**Terms of Reference (TOR)**

**Research on Child Labor in the Dried Fish Sector in Cox’s Bazar**

**UNIT:** Education and Empowerment (E&E)

**REPORTS TO:** Project Director, Child Labor Improvements in Bangladesh (CLIMB) Project

**DURATION:** December 1, 2018 to January 31, 2021

(Field research completed by March 31, 2019)

**LOCATION:** Cox’s Bazar Area (with some meeting in Dhaka)

1. **BACKGROUND**

**Winrock International** (Winrock) is a non-profit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

The three-year U.S. Department of Labor funded Child Labor Improvements in Bangladesh (CLIMB) Project, implemented by Winrock International (WI), started in December 2017. The project aims to improve civil society’s awareness of child labor (CL) and forced child labor (FCL) in the country’s dried fish sector (DFS) and promote acceptable work conditions for children through more focused efforts by civil society organizations (CSOs) and government to identify and address child labor and the vulnerability of communities and households.

A research, consulting, or policy organization selected through a Request for Proposal (RFP) will carry out **comprehensive mixed-method research** to inform design and implementation of interventions to address Child Labor (CL) and working conditions in the Dried Fish Sector (DFS) in the Cox’s Bazar region.

1. **CLIMB Project Goal, Objective and Outcomes**

***Goal:*** *Reduced child labor and increased acceptable conditions of work in the dried fish sector (DFS) in southeast Bangladesh.*

***Project-Level Objective:*** *Improved capacity of civil society to understand and address child labor and forced child labor and promote acceptable conditions of work for children in the DFS in southeast Bangladesh*

***Outcome 1:*** *Improved capacity of civil society to identify and document accurate, timely, and user-friendly information on the nature and scope of CL, FCL, and unacceptable conditions of work for children in DFS*

***Outcome 2:*** *Improved capacity of civil society to raise awareness and advocate for the protection of children from CL, FCL, and/or unacceptable conditions of work in DFS*

***Outcome 3:*** *Improved capacity of civil society to implement initiatives to address CL, FCL, and/or unacceptable conditions of work for children in DFS, including facilitated access to grievance mechanisms and remedy for victims of labor exploitation*

1. **OVERVIEW: Child Labour in Bangladesh and in the Dried Fish Sector**

Many families in Bangladesh rely on income earned by children in the household for survival. This economic insecurity means that child labor is widely accepted and very common in Bangladesh. Additionally, employers often prefer to engage children because they are cheaper and considered to be more compliant and obedient than adults. Children who work often do not attend school or have time for leisure or play. Many work long hours under unhealthy and hazardous conditions, and are vulnerable to trafficking, other exploitation and abuse.

Over 4.7 million children, age 5 to 14, work in Bangladesh; more than 83% are employed in rural areas, mostly in the agriculture sector. Children work mainly in informal work such as agricultural labor, domestic service, fish processing (drying, packaging, freezing), shoe and leather goods production, paper products, fabric dying, and home-based businesses.

Bangladesh’s dried fish sector is plagued by some of the worst forms of child labor. Poverty and indebtedness often mean that children must work to increase household incomes for families to meet basic needs for shelter, food, fuel clothes and other essentials. Some of the worst labor conditions are found in fish drying along the coastal areas the Sundarbans, Cox’s Bazar and Chittagong areas.

According to a 2011 study, more than 78,000 children work in the sector. Child workers labor for hours under direct sun (often for 9-13 hours), work with knives, have no protective gear, climb on unstable drying racks and often do not go to school. They are repeatedly exposed to hazardous chemicals and smoke, leading to skin disease and respiratory problems. Indebted labor from pre-payments, delayed payment and non-payment for work performed are common.

Data available at GOB, Bureau of Statistics (BBS), Bangladesh Bureau of Education, Information, and Statistics (BBEIS), and the Ministry of Labor and Employment (MoLE) is insufficient and does not provide the full extent of the labor abuse in the DFS. On the other hand, the government of Bangladesh is unable to prioritize or address the sector due to lack of accurate and up-to-date evidence of the scope and scale of the problem of the DFS. International organizations have also conducted studies, which are often narrowly focused on the sector, geographic area, or other aspects of the problem of DFS. Research under the CLIMB project will provide more up-to-date, user-friendly information for civil society organizations (CSOs) and other stakeholder groups in the Cox’s Bazar area to engage at family, community, private sector and government levels to advocate for change.

1. **OBJECTIVE OF THE RESEARCH**

The selected research partner will carry out **comprehensive mixed-method research** to inform design and implementation of interventions to address Child Labor (CL) and working conditions in the Dried Fish Sector (DFS) in the Cox’s Bazar region. The research products and dissemination should enable CLIMB’s CSO partners to translate research into action to improve awareness, advocacy, and service delivery to CL victims and vulnerable families.

1. **RESEARCH COMPOnents and TOPICS**

The comprehensive research study will include the following component;

* Value chain analysis: e.g., mapping the scope of the forced labor and child labor problems in dried fish factories; validate what is the quota that forces parents to bring their children to processing plants; and what are the drivers at the smallholder level;
* A mapping study of the dried fish enterprises in the project area, to be used as the sampling frame for the quantitative survey;
* A quantitative survey of a representative sample of children working in the dried fish sector;
* Qualitative research which may include key informant interviews, focus group discussions, case studies and in-depth interviews;
* Legal review of CLIMB CL definitions, as well as documenting legal mechanisms, de-facto mechanisms that do or do not exist for grievances and reporting violations; and an understanding of international, national protocols, policies to put the study into the local context
* Media review on to what extent and how is the child labor issue covered in media currently
* Review of existing CL monitoring and data collection systems

The research will explore the following topics:

* Characteristics of children working in the DFS including school attendance, educational attainment, household socioeconomic characteristics, and others;
* Gender and social inclusion assessment to understand who is most vulnerable and why, including potential effects of Rohingya migration
* Knowledge, Attitudes, and Practices (KAP) research to measure project indicators and inform messages for awareness-raising: e.g., Attitudes and perspectives on child labor and forced labor in the value chain among men, women; awareness and acceptance of policies; media channels through which people learn about and engage with issues (qualitative methods)
* Map services available to children engaged in or at risk of child labor, and victims and those vulnerable to forced labor
* Positive deviance: what enables certain individuals of the same socioeconomic status to avoid child labor and forced labor practices

The outputs from the research study will include the sharing of the findings with CSOs, government agencies and other stakeholder groups for increased understanding of child labor and forced labor.

1. **DELIVERABLES**

The selected research partner will develop with the CLIMB team the research methodology and coordinate the research activities to provide the following deliverables that contribute to Outcome 1: Improved capacity of civil society to identify and document accurate, timely, and user-friendly information on the nature and scope of CL, FCL, and unacceptable conditions of work for children in DFS.

The selected research partner will propose due date aligned with the projected late November 2018 start date, March 2019 completion date for Deliverables 1-12; and the January 2019 – December 2021 timeframe for deliverables 13-15.

| **No** | **Deliverables** |  **Amount\*** **(To be proposed by Research Partner)** | **Due Date****(To be proposed by Research Partner)** |
| --- | --- | --- | --- |
| 1 | Literature review and annotated bibliography according to WI template, approved by DOL |  |  |
| 2 | Legal review of CLIMB CL definitions and outline of CL/FCL grievance procedures (draft) |  |  |
| 3 | Methodology for comprehensive research study with Gantt chart, approved by WI and DOL |  |  |
| 4 | Legal review of CLIMB CL definitions and outline of CL/FCL grievance procedures (final) |   |  |
| 5 | Guidelines for KIIs, FGDs, case study interviews, approved by WI |   |  |
| 6 | Quantitative survey questionnaire, approved by WI |  |  |
| 7 | Sampling plan for quantitative survey of child workers, approved by WI |  |  |
| 8 | Mapping study, approved by WI |  |  |
| 9 | Value chain study, approved by WI |  |  |
| 10 | Media review, approved by WI |  |  |
| 11 | Comprehensive study report draft |  |  |
| 12 | Final Comprehensive study report, approved by WI and DOL |  |  |
| 13 | Develop and submit user friendly materials, approved by WI and DOL |  |  |
| 14 | Organize research dissemination workshops (one in Dhaka; one in Cox’s Bazar) for key stakeholders agreed upon with WI |  |  |
| 15 | Periodic participation in CSO advocacy training as agreed upon with the CLIMB project team (projected January 2019 through January 2021) |  |  |
| 16 | Ongoing participation in Learning Workshops. (projected January 2019 through January 2021)  |  |  |
| Total |  |  |

1. **MORE DETAIL ON DELIVERBLES**
2. **Research Methodology** **Development**: The research team will develop a detailed research methodology to carry out the proposed mixed method research. These include; the process of data collection and analysis tools to be used on CL/FCL relevant to the DFS, size estimation, sampling strategy for the quantitative survey based on mapping.
3. **Literature Review.** The research team will carry out the available research reports, mixed method comprehensive study, International standards and best practice and submit a report to Winrock.
4. **Legal Review and Policy Analysis:** The research team should have a legal expert who will review the key documents and provide information on legal procedures in the CL/FCL in DFS context. The team will provide a legal review of the CLIMB child labor definitions to assure that they are aligned with Bangladeshi law. It will also provide a user-friendly document that outlines the grievance procedures for children and families affected by CL/FCL and UWC. The research team will continue to provide legal analysis and policy analysis as needs arise during 2019 and 2020 over the life of the project.
5. **Research Capacity Assessment (Not a deliverable):** The research team will determine the training and support needs of the researchers to carry out the research, documentation, and dissemination of research findings. Winrock may provide direct training and other support to address the identified needs.
6. **Comprehensive Mixed-method Research:** The research team jointly with CLIMB M&E will plan carry out the study on child labor (CL), forced child labor (FCL) and unacceptable working conditions (UWC) in the dried fish sector (DFS) in Cox’s Bazar. The research team will outline a detailed methodology for the various components of the study. A Gantt Chart should be enclosed to demonstrate the timely completion of the research. It is expected that each of the components of the study outlined will be approved by WI and the U.S. DOL.

**Draft of Final Report:** A full draft of the final report should be submitted by **March 31, 2019**. The Final report will include:

* Executive Summary: Key findings and recommendations
* Narrative Report: Findings from data and information collected
* Annexes
1. **Translate Research Findings into User-friendly Outputs for Civil Society.** Based on the research outputs, the research team should develop a user-friendly document to develop the capacity of the CSOs on developing their advocacy, awareness raising plans and programs effective for child labor issues.
2. **Dissemination of Research.** The research team will disseminate the research findings by organizing two dissemination workshops (one in Dhaka and another one in Cox’s Bazar) with civil society, government officials and representatives, service providers concerned with child labor, journalists, representatives of local government institutions, and health professionals who can talk about the cumulative negative consequences of continuous work for children in such unsafe work conditions.
3. **Dialogue with Professionals.** The research team will work with the CLMB to organize dialogues with professionals who can provide useful information on the issues facing by the children. For example, health professionals who can discuss the children’s health issues from a medical standpoint, and psychosocial professionals and child psychologists can talk about detrimental effects of children limited psychosocial development.
4. **Media Coverages:** The research team will work with the CLIMB team and partners to disseminate the findings through user-friendly outputs such as press releases, brochures, fact sheets, multi-media presentations etc. that can be used by CLIMB’s stakeholders.
5. **Periodic Participation in CSO Advocacy Training.** The research team will participate in quarterly (as per requirements) CLIMB partners’ coordination and training meetings to share information, which Winrock’s other CSO partners will translate into action under Outcome 2 and 3 of the CLIMB project. During the coordination workshops in Cox’s Bazar in 2019 and 2020, the researchers will share key finding under Outcome 1, including user-friendly materials that CSOs can use and adapt for their campaigns. In the 2019 and 2020, the researchers will also participate in an ongoing basis in Learning Workshops hosted by the CLIMB Team where the researchers and CSO partners will share research findings, lessons learned, best practices, and recommendations for future work in this area.
6. **GEOGRAPHICAL COVERAGE**

The proposed study areas are: Cox’s Bazar, Sadar and Moheshkhali Upazila, areas. These are the primary areas for dried fish processing. However, the research should also cover some central level CSOs, Government office, media organizations located in Dhaka and that are directly involved in CL issues. The final coverage area will be determined in consultation with CLIMB staff, local partners and the researchers.

1. **DATA COLLECTION METHOD**

## The researchers should use data from a combination of qualitative and quantitative methods, as appropriate to accurate and relevant information for the tasks, deliverables and objectives. These may include the following:

* Desk review of research, program and project reports prepared by the GOB, CSOs/NGOs/INGOs, research and policy centers.
* Focus Group Discussions (FGDs) with parents, child protection groups, workers’ rights/labour groups, private dried fish business owners, child welfare workers, relevant government and enforcement groups.
* Key Informant Interviews (KIIs) with representatives of stakeholder groups above.
* Mapping of organizations and institutions, including GIS location coding.

1. **PROPOSAL SUBMISSION**

Interested applicants should send an electronic technical and cost proposal in separate files. All documents related to this assignment should be in English. Proposals must be submitted electronically, with all pieces of the proposal labeled clearly.

The maximum length for the proposal is 20 pages, single spaced.

The technical portion of the proposal should not exceed 20 pages, including Annexes (budget, budget narrative, CVs, and organizational profiles. Suggested breakdown is as follows:

* **Cover page**
* **Organizational profile, institutional capacity (up to 4 pages).** The applicant must present in narrative format a description of: (a) company/individual profile (supplemental material can be placed in the annex); (b) the organizational/individual capacity to conduct the scope of work (include 1-3 examples of English reports from similar studies), (c) CVs of all proposed team members (placed in annex) and their roles in the CLIMB research; (d) the organization’s/individual’s previous experience with child labor-focused studies in the Bangladesh context; and (e) letters of support or references (placed in the annex).
* **Technical approach (1-2 pages) and workplan (see template in Annex A).** The applicant should describe in the technical proposal their approach and methodology for the study which must specify the intended survey design, A detailed workplan including activities, staffing with roles and responsibilities of the research team, and timeframes should be included in the Technical portion of the proposal.
* **Cost Proposal (see template in Annex B).** The applicant must present a detailed cost proposal that covers the following items and includes a brief narrative explanation of costs **(1-2 pages)**. The budget should be organized to enable the applicant to estimate cost of deliverables in Section F.
* Salaries - include researchers, data collection, and other personnel showing name (researchers), role/position, number of days, unit costs and total costs.
* Travel related costs – include per diem rates for lodging and M&IE, number of days and transportation costs under each proposed activity.
* Communications. Include telephone, email, computer, mobile phone etc.
* Office support costs – printing, courier, etc.
* Other relevant costs

Winrock International will evaluate the proposals received on their technical merit and estimated costs. Each proposal will be evaluated using the following criteria:

* Institutional Capacity/Experience (20%),
* Proposed Team (10%);
* Technical Proposal (40%), and
* Cost estimate (30%) – assessment of cost estimate against implementation plan.

1. **Research partner PROFILE**

The proposed team should propose a multidisciplinary team that reflects capacity to carry out the research under this ToR. The Principal Investigator must fulfill at least the following criteria:

* Master’s Degree (PhD preferred) in economics, education, statistics, social sciences, child labor, development studies or related field;
* Extensive knowledge and work experience on child labor preferably within the context of Bangladesh;
* Experience in design and management of similar research projects;
* Knowledge and experience in use of quantitative and qualitative methods appropriate to the objectives of the research;
* Experience conducting field research using participatory approaches;
* Experience in consolidating and analyzing data, writing reports and in making recommendations;
* Ability to analyze and present data in a clear and understandable format;
* Excellent communication and facilitation skills;
* Ability to manage the available time and resources and to work on tight deadlines.

Other positions will be evaluated along with the organizational capacity documents submitted with the proposal.

1. **SPECIFIC QUESTIONS ON SCOPE OF WORK AND DELIVERABLES:**

**If you have any questions regarding the deliverables and to submit your application or proposal, please email with the list of questions to the Project Director, CLIMB Project, email:** **AHM.Khan@winrock.org** **before 5:00 p.m., November 01, 2018.**

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**The final proposal submission must clearly state:** “CLIMB-Child Labor Research Proposal” in the subject line of the email. A hard copy of the proposal should be submitted to the following address:

CLIMB Project

Winrock International

S. K. Tower (7th Floor), 201, Khuruskul Road

Uttar Tarabuniar Chara, Cox’s Bazar.

1. **SPECIAL REQUIREMENTS**
* **The selected research partner must be:**
	+ Registered in Bangladesh with the appropriate government agency and provide documentation
	+ Able to provide audited annual statements/reports for the last three years
	+ Submit a complete proposal with all documents described in the Section J.
	+ Able to partner with Winrock, International in a contractual relationship, meeting capacity and legal status requirements
	+ Willing to work with Winrock to develop and implement capacity development for the research staff to carry out child labor research using USDOL, Winrock, and international best practice on social protection research, including data governance.
1. **WORK PLAN TEMPLATE Annex A**

**Research on Child Labor in the Dried Fish Sector in Cox’s Bazar**

**Child Labor Improvements in Bangladesh (CLIMB) Project**

|  |  |  | **Timeline (December 01, 2018 – December 31, 2019)** |
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| **Sl.** | **Activity** | **Responsible Person** | **Dec. 2018** | **Jan. 2019** | **Feb. 2019** | **Mar. 2019** | **Apr. 2019** | **May. 2019** | **Jun. 2019** | **Jul. 2019** | **Aug. 2019** | **Sept. 2019** | **Oct. 2019** | **Nov. 2019** | **Dec. 2019** |
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|  |  |  | **Timeline (January 01, 2020 – December 31, 2020)** |
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| **Sl.** | **Activity** | **Responsible Person** | **Jan. 2020** | **Feb. 2020** | **Mar. 2020** | **Apr. 2020** | **May. 2020** | **Jun. 2020** | **Jul. 2020** | **Aug. 2020** | **Sept. 2020** | **Oct. 2020** | **Nov. 2020** | **Dec. 2020** |
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1. **BUDGET TEMPLETE Annex B**

**Research on Child Labor in the Dried Fish Sector in Cox’s Bazar**

**Child Labor Improvements in Bangladesh (CLIMB) Project**

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**\*\*** Tax and VAT will be applicable as per government procedure. Consultant/firm is requested to mention the amount of Tax and VAT separately.