

Solicitation number: Ashshash Phase II-ToR-008/2024

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# Terms of Reference for Baseline Study

## Ashshash: Men and Women Who Have Escaped Trafficking

### Bangladesh

'Ashshash: For Men and Women Who Have Escaped Trafficking' Phase II a four (4) year program funded by the Embassy of Switzerland in Bangladesh implemented by Winrock International in partnership with Sustainable Reintegration Partners (SRP) who are mainly local Non-Government Organizations. The main objective of Ashshash is to improve the wellbeing of trafficking survivors through social and economic reintegration.

Winrock International seeks proposals from qualified firms/individual(s) with experience conducting evaluations on human trafficking in persons, migration, social reintegration, economic empowerment, etc. Qualified firms/individual(s) are those that have been involved in similar projects in the past, particularly within the last five (5) years.

Interested firms/individual(s) are requested to send technical and financial proposals as outlined in the Terms of reference (ToR).



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# INTRODUCTION

## Baseline Overview

The baseline study for 'Ashshash: For Men and Women Who Have Escaped Trafficking' phase II is designed to establish initial values for key performance indicators and gather information on the current situation in project catchment areas. These baseline values will be utilized to set realistic targets for project defined indicators and to assess progress towards project outcomes at specific milestones, such as mid-term and final evaluations. The baseline will take up of a mixed-methods approach, including surveys with survivors of human trafficking, focus group discussions, key informant interviews, in-depth interviews, and case studies with community members and relevant stakeholders. Individual surveys will be conducted based on a simple random sampling method, while qualitative interviews will be conducted based on purposive sampling. Winrock International is seeking proposals from qualified firms/individual(s) with experience in conducting evaluations on topics such as human trafficking, force migration, social and economic empowerment of human trafficking survivors. Qualified entities are those that have participated in similar projects in the past, especially within the last five years. The findings and report of the baseline study will be shared with various stakeholders, including Winrock Headquarter, The Embassy of Switzerland, relevant Government Authorities, Universities, implementing partners, I/NGOs, and others. Senior Manager- Monitoring, Evaluation, Research & Learning (MERL) of Ashshash will provide overall management and technical guidance to the baseline study team. The consultant team will report to the Project Director of Ashshash and the Country Representative of Winrock International in Bangladesh.

## Background of the Project

### Ashshash Overview

'Ashshash: For Men and Women Who Have Escaped Trafficking' Phase II is a four (4) year program funded by the Embassy of Switzerland in Bangladesh implemented by Winrock International in partnership with local NGOs. Ashshash Phase II follows the completion of Ashshash Phase I, which was implemented from June 2018 to May 2023 across five vulnerable trafficking-prone districts in Bangladesh. Phase I provided support to 4,875 male and female survivors, aiding their sustainable reintegration into their communities. Building on the achievements of Phase I, Winrock International launched Phase II in June 2023, aiming to support 6,000 survivors who have escaped trafficking. Phase II is scheduled to conclude in May 2027.

The main focus of Ashshash Phase II lies in the sustainable psychosocial and economic reintegration of survivors, with a specific emphasis on women, constituting 65% of the overall target population. This program seeks to achieve this goal through comprehensive psychosocial support, promoting climate-resilient alternative livelihoods, facilitating the development of micro-small enterprises, and creating employment opportunities in collaboration with the private sector. The primary objective is to enable women and men who have escaped trafficking to restore their dignity, well-being, and self-sufficiency.

Over the course of four-year, Ashshash Phase II will provide a comprehensive and tailored package of services to trafficking survivors, closely collaborating with various stakeholders, including Sustainable Reintegration Partners (SRPs), Business Development Support (BDS) partners, Awareness & Prevention Partners, private sector entities, and strategic network partners. Key SRP services will encompass survivor identification, case management,

psychosocial counseling, and pathways to economic empowerment. The program aims to offer psychosocial counseling to aid women and men in reconstructing their self-identity and enhancing their socio-economic resilience.

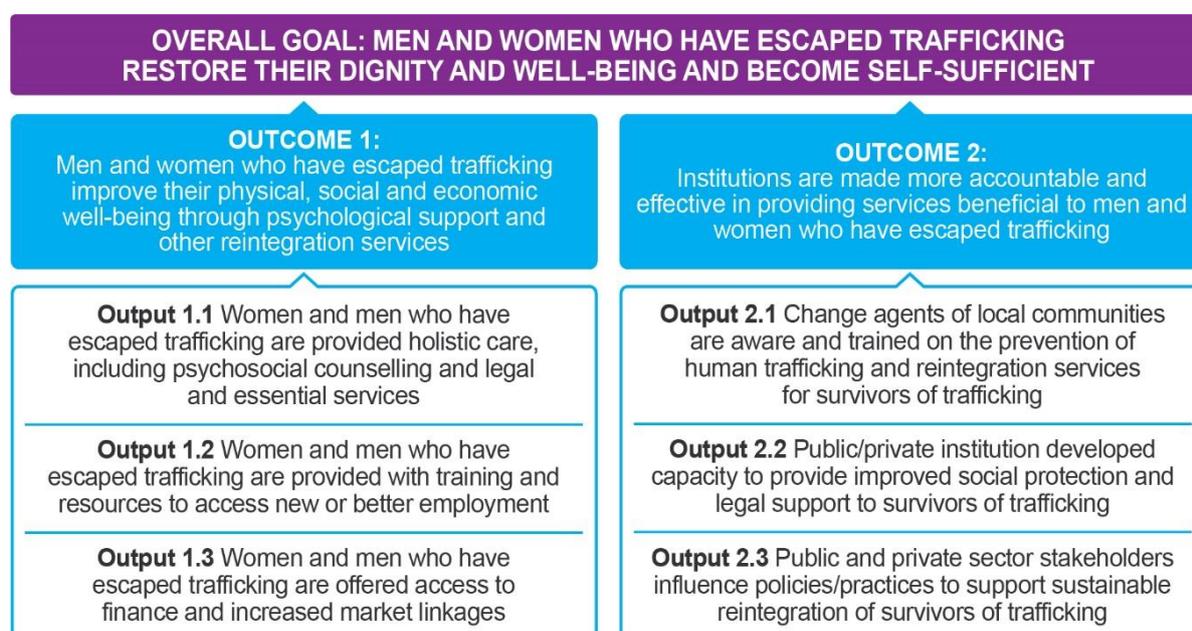
In addition to supporting survivors, Ashshash Phase II will work on raising awareness and preventing trafficking in at-risk communities by collaborating with Awareness & Prevention Partners and Policy Advocacy Partners who possess expertise in community mobilization on trafficking. They will conduct community awareness and mobilization interventions, advocacy for policy changes, and campaigns for various prevention aspects in at-risk communities. Additionally, in partnership with Business Development Services (BDS) partners, the program will impart technical business development skills, identify livelihood options, support micro/small enterprise development, facilitate access to finance, and explore employment opportunities in both formal and informal sectors. Recognizing the impact of climate vulnerabilities on migration and trafficking, Ashshash Phase II will integrate climate resilience measures into its interventions and reintegration processes. Moreover, the program is in the process of developing a policy paper on the national referral mechanism, aiming to establish a more cohesive and effective response to human trafficking issues.

### Ashshash Phase II Objectives

The overall objective of the Ashshash Phase II is to restore the dignity and well-being of women and men who have escaped trafficking through enhancing self-reliance. In order to achieve the overall objective of the project, Ashshash has aimed to achieve following two major outcomes-

- Men and women who have escaped trafficking improve their social and economic well-being by using services for reintegration; and
- Institutions are made more accountable and effective in providing services beneficial to men and women who have escaped trafficking.

**Diagram 1: Ashshash Result Framework<sup>1</sup>**

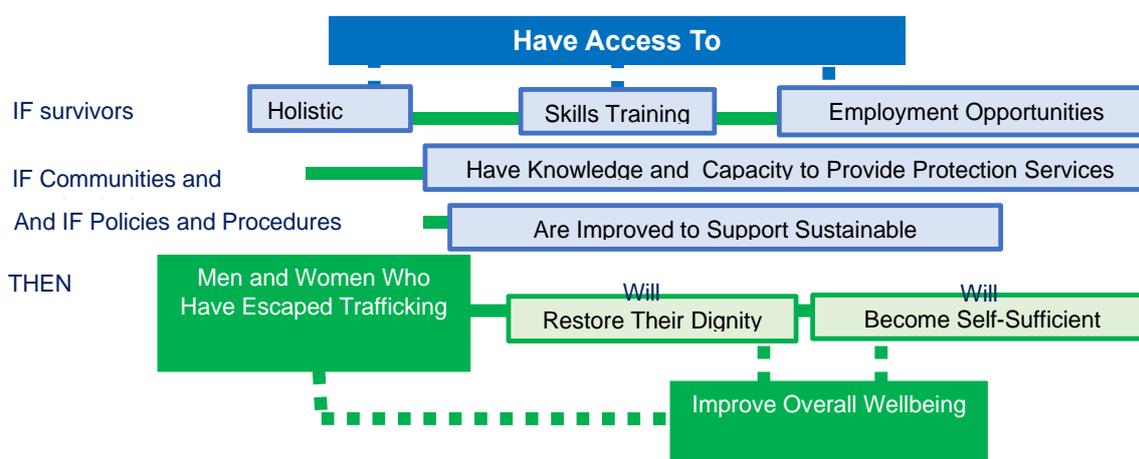


<sup>1</sup> Ashshash Phase II Project Narrative

## Ashshash Phase II Theory of Change

Ashshash Phase II aims to achieve its goal and objectives through a comprehensive approach. By providing survivors of trafficking with access to holistic care, skills training, and employment opportunities, the project aims to empower them mentally and physically. Simultaneously, the project focuses on building the knowledge and capacity of communities and institutions to provide protection services, support survivors, and prevent future trafficking cases. Through these efforts, the project intends to create an environment where survivors can restore their dignity and well-being, becoming self-sufficient contributors to society. The emphasis on improving policies and procedures for sustainable reintegration aligns with the goal of making institutions more accountable, fostering a society where employers and communities understand trauma and are prepared to support survivors in both professional and personal spheres. Ultimately, the project's success is predicated on survivors having the strength, resources, and skills to pursue economic opportunities, supported by a community and institutional framework that prioritizes their well-being and reintegration.

Diagram 2: Ashshash Theory of Change<sup>2</sup>



## Ashshash Phase II Catchments and Targets

Ashshash Phase II will be implemented across ten districts in three of the most trafficking-prone divisions of Bangladesh: Dhaka, Chattogram, and Khulna. Specifically, in Chattogram, the focal district is Cox's Bazar. In the Khulna division, Ashshash will concentrate its activities in the districts of Khulna, Satkhira, Jashore, and Jhenaidah. In the Dhaka division, the program will intervene in Dhaka, Manikganj, Narshingdi, Faridpur, and Shariatpur districts. The project was initially targeted to provide socio-economic reintegration services to 6,150 survivors of human trafficking, of which 65% are female and 35% are male. The Ashshash catchment districts, upazila, and tentative targets are depicted in the following table.

Table 1: Ashshash Catchment and targeted population

Districts	Upazila	Female	Male	Total
Khulna	Phultala, Dighalia, Rupsha, KCC	455	245	700
Satkhira	Satkhira Sadar, Kaliganj, Assasuni	455	245	700
Jashore	Chaugachha, Jeshore Sadar, Manirampur	455	245	700
Jhenaidah	Jhenaidah Sadar, Moheshpur, Kotchadpur	358	192.5	550

<sup>2</sup> Ashshash Phase II Project Proposal

Districts	Upazila	Female	Male	Total
Dhaka	Dohar, Nawabganj, Savar, Keraniganj, Dhamrai	390	210	600
Narsingdi	Narsingdi Sadar, Raipura, Shibpur	390	210	600
Manikganj	Manikganj Sadar, Harirampur, Shigair	390	210	600
Shariatpur	Shariatpur Sadar, Zanjira, Naria	325	175	500
Faridpur	Faridpur Sadar, Bhanga, Sadarpur	325	175	500
Cox's Bazar	Cox's Bazar Sadar, Ukhiya, Teknaf	455	245	700
<b>Grand Total</b>				<b>6,150</b>

## Purpose of the Baseline Study

The main objective of the baseline study is to establish baseline value for key output, outcome and impact indicators to serve as a benchmark for measuring impact and changes over the time and at the end of the project. The baseline study will also look into contextual aspects of human trafficking in targeted districts, community and stakeholders' perception, and the wellbeing as well as socio-economic reintegration of survivors. However, the baseline study will cover the following specific objectives-

- Establish the baseline values of performance indicators of Ashshash.
- Provide information on the general socio-economic demographics and the situation of survivors of human trafficking.
- Provide information on various aspects of human trafficking.
- Assist in developing effective strategies and an implementation plan by providing a realistic scenario of the catchment area and the survivors.
- Provide information on the current state of reintegration services for survivors provided by both public and private institutions.
- Provide information on the current perceived wellbeing of survivors of human trafficking.
- Analyze the gender aspect particularly provide gender disaggregated information of project defined indicators.
- Analyze the impact of climate change and climatic disasters on migration, which ultimately leads to human trafficking.

## Baseline Study and Stakeholder Mapping

Ashshash has identified potential stakeholders who have a crucial role in the baseline study as respondents in Table 2. However, the stakeholders list and the information requirements may be subject to change based on discussions with Winrock International and will be finalized in the inception report.

*Table 2: Baseline Study Stakeholder mapping and information need*

Stakeholder	Role in the Study	Information Need
Survivors of Trafficking (men & women)	Respondents (Sample survey, IDI, Case Studies)	<ul style="list-style-type: none"> <li>• Demographic information including current socio-economic condition of the communities.</li> <li>• Individual psychosocial &amp; socio-economic Well-being information</li> <li>• Trafficking in person (TIP) specific quantitative and qualitative data</li> </ul>

Stakeholder	Role in the Study	Information Need
		<ul style="list-style-type: none"> <li>Quantitative and qualitative data on public and private services</li> <li>Information on skills, employment, income, etc.</li> </ul>
Community members (men & women)	Respondents (FGD)	<ul style="list-style-type: none"> <li>Community specific qualitative information</li> <li>Dimension of trafficking in person in the community</li> <li>Information on cultural norm, values, attitudes of community people towards a trafficking survivor</li> <li>Gendered aspect of human trafficking</li> <li>Information on community awareness</li> </ul>
Counter Trafficking Committee members, CTIP Activist	Respondents (FGD)	<ul style="list-style-type: none"> <li>Current trend, dimension and root causes of human trafficking at community level</li> <li>Functionality of CTC, challenges, way forward</li> <li>Information on availability and accessibility to various services health, legal, safety-net, and other referral services, etc.</li> <li>Gendered aspect of human trafficking</li> </ul>
Union Parishad Chairman/ Members	Respondents (KII)	<ul style="list-style-type: none"> <li>Current trend, dimension and root causes of human trafficking at community level</li> <li>Role of Union Parishad to prevent human trafficking and protect human trafficking victims.</li> <li>Access to union digital center services, safety-net services, health services, etc.</li> <li>Gendered aspect of human trafficking</li> </ul>
Job Market Actors (buyer, Whole Seller, Supplier, Market Committee) Employers	Respondents (KII)	<ul style="list-style-type: none"> <li>Current market system &amp; dynamics</li> <li>Market actors' perception in working with the survivors particularly with women survivors?</li> <li>MSME opportunities for project supported entrepreneurs particularly for women</li> <li>Women's accessibility to market</li> <li>Information on Wage-based employment opportunities (new and better employment)</li> <li>Information on women friendly workplace</li> <li>Women's access to non-conventional job opportunities</li> </ul>
Upazila Health Officer, District Civil Surgeon, OCC	Respondents (KII)	<ul style="list-style-type: none"> <li>Information on mental and physical health services for survivors of human trafficking</li> </ul>

Stakeholder	Role in the Study	Information Need
		<ul style="list-style-type: none"> <li>Information on gaps and challenges in providing quality health services</li> <li>Opportunities working with the project for improvement of psychological and health condition of survivors?</li> </ul>
Upazila Police Station (OC)	Respondents (KII)	<ul style="list-style-type: none"> <li>Perception of law enforcement agency in defining trafficking in person/ human trafficking.</li> <li>Current situation and trend of human trafficking in the community</li> <li>Information on protective and preventive measures by law enforcement agency to protect survivors' rights and reduce human trafficking in the communities</li> <li>Information on gaps and challenges in the system in reducing human trafficking</li> <li>Opportunities working with the project to protect survivors' rights and prevent human trafficking in the communities</li> </ul>
UNO, Upazila Social welfare officer, Upazila youth development officer, Upazila Women officer, DEMO,	Respondents (KII)	<ul style="list-style-type: none"> <li>Perception of local administration in defining trafficking in person/ human trafficking.</li> <li>Current situation and trend of human trafficking in the community</li> <li>Information on protection services (availability of services) by local administration to protect survivors' rights and reduce human trafficking in the communities.</li> <li>Information on gaps and challenges in the system in reducing human trafficking, providing services to the survivors.</li> <li>Opportunities working with the project to protect survivors' rights and prevent human trafficking in the communities</li> </ul>
Technical Training Center, Private Training Center, Mentor, Industry Owner	Respondents (KII)	<ul style="list-style-type: none"> <li>Current skills training opportunities in the training centers</li> <li>Information on mapping new skills training opportunities in collaboration with the project based on career counselling and beneficiary (survivor) needs.</li> <li>Information on any initiatives to enroll human trafficking survivors specially for women survivors.</li> </ul>

Stakeholder	Role in the Study	Information Need
		<ul style="list-style-type: none"> <li>Information on gender sensitive learning environment in the training centers (inclusiveness)</li> <li>Opportunities working with the project to improve technical skills of trafficking survivors</li> </ul>
Bangladesh Bank, SMEF, Commercial Bank, Probashi Kalyan Bank, Bangladesh Investment Bank	Respondents (KII)	<ul style="list-style-type: none"> <li>Current provision of financial services for survivors of human trafficking who are engaged in micro, small, medium enterprises</li> <li>Policy provision, gaps &amp; challenges regarding providing financial services to the trafficking survivors particularly who are engaged in micro, small &amp; medium business.</li> <li>Current status of Bank's Corporate Social Responsibility (CSR) fund utilization</li> <li>Opportunities to link project supported survivors of human trafficking with Corporate Social Responsibility (CSR) funds.</li> <li>Opportunities to create/ develop/ arrange other financial services for particularly human trafficking survivors who want to develop a business (MSME)</li> </ul>
Ministry of Home Affairs, Ministry of Expatriates' Welfare and Overseas Employment, Directorate of Health, Directorate of Social welfare & Directorate of Youth Development	Respondents (KII)	<ul style="list-style-type: none"> <li>Perception of relevant ministries &amp; central Government stakeholders in defining trafficking in person/ human trafficking.</li> <li>Current situation and trend of human trafficking in communities and overall, in the country</li> <li>Information on policy provision to provide reintegration services to the survivors of human trafficking.</li> <li>Information on legislative initiatives and protection of the rights of human trafficking survivors</li> <li>Information on gaps and challenges in the system in providing services to the survivors.</li> <li>Information on National Referral Mechanism (NRM) operationalization</li> <li>Information on coordination mechanism across different ministries to operationalize National Referral Mechanism (NRM) and ensure reintegration services to the trafficking victims.</li> </ul>

Stakeholder	Role in the Study	Information Need
		<ul style="list-style-type: none"> <li>• Opportunities working with the project to protect survivors' rights and prevent human trafficking in the communities and across the country.</li> </ul>
DLAC, UzLAC, Legal Aid Organization/NGOs	Respondents (KII)	<ul style="list-style-type: none"> <li>• Current status of legal supports for victims of human trafficking</li> <li>• Information on protection mechanism for survivors and witness throughout legal proceedings.</li> <li>• Information on coordination across District Legal Aid Committee (DLAC), Upazila Legal Aid Committee (UzLAC) and other legal aid providing agencies in referral framework / mechanism.</li> <li>• Information on various initiatives to ensure legal support for victims.</li> <li>• Information on gaps and challenges in providing legal services to the survivors.</li> <li>• Opportunities working with the project to ensure legal services and rights of survivors of human trafficking</li> </ul>
National level policy advisors, tribunal lawyers and researchers.	Respondents (KII)	<ul style="list-style-type: none"> <li>• Information on current situation and trend of human trafficking</li> <li>• Current policies, procedures, and other legal provisions of counter trafficking</li> <li>• Information on legislative Legal support</li> <li>• Information on the operationalization of National Referral Mechanism (NRM)</li> <li>• Information on gaps and challenges in policies and prosecutions</li> <li>• Policy recommendations</li> </ul>

## BASELINE METHODOLOGIES

### Baseline Study Design and Approach

The Baseline Study will follow both quantitative and qualitative approaches and will be conducted externally by hiring an independent consultant or firm. An individual survey will be conducted with project-supported survivors, both men and women. The consultant team is expected to develop a comprehensive questionnaire for the individual survey, which will include essential data requirements for indicators. Qualitative methods will include Focus Group Discussions (FGDs) with community members, In-depth Interviews (IDIs) with survivors of trafficking, survivor case stories, and Key Informant Interviews (KIIs) with various local and national level stakeholders. This will provide an understanding of the context and different dynamics of trafficking and reintegration services for survivors. However, the consultant team can use innovative and more viable methods and tools through discussions with the Winrock team. The consultant team is also expected to participate in a sharing workshop after the preliminary analysis and draft report. Sustainable Reintegration Partners (SRPs), Winrock International, and donor representatives will attend the event. Through a rigorous review and feedback process with Winrock International and the Embassy of Switzerland in Bangladesh, the consultant team will finalize the report and submit it to the Ashshash Project Director. The consultant team is also expected to attend and present the baseline survey findings at the Embassy of Switzerland after the report is finalized.

### Baseline Study Planning

The baseline study will capture information about the specific project indicators outlined in the following figure. However, the baseline will also aim to understand some cross-sectional indicators and issues which would help the project team to determine appropriate strategies for effective and efficient implementation those are included in detail study planning table. The table provides a list of suggested methods; however the firm/consultant(s) are encouraged to propose more appropriate or additional methods and tools as they find fit.

*Table 3: Baseline study planning table*

Indicator	Key Questions	Suggested Methods and Tools	Respondent
<b>Impact Indicator-1:</b> Number of women and men who have escaped trafficking improve their well-being	<ul style="list-style-type: none"> <li>What is the current psychological, social, health and economic wellbeing status of survivors of human trafficking?</li> <li>What are the key factors contribute to the improvement in wellbeing of survivors of trafficking?</li> </ul>	<ul style="list-style-type: none"> <li>Well-being assessment, well-being assessment index/tool</li> </ul>	<ul style="list-style-type: none"> <li>Men &amp; Women survivors</li> </ul>

	<ul style="list-style-type: none"> <li>• What specific interventions or resources would be useful in facilitating socio-economic reintegration of survivors of trafficking contributing to overall wellbeing?</li> <li>• How Ashshash could focus more on identification and engaging women survivors of trafficking and improve their wellbeing?</li> </ul>		
<p><b>Impact Indicator-2:</b> % beneficiaries placed in wage or self-employment, earn BDT 6'000/month</p>	<ul style="list-style-type: none"> <li>• What are the existing wage and self-employment opportunities for survivors of human trafficking?</li> <li>• What type of jobs the survivors are placed?</li> <li>• Do the employer meet minimum compliance defined by the Ashshash around salary, timely payment, contract letter, career growth, workplace environment, etc.</li> <li>• What strategies would be most effective for Ashshash to enhance job placement opportunities for survivors of trafficking, particularly focusing on women survivors?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Employers (owner, Industry Mgt., etc.)</li> </ul>
<p><b>Outcome Indicator-1.1:</b> Number of persons having new or better employment</p>	<ul style="list-style-type: none"> <li>• What types of job opportunities are available and the survivors are placed?</li> <li>• Do the employer meet minimum compliance defined by the Ashshash around salary, timely payment, contract letter, career growth, workplace environment, etc.</li> <li>• What strategies can Ashshash adapt to ensure that survivors of trafficking specially women have access to</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Employers (owner, Industry Mgt., etc.)</li> </ul>

	diversified and sustainable employment opportunities?		
<b>Outcome Indicator-1.3:</b> Proportion of women with a positive perception about the support they receive from their family and household members to pursue their own activities*	<ul style="list-style-type: none"> <li>• What is the community attitude, behavior, and perception about the survivor of trafficking particularly women survivors?</li> <li>• What supports do the survivors especially women expect from their family and households?</li> <li>• Do the survivors hold a positive perception about their family and household member supports.</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, survey questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Women survivor segregated by age (under and above 18 year of age)</li> <li>• Men &amp; Women group</li> </ul>
<b>Outcome Indicator-2.1:</b> Effectiveness of existing or newly introduced national policies and legal frameworks that promulgate human rights.*	<ul style="list-style-type: none"> <li>• What are the relevant policies and procedures existing to protect human rights particularly the rights of human trafficking victims?</li> <li>• What is the survivor's perception about the policies, procedures and legal framework? Do they think those are enough to protect their rights?</li> <li>• To what extent the survivors, communities and policy experts opine that existing or new policies are effective to protect human rights.</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Key Informant Interview (KII checklist)</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Relevant policy expert</li> </ul>
<b>Outcome Indicator-2.3:</b> Proportion of targeted stakeholders aware of and capable of better using information and tools to respond to climate change*	<ul style="list-style-type: none"> <li>• How climate change and climate induced disasters impact migration and trafficking?</li> <li>• To what extent the community people are aware about climate change?</li> <li>• To what extent the survivors and the community are confident to protect their business, families, and household assets using various tool &amp; technologies like climate SMART</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Disaster Management Committees (UDMC)</li> </ul>

	business plan, business model, housing & shelter, agriculture technologies and early warning messages.		
<b>Output Indicator-1.1.1:</b> Number of persons who gained access to formal judicial procedures or alternative justice processes	<ul style="list-style-type: none"> <li>• To what extent the survivors have access to formal judicial procedures or alternative justice processes?</li> <li>• What factors contribute to individual(s) gaining access to formal judicial procedures or alternative justice processes?</li> <li>• What barriers do individual(s) face when attempting to access formal judicial procedures or alternative justice processes?</li> <li>• How effective are alternative justice processes compared to formal judicial procedures in addressing the needs of individual(s) seeking justice?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Legal service providers &amp; actors (OCC, Health, UzLAC, DLAC, NGOs, Prosecutor, etc.)</li> </ul>
<b>Output Indicator-1.1.2:</b> Number of persons subjected to different forms of sexual and gender-based violence having received required (medical, and/or psychosocial, and/or legal) support	<ul style="list-style-type: none"> <li>• What are the specific medical needs of individual(s) who have experienced sexual and gender-based violence (SGBV)?</li> <li>• How accessible are psychosocial support services to survivors of SGBV, and what factors influence their utilization?</li> <li>• What legal support mechanisms are available to survivors of SGBV, and to what extent are they utilized?</li> <li>• How effective are the medical, psychosocial, and legal support services in addressing the needs of survivors of SGBV?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Health, psychosocial and legal service providers &amp; actors (OCC, Health, UzLAC, DLAC, NGOs, Prosecutor, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>• What are the barriers to accessing required medical, psychosocial, and legal support services for survivors of SGBV?</li> <li>• What improvements can be made to ensure that survivors of SGBV receive comprehensive and effective support services?</li> </ul>		
<p><b>Output Indicator-1.1.3:</b> Number of Trafficked men and women who receive need-based and trauma-informed psychosocial counselling through project support and or referral mechanism</p>	<ul style="list-style-type: none"> <li>• What are the specific psychosocial needs of trafficked men and women accessing counseling services?</li> <li>• How effective are the trauma-informed counseling sessions in addressing the psychosocial challenges experienced by trafficked individual(s)?</li> <li>• What are the barriers to accessing need-based and trauma-informed psychosocial counseling for trafficked men and women?</li> <li>• How do trafficked individual(s) perceive the quality and appropriateness of the counseling services provided through project support or referral mechanisms?</li> <li>• How do gender-specific needs and experiences influence the effectiveness of psychosocial counseling interventions for trafficked individual(s)?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Mental health service providers, institutions &amp; mental health expert</li> </ul>
<p><b>Output Indicator-1.2.1:</b> Number of persons enrolled in new or better vocational skills development</p>	<ul style="list-style-type: none"> <li>• Did you ever receive any vocational skill training?</li> <li>• If yes, what are those and from where?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> </ul>

	<ul style="list-style-type: none"> <li>• What type of training were those (MBT, IBT, CBT)</li> <li>• What vocational skills opportunities are available in TTC/Youth Dept./Technical Schools/ Industries, etc.?</li> <li>• what are the requirements for enrolling in skills training?</li> </ul>	<ul style="list-style-type: none"> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Skills training providers both public &amp; private (TTC, Youth Dpt. Technical Schools, Industry Mgt., etc.)</li> </ul>
<p><b>Output Indicator-1.3.1:</b> Number of people having access to and making use of formal financial products and services</p>	<ul style="list-style-type: none"> <li>• To what extent do the survivors have access to financial products and services from formal and informal institutions?</li> <li>• What are the policy and procedural issues related to accessibility to financial products and services?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Relevant Stakeholders Central Bank, Commercial Bank, Specialised Bank, Leasing company, MFI, etc.)</li> </ul>
<p><b>Output Indicator-2.1.1:</b> Proportion of people who believe that they are better informed and have more say due to supported civil society initiatives of independent media*</p>	<ul style="list-style-type: none"> <li>• To what extent the survivors and the community people believe that they have access to necessary information (at least project defined) and able to raise voice about the service of specific departments.</li> <li>• How do the survivors and the community people perceive the impact of independent media initiatives supported by civil society organizations on their level of information and influence in decision making processes?</li> <li>• What strategies could be implemented more effectively to ensure access to information and amplify the voices of both survivors and communities?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Civil society &amp; media representative</li> </ul>

<p><b>Output Indicator-2.1.2:</b> Number of people participating in and influencing public service provision, decision-making and budget in their localities</p>	<ul style="list-style-type: none"> <li>• What are the demographic characteristics of individual(s) participating in local public service provision decision-making processes, and how do these characteristics influence their level of influence?</li> <li>• What barriers do marginalized or underrepresented groups face in participating in local public service provision decision-making processes, and how can these barriers be addressed?</li> <li>• How do local government structures and policies facilitate or hinder the meaningful participation of community members in decision-making processes related to public service provision?</li> <li>• What strategies and approaches have been effective in promoting the meaningful participation of community members in decision-making processes related to local public service provision, and what lessons can be learned from these experiences?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Union Council members</li> </ul>
<p><b>Output Indicator-2.2.2:</b> Proportion of population satisfied with public service delivery by supported state authorities according to key human rights criteria and principles*</p>	<ul style="list-style-type: none"> <li>• What are the key human rights criteria and principles that the population considers important in evaluating public service delivery by state authorities?</li> <li>• How do different demographic groups within the population perceive the quality of public service delivery by</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Public service providers (UP, Health, Women Affairs, Social Welfare, Govt.</li> </ul>

	<p>state authorities in terms of human rights criteria and principles?</p> <ul style="list-style-type: none"> <li>• What are the main factors influencing satisfaction or dissatisfaction with public service delivery by state authorities, as viewed through the lens of human rights criteria and principles?</li> <li>• To what extent do public perceptions of state authorities' adherence to human rights criteria and principles in service delivery correlate with actual performance indicators or measurements of service quality?</li> </ul>		<p>owned commercial banks, etc.)</p>
<p><b>Output Indicator-2.3.1:</b> Number of processes or policies that increase societies' capacities to resist and mitigate all forms of violence, or that strengthen coping mechanisms, state-society relationship and social cohesion.</p>	<ul style="list-style-type: none"> <li>• What are the key processes or policies implemented at the community, institutional, and governmental levels aimed at enhancing societies' capacities to resist and mitigate various forms of violence?</li> <li>• How do these processes or policies contribute to strengthening coping mechanisms among individual(s) and communities affected by violence?</li> <li>• What factors facilitate or hinder the effectiveness of processes or policies in fostering improved state-society relationships and social cohesion in the context of violence prevention and mitigation efforts?</li> </ul>	<ul style="list-style-type: none"> <li>• Sample survey, Survey Questionnaire</li> <li>• Focus Group Discussion, FGD checklist</li> <li>• Key Informant Interview (KII), KII Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Men &amp; Women survivors</li> <li>• Men &amp; Women group</li> <li>• Policy experts</li> </ul>

## **Methodologies**

### **Literature Review**

The consultant team is expected to review all the relevant documents and research reports and literature available on human trafficking in person, relevant policies, procedures, acts, migration, economic empowerment, social reintegration, etc. Based on the extensive review, the consultant team will develop the tools for the data collection to be done through surveys and qualitative data analysis.

### **Quantitative Survey**

A quantitative survey will be conducted with the survivors identified by the project, aiming to understand the context and challenges they face in society and in accessing various services, including emergency support, mental and physical health support, skills development services, and economic reintegration support. The quantitative survey will be carried out across all Ten (10) districts. Structured questionnaire will be used to collect data from individual survivors of human trafficking on demographic, socioeconomic status, vulnerability, different dimensions of trafficking, exploitation, access to social and economic reintegration services. The survey questionnaire should consider the information needed for selected indicators and key research questions outlined in table 2.

The firm or individual(s) is expected to design and propose a statistically viable sampling strategy for the baseline study. The sample size will be estimated from a population of 6150 trafficking survivors across 10 different project catchment districts, with the primary unit of respondent selection being the Upazila. Sampling will also consider gender dimensions, particularly for men and women, thus the estimate of the sample size will involve a two-stage cluster sampling approach. The calculation will consider a confidence level of at least 95%, a margin of error of 5%, and a contingency sample of 10%. Additionally, the calculation will account for the design effect. However, the potential firm or individual(s) may propose the most viable sampling strategy and calculation to enhance the study's credibility.

### **Qualitative Assessment**

The baseline study will include qualitative investigations to deepen understanding on the context of the community, social, economic and climatic dynamics of human trafficking in the communities, accessibility of trafficking survivors to emergency as well as social and economic reintegration services, policy analysis, etc. The firm/individual(s) are encouraged to use interactive qualitative methods and tools such as Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), In-depth Interviews (IDIs), Case studies, etc. The consultant team will develop all qualitative instruments in alignment with the baseline indicators, key research questions outlined in table 3, and information needs outlined in the stakeholder mapping table (table 2).

The potential firm/individual(s) is expected to design a qualitative sampling grid based on the baseline stakeholder analysis in Table 2. The qualitative method will follow a purposeful sampling approach. The qualitative sampling should consider all types of stakeholders and aim for maximum response saturation. The qualitative sampling will also cover all Ten (10) catchment districts.

### **Review and Reflection Workshop**

The Ashshash baseline study process will include a review and reflection workshop after compilation and preliminary analysis of data. The workshop will be organized in-person in

coordination with the consultant team/firm. Winrock International will organize the workshop and support necessary logistics. The consultant team will share the findings of the baseline study based on preliminary analysis and an initial draft report. The consultant team is expected to facilitate the workshop using a participatory method that combines presentation, discussion, group exercise, Plenary, etc. Through the workshop baseline data and findings will be validated and recommendations will be made and incorporated into the final report.

## **Data Collection, Quality Control and Data Analysis**

### **Enumerator training**

The potential firm/individual(s) are expected to recruit skilled and experienced data enumerators for both quantitative and qualitative data collection. Summary profiles of the data enumerators are to be attached along with the inception report. Enumerators are expected to be compensated at fair market value using Level of Effort (LOE)-based agreements. A four-day training is to be arranged for the data collectors and data quality control supervisors. Field tests of instruments will be conducted during the training. After the field test and feedback from the training, necessary adjustments will be made to the tools. Winrock International's Senior Manager- MERL, Sr. Manager- Social Service and Sr. Manager- Training & Employment will be attending the training to support the consultant team.

### **Data collection and Quality Control**

The firm/individual(s) are encouraged to migrate the survey instrument into a digital platform, which will include built-in logic and validation rules to reduce transcription errors, skipping errors, missing values, and other gaps. Enumerators will be expected to upload their data by syncing with the server on a daily basis, or as close to that frequency as feasible. Regarding quantitative survey data quality, supervisors will debrief with each enumerator on a daily basis to discuss the number of individual survivors reached and any challenges faced in the field during the day and provide constructive feedback to enumerators on data quality. The quality supervisor will also be responsible for reviewing the data synced to the server on a daily basis to ensure data quality assurance. For qualitative data collection, enumerators and note-keepers will debrief with the responsible data quality supervisor on a daily basis and expand field notes within 24 hours of collecting them.

### **Data analysis and triangulation**

Upon completion of data collection, the firm/individual(s) will retrieve the data from the server and conduct necessary cleaning procedures. Following data cleaning, they will analyze the data in accordance with the baseline assessment planning matrix and indicator requirements outlined in Table-3, subsequently preparing a draft narrative report. Qualitative data obtained from Focus Group Discussions (FGD), Key Informant Interviews (KII), Case Studies will be documented in expanded notes and analyzed through the identification of codes within a coding framework. These qualitative findings will then be indexed according to themes using an Excel-based coding matrix. The narrative report will present the findings, including a summary of key findings, relevant quotes, recommendations, etc. Triangulation of three methods, including desk review, qualitative assessment, and quantitative survey, will be employed and analyzed for the report. However, the potential firm/individual(s) may propose a better data analysis method/approach that is most suitable for the baseline study and expected to be detailed in the technical proposal and inception report.

## Ethical Considerations:

The potential firm/individual(s) must ensure that the baseline study adheres to ethical guidelines as outlined in Winrock International's Code of Conduct and Personal Data Protection Policy. The consultant team is expected to include 'trauma-informed data collection' guideline, 'do not harm' principles and an 'informed consent form' both in quantitative and qualitative assessment. However, the firm/Individual(s) is expected to maintain following trauma-informed principles<sup>3</sup> strictly:

- **Trauma-informed Principles:** The firm/individual(s) are expected to orient data enumerators and the whole team about the principles and approaches to trauma-informed approaches. The consultant(s) team will ensure following principles of trauma-informed data collection-1) incorporating a cultural and equity-focused approach; 2) Honoring and affirming participants' choices; 3) prioritizing physical and emotional safety; 4) building collaboration into data collection; and 4) establishing and maintaining trust.
- **Do no harm:** The consultancy firm(s)/individual(s) are required to uphold the Do No Harm approach throughout the process of data collection. This involves ensuring that data collection activities are conducted in a manner that prioritizes the well-being and safety of all participants, especially vulnerable populations such as survivors of trafficking. Measures should be implemented to prevent any potential harm, including ensuring confidentiality, obtaining informed consent, and providing support services as necessary.
- **Informed Consent:** All participants are expected to provide informed consent following standard and pre-agreed consent protocols. Informed consent will be taken from all respondents prior to data collection. These informed consent forms will be developed in English and translated in Bengali before the data collection training. During the interview, enumerators will use Rohingya dialect. The enumerators will be trained in these ethical guidelines to ensure its adherence. The respondents will first receive an explanation of the purpose of the baseline and that only respondents who have formally consented and agreed to participation, will be enrolled, and interviewed.

## STUDY TEAM FORMATION

The baseline study team is envisioned to comprise technically qualified, gender-balanced, and culturally sensitive professionals with extensive experience working in rural Bangladesh under challenging conditions. The potential firm or individual(s) are required to propose a study team, clearly outlining the qualifications and numbers of team members. The proposal should detail the positions and roles of each team member, including their educational qualifications, years of experience, skill levels, competencies, and backgrounds. While the exact composition and number of team members are not specified, the proposal should suggest team expertise to serve as a preliminary guide. The team should encompass experts in both qualitative and quantitative data collection, as well as technical specialists in trafficking programming, migration, women's empowerment, skills training & employment, socio-economic reintegration, etc. Additionally, a statistician/data analyst proficient in descriptive and inferential analysis is essential. The technical proposal must include the CVs of all proposed team members.

## KEY DELIVERABLES

- An inception report should be submitted within 10 days of signing the contract. This report should outline a detailed methodology, provide information on data collection tools, and present the final schedule/timeline.

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<sup>3</sup> [Trauma Informed Data Collection - OneDrive \(sharepoint.com\)](#)

- Provide a comprehensive methodology for data collection, analysis, and reporting of findings.
- Submit a budget covering estimated costs for all study activities.
- Deliver a clear and concise Baseline Study Report, including recommendations, lesson learned, limitations, etc., following an agreed-upon format.
- Provide a condensed version of the report in both Bengali and English.
- Organize and conduct findings sharing workshops at both the Winrock, donor and key stakeholder levels.
- Prepare a PowerPoint presentation summarizing the key findings.
- Submit the final dataset and tools used for data collection.
- Include final transcripts of interviews, focus group discussions (FGDs), key informant interviews (KIIs), consultations, review logs, and other related documents.

## **ROLES AND RESPONSIBILITIES**

The firms/individual(s) will implement some or all the following activities, depending on the baseline study design:

- Gather data with an inclusive, gender-sensitive, and trauma-informed approach ensuring the collection of socio-demographic information and disaggregation by gender, age, vulnerability, etc. The firm or individual(s) is tasked with fostering an environment conducive to the participation of both female and male, youth, and adult respondents.
- Review project documents such as the project proposal, planning documents, M&E Plan, gender and vulnerability assessment report, Ashshash phase I baseline report, baseline study report, etc.
- Collaborate with Ashshash to develop a comprehensive baseline study plan encompassing design, sampling protocols, data collection tools, data analysis plans, etc., along with a timeline for executing baseline tasks (preferably presented in a Gantt chart with a work breakdown structure), and an outline of the final report structure.
- Recruit a field team comprising data collectors and data quality supervisors, with preference given to experienced personnel in similar research endeavors.
- Prepare a field manual for training purposes and conduct training sessions for data collectors.
- Coordinate all fieldwork logistics.
- Supervise data collection and ensure proper data entry or transcription, implementing appropriate quality control measures and supervision.
- Draft a report and share it with Winrock for feedback. The firm or individual(s) will then revise as necessary and incorporate feedback from Winrock's Ashshash, Winrock's Headquarters, and the Embassy of Switzerland.
- Submit the final report in English to the Ashshash Project Director at Winrock International.
- Submit cleaned datasets to Ashshash in accordance with data protection policy requirements.
- Provide Ashshash with all study-related documents (completed questionnaires, electronic versions of collected data, transcripts, coded qualitative interview/focus group data, training manuals, fieldwork logs, etc.).
- Prepare a research brief addressing any identified ethical issues and detailing how they were handled.
- Create a standalone brief of 2-3 pages outlining the baseline design, key findings, and other pertinent considerations, intended to inform interested stakeholders, including non-firms/individual(s), utilizing appropriate graphics and tables.
- Prepare and deliver presentations at various sharing workshops with partners and donors.

## **REQUIRED SKILLS AND EXPERIENCES**

- The firm/individual(s) should possess a minimum of 5 years of prior experience in conducting evaluations, research, impact assessments, and designing and developing qualitative and quantitative data collection tools and processes for projects of similar nature. The firm should assemble a team of experts with the skill sets outlined in the ToR, ensuring they are adequately qualified and experienced to deliver the expected outputs for large-scale development projects in a timely and satisfactory manner.
- Strong analytical and research skills, demonstrated through previous studies, with a preference for research related to human trafficking, migration and socio-economic reintegration of human trafficking survivors.
- Experience in designing and using ethnographic study methods for analysis of social issues. Experience working with human trafficking stakeholder groups, including government agencies, local organizations, INGOs, and donor organizations.
- The firm/consultant should have a strong and proven record of high-quality report writing. The bidders are encouraged to include samples of previous reports as part of their proposal.
- Experience in conducting SDC funded projects will be an added advantage.
- Strong writing and oral communication skills, along with the ability to meet deadlines.

## SUBMISSION DETAILS

### General instructions

Offerors wishing to respond to this ToR must submit technical and financial proposals in English in accordance with the following instructions. Offerors must review all instructions and specifications contained in the ToR. Failure to do so will be at the offeror's risk. Issuance of this ToR in no way obliges Winrock to award a subcontract. Offerors will not be reimbursed for any costs associated with preparation of submission of their proposal. Winrock shall in no case be responsible or liable for these costs.

Submission to Winrock of a proposal in response to this ToR constitutes an offer and indicates the offeror's agreement to the terms and conditions of this ToR and any attachments hereto. Winrock reserves the right not to evaluate a non-responsive or incomplete proposal.

### Proposal Submission

Proposals must clearly demonstrate alignment with the ToR described above, providing an adequate level of detail. The firm or individual(s) are expected to elaborate on the conceptual understanding of the assignment, provide a detailed methodology including appropriate sample size, implementation approach, data collection methods, quality control mechanisms, team composition, technical qualifications, past experiences, workplan, etc., in the technical proposal. Additionally, the firm or individual(s) must present a comprehensive financial proposal covering the items listed in the proposal structure. The financial proposal should also include a narrative explaining the assumptions behind the estimates.

### Proposal Structure

Table 4: Proposal structure

Topic	Max. Page Limit
<b>Technical Proposal (5-page maximum)</b>	
Cover Page	Not counted
Understanding of the Assignment	½ Page
Detailed methodology, including appropriate sample size, implementation approach, data collection, quality control mechanisms, etc.	4 Pages
Team composition and task assignment along with rationale and roles	2 Page
Relevant technical qualifications and past experience of the firms/individual(s)	1 Page
Examples of reports or studies produced in English for which the consultant(s) is the sole or lead author	No page limit; include sample reports as an attachment
CV of consultant(s)	No page limit; include CV as an attachment
Workplan/Timeline ( <i>workplan template attached in annex-A</i> )	1 Page
Any other relevant information (if required)	½ Page
<b>Financial Proposal</b>	
<ul style="list-style-type: none"> <li>Fee/allowances for personnel for technical assistance, data collection, data, data entry, and analysis, (e.g., staff, enumerators, supervisors).</li> </ul>	No page limit; template attached

<ul style="list-style-type: none"> <li>• Per diem and Travel cost such as daily costs for lodging and meals and incidental expenses during training and during field work, etc.</li> <li>• Printing &amp; stationaries cost (printing, paper, pens &amp; other materials)</li> <li>• Communications cost (telephone, email, computer, etc.)</li> <li>• Training costs</li> <li>• Other relevant costs</li> <li>• Tax &amp; Vat calculation</li> </ul>	
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### Proposal Submission Deadline

Interested firm/ individual(s) consultants are requested to submit proposals, including both technical and financial aspects, updated CV of technical team members, NID, TIN Number, to [wi.ashshash@winrock.org](mailto:wi.ashshash@winrock.org) by **28<sup>th</sup> May 2024, 5 PM Bangladesh Standard Time**. Please mention “**Submission of Proposal for Ashshash Phase II Baseline Study**” in the subject line. The selection will be competitive and based on the quality of the proposal, the profile of the consultant(s), and the proposed budget.

Inquiries/questions must be received no later than 25<sup>th</sup> May 2024 and must be submitted via e-mail to [maksudur.rahman@winrock.org](mailto:maksudur.rahman@winrock.org). Winrock will review and respond to all potential offers as soon as possible.

### Assignment Timeframe

The assignment of the baseline study is anticipated for a of Eight weeks, with an expected start date June 10, 2024.

### Evaluation criteria

The proposal assessment committee will review the technical and financial proposals, assess, score, and rank them according to the technical and financial evaluation criteria shown in the tables (Table 5). The proposals will be scored according to the points shown for each criterion. The technical proposal will carry 80% weight (Technical Pass Mark is 50%), and the financial proposal will carry 20% weight. As a part of the evaluation process, the bidder may be interviewed/asked for a presentation on the submitted proposal by the Proposal Assessment Committee. Only firms/consultants that obtain more than 50 points in the technical proposal will have their financial proposal reviewed.

The financial proposal shall include a calculation of total compensation based on the level of effort described and the daily rates proposed for the various positions.

All other direct costs (e.g., travel, logistics, materials, etc.) will be negotiated with the applicant after selection based on the level of effort (LOE) and daily rate criteria.

The technical evaluation criteria and allocated points are summarized in the Table below.

*Table 5: Technical assessment criteria*

No.	Technical Criteria	Points
<b>Technical Proposal</b>		
<b>1</b>	<b><i>Experience of the Team &amp; Team Composition (composed of 1a, 1b, 1c)</i></b>	<b>25</b>

1a	Minimum of 5 years of demonstrated experience in designing and conducting baseline study, final evaluations, impact assessment and similar studies on human trafficking, migration, and socio-economic reintegration programs.	5
1b	Conceptual understanding of the context and the assignment	10
1c	Team Leader and Other Team Member previous experience in similar assignments, as described in this scope of work.	10
<b>2</b>	<b><i>Experience with Survey Design/Approaches/Methodologies, Data Collection, Data Analysis and Findings (composed of 2a, 2b, 2c)</i></b>	<b>40</b>
2a	Appropriateness and quality of proposed approaches/methodologies	30
2b	Demonstrated experience managing multiple datasets (using existing data and gathering new data)	5
2c	Experience with data analysis and extracting key findings, conclusions and recommendations.	5
<b>3</b>	<b><i>Planning and Management</i></b>	<b>15</b>
3a	Proposed work plan activities and timeframe.	10
3b	Verified references	5
<b>Total technical points (1 + 2 + 3)</b>		<b>80</b>
<b>Financial Evaluation Criteria for Selection</b>		
1	Sufficiency, reasonableness, and accuracy of detailed expenditures including per unit cost, with budget per unit cost budget clearly defined in BDT.	10
2	Budget explanation and justification of costs.	10
<b>Total financial Points (1 + 2)</b>		<b>20</b>
<b>Grand Total</b>		<b>100</b>

## Payment modality

The total payment to the firm/individual(s) will be based on an agreed-upon budget submitted by the firm/individual(s) based on the final deliverables and methodology. A suggested payment structure is as follows:

- 1st payment upon signing of the consultant(s) Agreement and submission of final inception report, methodology and data collection instruments (30%).
- 2nd payment after completion of all field data collection (20%).
- 3rd payment with the submission of the draft baseline report (20%)
- Final Payment with the submission of a revised Final Report including all required documents (i.e. Final Data Sets, Final Transcripts, and PowerPoint Presentation) (30%)

Winrock International will pay the consultancy fee by an 'Account Payee' cheque / via Online Transfer to the firm/consultant. VAT & Tax would be deducted at source, as per the Government rules.

## Authority

The report and associated documents, paper, and data produced as part of this assignment must be submitted to Winrock International through the Ashshash program management team and will remain the property of the organization. The firm/ individual(s) will not be allowed to retain any hard or soft copies of data and will not be able to use any information from the Assessment for any other purpose without written and prior consent of Winrock International. Any changes in this regard must be approved by Winrock International.

## Annex-A: Work Plan

The applicant shall propose an activity-based work plan that is consistent with the timeline, technical approach, and methodology described in the Scope of Work, structured around key milestones of the evaluation process. The work plan should follow the example illustrated in the Table below. A Gantt chart can also be used to illustrate the work plan.

<b>Illustrative schedule of activity-based work plan</b>						
<b>Activity Milestones</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>(Etc.)</b>
<b>Phase I - Engagement</b>						
Inception Meeting						
Desk Review						
Draft Inception Report and study design, methodologies, data collection instruments, detailed work plan, etc.						
Feedback, revision and finalize inception report, and finalize work plan						
<i>(Etc. as proposed by applicant)</i>						
<b>Phase II – Research and Data Collection</b>						
Work Plan approval						
Preparations and training						
Data collection						
Field-based interviews						
Data analysis						
Drafting of report						
Demobilization						
<i>(Etc. as proposed by applicant)</i>						
<b>Phase III – Analysis and Reporting</b>						
Collaborative editing of draft Baseline Report						
Collaborative editing of final Baseline Report						
<i>(Etc. as proposed by applicant)</i>						