

TERMS OF REFERENCE
for
Report writing and documentation

Type of contract	Individual Consultant(s)
Assignment duration	30 Working Days

BACKGROUND

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW programme in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. An estimated 40% of the youth population in this age group is not in the labour force of the country. 74% of youth not in the labour force is female; these women are primarily engaged in unpaid household level care work. The geographic locations of the project are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barisal district.

The project aims to provide support to 67,000 direct beneficiaries, focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes.

At the heart of the EYW Project is the MEAL Framework (MF), which aligns directly with the programme's Theory of Change (TOC). The MF sets out the overall aim, objectives, intended outcomes, indicators, targets, baselines (where possible) and the suggested means of verification that will be used to establish whether these have been achieved on the basis of credible and reliable evidence. It also provides information on key activities aligned to each objective area.

OBJECTIVES OF THE CONSULTANCY

In view of Oxfam in Bangladesh's commitment to strengthen evidence-based influencing, EYW is committed to generating high quality survey reports and lessons learned documents for cross learning, sharing and advocacy for replication by different stakeholders. The consultant will develop high quality reports/documents in English that can be shared extensively both locally and globally.

CONSULTANCY DELIVERABLES WITH TIMELINE

Below are the deliverables for the consultant engaged to carry out this assignment:

Report	Timeline
One report in English for the Household (HH) Census conducted by the project	22 October
One report in English of the EYW Bangladesh baseline report	22 October

One journal article on the Social Norms Diagnostic Tool piloted by the project	22 October
One journal article on the project's baseline data and HH Census data	22 October
One blog article on Youth Groups and Women's Empowerment	30 October
Lessons learned documentation on the project's Market Café initiative	30 October

Methodology

- Analysis of Household Census data
- Analysis of available Baseline data and review of secondary literature
- Develop a template for HH Census report and Baseline report with the focal point at EYW project
- Systematic review of Oxfam GB's journals, publications and blogs to understand the content and quality of Oxfam's reports and publications.
- Review of existing project data, documents and reports to produce the articles
- Write draft articles and report and share with EYW project staff for feedback
- Revise report and articles based on feedback and finalize report and articles

EXPERTISE AND MINIMUM REQUIREMENTS OF THE CONSULTANT

Educational Qualifications:

Interested individual consultant must hold:

- At least a Master's degree in Statistics, Development Studies, Economics, Sociology or any other relevant social science department.

Experience:

Interested individual consultants must have

- At least 3 years' experience in analyzing data and developing research reports in English.
- At least 3 years' experience in developing learning documents and knowledge products. Experience in international organizations will be preferred.
- Publications in reputed local and/or international journals

Expertise:

- Excellent written English Language skills-IELTS Band 8 or equivalent
- Strong analytical skills
- Blogging for the development sector.

APPLICATION PROCEDURE

Interested individual consultants must submit technical and financial proposal based on the terms of reference above clearly marked "Report Writing and Documentation".

The technical proposal should include Expression of Interest, profile of the consultant including experience in handling similar assignments and a work-plan with budget.

The submissions must reach Oxfam office by 18 Oct 2017. Late proposals will not be accepted in any circumstances and will not be assessed.

MODE OF PAYMENT:

- a. All payment will be made through A/C payee cheque or bank transfer
- b. Vat & Tax will be deducted at source
- c. The payment will be made as per each delivery of the deliverables
- d. The payment will be made only after formal acceptance of deliverable of Oxfam EYW staff
- e. Inability to comply the works as per agreed timeline and quality will cause 2% penalty from the final payment per phase

EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Area	Weight
Understanding of ToR	30%
Experience	50%
Financial	20%

Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation.