**Terms of Reference (ToR)**

**for**

**Conducting End Line Survey for “Decent work for ready-made garment workers in Bangladesh Project” of ActionAid Bangladesh**

# Background

ActionAid Bangladesh (AAB) is working in Bangladesh since 1983 to eradicate poverty and injustice. AAB prioritizes workers’ rights and aims to develop the capacity of workers from the Ready-made Garment Industry. Currently, AAB is implementing a project titled **“Decent work for ready-made garment workers in Bangladesh”** funded by the Australian NGO Cooperation Programme (ANCP). The major focus of the initiative was to strengthen capacities of RMG workers, particularly women, to empower them assume leadership roles, ensure economic empowerment through skill building and promoting awareness for ratification of ILO C-190 through broader objective to attain decent work agenda. The project covers the RMG workers in Dhaka and is being implemented in partnership with Karmojibi Nari, a local NGO working on workers’ rights.

**Overview of the Project**

Since July 2021, the project is being implemented in Dhaka through partnership with Karmojibi Nari (KN). The project is going to phase out in June 2024. More specific information about the project are as follows:

**Project Title:** Decent work for ready-made-garment workers in Bangladesh

**Working location:** Dhaka, Bangladesh

**Project Starting and Ending Date:** July 2021 to June 2024

**Target Project Participants**: RMG workers, particularly women workers and workers with disabilities and factory management authorities. The participants distribution are as follows:

RMG Women Worker: 3247

Workers with Disabilities: 160

Factory Management Authorities: 20

**Objectives/ Outcomes:** The **overall objective** of the project is to strengthen the individual and collective power of women workers (in collaboration with broader alliances) in the ready-made garment industry to advance the decent work agenda and ratification of ILO Convention 190.

**Result Frame:**

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| --- | --- | --- |
|  | **Intervention Logic** | **Indicator** |
| Outcomes | Outcome 1 - Worker leaders engaged with 20 RMG factories to operationalize decent work agenda through developing operational plan/roadmap, particularly on safe work environment, social security (Health), stability and security of work and to ratify ILO C-190 through campaign initiatives. | 25% of targeted RMG factories are following the action plan to operationalize selected decent work agenda. (safe work environment, social security, stability, and security of work) |
| 20 % of targeted women leaders are included in the Participatory committees of the targeted factories |
| Number of actions taken by RMG workers to contribute to ratification of ILO C-190 |
| Outcome 2- Person with disabilities working in RMG sector secured appropriate job according to their capacity. | 25% targeted person with disabilities who received training obtained appropriate jobs according to their capacity. |

**Major Interventions of the Project**

* Engagement with RMG Factory Owners and Management: Organizing meetings with factory management and owners to discuss the operationalization of the decent work agenda, emphasizing safe work environments and social security.
* Campaign on Operationalization of Decent Work Agenda and Ratify ILO 190: Organizing campaigns, such as human chains and poster development, and submitting demand letters to the Ministry of Labour and Employment (MoLE) to raise awareness and advocate for the ratification of ILO Convention 190.
* Advanced Leadership Training for Women Leaders: Offering advanced leadership training to women RMG workers who have demonstrated strong leadership capacities during capacity building training to strengthen their skills and enable effective advocacy for workers' rights.
* Skills Development Training and Linkages with Jobs: Providing skills development training tailored to the specific needs of RMG workers with disabilities (particularly Rana Plaza and Tazreen Tragedy survivors), facilitating job linkages, and supporting livelihood activities to promote their economic independence and inclusion within the RMG sector.

**Summary Findings of Midline Evaluation**

The midline evaluation of the project revealed significant insights and outcomes. Comprehensive research and advocacy efforts identified critical gaps in occupational health and safety, emphasizing the importance of safe work environments and social security through engagement sessions with factory owners. Women's empowerment initiatives, including leadership training, resulted in heightened awareness of the "Decent Work" agenda and improved advocacy skills among female workers. Capacity building and skills training initiatives, particularly for Persons with Disabilities (PWDs), led to enhanced economic independence and awareness of labor rights. Collaboration between government, factory management, and civil society has increased awareness and mobilization around workers' rights, despite challenges such as political constraints. The presence of safety committees and anti-harassment initiatives reflects efforts to foster a conducive work environment, although instances of violence underscore the need for heightened awareness and policy changes. Overall, proactive measures by factories and ongoing advocacy efforts contribute to advancing the decent work agenda within the RMG industry, as evidenced by the midline evaluation findings.

# Overall Objective of the Endline Evaluation

The overall objective of the endline evaluation is to comprehensively assess the outcomes and effectiveness of the project. This involves evaluating the project design, scope, and implementation status, as well as its capacity to achieve the intended objectives. The evaluation aims to gather insights into lessons learned, challenges faced, and promising practices obtained during implementation, which will inform future programming strategy.

**Specific Objectives**

The specific objectives of the assessment are to:

* Evaluate the extent to which the project has achieved its intended outcomes and assess its overall effectiveness in addressing the targeted objectives.
* Examine the project's design, scope, and implementation status to determine how well it has been executed and identify any areas for improvement or adjustment.
* Assess the project's capacity to meet its objectives, including the resources, skills, and support systems in place to facilitate successful implementation.
* Gather insights into lessons learned, challenges encountered, and promising practices identified during the project's implementation to inform future programming strategies and decision-making.
* Collect data through surveys, interviews, focus groups, observations, and document reviews to gather comprehensive information on project performance and stakeholder perspectives.
* Employ statistical techniques for quantitative data analysis and thematic coding for qualitative data to derive meaningful insights and draw conclusions from the collected information.
* Engage with project stakeholders to gather their perspectives on the project's effectiveness and identify opportunities for improvement or adjustments based on their feedback.
* Summarize key findings, conclusions, and recommendations in a report format to guide future actions, including project adjustments, replication, or evidence-based decision-making for similar initiatives.
* Verify the number of people (sex / men / women, age and disability disaggregated data) that the project worked with directly and indirectly.

**Key Questions to Answer**

The following questions to be answered beyond OECD-DAC criterias which is aligned with indicators and specific objectives of the evaluation.

* How many targeted RMG factories are practicing the action plan to operationalize selected decent work agenda such as safe work environment, social security, stability, and security of work? What were the pros and cons of the factories following the said action plan?
* How many women are playing leadership role in the Participatory committees of the targeted factories related to decent work agenda? How many women with disabilities are included in this committee?
* Is there any violence against women (VAW) incidences reported in RMG factories in the project period? What actions have been taken by the authorities, if incident happened?
* To what extent targeted women worker including worker with disabilities living in household in urban areas with access to basic services improved?
* What actions have been taken by RMG workers to contribute to ratification of ILO C-190? To what extent are actions contributing to ILO C-190 ratification?
* How many persons with disabilities received training? What types of training arranged, who facilitated the training, how many days long did the training and how many people obtained appropriate jobs according to their capacity? What types of job do they have now and what's their reflection in their job?
* To what extent has the project achieved its intended outcomes and assess its overall effectiveness in addressing the targeted objectives?
* What lessons learned, challenges generated, and promising practices identified during the project's implementation to inform future programming strategies and decision-making?
* What strengths and areas of improvement of the project methodologies identified can help redesign or scale up the project success?
* What were the stakeholder's reflections about the effectiveness of the project and how accountability or feedback mechanism worked in the project?

# Evaluation Criteria

# OECD-DAC standard: Evaluate the project in consideration of the OECD DAC Gender Equality Policy Marker and see how the project implemented this throughout project implementation. Also, when considering how the impact and outcomes have been achieved, the findings shall be assessed in line with OECD DAC standards.

# *Relevance* – did the programme conform to the context and participant needs and prevailing issues in line with AAB and partner’s strategy? /did we do the right thing?

***Coherence****-* did the programme complement other interventions by AAB and were these consistent with similar interventions made by other organizations?

# *Effectiveness* – did we do the right thing well?

# *Efficiency* – did we get the most (and best) results for our inputs?

# *Impact*- did the programme bring about change in the lives of the people and worker communities stated in the project’s result framework?

# *Sustainability* – did the programme create ownership and bring long lasting changes (people living in poverty, government policy, structure and practices and context in the working areas)?

**Methodology**

Consultant will propose a standard quantitative and qualitative data collection strategy that will be applied for the end line evaluation regarding the outcome indicators as well as the key questions and OECD DAC standards.

**Scope of work**

Consultant will meet with Project Manager and with others relevant staffs for initial briefing and discussion regarding TOR. It is expected that the consultant will design an evaluation study following OECD-DAC standards: Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability.

### *AAB expects that consultant will make comprehensive* desk review of all relevant documents i.e. project proposal, different reports (baseline, monthly, six-monthly, annual), Plans and Budget, Financial documents, and other related documents as necessary.

**Field visit to the project area**

The consultant will conduct field visits to the areas and use participatory tools and processes to measure efficiency and effectiveness of outcomes of the project. The discussions are to be held with project participants including workers, factory management, partner organization and others, as necessary.

### Responsibility of the Consultant

* The consultant/firm shall sign and comply with AAB’s organizational policies and procedures, particularly safeguarding policies that include AAB’s Child Protection Policy and AAB’s Prevention of Sexual Exploitation Policy / SHEA policy as well as AAB’s Code of Conduct.
* The consultant/firm shall adhere to ethical guidelines regarding data collection and ensure that all data collection activities are gender-responsive and adolescent-friendly.
* The consultant/firm must maintain the confidentiality of all sensitive information obtained during the evaluation, including data, documents, and discussions with stakeholders.
* The consultant/firm must disclose any potential conflicts of interest that may arise during the evaluation and take appropriate measures to mitigate or address them transparently.
* The consultant/firm should respect the rights and autonomy of all stakeholders involved in the evaluation, ensuring informed consent, confidentiality, and cultural sensitivity in their interactions.
* The consultant/firm must maintain impartiality and objectivity in their evaluation findings and recommendations, avoiding bias or influence that may compromise the integrity of the evaluation process.
* The consultant/firm must ensure that all interview participants, including KIIs, FGD, surveys are paid.

**Role of AAB and Partner**

* Arrange inception and final report sharing workshop.
* Provide feedback on the design of implementing end line study.
* PNGO will support introducing the project location and stakeholder with the consultant/firm and guide them to collect information.

**Specific deliverable**

**Deliverable-1** Consultant will submit the final evaluation report, that shall include case studies, to ActionAid Bangladesh in both printable electronic version and signed hard copy. The report should be very precise, must answer each outcome of the project.

**Deliverable-2:** The consultant will also deliver a high-quality Power-Point presentation before finalizing the main report.

**Deliverable 3-:** Consultant will share an evidence brief (4-5 page max.) based on major content of the final report and findings of evaluation.

### Duration and Timeline

It is expected that the end line study will be completed within 30 working days. The duration will be decided upon discussion between both parties, but it is desired that the whole task shall be completed within 30 days from the starting date.

### Key Contact and Report

The consultant will work closely with the Project Manager and MEAL Focal of the Project.

**Competence Required**

Qualification and Experiences

* Good knowledge and understanding of Labor laws and policies.
* Track record in developing and conducting similar types of end line surveys including qualitative and quantitative data collection following OECD-DAC standards.
* Demonstrated experience in quantitative and qualitative data analysis.
* Previous experience working with garments workers, factories, Trade unions using participatory approaches.
* Previous experience and knowledge in gender and women’s rights analysis
* Ability to write high quality, clear, concise reports in English.
* Must have minimum of five years of overall experience to work in a donor funded project or organization /national or international organization/ international donor, etc.

*Note:* consulting firm/bidder must submit the necessary documentation to substantiate above eligible criteria. Those who do not meet the minimum eligibility criteria shall not be considered for further survey.

### General Rules to Follow

* Required logistic support as prescribed in the agreement, will be provided by ActionAid Bangladesh
* All documents prepared during the assignment will be treated as ActionAid Bangladesh property.
* If, additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it must be agreed by ActionAid Bangladesh in writing.
* Consultant/consulting organization shall be bound to pay back the full money to AAB in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.

**Consultancy Fee**

The consultancy fee for the services outlined herein shall be BDT 500,000/- inclusive of all applicable VAT & taxes.

### Mode of payment

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The payment will be done according to the following time frame/arrangement:

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| --- | --- | --- |
| **Instalments** | **Amount** | **Deliverables** |
| 1st instalment | 30% of the total amount | After approval of timeline and survey tools |
| 2nd instalment | 40% of the total amount | After draft report submission |
| 3rd instalment | 30% of the total amount | After satisfactory completion of the task and submission of all deliverables with final report. |

### The payments will be made in A/C payee cheques/bank transfer in the name of the consultant/firm. AAB will deduct income tax at source as per the rules of GoB and it will be deposited to the treasury of GoB. Besides no other benefits shall be admissible beyond what is stipulated in the contract, nor does it guarantee a regular position in AAB.

### Expiry of Agreement and Negotiable Flexibility

Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.

The Agreement will be invalidated after the expiry of duration unless a further extension is made by AAB. AAB also reserves the right to amend or change or cancel the Agreement at any time.

**Submission of the Proposal**

Interested Consultant(S)/Consultancy Agencies are requested to submit their Technical and Financial Proposals through **e-mail**. [**aab.jobs@actionaid.org**](mailto:aab.jobs@actionaid.org)

Interested Consultant(S)/Consultancy Agencies should include the name and detail contact address of the consultant/team. Detailed CVs of the team members should be included in the annexure of the technical proposal.

The **deadline** for submission of the **Proposa**l is **Tuesday, 30 April 2024**

1. **Validation of the Proposal**

All costs should be quoted in BDT and will remain valid up to **Forty-Five Days (45)** from the day of proposal submission.

1. **Withdrawal/ Termination**

This agreement shall be effective between the dates mentioned in the agreement, unless otherwise terminated earlier.

ActionAid Bangladesh may terminate this agreement with immediate effect on the occurrence of any irregularities, anomalies relating to review and non-compliance of any terms and conditions as agreed upon in this agreement.

In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

1. **Outline of the Technical Proposal**

It is mandatory that the proposal should maintain the following format:

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| --- |
| Topic |
| Title of the Study |
| Understanding of the Task |
| Analytical framework of the study |
| Methodology (data collection systems/ techniques/methods, detail about sampling design and distribution strategy, data processing & analysis, ensure data quality) |
| Operational plan |
| Team composition-roles and responsibilities of the proposed team members (Position, tasks, Allocated % of time, name, rate and man days required for this assignment) |
| Short brief of the proposed team members (name, education, experience, etc.) |
| Submitted by: (with contact details) |
| Sample documents in favor of the previous relevant studies. |

Detailed CV’s of the team members should be included in the annexure of the technical proposal. It is desirable that the proposal should contain the above-mentioned sections only.

1. **Outline of the Financial Proposal**

The budget of the task should be broken down in details as like the following format:

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| --- |
| Consultancy fees |
| Questionnaire development cost |
| Data collection cost |
| Communication and transportation cost |
| Data processing & analysing cost |
| Reporting cost |
| Miscellaneous (stationeries, printing, etc.) |

The firm/bidder may **include/exclude** any necessary heads from the above-mentioned format. All the pages of the financial proposal should be **signed** by the respective person of the firm/bidder.

1. **Selection procedure of the consultant/firm**

Individual consultant/firm will be evaluated through Cumulative Analysis Method. The award of the contract will be made to the individual consultant/firm whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Individual Consultant/Firm will be evaluated in total 100 marks according to below template:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Score** |
| **Part A- technical proposal** | **80** |
| Understanding of the task | 10 |
| Analytical framework of the evaluation | 15 |
| Appropriate methodology to address study objectives | 15 |
| Data collection, data quality assurance and management plan | 10 |
| Operational plan | 10 |
| Relevant competency of team leader and team composition | 10 |
| Educational background of the team | 10 |
| **Part: B -Financial** (Amount of budget and justification) | **20** |
| Total | 100 |

1. **Copyright and Ownership of Data**

All the outputs e.g. end line reports, data base, etc. produced by this assignment will be treated as the AAB’s property. So, the above-mentioned outputs or any part of it cannot be sold, used or reproduced in any manner by the assigned consultant/team without prior permission from AAB.