**Terms of Reference (TOR) for hiring consultant/organization to conduct end line study of Building Better Future for Girls Project**

**Project Summary:**

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| Project Name | **Building Better Futures for Girls Project** |
| Project Location | 09 Upazillas under Kurigram district, Bangladesh |
| Project duration | Start 01 April 2017 to March 2022 |
| Implementing agency | Plan International Bangladesh |
| Final report deadline | 30 October, 2021 |

1. **Introduction to Plan International Bangladesh:**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan has experience of working with children in poverty, and their families and communities. Plan is one of the most respected and trusted grassroots, child rights-based organizations in the world. Plan is independent, with no religious, political or governmental affiliations.

Plan plays an important role in mobilising children, youth, communities and civil society organisations to claim the rights of children/youth and achieve agreed local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan works in 71 countries, 21 countries raise funds to support work in 50 developing countries across Africa, Asia and the South America.

Plan has been operating in Bangladesh since 1994. Currently, under Country Strategy (CS) V (2020-2030) Plan International Bangladesh is implementing programmes in following thematic areas: SRHR, SOYEE and LEAD throughout the country. Our Country Office is located in Dhaka and we are working in 22 districts having four divisional offices. We partner with national and local non-governmental organisations and together our work benefits more than million children and their communities.

1. **Overview of the project**

Bangladesh marries off more girls as children than any other country in Asia. Worst of all, it marries off more girls under 15 than any other country in the world.[[1]](#footnote-1) Globally, UNICEF has ranked it fifth, and first in Asia, with 18% of all women aged 20-24 married off before the age of 15[[2]](#footnote-2). In terms of numbers, the most widespread violation of child rights is the marriage of girls below age 18, regardless of economic status, ethnicity and religion.

Rangpur division has some of the highest rates of child marriage in Bangladesh and the proposed target location Kurigram is one of the worst performing districts. Kurigram district has a child marriage rate of 68.97 %[[3]](#footnote-3) of women age 20-24 years who were first married before 18 years where the national average is 52.3%. (*annual outcome monitoring report 2016, Plan International Bangladesh)*

**Figure: 2**- reveals that **54.19% women** (20-24 year) married before 18 year old. Out of 14 district 8 is higher and 6 district is lower than national average of girl child marriage where highest rate found in Kurigram **(68.97%)** & Dhaka **(68.09%)** and lowest in Dinajpur (**40%**) & Lalmonirhat(**41.38**%) accordingly..

## Annual Outcome Monitoring Report 2016, Plan International Bangladesh

The government of Prime Minister Sheikh Hasina has set targets for the elimination of child marriage by 2041[[4]](#footnote-4) Her government has set two intermediate targets for 2021 that will contribute to the 2041 goal. The first will be to reduce by a third the existing child marriage prevalence rate for girls aged 15 to 18 and, the second, to bring down the existing prevalence rate for child marriage of girls below age 15 to zero.[[5]](#footnote-5) Ending all marriages below 15 within 2021 will be challenging but these are the government commitments and Plan International Bangladesh has committed to support the government as state duty bearer to fulfil them. The targets set by the PMO (zero marriages of girls under 15 by 2021 and zero marriages of girls below 18 by 2041) have been cascaded to all districts of Bangladesh through the PMO’s Governance Innovation Unit’s document “Innovative Ways to End Child Marriage” published 15 June, 2016. The target numbers are in section 1 of the document and districts have been provided a template to plan the annual percentage reductions based on local realities. The project will therefore, contribute to the achievements of the child marriage targets nationally and for Kurigram district, specifically.

The challenge is also greater for Kurigram as it faces additional vulnerabilities because of its large swathes of hard-to-reach areas that limit effective service delivery. Kurigram is bordered and bisected by four major rivers and therefore prone to regular flooding, river erosion and disasters, resulting in greater levels of household poverty that lead to child marriage. The district’s proximity to international borders also introduces another kind of vulnerability for girls who are trafficked in the name of child marriage. Administratively, Kurigram is comprised of 72 unions, 9 upazilas and 3 municipalities. The population is a little over two million as per the last BBS survey.

There are major challenges to public sector service delivery, such as health service delivery, that affects women and children the most. Sadly, the accessibility of the safety net programmes and special schemes such as food aid, cash for work, etc. is often blocked due to poor governance. Women and girls are also made more vulnerable because of discrimination. Their rights are violated, their voices are not heard, their labour is not valued and they do not access to opportunities and resources to better their lives, a situation which is further multiplied if they are disabled or come from a minority group. The extreme poor, the bulk of which are the women-headed households, also face exclusion from microfinance groups and social activities to which microfinance lending is linked. Women and girls are therefore cut off from both social and economic lifelines and this creates a situation that lends itself to child marriage as a survival strategy for poor households

Plan International Bangladesh is supporting the strengthening of relevant institutions that can function as components of a national child protection system (such as the CBCPMs, CWBs, child-friendly police stations, Standing Committees of the UP on welfare of children and on prevention of violence, Union Marriage Registration offices, Student Cabinets in secondary schools, use of 1098 and 10921 helplines) some of which were set up under the Child Act, 2013.

As in the case of many of Bangladesh’s policies the challenges for the national child protection system is to implement and resource many of the mechanisms provided for in the relevant laws. Plan International Bangladesh has identified in particular the need to make active the Child Welfare Boards (CWBs) – outlined in the Children Act, 2013 – to operate at National, District and Upazila levels. These are also to be linked to newly instituted community-based (Ward) child protection committees that are to serve as the base for the national protection system. In reality most of the system is based on paper so within this proposal Plan International Bangladesh also proposes to work with the existing protection mechanisms at the Union level – such as the Union Standing Committees on welfare of women and children (USCWC) and the Union violence against women and children committees (UVAWCCs) recently reformed by the Government– both led by Union Parishad members. Other positive initiatives taken by the Government to strengthen the national child protection system are: Government instructions for the formation of the various Union, Upazila and District committees, a national helpline (10921) for violence against women and girls and a recent launch (October 2016) of the national helpline (1098) for children.

The project proposes a mixture of behaviour change strategies, actions with key child protection system mechanisms and the strengthening and use of government accountability mechanisms to bring about change. Means that expecting of changes between child protection mechanism system and government accountability mechanism. The project tackles the underlying causes of child marriage as analysed in Plan International Bangladesh’s CSP Child Protection Theory of change. To summarise, the main root causes are:

* Deep-rooted **social and cultural norms** that do not value the girl child and women’s contributions to family and society. Girls are treated as a burden that needs to be transferred to a new family, rather than an asset and autonomous member of the family.
* **Poverty** – which has a disproportionate impact on household choices. Poorer families perceive daughters as financial burdens and marriage as economic security for girls. They also often cite lower dowry costs as a motivation for early marriage (although the real costs may be different).
* **Sexual harassment** by boys and men leads families to stop girls from going out of the household (within the wider community and especially to and from school) and marrying them off before any incident can take place that may violate the chastity of a girl and affect (perceived) family honour.

**Poor implementation and enforcement of laws** to register births, prevent child marriage and register marriages. Not only are the laws not upheld, they are frequently thwarted through active collusion by locally-elected representatives, community leaders, marriage registrars and public service providers.

**Project Objective/Goal**: “To contribute to Kurigram district’s target of zero marriages of girls under 15, and one third reduction in marriages of girls under 18, by 2021[[6]](#footnote-6).”.

Project Outcomes:

Outcome 1: Girls are protected from child marriage and other harmful gender norms and practices to determine their own futures

Outcome 2: Communities value the girl child, challenge gender stereotypes and take action to stop child marriage

Outcome 3: District and local level child protection systems of Kurigram district are strengthened to address and respond to child rights violations (especially child marriage and birth registration.

As the project is approaching towards the end of its duration, an endline study of the project is needed to extract the achievement in outcomes of the project as well as identify the challenges and recommend measures for future improvement. A consultant/consulting firm will be contracted out on behalf of Plan International Bangladesh to carry out the end line study as per this Terms of Reference (TOR).

1. **Objectives of the study:**

The broad objective of the endline study is to understand the progress of the project made so far in relevance with the outcomes of the project.

The specific objectives of the study therefore the following:

* To know the prevalence rate of marriage for girls/women age 15-19 years who were first married before age of 15.
* To know the rate of marriage for women age 20-24 years who were first married before age 18.
* To know proportion of girls (15-19) who express that they are equally treated as boys in homes, schools and public spaces
* To measure proportion of religious leaders’ role (kazis, purohits, imams and unregister marriage performers) and matchmakers for preventing CEFM (full form of Child Early and Force Marriage)
* To understand proportion of fathers who support their daughters (11-18) to delay their marriage till 18 and beyond
* To know proportion of parents who support their young girl to continue their education, participation in education, sports and different co-curricular activities and engagement in income earning activities
* To identify proportion of Community based child protection committees, Child Marriage Prevention Committees, Union Standing Committees on the Welfare of Children and Women (USCWCWs), Child Welfare Board (CWB) at Community, Union Parishad, Upazilas and districts level are functional as per CMRA 2017 guideline
* To know proportion of young men (21-30) who express preference for wives aged 18 and over
* To capture the role of Union Violence Against Women and Children committee (UVAWCC) to stop violence against women in family and community as well.
* To comprehend current rate of birth registration of children under 5 whose births have been registered with certificates (within 45 days and outside 45 days)
* To measure the roles and actions of marriage solemnizers/matchmaker to prevent early marriage
* To assess the project’s relevance, effectiveness, efficiency, project management and sustainability.
* To assess the project’s performance on cross cutting issues; gender equality, disability inclusion, unexpected results, added value and participation.
* To identify the gaps, challenges and lesson learnt from the project and to provide recommendation for future implementation.

**4 Study Area**

Area of the study will be 09 upazillas (all upazilas) of Kurigram district. This study will cover 73 unions and 3 municipalities (all unions) and 257 secondary schools of Kurigram district.

**5. Study Population:**

* Girls/women of age group (15-19 years) and (20-24 years), 76 youth groups consisting of 2736 members
* Young Men (21-30 years), 76 youth groups consisting of 2736 members
* Students (secondary, higher secondary), Teachers (Secondary), 257 schools & madrashas and 514 teachers
* Parents
* CBCPM members (684)
* UP standing committees (76)
* Adolescents Girls (in-school and out of school) of 257 schools
* Adolescents boys (In school), school teacher, SMC member of 257 schools
* Marriage solemnizers (match maker, Marriage registrar)- 40000
* CBO, LGI, religious leader and relevant duty bearers

**6. Methodology**

The contracted agency/consultant is expected to prepare an appropriate methodology (preferably mixed method) to meet the above mentioned objectives of the study. The methodology and relevant tools should be adjusted in consultation with Plan International Bangladesh and finalized before implementation. However, due to the adolescent girl focus of the project, the methodology used should be adolescent-girl and Plan International’s Child Protection Policy friendly and participatory wherever possible. The Endline evaluation for the project will be conducted to identify outcome level results and compare the data gathered within the baseline study. The methodology should have a mixed method approach to gather both qualitative and quantitative data, supported by a plan for data analysis. For determining the sampling approach of baseline study “Study Population” component under section-5 will be taken into consideration. Appropriate strategy for triangulation of the data collected is expected to be a part of the proposed methodology.

Addressing the COVID-19 situation: As travel restrictions have been withdrawn, we anticipate the study team will collect data through visiting the project area. However, a paragraph in methodology section should be included on how the study team will deal with COVID 19 pandemic situation during study period, especially in data collection period.

Users of the study

Plan International staff in Bangladesh, implementing partner and donor will be the major users of the End line evaluation results. In addition, key stakeholders such as government line ministries/departments, partner NGOs, local authorities and communities are interested parties of the findings.

**7. Scope of Work**

The agency/consultant is expected to form a study team for the study and manage coordination and communication with Plan International Bangladesh. Tasks and responsibilities of the consultant are as follows:

* Prepare inception report including time frame & methodology and share with Plan International Bangladesh.
* Review coherent literature (both internal and external) based on the given criteria to gain better understanding about the project activities.
* Develop methodology and sampling framework for the evaluation study and appropriate data collection instruments to collect necessary data from different groups of people.
* Obtain relevant ethical approval for the study to take place
* Impart training to data collectors and ensure quality data through monitoring and supervising data collection process in the field.
* Administer data collection in the field, compilation, analyse and interpret data as required.
* Produce draft and final report that include a comparison with baseline and endline and also will be informative and learning oriented
* Data analysis should be in SPSS and or excels and clean data set must be submit before draft report
* Present findings of the study in sharing meetings
* Prepare summary report (4-5 pages) in both Bangla and English with the consultation with Plan International Bangladesh and prepare short reader friendly version in English and Bangla.
* Maintain regular communication with key contact person(s) of Plan International Bangladesh throughout the assignment period.
* Finalization of the report based on feedback of Plan staff and stakeholders

**8. Expected Deliverables**

The agency/consultant is expected to produce and submit the following deliverables:

* An inception report with detailed work plan and final tools.
* Data collection instruments in both English and Bangla.
* Draft report submission and presentation on draft report (preferably in ppt.) to Plan and partner staff for feedback.
* Submission of final report (2 copies of final report hard copy and soft copy)
* 2 copies of reader friendly short version report
* Data set (field notes, data set (in SPSS), qualitative analysis and other relevant documents should be submitted).
* A summary report (4-5 pages) hard & soft copy both in Bangla and English
* The report should be learning oriented and take a strong gender sensitive approach in the analysis. The report must contain:
  + Executive summary;
  + Background;
  + Description of objectives, methods and limitations;
  + Findings (ensuring data segregation by sex, age, ethnicity, disability and other exclusion criteria);
  + Analysis/discussion on the findings; based on effectiveness, efficiency, relevance and sustainability
  + Recommendations
  + Conclusion

**9. Expected competencies of consultant/agency**

It is expected that the competency of the contracted organization/consultant will include:

* Possess equal composition of qualified academic background, knowledge, experience and capacity to manage an end evaluation.
* Has a team of experienced human resource in data collection, data entry, editing and analysis?
* Experience in carrying out survey/studies/research with child, adolescent on child rights, protection will be an advantage.
* Has experience of working with children with no history of violation of child rights
* Strong analytical and report writing skills.
* Has good understanding of international and national child and early force marriage instruments.

**10.Time frame**

The consultant /organization will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the final report will be produced within 90 calendar days of signing of the contract. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and Plan International Bangladesh as frequently as possible. Any field problems should be anticipated and addressed beforehand.

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| Activity | # of days | Responsible |
| Inception report including tools submission | 08 days | Consultant |
| Feedback to inception report and tools | 05 days | Plan |
| Inception report and tools finalized by incorporating feedback | 02 days | Consultant |
| Data collection and analysis | 27 days | Consultant |
| Submission of 1st Draft report | 20 days | Consultant |
| Feedback to first draft report | 05 days | Plan |
| Submission of 2nd draft report incorporating feedback | 05 days | Consultant |
| Feedback to 2nd draft report | 08 days | Plan and donor |
| Submission of final report incorporating feedback | 10 days | Consultant |

**11. Preparation of proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the study. This section should include the mitigation strategies to address the risk associated with COVID-19 pandemic.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of experience about conducting evaluations and other relevant studies.
* CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study (Annex).
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

**12. Evaluation criteria and scoring**

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| Criteria | Score |
| Appropriate methodology to address the study objectives | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification | 20 |

**13. Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with titled **“Endline Evaluation – Building Better Future for Girls (BBFG) Project**. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **18 July 2021 before at 4:00pm** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

Contact person

For any technical issue related to the project, please communicate with Mr. Enamul Haque, Supply & Procurement Specialist through E-mail: enamul.haque@plan-international.org

**14. Penalty clause**

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final report maintaining the quality as mentioned in section of Expected Deliverables. If the quality is not maintained as mentioned, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

**15. Ethical Considerations**

There will be nothing in the study which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The research objectives will be clearly explained to all the respondents of the evaluation before gathering data from them. The researchers will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal consent of the respondents would be taken before

collecting data. The researchers will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavour to be unbiased in collecting data. The research report will not reveal the identity of the respondents. Full ethical approval will be obtained before the evaluation commences. In accordance with Plan’s Research Policy and Standards, this will be obtained in one of three ways:

* point of ethical approval before research starts. a Team at Plan GH, b If external consultants are being used who work for a University or research institution that has an ethics approval process, then that University or research institution may provide approval.
* Some countries may require ethics approval from governmental or other regulatory bodies, in such cases ethics approval must be obtained through these processes.
* If external ethics approval cannot be obtained, this must be received from the Research and Knowledge Management Team at Plan IH.

**16.Supervision/Management of Assignment**

The consultant/organization will be required to work closely with the “Building Better Future for Girls project of Plan International Bangladesh Office. The consultant/organization will be directly accountable to the Plan International Bangladesh study focal person. The consultant will keep the focal person continually informed on the progress of the assignment through updates via email and Skype conferences.

**17. Mode of Payment**

The payment will be made in three instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | Agreement signed and after submission of inception report including tools |
| Second instalment | 30 | Submission of first draft report |
| Final instalment | 40 | Upon written acceptance of the final report by Plan International |

**18. Child Protection**

Plan International Bangladesh is committed to actively safeguarding children from harm and ensuring children’s rights to protection are fully realized. It takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan supported interventions. In addition, positive action will be taken to prevent child abusers from becoming involved with the Plan International Bangladesh in any way and take stringent measures against any Staff and/or Associate who abuses a child. Decisions and actions in response to child protection concerns will be guided by the principle of ‘the best interests of the child’.

Environments and working methods should be adapted to youth capacities; time and resources should be made available to ensure that youth are adequately prepared and have the confidence and opportunity to contribute their views.

**19. Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals/application without assigning any reason what so ever.

**20. Disclosure of Information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by Plan, any information obtained in the course of the performance of the Contract. Information will be made available for the consultants on a need‑to‑know basis. Any necessary field visits will be facilitated by Plan’s staff.

**21. Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan’s property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to country office of Plan International Bangladesh.

Negotiations

Once the proposals are evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called.

**22. Award of contract**

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

Annex-1 Outcome wise set indicators:

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| **Outcome:1** | **Indicators** |
| **Girls are protected from child marriage and other harmful gender norms and practice to determine their own futures** | 1.1 % of girls/women age 15-19 years who were first married before age of 15. |
| 1.2 % of women age 20-24 years who were first married before age 18. |
| 1.3 % of girls who express that they are equally treated as boys in homes, schools and public spaces. |
| **Outcome: 2** |  |
| **Communities value the girl child, challenge gender stereotypes and take action to stop child marriage** | 2.1 % of religious leaders (kazis, purohits, imams and unregister marriage performers) and matchmakers who are taking actions for preventing CEFM |
| 2.2 % of fathers with girls aged 11-18, who have supported to delay the marriage till 18 and beyond |
| 2.3 % of young men (21-30) who express preference for wives aged 18 and over |
| **Outcome: 3** |  |
| **District and local level child protection systems of Kurigram district are strengthened to address and respond to child rights violations (especially child marriage and birth registration)** | 3.1 # and % of functioning CBCPMs (*Community based child protection committees are active/functional)* |
| 3.2. # and % of functioning Union Standing Committees on women and children welfare (USCWCW) and Union Violence Against Women and Children committees (UVAWCC) |
| 3.3 # and % of functioning Upazila and District Child Welfare Boards |
| 3.4 % of children under 5 whose births have been registered with certificates (within 45 days and outside 45 days) |

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1. Ending Child Marriage: Progress and Prospects. Unicef. 2014 (www.unicef.org/media/files/Child\_Marriage\_Report\_7\_17\_LR..pdf) [↑](#footnote-ref-1)
2. Multi-Indicator Cluster Survey data 2012-2013, Bangladesh Bureau of Statistics and UNICEF, 2016 [↑](#footnote-ref-2)
3. Annual Outcome Monitoring report 2016; Plan International Bangladesh [↑](#footnote-ref-3)
4. Concept note on child marriage prevention. Governance Innovations Unit, Prime Minister’s Office, Government of Bangladesh. June 16, 2016. [↑](#footnote-ref-4)
5. According to the MICS 2013 data, 7.5% of adolescent girls aged 15 to 19 years old get married before 15 and 52.3% of women aged 20 to 24 years get married before 18. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)