**TERMS OF REFERENCE for Consultant to**

**Conduct a baseline on the situation of children and the local governance mechanisms of the urban slum at ward –5, Dhaka North City Corporation to identify the status of children and impact of service delivery for children living in the slum.**

**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 also a consequence of a centralized administrative structure that keeps most political decision-making processes close to the capital, as well as a consequence of centralized state-led development planning that extracts resources (through taxation and allocation of public funds) from the rest of the nation to concentrate infrastructure development and social facilities in the capital. Although the majority of foreign capital has been injected into Dhaka and Chittagong, this has not translated into basic essential services, particularly in new informal settlements as well as established slums.

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 found that more than 50% of slum children were functionally illiterate[[1]](#footnote-2). 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[[2]](#footnote-3), 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.

In terms of duty bearers responsibilities to communities living in slum areas, the **City Corporation Law 2009, Local Government (Municipality) Act 2009, Local Government (City Corporation) (Amended Act) 2011,** set out the compulsory and optional functions of City Corporations and municipalities towards citizens. City Corporations/municipalities have compulsory functions such as registration of births, deaths[[3]](#footnote-4) and marriages. Optional functions include maintenance of educational institutions, recreational and cultural facilities, actions for poverty reduction. In addition, City Corporations are supposed to develop 10 standing committees out of which the “Women and Children standing Committee” is directly responsible for dealing with children’s issues and should be working to influence other standing committees to be child-friendly. All service providing institutions, such as schools, hospitals/ clinics must be registered with the municipality. The City Corporation is also responsible for awareness raising on socially meaningful and significant issues.

As a response to this analysis, SCiB have developed a program called Child friendly Local Governance (CFLG), which aims to influence better local governance for children. Under CFLG, in early 2014, CRG started a small project that specifically addresses child friendly local governance in a slum location (Bauniabandh Slum in North Dhaka City Corporation zone-2, ward-5. The CFLG Bauniabandh Slum Learning Project - funded by Save the Children Sweden (SCS) and undertaken together with the Social and Economic Enhancement Programme-SEEP - **is a learning project to gather evidence** on the specific needs of urban slum children and to understand the local governance structure in the slums with particular relevance for children.

The specific objectives of the CFLG Bauniabandh Slum Learning Project are that by 2015:

1. Children and civil society in urban slum areas of North Dhaka City Corporation zone-2 ward-5 are participating in local governance and holding duty bearers accountable; and
2. Local government of North Dhaka City Corporation zone-2 ward-5 has improved capacity to plan and respond to needs and rights of children.

These Terms of Reference are for a baseline survey that will analyse the situation of children, the governance mechanisms of the urban slum areas in zone 2-ward 5, the impact of service delivery for children, as well as providing the data and the benchmarks for monitoring the impact of the CFLG Bauniabandh Slum Learning Project. .

**Purpose:**

To create a user friendly baseline survey report be used by Dhaka City Corporation for (1) mapping the situation of children, governance structures and service delivery in zone 2 ward 5; (2) identifying gaps in service provision, planning and budgeting for children; (3) designing better service provision, planning and budgeting for children; (4) measure the impact of changes to service provision, planning and budgeting for children.

To create baseline information for Save the Children and SEEP against which to measure the impact of project results.

**Objective of the Baseline Survey:**

To prepare a user friendly baseline survey report by gathering evidence relating to the situation of children, governance and service delivery at the Bauniabandh Slum North Dhaka City Corporation, Zone 2, Ward 5, as well as gather baseline information for Save the Children and SEEP to monitor the impact of project results.

**The Consultant will be required to provide the information set out below.**

1. **The Situation analysis of the children living in the slum should cover:**

* The status and situation of children living in the slum (Education, child labour, housing and utilities, protection)
* Knowledge of child rights, Local governance processes and access to participation in local governance,

1. **Analysis of the local governance mechanisms:**

*Governance and Planning*

* What the governance arrangements are for zone 2-Ward 5? (Also, please provide an organogram of key designations).
* As part of the above, please describe the planning process for zone 2- Ward 5. How are activities related to this ward designed and agreed?

*Funding sources and resource mobilization*

* How are activities and plans for zone 2- Ward 5 funded? Please describe how money flows through to Ward 5 through the local government system (please describe the resource mobilization, allocation and expenditure process).
* As part of the above, describe the budget making process and the fiscal year cycle for zone 2- Ward 5.
* To what extent do communities outside of the official governance structure have an opportunity to engage in the budget making process?
* Please describe what other source of funding (outside of local government) does zone 2- ward 5 receive? (Private sector, NGOs).

*Sensitivity to child related issues*

* Are Child related issues incorporated in the local government periodic and annual plans? If so how?
* Is adequate budget allocated to implement any child specific planning? Is there any expenditure of the budget that is monitored / tracked?
* Are there any committees in the local governance structure which address the needs and rights of the children? If so, how do such committees operate? How many cases do they receive? Of these cases how many addressed? Of the cases addressed, how many are addressed to the satisfaction of parents and children?

CFLG Bauniabandh Slum Learning Project *Activities*

* How well are these Project Activities understood by the officials responsible for planning, budgeting and service delivery to zone 2- Ward 5?
* How well are these Project Activities supported?
* If not supported, what could be done to address this?

*Law/Policy and Guidelines*

* Looking to the statutory obligations, policy guidance to Dhaka City North Corporation (from the Ministry of Local Government, or other Government agencies/departments), could any of these existing obligations be used by Dhaka City North Corporation to increase sensitivity to child related issues? If so, which obligations, and how?

*Child Friendly Local Governance*

* What do officials understand by the terms Child Friendly Local Governance, child sensitive service delivery, budget for children?
* What do children and their parents? Community decision makers understand by the same terms?

1. **Impact of service delivery for children :**

* Are there available services for children, especially for the most marginalized children living in the slum?
* How are services delivered to children in zone 2- Ward 5? Is this through Dhaka City North Corporation? Through other Government departments, or by NGOS/CSOs? (Please provide a break down where possible by sector- education, health, water and sanitation, electricity).
* Is there a service delivery monitoring system?
* Is there any scope of dialogue between the children and the local government and other duty bearers on service delivery including gaps and ways forward to address such gaps?

1. **Indicators and benchmarks**

The Consultant will be required to design indicators and benchmarks to monitor the DCN CFLG Project and give us a better understanding of how the Bauniabandh Slum Learning Project can contribute to the design of better accountability and improved services by the local government towards children living in urban areas and particularly in the slums.

**In addition to the requirements, indictors for gathering of information to support the answers to the questions above have been developed in Annex 1.**

**Responsibilities of the Consultant: Scope of work**

The consultant shall carry out the following activities:

1. Review of key CFLG Bauniabandh Slum Learning Project documents, LFA, Monitoring Framework, project proposal, monitoring and evaluation plan and common instruments, as well as the terms of reference.
2. Preparation of short inception report including a work-plan to describe how the consultancy will be undertaken and designed.
3. Consultation with partners and staff members on the inception report and finalization of inception report and work-plan.
4. Preparation of a baseline survey and research report setting **out the responses to the questions/requirements set out in objectives 1-4 above, supported by the information collected against the indicators set out in Annex 1**. Inputs into the baseline survey report shall be:

* Conduct of a desk review including an analysis of documents, policy papers, national surveys and reports that have been produced in connection with the project thematic area. Review internal documents related to this project including data already gathered.
* Design of survey and research instruments i.e quantitative questionnaire, FGD and KII checklist based on the objectives and Annex 1 (in Bangladeshi and English) and of sampling strategy and calculation of sample size. Undertake a short field test of the draft instruments and consultation with staff members of SCI and SEEP. Final draft of the instruments for the survey and research adjusted to reflect field testing and consultation with staff members.
* Recruitment (if necessary) of sufficient number of supervisors and enumerators.
* Training of enumerators and supervisors (to include preparation of training plan, field work protocols according to agreed methodologies.Creation of a simple survey manual for the enumerator and supervisor, including step-by-step instructions on data collection and guidance on handling problems and questions that might arise during data collection).
* Implementation and supervision of field data collection, data input and cleaning:Preparation of materials and equipment.Notification to partners and communities.Deployment of enumerators to the field.Creation of the data entry plan, entry and cleaning
* Conduct of data processing: (1) primary processing , comparison and validation of files, clean files, tabulations Preparation of initial results in output tables.Discussion with Staff of initial results.Data analysis and synthesis.
* Revision of the target and discussion.
* Report preparation in English

1. Workshop on first draft Report presented to stakeholders and necessary amendments incorporated
2. Conduct final presentation to key stakeholders/staff.
3. Deliver final report, documents, files, and other materials

**Methodology:**

The baseline survey will be comprised of a desk review, research and survey and field visits.

1. Conduct a desk review including an analysis of documents, policy papers, national surveys and reports that have been produced in connection with the project thematic area. Review internal documents related to this project including data already gathered.
2. Conduct field visits and interviews with citizens, Children, CSOs, NGOs, local leaders including imam, Marriage registrar, LEB, Standing Committees related to children , local authorities in the selected working areas.
3. Develop a comprehensive data collection tool for the above assignment.
4. Develop participatory methodologies for the survey and research

**Report and Presentation:**

A report from the survey and research will be written in English. Expected outputs/deliverables will include the following:

A Final Report in the form of three bound hard copies and a soft/electronic copy. The report must incorporate the following:

* 1. Set of baseline survey and research tools.
  2. Quality data and analysis from individuals focus groups and organizations.
  3. Present status, gaps and recommendations for future interventions.
  4. Incorporate the findings in the project monitoring and evaluation framework with clear performance indicators.

**Work Location:**

Dhaka City corporation Zone-2, Ward-5 City Corporation and Bauniabandh slum at ward -5

**Time frame:**

The baseline survey will take 2 months (or if there is no need to recruit enumerators/supervisors, then 1 month).

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

The consultant should have:

* Sound knowledge of the governance of Local Government Institutions, social service delivery, and related laws and policies
* Proven experience in designing and conducting baseline 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, 50% will be paid at the end of the consultancy period after submission of final baseline report.

**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:** Project Coordinator, CFLG (SEEP) and Manager – CRG (SCiB)

Send applications to the undersigned not later than 27 July, 2014

Write to-

Executive Director

SEEP

House # 5, Road # 4, Block # A,

Section # 11, Mirpur, Dhaka-1216.   
Phone : + 88 02 9012782, 80322433   
Mob: 88 01711-540979.   
Email : seepchildrights@yahoo.com

1. Study done by SCI partner the Social and Economic Enhancement Program (SEEP) on selected slums in Dhaka [↑](#footnote-ref-2)
2. SC in Bangladesh is presently undertaking a study in 10 slum areas of Dhaka. CRG has been involved in the study design. [↑](#footnote-ref-3)
3. Birth and death registration Act, 2004 [↑](#footnote-ref-4)