accept or reject any proposal without giving any verbal and or written rationale or whatsoever.
- Max Foundation reserves the right to monitor the quality and progress of the work during the assignment.
- Before payment, Max Foundation may review the supporting vouchers in connection with the submitted invoice.
- Failure of delivering outputs before the set deadlines may result in penalties as per the existing policies of Max Foundation.

## Payment Schedule

- 35% upon signing contract
- 25 % upon submission of inception report
- Rest 40% on the final submission of all deliverables.
- The selected firm/individual will submit an invoice as per payment schedule.

**Note:** Tax and VAT will be deducted at source from the bills payable to the selected firm/individual. In all cases, consultants may only be paid their fees upon satisfactory completion of services. In such cases where payment of fees is to be made in a lump sum, this may only be payable upon completion of the services to Max Foundation Bangladesh Country Office to that effect, and any advance on the lump may not exceed according to payment schedule. The rest 40% of total value of the contract, and will only be payable upon completion of the services to Foundation satisfaction and certification to that effect.

## Submission of Application

Interested academic institution /research institution/academician is requested to submit an electronic application to Dr. Shahnaz Perveen, SRHR, Nutrition and Gender Specialist: [shahnaz@maxfoundation.nl](mailto:shahnaz@maxfoundation.nl) , no later than **20 December 2017** by 05:00 pm, **late application submissions will be rejected.**

## Application Package

1. Academic institution /research institution/academician profile (not more than 3 pages)
2. Application letter explaining why the academic institution /research institution/academician is the most suitable for the work;
3. CV of the team including team leader and copies of relevant experience;
4. Financial proposal. The financial proposal shall specify a total lump sum amount breaking down the professional fee and relevant cost, if any. Attach price offer (in BDT) with electronic signature;
5. TIN and VAT registration;
6. Attach your financial, technical proposal, necessary papers, CV, profile etc. as required with the mail and in one **zip folder**