

Annexure 3
Terms of Reference (ToR) for Agency Hiring
For conducting an Impact Study on Community led Child marriage free village
Campaign
World Vision Bangladesh

Purpose of the assignment	For conducting an Impact Study in 158 Child marriage free villages within World Vision Bangladesh (WVB) working area (Village list will be added later on)
Overview:	<p>Child marriage is one of the most pressing issues. In Bangladesh, that violates the rights of children and has severe consequences for their physical, psychological, and social well-being. Bangladesh witnessed an increasing rate of child marriage during COVID 19. Considering the emerging situation World Vision Bangladesh, in collaboration with the National Human Rights Commission Bangladesh (NHRCB), is implementing a country-wide campaign called "Child Marriage Free Village" to prevent child marriage across the program area.</p> <p>WVB in collaboration with NHRCB is going to celebrate the success through a national-level symposium aiming country wide awareness building, so that every village can be declared as child marriage free village and as a result Bangladesh would celebrate as Child Marriage Free country.</p>
Study Objectives:	<p>World Vision Bangladesh in collaboration with National Human Rights Commission was facilitating a community led campaign called “Declare Child Marriage Free Village”. Government authorities like Minister, MP, NHRC, DC, UNO, Upazila Chairman & Union Chairman (area to area have variation) declared 158 villages as child marriage free in 2023 and 2024.</p> <p>So, the key objective of the Small Study/Assessment is to capture and showcase field experience, successful strategies and success of the Community led Child Marriage free campaign to the external stakeholders along with key policy makers. So that the report can inspire key decision makers to take necessary actions to eradicate child marriage from the society.</p>

About World Vision:

World Vision is one of the largest international, a Christian humanitarian development and advocacy organization, committed to helping children and families in poor communities improve their lives and alleviate poverty.

Prior to Bangladesh's independence in 1971- World Vision Bangladesh's efforts mainly focused on disaster relief following a cyclone in the coastal region of Bangladesh. In 1972, World Vision opened its office in Bangladesh.

In Bangladesh, World Vision operates under unprivileged children and adult through implementing 55 Area Program and 12 grant-funded projects in 32 districts and is benefitting well over 28.4 million children and their families.

Study Summary

Name of Study	Impact Study on Community led Child marriage free village Campaign
Location	158 Villages of WVVB Working locations
Proposed Start Date	May 05, 2024
Expected End Date	May 25, 2024
Methods	Qualitative methods
Study participants	Children, Parents, Teacher, Kazi/Marriage register, Faith Leader, UNO, Chairmen, Journalist, Local Police
Sample Size	FGD: 8-10 FGDs mixed group KII: 8-10 KIIs SWOT analysis: 4 with Children (12-18 years) Impact Story: 3 (each cluster 1)

Methodologies:

Data-gathering will include Qualitative method.

A standardized set questionnaire will be applied to collect quantitative and qualitative data from the sample. Paying special attention to the issues such as disclosure of sensitive information and power relations in an interview/survey context. WVVB staff will be informed, guide and support in the in the study. Data collection processes will adhere to ethical standards, including informed consent, and with results anonymized prior to analysis. Ethical clearance of results is to be discussed further by relevant members of the advisory group.

The Impact Study will cover-

1. Prevalence of child marriage in the targeted village vs comparing village
2. Prevented Child marriage during the campaign
3. Magnitude of enrollment and dropout of adolescent girls in secondary education in the targeted village vs comparing village
4. Strengthen Child protection mechanism in the targeted village/union/thana vs comparing village/union/thana
5. Children enjoy positive, safe and peaceful relationship in their family and community

Proposed Data collection Area

Qualitative data will be collected from through this study. Qualitative data will be collected from group and individual using FGD, KII, SWOT analysis and Impact Story collection. Consultant need to address and share the detail, analysis and reporting mechanism.

Village list will be provided later on ...

Hiring and Engagement of Consultant

Consultant Selection

The consultant will be hired based on the following criteria:

- She/ He will be academically in Development Studies/ Gender and Women Studies/ Public Health background along with professional experience related in working with Child Protection and advocacy, Policy analysis, Accountability, and community participation. S/ H will have:
 - ✚ Sound knowledge and skill in determining appropriate methodology for conducting the short term, mid-term, baseline and end line research/ evaluation using qualitative methods.
 - ✚ Experience in developing Survey Tool both qualitative especially in child protection and advocacy area
 - ✚ Good facilitation skill to build capacity of enumerators and field staffs in the form of TOT
 - ✚ Excellent presentation skill to share findings to a national and international high-level audience
 - ✚ Experience in writing research/evaluation reports using appropriate tables, charts & figures including test result
- Preference can be given to the consultant/firm who have previous experience in doing similar tasks/ work with WVB.

Technical Evaluation Criteria

The technical part of the proposals will be evaluated on the basis as detailed below:

1. The consultant's/agency's publications/reports on national to global level on Child rights and protection especially on ending Child marriage issues- **30%**
2. Methodology including sampling, tools, qualitative data analysis and detailed research plan - **30%**
3. Proven experience of conducting research on Child marriage situation in Bangladesh -**30%**
4. Innovation/value addition- **10%**
5. Mandatory Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration)

Tasks of the Consultant

The major tasks of the consultant will include:

1. Need to strictly follow WVB Child Safe Guarding Policy and keep proper documentation
2. Strongly follow all the guideline and advice relates to the research given by the WVB team.
3. Develop/ review methodology of the research with Lead consultant (sample size, sampling, design effect, statistical power, confidence level etc.) and check alignment of SDG indicator measurement methodology with WVV suggested methodology.
4. Review developed Survey Tool (quantitative)
5. Ensure all the survey relevant tools and logistics for data collection
6. Presentation tables, charts & figures in the report in an innovative way.
7. Facilitate the key findings and way forward in the national forum organized by WVB
8. Conduct data analysis for qualitative that will be collected.
9. Consultant might travel to the field.
10. The consulting firm will mitigate all data challenges and ensure data quality of the research
11. Review, prepare and share the final report with relevant stakeholders at national level

Deliverables

After the above tasks are performed, the following deliverables will be expected from the Consultant:

- All the child and parental consent for the study as per WVB Child safeguarding policy
- Set of cleaned data
- Indicator wise Tables, chart and figures
- Impact Study Narrative Analytical Report

- A brief two pager analytical report based on the main report
- A key note on the report based on the main report
- A power point presentation based on the main report
- Sharing of the report to at National Symposium

WVB's Core Research Team

- Bipasha Dutta
Senior Manager - Communication, Strategy and Innovation
- Md. Jahadul Islam Md. Jahadul Islam
PQ Manager-National Office
- Sonjoy Mondol
Sr. Manager-Field Advocacy and Global Campaign

Role of WVB's Core Research Team (CRT)

1. Prepare ToR for engaging consultant
2. Engage Consultant (s)
3. Feedback and endorse study instruments/ tools
4. Keep close coordination with Consultants, Regional Field Office and APC for quality and smooth accomplishment of the study
5. Monitor progress
6. Resolve challenges (if any)
7. Review the Study Report and Endorse

Papers to be submitted to WVB by the Consultant

- a. An Updated CV of the consultant mentioning academic background, working experience, publications etc. as per criteria
- b. Financial Proposal detailing:
 - Consultancy days and fees
 - Any other expenditure (please mention nature of expenditure)
 - 15% VAT and 10% taxes
- c. Total consultancy amount for the work
- d. Comments on the ToR (if any in case of any further clarification)

WVB desires to conduct the research engaging renowned and experienced Consultants from different Universities and Organizations in Bangladesh. In the Study Report it also needs to mention the name, position/designation and organization name of the consultant. It would be good to use the logo of the Universities and Organizations from where the consultant will come.

Study Work Plan

The consultant will develop a work plan including detail plan to conduct the research. **The time line might consider and not exceed 25 May 2024 including data collection, analysis reporting. Report sharing may held by 1st Week of June 2024.**

Special Provision:

- The hiring agency/institute will strongly follow all the guideline and advice relates to the research given by the WV Regional and Global center especially Global research team.

Logistics

The hiring agency/institute for the Study will ensure:

- (a) all sorts of logistics- questionnaire, equipment (if require).
- (b) travel and food children, adolescents, young women, and other study relevant stakeholders (if requires)

Budget, Payment and Timeframe

Timetable:

Time duration of the study including finalization of end report would be by 25 May 2024. It is expected that the consultant will invest quality time and efforts to collect data, processing and report writing.

Remuneration and mode of payment:

WVB is expecting very realistic budget proposal from interested bidders in BDT with including VAT on FEEs. Tax and VAT will be deducted at source as per Government rules. WVB finance section will facilitate payments to the external consultant. The payment would be made through bank transfer after finalization of the report and a positive endorsement from the WVB responsible person. The payment is subject to timely and satisfactory completion of the contracted job. The consultant /team shall bear all costs associated with the preparation and submission of the technical proposal.

Payment:

a. Full payment shall be made after getting complete package of the study report and other deliverables. Sharing full report after incorporating all feedback and accepted by WVB.

Total 100%

****If the consulting firm fail to submit the report in due date, the firm will be subjected with deduction of 10% penalty upon overall cost.**

Submission of proposals

Interested individual consultants or firm/agency/institute must submit the following documents/information to demonstrate their qualifications:

(a) Technical proposal

1. Background including literature review
2. Detailed methodology of this study.
3. Detailed timeframe (including dates for submission of first draft and final report).
4. Short Outline of the Research Report.
5. Prior experience and other form of documentation relevant to this assignment.
6. Detailed CV of the consultant and the team containing experience on relevant issues

(b) Financial proposal

1. Personnel Cost
2. Data Collection and processing related Activity Cost
3. General operating cost

Copyrights and Ownership of Data

All reports, documents, papers and data produced during the study/research are to be treated as WVB property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to World Vision Bangladesh. The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of WVB.

Termination of the Agreement

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. WVB reserves the right to unilaterally terminate the contract if:

1. The External Consultant cannot fulfill any clause of Terms of Reference.
2. The External Consultant cannot submit their reports within the specified time.

Key Contact persons:

The following WV Bangladesh personnel will be the contact/point persons in all respects of the Research.

Sonjoy Mondol Sr. Manager-Field Advocacy and Justice for Children World Vision Bangladesh Phone: +8801755621644 Email: sonjoy_mondol@wvi.org Skype: Sonjoy Mondol Web: www.wvi.org/bangladesh	Md. Jahadul Islam PQ Manager-National Office World Vision Bangladesh mobile: +88 01730057518, +880175559807 email: mdjahadul_islam@wvi.org skype: mdjahadulislam
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General Terms and Conditions

1. The individual consultant/ farm will not permit any of his/her duties or obligations made under this contract to be performed or carried out by any other person, or reassign its' interest in a contract without first obtaining the consent in writing from WVB.
2. In the event that the consultant requires additional time to complete the contract, over and above that previously agreed to, but without WVB changing the scope of work, WVB' s prior written concurrence to the same is necessary.
3. WVB may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, WVB shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
4. In the event of failure on the Consultant's part to meet the agreed deadline WVB reserves the right to penalize the Consultant or his/her Farm.
5. Notwithstanding anything contained in the agreement or these conditions, WVB may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against WVB by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

Ethical Consideration and Child Protection Policy

Ethical issues will be considered in the whole research process, from design to report. Special care will be taken to work with children. Informed consent will be obtained before interviewing and observing. Anonymity, confidentiality and voluntary participants for participating in this research will be ensured. Strategies of using pseudonyms will be undertaken in writing up of the findings and the production of the final report.

World Vision is a child focused organization. The child Protection Policy of World Vision Bangladesh will strictly be followed in the entire process. Any violation /deviation in complying with WVB's child protection policy will not only result-in termination of the agreement but also WVB will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of WVB Child Protection Policy.

Accepted by: