

Additional Information associated with Terms of References (ToR) for Baseline Study of NSVC Project

Scope of Work

- To identify SDGs related policy programs and interventions are taken by the government in Bangladesh and implementation gaps between micro and macro level.
- The study can investigate the roles, responsibility and accountability of the duty bearers at local level and way of inclusion of the voice of the women and poor in decision making process at household, community and society.
- The study can expose the capacity of marginal formers, community leaders, CSO to influence local implementation process and ways of strengthening their capacity for achieving the targets.
- The consultant team will work with WVB team to develop an appropriate sampling method commensurate with the scope of the study.
- The consultant team will produce an overall study report including the specific benchmarks as per agreed log frame and summary reports using the agreed format.

Methodology of the Study

The baseline survey should follow **integrated research approach** that includes both qualitative and quantitative tools and techniques. All data, qualitative and quantitative, collected through the assessment must be disaggregated by location, age and sex. Baseline research will involve collecting:

- **Qualitative data:** The consultant should use qualitative approaches, such as focus group discussions (FGD), Key Informant Interviews (KII), In depth Interview (IDI) as well as participatory exercises and approaches.
- **Quantitative data:** to measure indicators of the project expressed in terms of numbers/percentage/proportion (quantitative indicators).
- **Secondary literature review:** the consultant will be in contact with personnel who will share key documents and required literature, but may also use any other official documents, national or international.

Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation. To note, Technical proposals with new and innovative frameworks, methods and techniques to measure Women's Economic Empowerment and Economic Resilience, Nutrition Consumptions, Climate Action and Disaster Risk Reduction and Activate Value Chain for Perfect Market will be given preference.

Expected Deliverables and Timeframe

The required outputs of this consultancy will be as follows:

1. A detail work plan (inception report) describing how the consultant will implement the baseline study within the research framework and timeframe outlined by WVB. This work plan shall be submitted for review and approval by WVB two (2) days after the signature of the contract and before commencement of the study.
2. Submission of enumerator's contract to WVB for review.
3. The first draft of the report based on the feedback from the presentation of finding, which shall be submitted within seven (7) days after the presentation of findings to stakeholders.
4. Final draft of the baseline report shall be submitted within 6 weeks after signing contact with raw data set and databases.
5. Presentation of findings to and facilitation of joint analysis with WVB, the project's partner organizations and other stakeholders.
6. All raw data (including audio, visualized data) and analysis frameworks/tools.

Reporting outline:

The final baseline study report need to include the following points:

- Acknowledgements
- Glossary/Acronyms
- Introduction
- Executive Summary
- Methodology
- Scope and Limitation
- Baseline value as per the agreed indicators
- Findings
- Conclusion and recommendations
- Appendices

General Terms and Conditions

- *Confidentiality of information:*
 - o All documents and data collected will be treated as confidential and used solely to facilitate analysis.
 - o Consent should be collected prior to interview recording or photographs.
 - o Interviewees will not be quoted in the reports without their permission.
- *All soft and hard copy of the assignment will be treated as the property of WVB*
- *In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.*
- *The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting*
- *The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by WVB.*
- *In case of any deviation, WVB shall have the right to terminate the agreement at any point of the project.*
- *Consultant/consulting organization shall be bound to pay back the full money to WVB given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.*
- *WVB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.*
- *Consultant should follow WVB's code of conduct, policies (i.e Safeguard policy, Child Protection Policy).*

Consultancy Duration

The entire period of this consultancy will be for 55 days (within 10 weeks) starting in the last week of April 2018.

Payments

- 40% of the total amount will be paid upon submission and approval of the methodology
- 40% of the total amount will be paid upon submission of the draft report 20% of the total amount will be paid upon submission and approval of the final report

Evaluation Process

The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to

evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

Evaluation criteria

Area(s)	Criteria	Weight
Technical- 75	Understanding of the TOR	20
	Experience in conducting similar research	20
	Appropriateness of methodology in response of the indicators	20
	Management structure and qualifications of key personnel & team composition	15
Financial- 25		25
Total		100

Qualification Requirements

The consultant shall be selected on basis of the knowledge and experience in the monitoring and evaluation field. The minimum qualification requirements are as follows:

- At least 5 years of professional experience in academic, development and action research, analysis;
- At least 3 years' experience in conducting similar studies, financed by international institutions.
- The experience in conducting evaluation studies in the democratic governance fields will be regarded as an asset.

Eligibility

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh;
- The applicant needs to have enough qualified human resources, i.e. research associates, data processors etc and other necessary logistics i.e. office space, accounts and administrative assistance and stationeries (if required) to do the assignment;
- The applicant needs to have demonstrated experience of doing similar studies;
- The study lead and her/his research associates engaged in the assignments essentially need to have relevant academic background i.e. anthropology, economics, sociology, nutrition, public administration, disaster management, international relations, public policy etc.
- The study lead and her/his associates engaged in the assignment essentially need to have strong analytical ability in general and excellent writing, documentation and communication skills in English and Bangla languages specifically;

Application Required

The individual/ firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact details
- CV of the Lead Consultant's (who will lead the assignment) Maximum 2 page highlighting related assignment completed, role in the completed assignment
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration etc (required only for firm)

- Technical Proposal (maximum five pages) according to the TOR, task to be accomplished as well as draft baseline framework and plan
- Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees excluding: accommodation and living costs; transport cost, stationeries, and supplies needed for data collection; costs related to persons that will take part from partners and government officers during baseline process, etc. The financial proposal should also provide cost estimates for services rendered including daily consultancy fees related to the consultant and/or associate consultant who will take part in the baseline of the project. Data collection and data processing costs are included in the account of the Consultant. The Consultant should also use his/her own computer.