

Project Title	Protection of children and adolescents from various child protection violations, GBV and sexual violence in Cox's Bazar refugee camps, Bangladesh		
Proposal Title	ToR for Baseline Assessment	RFP No.	2105
Request Reference No.	2113	Date	24/02/2021

### 1. Introduction

Education and Development Foundation-Educo, a Spain based one of the leading global NGO and a member of global ChildFund alliance dedicated for children's wellbeing and rights across the world with a vision 'A world where all children fully enjoy their rights and lead a life of dignity'. To achieve this vision, Educo work with children and their communities to promote just and equitable societies that guarantee their rights and wellbeing. In 2020, Educo Bangladesh has been awarded a grant from Radiohjalpen in English it is 'Music Aid' through ChildFund Sweden to implement a 24-month duration (2021-2022) project titled "Protection of children and adolescents from various child protection violations, GBV and sexual violence". The project will be implementing at Camp-8E, Camp-8W and Camp-17 of the Rohingya refugee camp of Cox's Bazar. The project is planned to carry out baseline assessment with the support of external expertise. Therefore, this ToR is developed to facilitate and guide the said baseline assessment process.

### 2. Project Background

The project "Protection of children and adolescents from various child protection violations, GBV and sexual violence in Cox's Bazar refugee camps, Bangladesh" will work with Rohingya refugee children and adolescents, female and male, as main target group locating in Camp-8E, Camp-8W and Camp-17 in Cox's Bazar, Bangladesh. This 24-month intervention will be implemented by three collaborating organizations (implementing partner: Educo; local partners: JCF and SKUS).

The overall goal of the project: To contribute to SDG 5 in order to achieve gender equality and create an environment that prevents, responds to and protects children and adolescents from various child protection violations, forms of gender-based violence and sexual violence while empowering communities, adolescents and children.

To contribute to this goal, the project intends to achieve following three outcomes by the end of its duration (24 months).

- **Outcome 1:** Adolescents - amongst them survivors, witnesses and/or victims of GBV and sexual violence - are able to prevent and respond to child protection issues, especially GBV and sexual violence, and access quality case management services.
- **Outcome 2:** Caregivers, formal and informal teachers as well as religious leaders and Majhis are proactive in preventing and responding to child protection issues, especially to GBV and sexual violence, affecting children and adolescents.
- **Outcome 3:** Community-based Child Protection Mechanisms (CBCPMs) work effectively at community and camp level to prevent and respond to child protection issues, especially to GBV and sexual violence, affecting children and adolescents.

Following are the issues will be addressed through this project:

- The project will work with target groups on SGBV (Sexual and Gender Based Violence) and child protection and on topics increasing the exposure to SGBV that is demonstrably happening in the camps (e.g. child

marriage, child labor, child trafficking, domestic violence) aiming to prevent them in future and come to help to those (having) already experiencing them.

- The project will work to change attitudes, behaviours and/or practices. Target groups will be empowered with information on their own human rights (child and woman rights, SRHR), and on gender (e.g. gender equality, equitable/respectful relations/relationship, and consent in sexual relationships...). As well established, living in restrictive gender roles (above all for women, but also for men) has multiple for reaching negative consequences for families, communities and societies. Rohingya communities are very conservative and in order to bring about sustainable change, the project places a high importance on gender training for all target groups.
- For caregivers and teachers specifically, information on child development, positive parenting and positive discipline will be additionally of utmost importance. Additionally, teachers can only play their role effectively on the response to SGBV and other child protection issues when they have knowledge and basic skills about PFA (Psychological First Aid) and PSS (Psychological Support).
- Additionally, to respond to the increased intensity of natural disasters, members of CBCPMs and teachers will receive training on child centered DRR and their roles and responsibilities in providing special attention and care to vulnerable children and adolescents during and in the aftermaths of environmental emergencies. Trainings sessions on child protection for adolescents will also include awareness raising sessions on DRR risks and preparedness.

### **3. Baseline Purposes and Objectives**

The main purpose of the baseline study is to measure an information base against which to monitor and assess an activity's progress and effectiveness during implementation and after the activity is completed. This will enable project indicators at output, outcome and goal level to be measured and tracked. Therefore, following major objective are defined of this baseline assessment:

- To assess and measure initial value of the results and outcome level indicators of logical framework, that will establish benchmark for monitoring and evaluation.
- To analyze the extents of the variables/indicator and projects context from qualitative perspective.
- To assess the extents of Educo's cross cutting and thematic areas (e.g. gender equity, DRR, etc.) from both qualitative and quantitative perspective to support future programming.

### **4. Scope of Work**

An external consultant will be hired and be responsible to ensure the baseline study utilizes methodologies that meet quantitative and qualitative research standards and produce a final baseline study report. The scope of works must include the following:

1. Review of secondary sources of information including project documents
2. Draft and finalize questionnaire in consultation with the team members.
3. Revise survey instruments based on field test.
4. Sample size determination.
5. Selection and listing of respondents.
6. Recruit and trained enumerators.
7. Establish mechanism to ensure data quality.
8. Lead and coordinate data collection along with the project team.
9. Data cleaning and consolidate findings.
10. Perform data analysis.
11. Draft baseline report and share with the team.
12. Submit revised/final report.

## 5. Methodology

The study is planned to carry out with joint role between hired consultant and Educo Bangladesh. The consultant will design relevant tools, techniques, guidelines, and overall methodology and finalize in consultation with Educo Bangladesh MEAL and respective programming team. Considering the definition and type of the indicators ([Annex-I](#)), a mixed methodology (combining both qualitative and quantitative approach) is proposed to capture information from selected participants and stakeholders of the projects. It will give opportunity to see the analysis from both perspective and triangulate the findings to reach consensus. Both for the interest of the project and Educo Bangladesh as well, the consultant is recommended to segregate the analysis by sex, geographical location and other applicable sub-groups. Quality control measures will also be one of key aspects in study design and implementation. Therefore, the consultant is recommended to design and demonstrate quality control measures in an efficient manner.

## 6. Roles and Responsibilities

The interested external consultant is requested to consider her/his roles only in terms of financial proposal. Following table provides an understanding regarding both parties (Educo and consultant) roles in carrying out this baseline.

<b>Activity/Responsibility</b>	<b>Educo Bangladesh</b>	<b>Selected consultant</b>
Baseline Design	will provide outcome indicators, logical framework, project concept and other relevant docs/information, and provide brief orientation about the project.	will design methodology including tools, techniques, and guidelines as per above description, and finalize in consultation with Educo.
Hire and Deploy Enumerator	will hire and deploy enumerators having relevant experience and educational background	will orient on study tools, techniques, and guidelines through facilitating formal session at Cox's Bazar. (Require one/two-days orientation).
Data Collection	Enumerator hired by Educo will be collecting data using relevant tools and guidelines	will ensure quality through direct observation and guidance (at least two days)
Data Entry and Analysis	will enter quantitative data to the suggested template or Educo can develop template suggested by consultant. In case of qualitative data Educo Enumerator will provide interview, transcript provided by consultant.	will clean the data (if needed) and conduct analysis considering logframe indicators and above criteria/segregation also. (at least- 5 days,
Report Writing	will provide reporting template and orient consultant on this template. Will provide feedback/comments on draft report.	will prepare report following Educo provided template and adjust/incorporate comments of Educo and finalize those.

## 8. Documents and Information Sources

Educo will provide relevant documents and information to the consultant after contract signing. According to the Best Interests of the Child principle, this baseline should respect the following protocols:

- Before collecting data from primary sources, the enumerators must clearly communicate to the children and adolescents, parents/guardians, and members of the community about the aims and goals of their visit and the study itself and explain what the collected information will be used for.

- The information obtained from children and adolescents must be treated as confidential in order to protect anonymity. Other people interviewed can also choose to remain anonymous.
- The participants must be able to voluntarily decide whether to participate in the interview/group discussions and clearly express their consent.

**9. Deliverables**

1. An inception report including work plan, revised methodology, data collection plan & tools, reporting outline.
2. A draft baseline report including key findings and recommendations for comments by Educo. Educo will provide written comments and feedback on the draft report.
3. Submission of Final Report (incorporating Educo and participants feedback) (two copies both hard and soft) as per suggested template.
4. Submit soft copy of data set and both hard and soft copy of transcript of qualitative data.

**10. Timeline and Products**

Output	Activity	Duration	March 2021				April 2021	
			2 <sup>nd</sup> week	3 <sup>rd</sup> week	4 <sup>th</sup> week	5 <sup>th</sup> week	1 <sup>st</sup> week	2 <sup>nd</sup> week
<b>Output1.</b> Baseline methodologies, data collection tools and schedule are finalized	<b>Activity 1.1</b> Inception meeting with and orientation for consultants	1 day	14 March					
	<b>Activity 1.2</b> Submission of methodologies, data collection tools and schedule	5 days		15-19 March				
	<b>Activity 1.3</b> Finalize tools incorporating EDUCO's feedback	1 day		20 March				
<b>Output2.</b> Data collectors are oriented on baseline survey methodologies and tools	<b>Activity 2.1</b> Data collector's orientation and field-testing tools	2 days			21-22 March			
<b>Output3.</b> Baseline data are collected, entered and analyzed.	<b>Activity 3.1</b> Data collection( 2 days for consultant)	5-7 days			23-25 March	28-31 March		
	<b>Activity 3.2</b> Data entry including preparing transcript/coding of qualitative findings (consultant)	3 days					1-3 April	
	<b>Activity 3.3</b> Data analysis	2 days					4-5 April	
<b>Output 4.</b> Draft baseline report submitted to Educo and	<b>Activity 4.1</b> Submit 1st draft report for feedback	2 days					6-7 April	

findings are presented.	<b>Activity 4.2</b> Presentation on preliminary findings							
<b>Output 5.</b> Final baseline report submitted to Educo with necessary data.	<b>Activity 5.1.</b> Final report submitted to Educo with data	2 days						8-9 April

**11. Consultant Profile**

- Experience in leading similar study particularly on child protection, Gender Based Violence (GBV), sexual exploitation.
- Strong skills and expertise on both quantitative and qualitative approach/methods.
- Strong analytical skill both in quantitative and qualitative.
- Excellent English drafting and communication skills.
- A proven ability of producing a comprehensive such study report.
- Required to submission example of a study report on any of the related subject areas that the consultant has undertaken recently when responding to the terms of reference.

**12. Coordination, logistics and facilitation**

The consultant will report to the Director, Humanitarian Program of Educo Bangladesh. Relevant logistics and field schedule will be organized and coordinated by Educo Bangladesh office as well as project team.

**13. Baseline, authorship and publication premises**

Copyright of the documents produced by the Consultant under this agreement belongs to Educo. The consultant shall sign and strictly follow the Educo’s Ethical Code (Annex X) and its Child Safeguarding Policy and Code of Conduct (Annex X). During the assignment or at any time after the expiration or termination of the contract, the baseline team may not disclose to any person or make use of any confidential information obtained during the course of this contract relating to Educo, participants or any other person connected with the process. The rights of the author and the publication of the documents produced by the baseline team according to this agreement belong to Educo.

**14. Evaluation and Selection Process**

Interested individuals require submitting both technical and financial proposal for the work following ToR of the proposed project baseline. Only the most relevant and timely submitted applications will be considered. All the proposals will be evaluated in accordance with the criteria made by Educo. The proposals will be scored against the below criteria. The scoring will be tabulated, and the proposals will be ranked based on the numerical scores received. Detailed screening results will not be released. Only shortlisted ones will be invited for interviews/presentation of their proposal for final selection if need be.

**Value of Criteria** (maximumscore100points)

1. Technical Proposal: 35
2. Relevant experience and capabilities: 25

3. Financial Proposal:	20
4. Interview:	20

**Guideline of Proposal Submission &How to apply**

The interested and relevant individuals are invited to submit their proposal with the following details:

- Technical proposal including methodology (within 5/6 pages)
- Detailed schedule of baseline work (1 page)
- Consultant CV within 2 pages
- Budget/ consultancy fees (please calculate the total budget with 15% VAT only and note that Educo will deduct 10% Income Tax at source from the agreed consultancy amount)

All proposals must be submitted in English to Educo Bangladesh through email at [lokman.hossain@educoco.org](mailto:lokman.hossain@educoco.org) **no later than 7 March, 2021**, 5:00pm Dhaka time. Please use "Protection of children and adolescents from various child protection violations, GBV and sexual violence in Cox's Bazar refugee camps, Bangladesh" Project in the subject line. Proposals submitted after the deadline will not be accepted. Only short-listed candidates will be contacted.

Annex 1. Result Framework attached