**CENTER for NATURAL RESOURCE STUDIES (CNRS)**

## **Strengthening Resilience through Child Centered Programming Project (SRCCPP)**

## **Terms of Reference (TOR)**

## for

Request for proposal for impact evaluation on coping mechanisms on food security, youth enterprises

#### **Center for Natural Resources Studies (CNRS)**

Center for Natural Resources Studies (CNRS) became operational in the field as a non-governmental development organization upon being registered with the NGO Affairs Bureau in 1994. Initially, the key focus of CNRS was to put on community-based/co-management of natural resources with active engagement and leadership of local user communities and other relevant stakeholders with the understanding that the livelihoods of millions of poor households depend on natural resources for their sustenance. Since formation, CNRS has been active in this field and able to draw attention of the relevant local, national and international actors including government and donor agencies through demonstrating innovations in its approaches and producing tangible learning outcomes. Over the years, during the course of its journey, CNRS incorporated other areas of development which include food security, skills building, livelihoods options & employment creation, market linkage development, empowerment, WATSAN, waste management, disaster risk reduction climate change adaptation and mitigation. Attention is also drawn on gender equity, good governance and advocacy with an objective of ensuring sustainable development through a process of establishing rights of access to resources by the poor user communities.

### **Assignment Background**

### **SRCCP (**Strengthening Resilience through Child Centered Programming Project) **- the Project**

**Implementation period: December 2018- January 2021**

Project objective: Strengthening the protective order to strengthen resilience and prevent and respond to different threats to the wellbeing of Rohingya children, families and host communities.

**Purpose of the assessment:** Conduct impact evaluation of the project through questionnaire survey on the capacity of Rohingya children, families and host communities to respond to different threats to their wellbeing.

**Implementing partner:** CNRS (Center for Natural Resource Studies)

**Client:** Save the Children

**Due Date:** Study commencement on 07 November’2020 where Questionnaire for Approval by November 10, 2020. Report submission by 20 December, 2020.

**Context**

Migration has become a global humanitarian crisis including Bangladesh. Being a least developing country, besides its devastating impact on the national security, it triggered a grave and unfolding economic crisis with particular concerns for both the Rohingya and host communities’ who are poor and vulnerable. CNRS has been trying to strengthen the protective order to strengthen resilience and prevent and respond to different threats to the wellbeing of Rohingya children, families and host communities. This particular project has aimed to provide assistance over 523 Rohingya families and 390 hosting communities who are residing in Ukhiya and Teknaf upazilas of Cox’s Bazar District.

Now, evidence-based interventions and policy responses based on first-hand data need to be adopted. The CNRS is therefore planning to capture real-time evidence to understand the effects of the migration crisis on poverty, with a specific focus on food security, livelihoods and youth enterprises.

**Objectives of the Assignment**

The objectives of the Evaluation study are as follows:

1. To assess the progress of the project till to date and make recommendations for designing the project for the next under FSL sector.

2. To assess the project achieve intended to it’s outcomes and goal level for FSL sector regarding to impact, effectiveness and sustainability of the project and provide recommendations for future.

The objective of this assignment is to assess following indicators in order to get an overall picture of the **SRCCP project participants’** wellbeing. However, the indicators and targets are as follows:

* % of targeted adolescents displaying self-reliance (target = 75%)
* % of targeted households with increased Food Consumption Score (target 37.5)
* % of targeted adolescent displaying self-reliance
* # of parents and caregivers provided with training on micro nutrient gardening
* # of parents and caregivers participating in tree plantation
* # of HHs successfully completing skills development training
* % of women have all the time access to money which will make strong social status of women
* Observable changes in policy and practice, with plausible demonstration of contribution by Save the Children.
* % of Seif reliance for Adolescent (Rohingya) & Adolescent have new skills which can be marketable to use for self-sustainability% of Father/ Mother Or Caregiver Of the Child protection activity beneficiaries

### **Duration of work**

The expected kick off date for this assignment is 07 November 2020. The job has to be completed by 20 December 2020 within a total of 42 days after signing of the contract.

### **Methodology**

Mixed method research approach was used accounting for both quantitative and qualitative for the study. CNRS is planning to hire a competent firm to conduct a questionnaire-based field survey utilizing participants databases prepared by CNRS on Rohingya and host communities of SRCCP. Field interviews will be undertaken taking protective measures to ensure the field worker safety from ongoing pandemic of Covid-19. The survey instruments will be tailored to different category of respondents. It will include project beneficiaries and non-beneficiaries as intervention group and control group to compare the project interventions. By adopting quantitative tools which is questionnaire survey in this case the study is expected to generate its findings.

Through the Rapid assessment period, both quantitative and qualitative data need to be collected. Quantitative data will be collected primarily through questionnaire-based surveys. In the case of the rapid assessment/appraisal studies, existing data including recent epidemiological and socio-economic data are required for further analysis. Data collection will take place in intervention areas i.e. SRCCP project areas and project participants households will be selected for the assessment of their wellbeing so far project participants have achieved because of the project intervention. A suitable number of sample respondents from non-project participants should be drawn and interviewed. Respondents should be randomly selected from lists created by the SRCCP. The control group can be easily selected using simple random sample selection technique while the control group will be selected from the same locations by maintaining equivalent socio-economic conditions of the respondents. The head of household would be the selected as respondent (both male and females members) from the SRCCP database and the control group will be selected from the proximal location following the same technique, household head as respondents. The survey will adopt the following major steps:

For quantitative survey

1. Interview will be conducted in the field for questionnaire survey
2. Respondents’ household condition will also be duly recorded

CNRS will monitor completion rates for the survey between male and female respondents - the total achieved sample should be 50% male: 50% female for the wellbeing of respondents.

A questionnaire/ survey instrument needs to be primarily prepared in English. Once the tool is finalized, it will be translated in Bangla for conducting the survey.

**Tool**

Quantitative survey tools, which is questionnaire-based checklist, will be used for the survey. A separate and appropriated Checklist(s) is needed for qualitative instruments.

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## **Sampling**

Consultant will propose appropriate sampling methodology. However, a stratified sampling method can be used for the survey based on the discussion with Manager MEAL of Save the Children as following:

|  |  |  |
| --- | --- | --- |
| Specification | Level | Remarks |
| Confidence Level: | 90% |  |
| Margin of Error | 10% |  |
| Population Proportion | 50 | Use 50% if not sure |
| Population Size | 3847 | Leave blank if unlimited population size. |

The sample will be devised into Host community and Rohingya and case control method would be highly appreciated for find out the real impact of the project on the beneficiary households.

1. Updating the SRCCP results framework:

The sample will be selected from all 4 project areas (mentioned in the sample table) using unbiased system in this case simple random sampling would be expected to be used.

1. Determining support on livelihood/employment, food security and health and nutrition will be prime target. That’s why before and after condition of the participants of the project has to be measured.

### **Scope/description of the works**

SRCCP is coming to a close in January 2021 and the project is seeking to hire a consultant/Firm to undertake an assessment study to ascertain the SRCCP project’s achievement. The survey should follow case-control method by adopting both quantitative tools. The consultant will be expected to assess the objectives of the project based on specified indicators and targets as mentioned in the Logical Framework for SRCCP main workbook and undertake the following (but not limited to):

The assessment will assess the following:

1. Achievement of the results framework by assessing the target indicators and update the results framework;
2. Achievement of the project for targeted adolescent displaying self-reliance
3. Achievement of the project for targeted households with increased Food Consumption Score
4. Data will be collected, analyzed and consolidated for preparation of draft report.
5. Achievement of the project for targeted adolescent increased vocational skill
6. Achievement of the project for targeted adolescent completed self-reliance training
7. To identified the socially excluded children and families, work with CBCPN and other humanitarians to reach out them.
8. Consider the safety of the affected population as a sub-objective of each intervention;
9. Review all planned activities to check for any incentives for children to move out of appropriate care (such as family-based care/foster care). This may include the creation of employment opportunities for children away from the home or incentivising parents to work instead of caring for children in order to access to economic recovery;
10. Beware of implementing any “for work” programmes without a coexisting system to deliver the benefits to caregivers and children who are unable to access the “for work” programme;
11. Provide, or help families access, cash grants and other emergency social protection measures for those who cannot work;
12. Coordinate with child protection workers to set up and use a referral system so that children and families who may be in need of economic recovery interventions can quickly access support;
13. Ensure that those in economic recovery have signed up to and been trained in a code of conduct or other policy which covers child safeguarding; and
14. Set up separate waiting and entry lines at registrations and distributions, so that vulnerable individuals such as pregnant women, people with infants, unaccompanied children and the elderly, sick, and those with chronic illness do not have to wait for long time.

### **Expected outputs**

* Survey instrument
* Submit draft reports to SRCCP;
* Incorporate feedback of SRCCP and Submit final report.

### **Qualification of Firm and Academic Qualifications & Professional Experience of Team Leader & Survey/Technical Coordinator**

**Qualification of Firm**

* Survey experience;
* Two years working experience in Bangladesh
* Having valid trade license or joint stock registration in Bangladesh

**Qualification of Personnel**

**Team Leader**

Minimum eligibility criteria of the Team Leader/Lead Consultant

I. Academic Qualifications:

MSS in Social Science or equivalent disciplines like Development Studies, Public Policy, etc.

II. Years of experience:

1. Minimum 5 years of progressive experience in conducting survey on baseline, mid-term, end-line studies and assessment on social, economic, food security, youth enterprise and minimum 5 relevant assignments in project districts.

### **Inputs and support from SRCCP/CNRS**

* CNRS will provide SRCCP Project information and relevant documents as required. CNRS will make arrangements to provide orientation on the approaches, activities and process of SRCCP as well as operational structure of SRCCP.
* CNRS will provide the sampling database.
* Field offices of CNRS will provide necessary support to inform the respondents in advance.

### **Outputs/ Deliverables**

* The consultants will be responsible for submission of the following deliverables / reports after signing of the contract:

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Deliverables/ report** | **Time after signing of the Contract**  |
| 1 | Submit a detailed work plan  | Within 02 days |
| 2 | Develop and submit a detailed questionnaire and Checklists for conducting surveys (in English) and translate in Bangla after approval of English version. | Within 03 days |
| 3 | Identify sample and carry out data collection including field activities and interviews. Consolidate data and do analysis. | Within 25 days |
| 4 | Prepare and submit the DRAFT report to CNRS for their review | Within 32 days |
| 5 | Incorporate the inputs from CNRS and then submit the final report | Within 42 days |

### **Procurement/ Hiring method**

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* The Firm will be hired following Fixed budget procurement method.

###  **CNRS representative for communication**

The consultants will be solely responsible and accountable to the Director, CNRS through Focal Person for the services and activities. The Firm will work in close cooperation with the Directors, Focal Personnel, and Project Officials of CNRS. The payments would be based on achievement of key tasks and outputs completed within the stipulated time. In case of unsatisfactory performance of the consultant, the contract may be terminated by CNRS at any time without prior notice. CNRS reserves the right to cancel the procurement without providing any explanation.

### **Ownership**

Owner of this assignment is CNRS and therefore CNRS deserves exclusive right to all information, ideas and results, which the Firm/Consultant cannot divulge to others or utilize otherwise. The consultant will have no right to claim ownership of the assignment or its outputs once the assignment is completed.  Any reports/ research reports/ process documents produced as a part of this assignment shall be deemed to be the property of CNRS and the consultant will not have any claims and will not use or reproduce the contents of the above documents without prior permission of CNRS.

1. **Deadline for Submission of RFP**

 Interested Firms may obtain further information from the official web site of CNRS (www.cnrs.org.bd) or from the office of the Executive Director of CNRS (office hours Sunday - Thursday 9:00-17:00). RFP must be submitted in soft copy should be sent to the:

Executive Director

Center for Natural Resource Studies (CNRS)

House-13 (4th-6th Floor), Road-17, Block-D,

Banani, Dhaka-1213, Bangladesh

Telephone: +88-02-9820127-8

Fax: +88-02-9820129

Electronic submissions should be sent by e-mail to: info@cnrs.org.bd by **04/11/2020**

Proposal includes as follows:

1. Proposal (Maximum 5 pages): Methodology, work plan, draft tool

2. Bio-data of Team Leader

3. Financial breakdown

1. **Selection and evaluation process**

This will follow Fixed budget procurement procedure. An independent Evaluation committee will be formed and assigned by the CNRS to carry on the selection process. This committee will review the technical proposal and the evaluation process will follow the criteria outlined in the Terms of Reference.

Total score of the proposal is 100 and distribution of score is Proposal: 50 and Bio-data: 50.

1. Budget

Budget of this assignment is BDT 3,90,000.

The payment will be made through the A/C Payee Cheque in favor of the contract holder, that will cover everything i.e. remuneration, field work cost, conveyance, printing, other administrative cost etc. All expenditure during survey time will be taken care of by the consultancy firm. CNRS will deduct tax, according to the TAX and VAT Regulation of the Government of Bangladesh. The payment will be made according to the following schedule:

* 25% after completion of inception report and tools development and sharing of field plan with CNRS subject to concurrence of Save the Children.
* 45% after submission of draft report including filled up tools, database and guidelines.
* 30% after submitting the final report of the study and having this accepted by CNRS subject to concurrence of Save the Children in Bangladesh.