**Breaking the Silence (BTS) and Oxfam**

**Terms of References (ToR) for Baseline survey**

**Project Title: Enhancing social protection for female tea garden workers and their families in Sylhet Division, Bangladesh**

1. **Rational & Background:**

Tea garden workers are one of the most marginalized group of the country. Among the workers, almost 65% are women who are more vulnerable among this most vulnerable group because of lacking of access to social protection and access to public services such as health and education, unawareness about their rights and entitlements. Working condition in the tea garden is not decent. Study shows that around 93 percent of workers have neither contract nor appointment letter[[1]](#footnote-1). 85 percent of respondents from the same study claimed that their work-related decisions such as working hour, nature of job are imposed by the tea garden authority. Along with this 76 % of the workers do not have the food taking opportunity during working hour[[2]](#footnote-2). Wage rate has reportedly very poor (55.2% of respondents could earn within the range of 1501-2000 BDT a month)[[3]](#footnote-3) by which workers can barely maintain their minimum living standard. The same study by ILO also indicates around 80% of workers is not satisfied with the housing accommodation sized (10.5 feet X 21 feet) provided to them. Only 18.9 percent of workers claimed that their employers had arranged childcare facilities for working mothers which indicates a larger group of women workers are left out from this benefit. Working condition has a negative impact on the health of the workers. Occupational health hazards including body pain, skin problem, bites of poisonous insects are common among the workers.

A Joint Programme entitled “Enhancing social protection for female tea garden workers and their families in Sylhet Division, Bangladesh” (herein referred to as JP) has been approved by Multi Partner Trust Fund (MPTF) Operational Steering Committee for the Joint Sustainable Development Goals (SDGs) Fund. Through this joint programme, female tea garden workers and their families in Sylhet Division, one of the most left behind population groups of the country, will enjoy strengthened and more coordinated access to national social protection coverage and local social services, in a more empowering and non-discriminatory environment contributing to decent work. Building on existing Government and private sector efforts and agency programmes, a policy shift to be achieved with this partnership-focused initiative will consist of Government progressively strengthening coordination of social safety nets and social services and enhancing regulation of service provision by tea garden owners who perform functions as direct duty bearers for basic social services, notably health, as well as for education. On the ground, the women, who make up about 65% of the approx. 360,000 tea garden workers, and their families, as well as trade unions, will be more empowered to claim their rights to social protection and development, information and participation, as well as labour rights.

Outcome of the project: By 2021, tea garden workers and their families, especially women, enjoy increased social protection and access to quality public services, notably health, as well as education and decent work, in a safer and more empowered environment.

Output: (Capacity of rights holders to claim accountability and women’s and girls’ rights) Tea garden workers, notably women workers, have increased capacity to negotiate and exercise collective voice to influence policies and hold the Government of Bangladesh and the Bangladesh Tea Association accountable for enhanced integration of tea garden workers in the national social protection system.

1. **Study objectives:**

The overall goal of this study is to gather information and evidence to support in implementing project activities and evaluate the project impact.

The specific objectives of the study are as follows:

* To establish a baseline to measure progress towards project outcomes and progress on outcome level indicators
* Provide recommendations towards program implementation backed by evidence based research

1. **Methodology and components of the study:**

The study will collect data from key target beneficiaries, stakeholders and intermediaries of the project within a specific time frame to provide us with a comprehensive snapshot of baseline conditions to prepare for project implementation plan. This study will be used to set targets for measuring performance of the project outcome indicators for the project period.

There will be five key phases for the study:

Design

Inception and desk review

Primary data collection

Analysis

Validation

A mixed methods approach will be employed to gather both qualitative and quantitative data. The quantitative data collection will be undertaken using surveys and the qualitative data collection will involve literature review (desk review) of context, key informant interviews (KII), focus group discussion (FGD), stakeholder/power analysis, and personal story collection.

**Desk review:**

Desk review or secondary literature review will need to be supplemented (where relevant) by interviews with key stakeholders/intermediaries:

Review of existing study reports on current mechanisms/policies in place by the Tea garden authority and government that promote the rights and well-being of tea garden women workers

Review of past published media reports on: violation of tea garden workers’ rights, and promotion of tea garden workers’ rights

Review of reports, monitoring findings and news of other partners of the project

**Primary Data Collection:**

Primary data collection will be undertaken in the geographic focus areas and using both qualitative and quantitative approaches.

**3.2.1 Geographic coverage**

‘Enhancing social protection for female tea garden workers and their families’ will be implemented in three district under Sylhet division. Consultant will select the sample following valid statistical methods from the list of garden mentioning below:

***Table 1: Geographic location (list of garden for face-to-face survey data collection)***

|  |  |  |
| --- | --- | --- |
| **District** | **Upazilla** | **Tea gardens** |
| Sylhet | Jaintapur | Habibnagar tea estate |
| Lalakhal tea estate |
| Sylhet Sadar | Lackatoorah tea estate |
| Burjan |
| Moulavi bazar | Moulvibazar Sadar | Moulvi tea estate |
| Dauracharara tea garden |
| Kamalganj | Madhabpur |
| Kulaura | Clivdon tea estate |
| Chatlapur tea estate |
| Sreemangal | Rajghat tea estate |
| Mirzapore tea estate |
| MR khan tea estate |
| Satgaon tea estate |
| Hossainabad |
| Juri | Kapnapahar tea estate |
| Rotna |
| Sonarupa |
| Rajnagar | Karimpore tea estate |
| Hajinagar tea estate |
| Chandbagh Tea estate |
| Rajnagar tea estate |
| Borolekha | Pallathal |
| Hobiganj | Chunarughat | Deundi tea estate |
| Chandpore tea estate |
| Bahubal | Modhupur tea estate |
| **3 Districts** | **17 Upazilla** | **25** |

***Table 2: Type of primary data collection approaches and target populations***

| **Type of Data Collection** | **Target Population** |
| --- | --- |
| Key Informant Interviews (KII) | Local Government representatives  Local administration including UNO, DD-LG, DC  Political leaders  Private sector actors  Tea Garden Management |
| Focus Group Discussion (FGD) | Tea garden Women’s worker groups  Community people  Cha Sramik Union  Panchayet, community leader |
| Survey (Face-to-Face) | Tea garden women workers  Community leaders  Cha Sramik Union  Tea garden management  Local Elected Bodies (LEBs) |
| Personal Stories | Tea garden women workers |

**3.2.2 Data collection tools**

Consultant will prepare all necessary tools and format with the guidance of BTS and Oxfam . Prior to primary data collection, all tools will be translated into Bangla and including pre-testing with respective stakeholder. During developing all tools and format consultant have to use the gender lens and feminist principles.

1. **Data Analysis, Validation and Reporting:**

**4.1 Data analysis**

All data collected (desk review as well as qualitative and quantitative data collected through primary data collection) will be analysed by consultant. In the inception phase, consultants will be expected to produce an inception report with partial desk review completed, translated tools, study plan with timeline, data analysis plan (for both qualitative and quantitative). as well as proposed table of contents for the final report (including list of annexes). Once the inception report is reviewed by BTS and Oxfam and all comments addressed, the consultant will be able to begin preparation for the next steps of the study.

It should be noted that the selected consultant would be held responsible for submitting quality report that is in line with the agreed Table of Contents, inclusive of analysed data and all agreed upon annexures. Failure to meet submit quality report may result in termination and/or non-payment.

**4.2 Validation**

Based on data analysis plan, the consultant will be expected to provide analysed data that will be used by BTS and Oxfam to validate the findings with key stakeholders.

**4.3 Reporting**

Based on the feedback post validation, the consultant will require to submit draft narrative report (with all annexures) within 7 working days. BTS and Oxfam will have 10 days to review the report and provide consolidated feedback to the consultant. The final report with final versions of the annexures will be due on 15th of August 2020.

**5. Expected deliverables and timeframe**

The required outputs of this consultancy will be as follows:

1. An Inception Report. The inception report must include detailed work plan with timeline, partial literature review, data analysis plan for both qualitative and quantitative data, enumerator contract, enumerator training agenda, table of contents for the final report as well as list of annexures. This Inception Report shall be submitted for review and approval by BTS and Oxfam five (5) days after signing of the contract and before commencement of the study.
2. Translation of all data collection tools into Bangla
3. Training of enumerators.
4. Pre-testing all tools and feedback report based on pre-testing for modifications. The feedback report must also contain a revised data analysis plan (for both qualitative and quantitative data)

Undertaking data quality checks for both qualitative and quantitative data

1. Presentation of draft baseline findings
2. The first draft of the report which shall be submitted within seven (7) days after baseline findings sharing.
3. The final report with all agreed upon annexures
4. Presentation of findings with key stakeholders post final report submission

**6. Consultancy duration**

The provision of the Services is to commence on **01st of July 2020** and end on **15th of August2020** unless this contract is terminated early in accordance with the terms of this agreement.

1. **Payment Terms:**

The complete cost of the Baseline Assessment will be paid in the following manner:

* 60% amount will be paid at the starting period of the study after submission of an inception report

1. Rest of the amount (40%) will be paid after submission the final assessment report.

**Qualifications of the consultant**

BTS and OXFAM in Bangladesh is looking for a consultant/agency with a strong record in conducting innovative and participatory baseline. In the case of individual consultant, the consultant must also demonstrate their ability to recruit experienced enumerators. The successful consultant/agency must be able to demonstrate the following skills and experiences:

* Demonstrable knowledge and experience in conducting high-quality, credible and learning-focused studies.
* Demonstrable experience of working with/ evaluating civil society and grassroots organizations in a collaborative and learning-focused manner.
* Demonstrable experience in designing and using participatory, gender-sensitive, quantitative and qualitative methodologies in cross-cultural settings.
* Experience undertaking survey/data collection using smartphone/tablets, i.e. mobile based technology

Prior experience of such large data collection across multiple locations. Past experience in project working area (i.e. Sylhet division) is preferable

* Capacity to produce a searchable database of good quality narratives, photos and/or videos and integrate these effectively in the study.
* Familiarity with tea garden women and adolescent workers’ rights, violence against women and girls, decent work with demonstrated experience in undertaking research in these fields within the last 5 years
* Experience of managing teams, and the capability to handle necessary logistics and, iof required and agreed, sub-contracting
* Can assemble a team to help in the research. Team members should share similar qualification as the consultant and preferably have worked with the consultant and/or other team members in undertaking research.
* Demonstrable ability to undertake rigorous quantitative and qualitative analysis
* Ability to produce high quality analytical report with triangulated findings
* Excellent English written and verbal communications skills

**9. Apply Procedure:**

The proposal (duly signed) from individual/firms should comprise technical and financial proposal (along with following documents). Proposal will be accepted through email in soft copy form (signed scanned copy) by mentioning subject line “**Consultancy of baseline study of social protection project for tea garden workers”** to [jobs@breakingthesilencebd.org](mailto:jobs@breakingthesilencebd.org) with a copy to [tareq@breakingthesilencebd.org](mailto:tareq@breakingthesilencebd.org) by **June 28, 2020.**

*Please note that, by 30th of June the selection process will be completed and it is expected that consultant will start work from 1st week of July.*

**Other documents to be submitted:**

1. **For Individual Consultant**
2. Maximum 2-page CV of Team Leader highlighting related assignments completed with client name, contract person and mobile number ( this person must have fulltime engagement during assignment time). Two references must also be provided based on similar work provided by the Team Leader within the last two (2) years.
3. Other Team members’ one page short CV highlighting related assignment completed
4. TIN Certificate (PDF soft version)
5. Documents in favor of the relevant previous studies.
6. **For Organizations**
7. Maximum 2-page organization profile highlighting related assignments completed with client name, contract person and mobile number
8. Lead Consultant’s (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment. This person will have full-time engagement for the duration of the assignment and will be liable for ensuring high quality written report submissions.
9. Other Team members’ (who will involve in the assignment) one paragraph short CV highlighting related assignment description of the roles and functions of the consultant and his/her associates, and a description of the level of effort of the associates (eg., full-time, part-time, as needed)
10. Organization’s/Firm’s Certificate, TIN and VAT registration
11. Contracts of 3 organizations that have recently contracted the consultant to carry out a related study.
12. Documents in favor of the previous relevant studies.
13. A complete technical and financial proposal, including detailed cost per major activity.

**10. Selection criteria (Cumulative analysis)**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [80%]

\* Financial Criteria weight; [20%]

|  |  |
| --- | --- |
| ***Criteria*** | ***Weight (%)*** |
| *Technical* | *80%* |
| * *Criteria A: E*xperience on designing conducting high quality learning focused studies (Baseline, End line, Impact assessment) using mixed-methodologies (qualitative and quantitative) that include participatory data collection approaches | *15* |
| * Criteria B: Excellent qualitative and quantitative data analysis skills | *15* |
| * Criteria C: Experience of data collection **using Smartphone’s or tablets** for survey data collection | *10* |
| * Criteria D: Familiarity with tea garden women workers’ rights, , decent work and violence against women and girls, women empowerment and transformative leadership, human rights, etc. | *20* |
| * Criteria E: Team composition and management | *10* |
| * Criteria F: Ability to produce high quality analytical report with triangulated findings | 10 |
| *Financial* | *20%* |

* **The General Terms and Conditions:**
* All soft and hard copy of the assignment will be treated as the property of BTS and Oxfam
* In any circumstance’s 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 Oxfam.
* In case of any deviation, BTS and Oxfam 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 BTS and Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
* BTS will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

**Ethical declaration**

You undertake that you, your parent, subsidiaries and any other organisations with an interest of more than 10%, are not involved in any of the following activities:

* arms manufacture;
* the sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.
* tobacco production and sale;
* the sale of baby milks outside the WHO Code of Conduct;
* pesticide sales outside the FAO guidelines for pesticide retailing;
* extractive industries;
* are seen to be party political;
* any other activities which violate the basic rights of BTS and Oxfam GB’s intended beneficiaries.

1. https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-dhaka/documents/publication/wcms\_563692.pdf [↑](#footnote-ref-1)
2. https://www.researchgate.net/publication/326349880\_Health\_and\_Hygiene\_Condition\_of\_Female\_Tea\_Workers\_A\_Study\_in\_Three\_Tea\_Gardens\_of\_Sylhet\_District [↑](#footnote-ref-2)
3. https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-dhaka/documents/publication/wcms\_563692.pdf [↑](#footnote-ref-3)