**TERMS OF REFERENCE for a Consultant to**

 **Conduct a midterm assessment of three child friendly local governance urban projects implemented in Dhaka City Corporation and Satkhira District**

**Introduction and Background:**

Urbanization in Bangladesh is rapid, driven by higher birth rates in urban areas and internal migration as families seek work opportunities in the country’s cities. According to the 2006 Bangladesh Urban Health Survey, the total fertility rate – the average number of children born to a woman during her lifetime – is 4.5 in urban slums, far higher than the overall national rate of 2.5, and as many as 300,000 to 400,000 internal migrants arrive in Dhaka annually (World Bank 2007). Dhaka hosts 35 percent of the total urban population of Bangladesh. The annual 4.4 percent growth in Dhaka’s population, which is one of the highest in the world, is the result of its position of ’urban primacy’ in Bangladesh. (World Bank 2007). Dhaka’s primacy is attributed to its status as the political and administrative headquarters of the nation; its geographical centrality in the region; and its economic importance in attracting global capital.

It is estimated that 5 million people live in slums in Bangladesh, and the rights of children growing up in those slums are very far from being realised. By way of illustration, girls are vulnerable to one of the highest rates of child-marriage in the world (nearly two-thirds of adolescent girls (10-19 years) are married), and a recent study conducted by Save the Children in Bangladesh (**SCiB**) found that more than 50% of slum children were functionally illiterate[[1]](#footnote-1). Poor education and poverty drives many children into work at a young age in poorly paid and hazardous jobs. Most children in slum areas do live with their parents, however they are still extremely vulnerable to abuse and exploitation, including child labor, violence, physical and psychological abuse.

One of the greatest barriers to improving the situation for families living in slum areas is the government’s failure to recognize these are formal communities which require policies and development plans. Very limited data exists on the situation for families in urban areas, and the government is reluctant to invest in these areas as they fear that such investment will promote further urban migration. Whilst Bangladesh has made huge strides in development for rural communities, more work needs to be undertaken to advocate for the importance of government investment in urban development, if some of the most vulnerable and disadvantaged children are to attain their rights.

As a response to the above analysis, SCiB, under its Child Rights Governance (**CRG**) thematic area is programming the following initiatives:

1. The **Child Friendly Local Governance (CFLG)** project: Under this project, which started in 2014, the CRG theme and a partner organization, Bangladesh National Women’s Lawyers Association (**BNWLA**) is working in one Municipal Corporation at Manikganj district in **Dhaka Division** with funding from Save the Children Denmark (**SCD**).The **Overall objective** of the work is to achieve better services and improved accountability by the local government towards children. The **Expected results** of the CFLG project in its targeted areas, are: (1) Development and of a child focused annual and periodic plan with adequate budget by the local government; (2) Improvement of service delivery for children by the local government; (3) Participation by children in local governance and advocacy by children for improved CFLG; (4) Development by the local government of a monitoring system to gather information on the situation of children, including status of service delivery and on child rights violations.
2. The **Opening Spaces-Engaging Children in Local Governance and Social Change** project. Under this project, which started in October 2013, CRG is working with a partner- organization Breaking The Silence (**BTS**-) in one Municipal Corporation in Satkhira District in south Bangladesh, with funding from the Swiss Agency for Development and Cooperation (SDC). The **Overall objective** is to ensure that local government and other key actors improve their services for children and are more responsive and accountable to children. **Expected results** are**:** (1) Agreement and implementation by the local council of a plan and process to make local government child friendly; (2) Improvement of service delivery for children focusing on the most marginalized; (3) Establishment of a complaint and response mechanism addressing children’s issues systematically; (4) Participation of children in local governance, advocating for improved CFLG; (5) Availability of a system for regular information gathering on the situation of children including the status of service delivery, gaps and child rights violations, as well as employment of a feedback mechanism.
3. The **CFLG Bauniabandh Slum Learning Project.** In early 2014 CRG started the CFLGBauniabandh Slum Learning Project - funded by Save the Children Sweden (SCS), to better understand the local governance structure in the slums, with particular relevance for children. The slum is located in zone-2 ward-5 North Dhaka City Corporation, and the project partner is the Social and Economic Enhancement Program(“**SEEP**’). The **expected results** of the CFLG Bauniabandh Slum Learning Project are (1) Participation of empowered and capacitated children in local governance for improved CFLG based on the evidence of the local child rights situation; (2) Availability of a system for regular information gathering on the situation of children including the status of service delivery gaps, and child rights violations; (3) Establishment of a feedback mechanism for children by North Dhaka city corporation zone-2 ward-5 council; (4) Development of a child focused development plan by zone-2 North Dhaka city corporation; (5) Inclusion of issues of service delivery to children in ward city corporation meetings and consideration of, and response to, complaints of children by zone-2 ward 5.

**Annex 1 provides a further summary of projects, objectives, location, duration, tools and the Governmental institutions that are targeted. Data base development is on**

**Purpose**

The purpose of this Consultancy will be to undertake a midterm assessment survey to analyze the CFLG urban projects funded by SCD, SDC and SCS. The consultancy will gather necessary evidence and assess what has worked well and what has not, with the purpose of informing the design for scaling-up project elements within other urban areas. It will further help SCiB understand which tools/processes/activities under the project can genuinely empower children to participate in local government decision making, and enable communities/children to hold local government officials to account to children.

The learning will be used to inform future CFLG projects in Bangladesh, and SCIB would hope the lessons would be of use in other countries.

**Objectives**

The objectives of the mid-term assessment are to:

1. Undertake a review and analysis of the activities, processes and approaches from the existing urban CRG projects.
2. Better understand whether these achieve immediate changes for children and whether there are indications that children’s lives will be improved in the longer –term.
3. Measure whether decision-making processes have changed, as well as any governance structures as a result of the projects.
4. Document which have been the most effective tools/processes to achieve the projects’ objectives.
5. Explore the possibilities of replication of the 3 projects in other urban areas

**Scope of work**

The consultant shall carry out the following activities:

Inception stage:

* Review of key CFLG urban and rural Project documents (e.g. LFA, Monitoring Framework, project proposal, monitoring and evaluation plan and common instruments, as well as the terms of reference).
* Prepare a short inception report including a work-plan to describe how the consultancy will be undertaken- for the approval of the SCIB team.
* Hold discussions with project staff and consider secondary data for the purposes of developing qualitative and quantitative tools for data collection and analysis.

Field work:

* Data collection and analysis using developed tools (e.g. participatory consultations with stakeholders such as children, youths, local government representatives, municipal administrators, community people and project staff, field visits, key informants interviews, Focus Group Discussions).
* Documentation and analysis of tools developed under the three urban projects*.* These include:

*Capacity building tools:*

* *Tools for capacity development of local governments and service providers on CFLG,*
* *Tools for the empowerment of children to enable their participation in the local governance decision making process,*

 *Child rights situation and service monitoring tools:*

* *Tools to put in place child friendly complaints and response mechanisms,*
* *Tools to enable child rights’ monitoring including service monitoring and access to information at a local government level,*

 *Impact assessment tools:*

* *Project based M&E will monitor the impact of the CFLG interventions on children in project communities, as well as progress on the projects’ results, outcomes, outputs and activities,*
* *Child friendly local governance performance Index developed to measure local governance performance for betterment of children lives.*

*(See Annex 2 for detailed list of tools/processes developed or planned).*

Reporting

* Produce a draft report addressing the objectives of the Consultancy, and then further to comments by SCiB and partners, produce a final report.

The report includes the following sections:

1. First section of the report will provide a review and analysis of the activities, processes and approaches from the existing urban CRG projects.
2. Second section of the report will provide an analysis of the 3 projects whether these achieve immediate changes for children and whether there are indications that children’s lives will be improved in the longer –term.
3. Third section of the report will provide evidence whether decision-making processes have changed, as well as any governance structures as a result of the projects.
4. Fourth section of the report will include a document of the most effective tools/processes to achieve the projects’ objectives and which tools/processes were not effective to achieve the projects objectives
5. Fifth section of the report will provide the possibilities of replication of the 3 urban projects in other urban areas
* Power point presentation setting out findings, recommendations of the report.

**Methodology:**

The midterm assessment will comprise of a desk review, research and survey and field visits.

**Report and Presentation:**

The report will be in English. Expected outputs/deliverables will be a final Report in the form of three bound hard copies and a soft/electronic copy, as well as a power point presentation on the content of the report. Tools will be documented in both **Bangla and in English.**

**Work Location:**

Dhaka City corporation Zone-2, Ward-5 City Corporation and Bauniabandh slum at ward -5, Municipal Corporation at Manikganj district in **Dhaka Division** and Municipal Corporation in Satkhira District in south Bangladesh

**Time frame:**

**31st August to 15th November 2014**

**Minimum Criteria for Submission of Proposal for Bid:**

The consultant should have:

* Sound knowledge of the urban and rural governance of Local Government Institutions, social service delivery, and related laws and policies
* Understanding of child rights issues.
* Proven experience in designing and conducting midterm assessment surveys,
* Excellent report writing skills (in English).

The proposal shall provide a description of the consultant/firm including an outline of the consultant’s/firm’s recent experience on similar undertakings. The proposal should list itemized details of costs associated with the study.

**Budget & payment schedule:**

The budget will include all necessary costs including VAT and Tax. Vat/Tax will be deducted as per GOB rules. Payment will be made in two installments: 50% will be paid after the signing of the agreement, 20% will be paid after the draft submission of report and at the end of the consultancy period after submission of final report 30%.

**Assessment of Proposal:**

The proposal will be assessed technically and financially. The weight for technical proposal will be 60% and financial proposal 40%.

**Confidentiality:**

All papers shared with the consultant are confidential to SCiB and SEEP and should not be used outside of these two organizations without permission. Information received by the Consultant from SCI and partners’ field offices should be treated as confidential. The materials will be owned by respective LGIs, SCI and partners and used as the organization sees fit.

**Contract:**

A contract will be drawn up after sharing this ToR where skills and costs of potential consultants will be assessed and evaluated by the Executive Committee of SEEP. The whole process will be coordinated by Project Coordinator of SEEP. The contract will be a formal consultancy contract between SEEP and the consultant. A consultant will be selected in accordance with SEEP procurement policy guidelines.

**Contact person:** Deputy Executive Director of SEEP and Manager – CRG (SCiB)

**Annex 1: Project summary**

| **Ongoing projects**  | **Overall objective**  | **Location**  | **Project period**  | **Government cycles**  | **Government institutions** |
| --- | --- | --- | --- | --- | --- |
| Child Friendly Local Governance (Funded by Save the Children Denmark)  | Better and improved services and accountability by local government towards children  | Manikganj municipal corporation  | January 2014-Dec 2015 (some previous work in 2013) | * This project is working with this year’s planning and budgeting process of the Municipal Corporation. The Municipal Corporation is developing their 5 year plan and the budget is developed yearly with an implementation plan.
* Election of this Municipal corporation held on December 2013
 | Ministry of Local Government Rural Development and Cooperatives(LGRDC), District and Upazilla administration, **Municipal corporation** , ward city corporation |
| Opening space-engaging children in local governance and social change (Funded by Swiss agency for development and cooperation)  | Local government and other key actors improve their services for children and are more responsive and accountable to children. | Shatkhira municipal corporation  | October 2013 (Also previously worked in this municipality earlier in 2013)  | * This project has worked with two planning and budgeting processes of the Municipal Corporation. The Municipal Corporation is developing their 5 year plan and the budget is developed yearly with an implementation plan.
 | Ministry of LGRDC, District and Upazilla Administration, Municipal corporation , ward city corporation  |
| CFLG urban learning project (funded by Save the Children Sweden)  | Learn about the specific needs of urban slum children and to understand the local governance structure in the slums with particular relevance for children. | Mirpur Bauniabandh Slum and ward- 5 of Dhaka city corporation zone 2 | January 2014 – December 2014  | * No election has been held in Dhaka city corporation for approx 10 years. There are no elected representatives at the ward level. The ward secretary who is a government employee is responsible for administration.
* We are in a process to develop a MOU with Dhaka North City Corporation (DNCC)
 | DNCC, Dhaka zone-2 City Corporation and ward city corporation -5 |

**Annex 2- Project Tools/Processes**

| **Ongoing projects**  | **Tools/Processes**  |
| --- | --- |
| Child Friendly Local Governance (Funded by Save the Children Denmark)  | **Tools for capacity building :** * Training module on CFLG drafted for key stakeholders and children
* Child participation guideline drafted
* Code of conduct preparation is on going

**Tools for child-led Child Rights situation monitoring including the monitoring of services for children :** * Format developed on child-led Child Rights situation monitoring including the monitoring of services for children
* Child friendly complaints and response mechanism guidelines drafted

**Tools for Impact assessment/outcome documents:** * Baseline (ongoing)
* Mapping and review of local governance structures and services for children (ongoing)
* MOU developed and signed
* CFLG index developed in 2013. This is a Child friendly local governance performance Index to measure local governance performance for the betterment of children lives (simplification of CFLG index ongoing)
* M&E plan drafted

**Study and lesson learning documents:** * lesson learning document on the complaints and response mechanism focusing on the Union parishad developed in 2013
* Study on local government structure with focus on the union parishad conducted in 2013
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| Opening space-engaging children in local governance and social change (Funded by Swiss agency for development and cooperation)  | **Tools for capacity building :** * Training module on CFLG and influencing the Budgeting and Planning process is drafted for key stakeholders and children
* Guideline on Child participation in Ward Shova [meeting] drafted
* Guideline on formation of Ward and Union Child Forum including functional procedures and Role-responsibility

**Tools for child led Child Rights situation monitoring including the monitoring of services for children :** * Child friendly complaints and response mechanism guidelines drafted
* Format developed on child led Child Rights situation monitoring including the monitoring of services for children

**Tools for Impact assessment and outcome documents :** * M&E plan drafted
* Child profile development (ongoing)
* Budget document with allocation for children drafted by municipal corporation and passed
* Memorandum of Understanding (MOU) developed and signed . Purpose of this MOU is to develop partnership with local government , joint activity implementation and for building ownership and accountability of the local government
* Citizen’s charter (not yet developed)

**Study and lessons learned document:** * Mapping and review of local governance and services for children (ongoing)
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| CFLG urban learning project (funded by Save the Children Sweden)  | **Capacity building tools:** * Training module for children on local government structure is drafted

**Child rights situation and service monitoring tools:** * Child friendly complaints and response mechanism guideline drafted

**Impact assessment tools and outcome documents:** * CFLG index developed in 2013(simplification of CFLG index is ongoing). This is a Child friendly local governance performance Index to measure local governance performance for the betterment of children lives.
* MOU with Dhaka North City Corporation(DNCC) drafted Purpose of this MOU is to develop partnership with local government , joint activity implementation and for building ownership and accountability of the local government
* Data Base development of selected slum children is ongoing. The data base will show the child population in the area (disaggregated by age group, gender, ethnicity and socioeconomic status).

**Study and lesson learned documents:** Lessons learned document on complaints and response mechanism focusing on the ward city corporation developed in 2013 * Study on local government structure focusing on the ward city corporation conducted in 2013
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1. [↑](#footnote-ref-1)