

**Terms of Reference**  
**Education Assessment 2017**  
**SOS Children's Village International in Bangladesh**

**1.0 BACKGROUND**

SOS Children's Villages International is a child-centered development organization working across 135 countries of the world, without religious, political or governmental affiliations, working towards the provision of family based alternative care and strengthening families for the children who are deprived of parental care or at the risk of losing parental care in near future. 2030 Strategy of SOS Children's Villages International is primarily focused on seven broad key areas to ensure innovative and creative approaches in order to achieve sustainable goals through practical measures such as:

1. Innovative Alternative Child Care
2. Strengthen Families through community based Programmes
3. Empower Youth Groups
4. Advocate for Children
5. Create a Social Movements based on Safety and Security of Children
6. Simplify SOS Children's Villages activities
7. Invest for Funding Growth etc.

These strategic initiatives will ensure an environment where a child will grow with proper parental care in order to realise their full potential in future at the same time these will enable SOS Children's Villages International to focus and engage with only relevant work align those services that are no longer needed due to considerable developmental works done by government and other stakeholders over a period of time. On this, SOS Children's Villages International federation has taken a constructive and time-tested decision to focus only on core programme and the rest will be aligned with specific need of local community through an assessment exercise especially in the areas of Health and Education (H&E) Programmes across Asia Region.

## **2. Main Objectives**

The primary objectives of such exercise are:

- ✓ To ensure to programme are relevant to the need of the poorest of the poor
- ✓ To ensure innovative and cost-effectiveness of programme
- ✓ To ensure sustainable development goals in league with Government and other recognized stakeholders for strong impact on the target group of children.

## **3. Scope of Work:**

The scope of work is primarily deals with range and reach of services that are being provided under Education Projects based on the missionary goals of the SOS Children's Villages International:

- Identification of target group of children in HGS and assess the levels of vulnerability as per the SOS Mission
- Mapping range and reach of similar services provided by Government and other stakeholders within the locality
- Assess who is the best placed service providers; Government or other stakeholders in the local area in terms of the capacity to provide long term quality education to the target group of children
- A detail assessment about the stakeholders based on three basic criteria: financial self-sufficiency, capacity to provide high quality services and long term commitments to cater the need of the target group of children
- National Training Centre (NTC) and Vocational Training Centres (VTCs) are also need to be incorporated under this assessment exercise
- Assess who is best placed Government or other stakeholders in the local area in terms of imparting quality skills development trainings for the target group of children
- Cases of closure along with handover, collaboration with government and other stakeholders are need to be assessed. The possible risks for the same will also need to be analysed with evidence-based recommendations for practical resolution.

Thus, the assessment ultimately will pave the way for taking decisive decisions in regard to closure, alignment and meaningful partnerships with eligible and competent stakeholders and organisations by December 2019. In the process Bangladesh, as key agents of change will take the primary responsibility, Promoting & Supporting Association (PSA), General Secretariat and International Office (IO) will provide strategic advice in organizing and managing the entire exercise.

#### **4. Key questions need to be addressed through Education**

##### **Assessment:**

- Whether the school (HGS) is reaching out to relevant target group of children minimum 30% out of total beneficiaries (including FBC and FSP) both in a school or not
- Who are the best authority (SOS, Government or other competent and recognized stakeholders) to provide the service in terms of accessibility, affordability and quality education
- Whether SOS Bangladesh is self-sufficient financially and reaching out minimum/acceptable number of children from the target group and have no access to quality education in the local area.

#### **5. Components of the Study**

**Secondary Research:** This will consist of literature review of existing studies, programmes, reports and key policy and strategy documents to understand about SOS mission, vision, approaches, key functional areas, planning processes.

**Primary Research:** This will deal with direct interview with relevant stakeholders in order to assess the above questions.

#### **6. Methodology of the Proposed Study:**

SOS Children's Village International in Bangladesh seeks to undertake the assessment through two key components:

1. **Qualitative Research:** This will consists of Case Study of significant and innovative programmes as per the guidance of IO-Asia
2. **Quantitative Research:** Undertake a quantitative research consists of interview for the relevant stakeholders in consultation with IO-Asia

#### **7. Timeline:**

The data collection and first phase of data entry are expected to be completed by two months from the date of commissioning of research agency.

## **8. Major Deliverables:**

- Develop Inception Report followed by first meeting with the SOS Bangladesh team to further refine and unfold key elements of the TOR.
- Develop Research design in consultation / guidance of IO-Asia
- Conduct field visits, interviews, meetings, data analysis and draft report preparation in line with SOS standard
- Share brief narrative report apart from data entry into the official template and incorporation of comments from SOS Bangladesh and General Secretariat (GSC)
- Present final report in international standards that will include cost-benefit analysis, detail risk analysis and feasible resolution of the same and evidence based recommendations in consultation with IO-Asia
- Preparation of PPT of the main findings of the assessment
- Share PDF version and word version of print ready final file
- Conduct dissemination workshop with key stakeholders in consultation with IO-Asia

## **9. Expected profile of the Consultant/Agency:**

- A person/s or research agency with excellent knowledge and robust experience in the areas of education and health programs of development sector and outstanding report writing skills
- A person/s or research agency is expected to be competent in personnel management and field management skills to organise large scale assessment of development sector
- A person/s or research agency is expected to be well-versed in data analysis and report writing skills
- The team leader along with field researcher must have proven proficiency in local language, dialect and culture
- A person/s or research agency is expected to work independently without regular supervision and micro-management from SOS Bangladesh
- Respect mutually agreed time line at each stage all through the processes as per mutually agreed work plan
- Person with ability to handle issues of sensitivity while dealing with children, youth and all other beneficiaries in the field.

#### **10. Terms of Payment:**

- First instalment of 25% will be paid after receiving Inception Report
- Second instalment of 25% will be paid after the submission of detail work plan and schedule
- Third instalment of 20% will be paid after the submission of Draft Report
- Fourth and final instalment of 30% will only be paid after the submission of satisfactory final report, incorporating all comments along with all soft and hard copies of documents and reports collected from concerned authority, data-base sheet in all formats, audio-video records, transcripts, PPT on final report and the completion of dissemination workshop based on the key findings of the assessment.

All payments will be made through A/C payee cheque. These are linked to specific deliverable as per the existing policies of SOS Children's Villages International and no payments will be made without satisfactory deliverable/s by the agency. Necessary VAT and Taxes will be applicable as per country law.

#### **11. Child protection Policy**

This assignment requires the agency/ consultant/s to comply with and adhere to SOS Children's Villages International child safeguarding/child protection policy and Code of Conduct (CoC) which is mandatory.

#### **12. Deadline for Proposal:**

The last date for submission of proposal along with detail budget mentioning cost of unit price and three relevant sample reports of previous work by 25 November 2017 to SOS Children's Village International in Bangladesh, 1 Shamoli, Mirpur Road, Dhaka-1207 or email at- [National.office@sos-bangladesh.org](mailto:National.office@sos-bangladesh.org). Only short-listed agencies/consultant will be called for interview.

#### **Terms used in this document:**

HGS : Hermann Gmeiner School  
FBC : Family Based Care  
FSP : Family-Strengthening Programme  
IO-Asia : International Office Asia (SOS)  
GSC : General Secretariat