

Terms of Reference (ToR)

for

Conducting Baseline Study

1. Overview of the organization:

Nagorik Uddyog (The Citizen's Initiative) was formed in 1995 aiming at promoting people's participation and access to democracy, rights, justice & development. Since its establishment, Nagorik Uddyog (NU) has been working to strengthen local government in Bangladesh through raising awareness on basic human rights, building people's capacity to pursue and realize these rights among mass people. NU aspires to promote cultural diversity and improve the quality of life of the most excluded and marginalized communities of Bangladesh, including Dalits and other marginalized groups.

2. The Project: At a Glance:

Title of the project	Protecting and Promoting the Rights of Dalits and Tackling the Poverty and Exclusion of Excluded Groups
Implementing organization	Nagorik Uddyog with 6 partner organizations
Partner NGOs	<ul style="list-style-type: none"> • Moulobhibazar Tea Community Indigenous Front, Moulobhibazar, • Dalit Women Forum, Dhaka • Uddipto Mohila Unnayan Sangstha, Satkhira • Ashrumochon Mohila & Shishu Unnayan Sangstha, Jessore • BDERM Botiaghata and Khulna • BDERM Barisal and Bhola
Funding Agency	Bread for the World Staffenbergstrasse 76, D-70184 Stuttgart, Germany www.brot-fuer-die-welt.de
Project Duration	3 years (January 2019 – December 2021)
Project Location	6 Upazilas (City Corporations, 53 Unions and 17 Colonies) of 7 districts (Dhaka, Barisal, Bhola, Khulna, Jessore, Satkhira, Moulobhaibazar)
Project Results	<p>Objective:</p> <ul style="list-style-type: none"> • Objective-1: The rights and entitlements of Dalits are improved through advocacy and campaign at national and international level • Objective-2: The socio-economic situation of Dalits in the project areas improved. <p>Outcomes: The members of the Dalit and excluded communities are enjoying human rights, equal socio-economic facilities with mainstream and leading a dignified life.</p> <p>Outputs:</p> <p>Indicators under Objective-1:</p> <p>1.1: By the end of 2021, at least 65%, (3,835 out of 5,905) BDERM leaders (30% of them are women leaders) of national and local levels have been regularly carrying out effective advocacy to demand their entitlements on water and sanitation, housing, education (increased Dalit quota at universities) and employment rights and increased financial allocations in the annual development budget (60% by fiscal year 2021-2022 in compared to existing allocation).</p> <p>1.2: By the end of 2021, UN human rights bodies (ICCPR, ICESCR, CEDAW and UPR mechanism, etc.) recommendations will be made to improve rights of Dalit communities through advocacy and lobbying and continuous effort will be made with the government to implement the existing recommendations.</p> <p>1.3: By the end of 2021, about 70% (52 out of 75) Dalit women leaders are to be pro-active to realize the rights of Dalit women and regularly delivering awareness education to Dalit women among whom at least 60% (2,268 out of 3,780) Dalit women are aware at least about one of their rights.</p>

	<p>Indicators under Objective-2:</p> <p>2.1: By the end of 2021, family income of at least 75% (198 persons) of trained target people (around 62% women and 38% man) has increased by at least 55% as compared to their baseline income. In addition to that about 2,000 Dalit men and women will have access to the government basic service provision.</p> <p>2.2: By the end of 2021, around 45% (600 out of 1350 enrolled children) pre-primary graduated children have their access to formal and mainstreamed primary education; 30 extremely poor students have been provided with scholarship and 60% of 400 students of secondary education have obtained more than 60% of marks on English and Mathematics.</p> <p>2.3: By the end of 2021, at least 60% (810 out of 1350) pre-primary school children are washing their both hand after use of toilets and 75% community people and 80% of pre-primary school children have their access to safe drinking water.</p>
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3. Rationale of the Baseline Survey:

The project will focus on strengthening Bangladesh Dalit and Excluded Rights Movement (BDERM) as well as to protecting the human rights of Dalits and improving their livelihood through the effort of BDERM. Besides through the project, NU intended to build the capacity of Dalit communities across the country to prevent, report and respond to any forms of discrimination and also engage them socio-economic activities. This project will organize capacity building for BDERM Leaders to Strengthening Leadership Capacity. Another training for the Partners NGOs will be conducted to strengthen their capacity in programmer's technical and financial management, monitoring, coordination and reporting. During the the project time, a total of 120 discussion meetings will be organized to discuss on local issues related to discrimination and promoting Dalit rights. Besides, the project will facilitate to strengthen or form three Dalit-led organizations in the areas where the concentration on Dalit is relatively high. Six issue based seminars within three years, each year two seminars will be organized also where the policy makers, parliamentarians, donors, and academics, media persons, local administration, local government, civil society representatives and Dalit communities will participate. Local level advocacy meeting will be organized with Member of Parliament, journalist, CSO, local government and Local Government representatives by local partners and BDERM on Dalit issues like water-sanitation, housing, education and employment rights. To raise awareness of the Dalit community people about their rights and entitlements offered by the state, the project will facilitate Dalit leaders to organize 840 right based awareness meetings across the country.

To understand the current socio-economic situation of Dalit community as well as the skills and capacity of BDERM along with 4 (four) Dalit-led organizations in protecting Dalit rights in the selected districts, NU has planned to conduct a baseline survey at the initial stage of the project. This survey will provide programme staff with detailed baseline data on knowledge, attitudes and practices of communities and institutions to measure the improvement of rights and entitlements of Dalits through advocacy and campaign at national and international level. The baseline survey will also measure the improvement of socio-economic situation of Dalits in the project areas. Besides, the baseline survey should develop relevant practical tools and approaches for on-going project monitoring and learning.

4. Objective of the Assignment:

Overall Objective:

The overall objective of the baseline study is to collect baseline data on the existing socio-economic situation of Dalit community and their access to public resources and services in the selected districts that would be used to understand changes in the situation in future. This will also help to develop a detailed M&E framework based on the outcome of this survey.

Specific Objective:

- To gather information on existing attitudes and practices regarding discrimination against Dalit Community in the project areas.
- To gather information regarding the level of awareness on discrimination against Dalit communities and their socio-economic conditions for measuring changes of the project in future.

- To identify the access of Dalit communities as citizen entitlements over water and sanitation, housing, education
- To understand/ assess the capacities and skills of partner organizations/ BDREM (BBK) to address discrimination through Protecting and Promoting the Rights of Dalit through advocacy and campaign at national and international level.
- Through this study findings, Nagorik Uddyog will to develop a detailed M&E framework to measure progress as outcome of the project.

5. Methodology:

The baseline survey should adopt a mixed methods approach, integrating quantitative and qualitative methods to achieve the baseline objectives. The consultant/firm will use different methods such as desk review, observation, survey, KIs, FGDs to collect data from the community level is expected that the survey will be conducted by taking into consideration ethical standards regarding the gathering of data from Dalit communities.

6. Project Areas:

The consultant/firm will conduct the Baseline in six (6) Upazilas of seven project areas namely Dhaka, Barisal, Bhola, Khulna, Jessore, Satkhira, Moulbhabazar. The visit areas could be selected in consultation with the Nagorik Uddyog.

Sl.	District	Upazila/ Thana	Selected Area (Union/City Colony)			
1	Dhaka	Dhaka City Corporation	<ul style="list-style-type: none"> • Gonoktuli city colony • Wari city colony • PWD colony 	<ul style="list-style-type: none"> • Dholpur city colony • Mirpur benaroshi polli city colony 	<ul style="list-style-type: none"> • Wari rankstreet robidas colony • Gabtoli city colony 	<ul style="list-style-type: none"> • Najirabazar city colony
2	Barisal	Barisal City Corporation	<ul style="list-style-type: none"> • Kaunia bhokto colony • Janoki sing road sebok colony • Folpotti robidas colony 	<ul style="list-style-type: none"> • South chokbazar robidas colony • Rasulpur colony 	<ul style="list-style-type: none"> • Amirkutir sebok colony • Horinafulia • Sagordi 	<ul style="list-style-type: none"> • Kathpotti sebok colony • Tiakhali
3	Bhola	Bhola Sadar	<ul style="list-style-type: none"> • Bhola Municipalities • Rajapur Union 	<ul style="list-style-type: none"> • Bapta union • East ilisha union 	<ul style="list-style-type: none"> • West ilisha union • South digholdi union 	<ul style="list-style-type: none"> • Chorsamaiya union
4	Khulna	Botiaghata Upazila	<ul style="list-style-type: none"> • Botiaghata union • Gongarampur union 	<ul style="list-style-type: none"> • Amirpur union • Jolma union 	<ul style="list-style-type: none"> • Bhandarkot union • Baliadanga union 	<ul style="list-style-type: none"> • Surkhali union
5	Jessore	Chougacha Union	<ul style="list-style-type: none"> • Chougacha union • Dhuliyani union • Fulsara union 	<ul style="list-style-type: none"> • Jogodishpur union • Pashapol union • Singojuli union 	<ul style="list-style-type: none"> • Patibila union • Hakimpur union • Sorupdaho union 	<ul style="list-style-type: none"> • Narayonpur union • Sukpukuria union
6	Satkhira	Tala Upazila	<ul style="list-style-type: none"> • Dhandia Union • Nogorghata union • Islamkati union 	<ul style="list-style-type: none"> • Kholilnogor union • Kholishkhali union • Jalalpur union 	<ul style="list-style-type: none"> • Kheshra union • Kumira union • Magura union 	<ul style="list-style-type: none"> • Soruliya union • Tala union • Tetulia union
7	Moulbhabazar	Shreemongol Upazila	<ul style="list-style-type: none"> • Shreemongol municipalities • Shreemongol union • Bhunbir union 	<ul style="list-style-type: none"> • Kalighat union • Kalapur union 	<ul style="list-style-type: none"> • Shatgao union • Sindurkhan union 	<ul style="list-style-type: none"> • Mirjapur union • Rajghat union
		Komolgonj Upazila	<ul style="list-style-type: none"> • Komolgonj municipalities • Komolgonj union • Alinogor union 	<ul style="list-style-type: none"> • Adompur union • Shomshernogor union • Islampur union 	<ul style="list-style-type: none"> • Rohimpur union • Madhobpur union 	<ul style="list-style-type: none"> • Potonusar union • Munshibazar union

7. Scope and Focus of the consultancy Work:

- Conduct inception meeting with NU to get a clear picture about assignment.
- Design the baseline in consultation with NU staff in a meeting with appropriate methodology, sampling size, timing, roles and responsibilities of the team members, etc.
- Gathering and reviewing of all necessary project documents such as project proposal, project intervention, objective wise indicators etc.

- Develop draft quantitative and qualitative data collection tools/instruments and finalize based on the consultation with NU staff
- Submission of draft survey report
- Organize a findings sharing workshop with relevant NU staff and other stakeholders for seeking their input on the findings
- Incorporate feedback and finalize the report, and submit to NU
- Setting some indicators of project outcome level–
 - Prevalence rate of Dalit leaders to be pro-active to realize their rights
 - Present status of Dalit community's access to the government basic service provision (water , sanitation, housing, education, health service and Khas land)

8. Required Experiences, Skills and Competencies:

The consultant or firm will ensure that relevant members from the assignment execution team should possess the following experiences, skills and competencies:

Experiences

- Minimum 7 years experience in designing, implementing, managing and coordinating baseline survey/research/assessment/etc.
- The lead researcher and the members of the team should have excellent academic and research background and have proven track record in conducting similar assignment
- Research experience on Dalit, minorities, GBV, Human Rights, partnership, capacity building etc. issues and working with marginalized communities will be a strong advantage
- Knowledge and experience of using research/survey concept, approaches, tools, techniques, methodologies, sampling, etc.
- Experience in qualitative and quantitative data collection, validation, entry and analysis using statistical software and drafting skills

Skills and Competencies:

- Strong analytical skills on Human Rights ,Gender analysis and Dalit community in overall aspects of survey designing and conducting
- Ability to work collaboratively with multiple individuals and groups/ Dalit led organizations/ BDERM
- Demonstrate excellent interpersonal and professional skills in interacting with NU and different stakeholders of NU
- Ability to produce high quality work under tight time frames
- Evidence of having undertaken similar assignments
- Ability to develop high quality research reports in English

9. Team Composition:

The Consultant or Firm will ensure that all selected team members assigned to the particular assignments allocate the time specified inside the proposal. Moreover, the team leader of the assignment should be present at all major meetings as required by NU.

10. Key Deliverable:

The Consultant or Firm will provide the following deliverables:

- An inception report with the detailed work plan, appropriate methodology, sampling, timing, roles and responsibilities of researchers of the particular assignment
- Final tools/instruments of the baseline survey
- Field plan to visit field to collect data
- Data analysis plan
- Draft survey report which will be submitted within 07 days after completion of the field work
- The final report which will be submitted within 07 days after the findings sharing workshop with the stakeholders

Note: All deliverables will be submitted in 2 copies; in hardcopy and softcopy in editable form.

11. Duration of the Assignment:

The consultancy will be completed within one and half month after signing contact .The consultant must ensure that the whole process of the survey work that includes preparation, development of the survey tools, testing and reviewing of the tools, actual field work, data analysis, dissemination of the key findings to stakeholders and reviewing of the final report can be completed within this time frame.

12. Budget/ Payment Procedure:

The consultant/firm will be paid in phases upon completion and submission of key deliverables. The payment schedule will be as follows:

- 40% of the contract sum will be paid to the consultant / firm upon submission of a satisfactory inception report
- 20% of the contract sum to be paid upon satisfactory submission of a draft report
- 40% of the contract sum will be paid upon submission and acceptance of a final report

13. Institutional Arrangement:

The assignment will be executed by the Individual Consultant or Firm with the collaboration of NU. Programme Manager- Communication and Network will be the main contact person between the consultant or firm and NU and coordinate relevant activities to ensure the proper implementation of the assignment. Other relevant staff from NU program unit will provide survey design related input. The Chief Executive will provide overall supervision and guidance during the process of the assignment.

14. Application Process:

Interested **Individual Consultant or Consultant Firms** are invited to submit an Expression of Interest (EOI) for delivery of the assignment. The EOI should include:

- **Technical** proposal
- Detailed technical proposal will include proposed methodology indicating the overall process including sampling, quality assurance, time frame, etc. for undertaking the survey
- Clear work plan including outputs/deliverables and detailed time frames
- Detailed CV of the consultant/firm with full description of the profile and experience
- Contact details from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience
- Sample of 2-3 relevant studies previously produced
- A cover letter outlining the suitability of consultant or consultant firm for the assignment, motivation and summarizing relevant experience

15. Deadline of the Application:

The application (in English) to be sent only in hard copy by-hand or by registered post to reach at Nagorik Uddyog (NU) on or before 04.00 PM, April 27, 2019.

Submission of proposals should be addressed to:

Manager-Communication and Networking
Nagorik Uddyog
House # 8/14, Block-B, Lalmatia, Dhaka-1207

16. Evaluation and Selection Process:

The selection process of the Consultant or Firm will be based on the set of criteria developed by the NU Senior Management Committee to evaluate the proposals. The short listed bidding consultant or firm may be asked for a formal presentation prior to the final selection. The successful bidder should sign a contract with the NU to undertake the assignment.

17. Ethical Standards and Intellectual Property:

Ownership and copyright of all data, drafts and final products of the assignment will be the sole and exclusive property of NU and restricted for public use. The consultant or firm will submit all original documents, materials and data to NU.

18. **Disclaimer:** NU reserves the right to accept or reject any or all proposals without any reason whatsoever.