
Terms of Reference

Research to understand community perceptions and impact of Plan's intervention in the camps in Cox's Bazar under a UNICEF funded project

1. Background

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilising children, communities and civil society organisations to claim the rights of children and achieve agreed upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan works cover emergency response areas across the globe.

Since extreme violence erupted in the Rakhine State of Myanmar in 25 August 2017, an estimated 728,000 Rohingya men, women and children have crossed the border into Cox's Bazar, Bangladesh to find safety. Combined with pre-existing numbers of Rohingya population that fled earlier in previous years, the total Rohingya population in Cox's Bazar amounts to approximately 909,000 as of January, 2019.¹ The situation has also place significant pressure on host communities. Cox's Bazar is one of Bangladesh's most vulnerable districts ranking 62 out of 64 districts on the Composite Deprivation Index (CDI). The rapid influx, concentrated in Ukhia and Teknaf Upazilas in the south of Cox's Bazar district, has increased the pressure on market access, labour competition, deforestation, and inflation.

During crises children are often most vulnerable due to their age and physical development. In this crisis Children make up the majority of the population (55%) of Forced Displaced Myanmar Nationals, equating to an estimated 499,950 children. According to the Needs and Population Monitoring (NPM) Round 12, 18.7% of the Rohingya population are children below the age of 5, 22% are children aged 5-11 and 13.5% are children aged 12-17. Children's experiences in Cox's Bazar and the specific vulnerabilities they face are distinct from adults'. Children continue to face many protection risks, including exposure to trafficking, early marriage and child labor. Amidst this, lack of access to education – not just for younger children but for adolescents and youth as well – is exacerbating child protection concerns.

2. Project overview

In May 2018 Plan International Bangladesh launched a project titled "Alternative Learning for children and youth aged 3-24 from the Forcibly Displaced Myanmar National (FDMN) community in Bangladesh, delivered through mobile and community level approaches" with the financial support from UNICEF. The overall outcome of the project is to responds to the immediate education needs of out-of-school Rohingya children, adolescents and youth through an education in emergency package, consisting of a number of community-based modalities in four camp areas (1W, 3, 6, 7). This project has an alternative, innovative approach (through home-based and shared-spaces) rooted in community engagement, which addresses concerns over

¹ Bangladesh Refugee Emergency: Population Factsheet (as of 31 January 2019).

the lack of space for construction of new centres. The contents of the program align to sector and UNICEF standards.

The project has 5 main components delivered through home-based and shared-spaces:

1. **Shishu Bikash Kendrya (SBK)** (Target: 260) SBK is a community based early learning and development center model. SBK is exceptionally well suited to context: It is a home-based education program; it is community managed and facilitated; it provides a play based curriculum, as well as portable materials for teaching and learning. SBK Bags are suited to small home-based groups and contain the materials that complement the SBK teacher training module and student cognitive developmental goals. They are easily packed away and stored. The SBK model focuses on a critical time in a child's life for holistic development and proven success of ECCE for primary enrolment and retention. The SBK approach serves 5,720 children, 4-6 years old, (11 students a session, 2 classes per day). Mothers and young women from the immediate community are recruited and trained as facilitators, using their own homes as the classroom- this will support a group so far underserved in the response.
2. **Basic Education (Shared Centre-Based Approach)** (Target: 40 centre): Plan has identified that there are a number of structures in the camps that are not utilised the entire day (8am-6pm). These spaces (OTPs, Vocational training centres, distribution centres, offices, Health centres, CFSs, etc.) have identified for Centre Sharing opportunities – providing a structured space for learning which has important for primary children in their reintegration in more formal schooling in the future. This approach aims to replicate teaching and learning in the TLC, yet as the space are shared- the classroom will be created and closed with each lesson. The Centre approach are serving 2,800 children, 7-14 years old, with quality primary education. Plan international have developed in collaboration with the sector(s) a centre sharing operational agreement (and safety standards) to utilise other agencies' space for education. Education are providing by one Rohingya teacher with a class size in line with the TLC approach (30-35 per class, maximum of 2 classes per day). Education
3. **Basic Education (Outreach Tutors – Home-based Approach)** (Target: 200) To overcome the issue that there is limited to no space for TLC construction. Plan international takes Primary level education to the individual child level. The approach is a home-based learning for 2,800 children, 7-14 years old. Education is delivered in a small group.
4. **Basic Education (Big Brother/Sister Mentors – Home-based Approach)** (target: 200) This approach follows the same logic of activity 3 (above- Outreach Tutors) and will provide school readiness for 2000 children, 7-14 years old. There will be options for adolescent girls to invite the children to their homes to overcome the social norms which restrict adolescent girls to the household. Big Brothers and Sisters (aged 15-17) are receiving a non-financial incentive (e.g. dignity kits, household items).
5. **Training for Adolescent, Youth, Community Outreach Facilitators** (Target 50) Community facilitators run weekly education opportunities for 500 Adolescent (15-17 years old) and youth (18-24 years old) Outreach Tutors, Big Brother and Sister Mentors and SBK facilitators, enabling extra capacity building support to Plan's frontline educators and, in addition providing them with age appropriate learning opportunities. Key topics will focus on

numeracy, literacy and life skills. The space for this activity is undefined and can take place in a communal space or home-based as adolescents and youth feel comfortable.

3. Objectives of the End-line Assessment and Operational Research

The project is entering its final quarter and we are now in a position to understand how activities are being implemented with fidelity (the degree to which an intervention or program is delivered as intended) to design, quality of delivery and management, and participant responsiveness and satisfaction in design. By understanding and measuring whether an intervention has been implemented with fidelity, Plan aims to gain a better understanding of how and why this intervention meets the immediate educational needs of Rohingya children, adolescents and youth (aged 3-24)., and the extent to which outcomes can be improved. Thus, this operational research will also seek to measure participant responsiveness and satisfaction in design.

Under this backdrop, Plan International Bangladesh conducted a baseline study using ASER (Annual Status of Education Report) testing to assess the education level of children. An end-line assessment using the ASER tool is now required to measure the impact of the project on children's learning outcomes. The end-line will also measure teachers' capacity and student learning outcomes against the Core Competencies outlined in the Learning Framework.

To conduct the end-line and operational research a consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR).

3.1. The end-line survey aims to assess change from the beginning of the project and in comparison with the situation of the baseline survey conducted in November 2018. The study will focus on teachers' capacity and student learning outcomes against the Core Competencies outlined in the Learning Framework.

Specific objectives:

- I. To compare children's (aged 7-14) Core Competencies against the baseline survey
- II. To assess Teachers/Facilitators' capacity

3.2. The broad objective of the operational research is to understand how activities are being implemented with fidelity (the degree to which an intervention or program is delivered as intended) to design, quality of delivery and management, and participant responsiveness and satisfaction in design.

Specific objectives:

- I. To assess the fidelity (relevance) to essential components in the design, quality of delivery and management of Plan's intervention using alternative learning approaches being implemented through home-based and shared-spaces for the Rohingya community.
- II. To assess the responsiveness and satisfaction of participants in the intervention.
- III. Provide specific recommendations as per the study objectives that will help to improve the nature of intervention further.

4. Methodological guideline

The consultant/consulting firm is expected to develop an appropriate methodology to meet the objectives of the study. Appropriate triangulation in data collection methods is anticipated in the proposed methodology as per need. The methodology and relevant instruments should be adjusted in consultation of Plan International Bangladesh and finalised before research is carried out. The study should be carried out through involving the stakeholders of the project.

Document Review: Available project documents, relevant government policy and procedures, Core Humanitarian Standard, baseline survey report and LCFA documents.

Assessment: the sample will include students from the same learning centers – but not necessarily the same students as those participating in the baseline. Data will be collected at individual level, but results will be disaggregated by categories. Teachers/Facilitators' capacity will also be assessed.

Focus group discussion (FGD): FGDs should be conducted with Alternative Learning Center Management Committees (ALCMC), Big Brother/Sister Mentors (15-17), Adolescent, Youth, Facilitators, Parents/Caregiver, and community people and other stakeholders to meet the specific objective of Operational/End-line assessment.

Key informant interviews (KII): KII should be carried out with officials from relevant government line agencies like CiCs and local leaders Majhis and so on.

5. Scope of work

The assignment will preferably include, but not limited to:

Two reports (mandatory)

- I. End-line Assessment Report
- II. Operational Research Report

Review of necessary documents of project baseline report.

- Review and improve understanding of the gender and inclusion papers adhered by Plan International Bangladesh.
- Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh and finalise the instruments by pretesting.
- Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
- Engage qualified enumerators; train them on data collection and quality control.
- Data management and analysis as per study themes in the objectives.
- Prepare a study brief both in Bangla and English.

6. Expected competency

Expected competency of the consultant/consulting firm includes:

- Expertise in conducting research in the area of education

- Should have a clear understanding on the challenges of administering data collection among camps in Cox's Bazar Rohingya Response.
- No history of violation of child rights.
- Good track record and reputation of conducting similar study for reputed national and international organization.
- Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability) and data management.

7. Deliverables and timeframe

The total duration of the assignment is 30 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 20 days of signing of the agreement. The final report should be submitted 5 days after receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

2 reports (Operational Research and End-line Assessment) should have the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables
- Introduction
- Background
- Methodology
- Results (it should be organised as per study objectives)
- Discussion and conclusions with recommendations.
- References
- Annexes

The consultant/consulting firm shall produce the following deliverable:

- An inception report containing final methodology and work plan within 3 days of signing of the agreement.
- Study instruments pretested and finalised (if required printed in Bangla).
- Draft report containing detailed findings and in-depth analysis of findings.
- Preparation of draft report, present the key findings to different stakeholders and finalise the report based on feedback.

- Final report should be submitted in two copies with spiral binding along with soft copy in MS Word (in a CD). The report should be delivered in acceptable English. The consultant will arrange for proof reading, if required to maintain the quality.
- All data should be submitted to Plan International Bangladesh after completion of study.

8. Mode of payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30	Agreement signed and acceptance of inception report
Second instalment	30	After receipt and review of the first draft report
Final instalment	40	Upon submission of the final report

9. Criteria and scoring of evaluation

Criteria	Score
Appropriate methodology to address the study objectives	40
Relevant competency of team leader and team composition	40
Amount of budget and justification	20

10. Preparation of proposal

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

- Detailed methodology of the study.
- Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
- Account of experience of conducting survey and employing qualitative methods.
- CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study.
- Copy of VAT registration certificate (for consulting firm).
- Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT

can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

11. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with titled “**Research to understand community perceptions and impact of Plan’s intervention in the camps in Cox’s Bazar under a UNICEF funded project**” as subject line. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **16 February 2018** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

12. Penalty clause

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final report maintaining the quality as mentioned in section 7. If the quality is not maintained as mentioned in section 7, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

13. Contact person

For any technical issue related to the project and research, please communicate with, Mst. Masuma Yesmin, Information Management Coordinator, at the following email address: masuma.yesmin@plan-international.org

14. Ethical Considerations

There will be nothing in the study which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

15. Intended users of evaluation

The Country Management team, project team and staffs of Sweden National Office will use the study findings and lessons learning. The evaluation will also help to develop the next grant proposal, be used by the grants, communication department and program staff for their monitoring or contribute to wider learning within the sector.

16. Bindings

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Plan International Bangladesh.

17. Negotiations

Once the proposals are evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called.

18. Award of contract

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

19. Child Protection Policy

The consultants shall comply with the child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan's child protection policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan's Child Protection Policy.