



## Terms of Reference (ToR)

### Hiring Consultant/Consulting firm to conduct baseline study for Gender Responsive School & Community Safety Initiative (GRSCSI) Project

#### 1. Introduction :

##### **A) 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.

##### **B) Introduction to Eco Social Development Organization (ESDO):**

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO has been working in the north-western region of Bangladesh and has extensive programming experience in a range of interventions including livelihoods and food security, agricultural activities and natural resources, value chain development and market linkages, human resources development and creating employments, human rights & legal services, women empowerment, water-sanitation, health, hygiene & nutrition; climate change adaptation and disaster risk reduction; education; emergency response; financial services support for the poverty stricken poor and marginalized, disadvantaged groups, marginal peoples also and giving concentration on char and remote areas, disaster prone areas in this north belt of Rangpur divisions and got support from different donors and lead agencies in Bangladesh.

Since 2015 Plan international Bangladesh initiated Safe school initiative (SSI), under Comprehensive school safety framework (Sendai Framework for Disaster Risk Reduction 2015-2030). ESDO and Plan international Bangladesh having common vision through partnership to



minimizes the impact of disaster and promote gender equality for Girls and boys in the most at risk communities in Kurigram District.

## **2. Background**

Bangladesh is globally ranked as one of the most vulnerable countries to the impacts of medium and large-scale disasters. There is increasing evidence of natural hazards such as cyclone, flood, rising sea level, tidal surge, river erosion and recently added Covid-19. The greatest impact of medium and large-scale disasters is on human migration, decreased agricultural production, malnutrition, infectious-water and vector-borne diseases. Regular disasters cause damage to infrastructure, denying children shelter and hindering their attendance to school. Disruption of services diminish children's access to food, water, health care, and education especially tens of thousands of children lose precious educational hours every year. This loss translates into higher drop-out rates, lower academic achievements and denial of the basic right to education. Marginalized and excluded children especially those with disabilities, particularly girls with disabilities are at greater risk. Children also suffer from a decline in familial care and increased exposure to neglect, abuse and violence. Girls in particular are set to suffer greater gender-based violence risks resulting from climate change.

Based on above scenario, Eco Social Development Organisation (ESDO) and Plan international Bangladesh came-up with a common vision through meaningful partnership to minimize the impact of disaster and promote gender equality for girls and boys in the most at-risk communities, especially in Kurigram District. ESDO is assigned for implementing a three-year disaster preparedness project titled "Gender Responsive School & Community Safety Initiative (GRSCSI)" with an aim: To achieve a gender transformative, safer education and learning environment both at school and community levels that respond to and prepare for multi-hazards risks.

## **3. Project overview:**

Funded by Plan International Japan National Office, Plan International Bangladesh in collaboration with Plan International Nepal, Plan International Asia Pacific Regional Office (Plan APAC), and local partner ESDO will implement the Gender Responsive School and Community Safety Initiatives in 4 secondary schools including 1 Madrasa and 4 communities in Kurigram Bangladesh.

Kurigram locates in disaster prone area where flood happens every year which leads to loss of life, poverty and loss of livelihoods. A significant number of primary and secondary high schools, colleges and madrasas in this northern district of the country were affected by devastating flood in 2017, 2018, 2019 and that caused many of educational institutions have been closed due to severe flooding.

The project will support children and adolescents (between the ages of 11-17) of 03 secondary schools, 01 madrasahs and 4 surrounding communities including teachers, disaster management committee members and youth groups.



In this project, Plan International Bangladesh will bring the experience and learning in implementing community and safe schools' projects in country and continue to work with local partner to ensure a strong journey for sustainability. The project will be strengthening the local capacity and the focus will be in alignment with the comprehensive school safety framework to achieve a gender responsive, safer education and learning environment both at school and community that responds to and prepares for multi-hazards risks. This project will also focus on “inclusive schools’ disaster management through community engagement” to reach the most vulnerable, including girls, adolescent and women, and incorporate country-specific efforts related to minorities, persons with disabilities and other excluded populations to build safe and resilient communities in which children and young people can contribute to managing and reducing the disaster risks associated with the changing climate.

By the end of the project, **Plan International Bangladesh aims to support 3362 girls (under 18), 4986 boys (under 18), 551 girls (15-24 age), 575 boys (15-24 age), 2012 women (over 18), 2942 men (over 18) in 4 schools and 4 communities.** Most importantly, this project will continue to influence sub-district level secondary education authority, directorate of Secondary and Higher Education, Ministry of Education to have a strong buy in towards the positive practices of this project and scale it up to other schools in Kurigram or other location in country with government’s own resources.

To achieve the project outcomes, Plan International Bangladesh will engage girls, boys, youth, women, men and, School Management Committees (SMC), local government in particular ward and union disaster management committees (W/UDMCs), sub-district level secondary education authority, community-based organizations/village development committees (CBOs), local NGOs, youth network and local media. Through this project, school students especially girls will be trained and promoted as champion of school safety to influence government to have greater buy in on safer and gender responsive infrastructure and environment in schools.

Finally, this project will promote meaningful participation and voices of girls and boys in schools and their contribution towards the planning of community disaster risk reduction and decision-making process that will ensure the inclusive actions towards leading to lasting changes for children and their communities.

#### **Expected outcomes of the project:**

- a) Safer and gender responsive school environment is ensured aligning with Comprehensive School Safety Framework.
- b) Improved community Disaster Risk Management (DRM) capacities that are gender responsive, inclusive and integrated with school preparedness initiatives.
- c) Promotion of gender-responsive safe school initiatives at local, national and regional levels.

#### **4. Objective of Baseline Survey:**



**Broad/principle objective:**

To generate information on the levels of knowledge, attitude and practices on disaster risks and vulnerabilities, and root causes of gender inequalities associated with disaster risks to be able to compare the results at various stages of the project in achieving the objectively verifiable indicators specified in the project M&E framework.

**Specific Objective:**

1. To assess knowledge, attitude and practices of targeted beneficiaries, stakeholders and communities related to gender responsive disaster preparedness at the school and community level.
2. To assess the disaster risks and vulnerabilities, and root causes of gender inequalities associated with disaster risks in targeted schools and communities.
3. To understand the main impacts and challenges cause by gender inequality, limited access to information, facilities and service supports on effective disaster risk reduction in schools and communities that justify the need to develop enhance gender responsive coping strategies in the framework of the project.

In particular, the baseline study aims to access the below project indicators:

<p><b>Goal:</b> To achieve a gender transformative, safer education and learning environment both at school and community levels that respond to and prepare for multi-hazards risks.</p>	<p>% schools and community achieved a gender transformative, safer education and learning environment that responds to and prepare for multi-hazards risks</p>
<p>Outcome 1: Strengthened safer and gender responsive school environment aligning with Comprehensive School Safety framework.</p>	<p>1.1 # of target schools with safer and gender responsive school environment that aligns with the Comprehensive School Safety framework</p> <p>1.2 # and % of key stakeholders (teachers, students, and parents) in the target areas who reported that school environment and infrastructure are safer and gender responsive</p> <p>1.3 Degree to which the desired improvement in strengthening safer and gender responsive school environment that aligning with Comprehensive School Safety framework.</p>
<p>Outcome 2: Enhanced community DRM capacities that are gender responsive, inclusive and integrated with school preparedness initiatives</p>	<p>2.1. # of family disaster preparedness plans developed and simulated (during community/school simulations) and % that are inclusive and gender transformative (target 2847 family disaster plan)</p> <p>2.2. # of community disaster contingency plans developed and simulated (during</p>

	<p>community/school simulations) and % that are inclusive and gender responsive (target 4 community contingency plan)</p> <p>2.3. Gender roles in DRR are improved among female teachers, female parents, and girl students.</p>
<p>Outcome 3: Promotion of gender-responsive safe school initiatives at local, provincial, national, and regional levels</p>	<p>3.1. # of government promoting the gender responsive safe school initiative (target 8)</p> <p>3.2. # of CSO partners promoting the gender responsive safe school initiative (target 3)</p> <p>3.3. # of actions taken by government and CSO partners to promote the gender responsive safe school initiative.</p>

## 5. Methodological guideline:

The contracted agency/consultant is expected to prepare appropriate methodology to meet the objectives of the baseline study. The methodology and relevant tools should be adjusted in consultation with ESDO and Plan International Bangladesh, and finalised before implementation. We are expecting mixed method approach for this baseline to gather both qualitative and quantitative data, supported by a plan for data analysis. Appropriate strategy for triangulation of the data collected is expected to be a part of the proposed methodology.

The study should be carried out through involving the stakeholders of the project. The instruments to be used in the study should be child friendly and sensitive enough for the adolescents, especially for girls. 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.

## 6. Intended users of evaluation:

Plan International staff in Bangladesh, implementing partner and donor will be the major users of the baseline 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. The Study Area:

The baseline study will be carried out in the project areas (Kedar, Kachakata and Ballabherkhash unions under Nageshwari Upazila of Kurigram district) through involving the project beneficiaries and stakeholders.

## 8. Proposed Study Population:

**Project Stakeholders:** Following stakeholders will take part in the implementation process of the project:

- Student Council and School Teachers
- Parents Teachers Association (PTA)
- School Management Committee (SMC)
- CSOs at the local and national level (CBOs, NGOs, Consortia, Networks etc.)
- Upazila and District Secondary Education Authority
- Local Government Institutions (Union, Upazila and District DMC)
- Ministry of Education (MoE)

### 9. Project Beneficiaries:

Following are the key beneficiaries from 04 schools and 4 communities of project locations.

School /Category	Girls (Under 18)	Boys (Under 18)	Women (15-24)	Men (15-24)	Women (Over 18)	Men (Over 18)	Total
Mathargonj High School (6 to 10 grade)	347 (Students)	413 (Students)	-	-	4 (Teachers)	16 (Teachers)	780
Kachakata High School (From 6 to 10 grade)	186 (Students)	806 (Students)	-	-	2 (Teachers)	17 (Teachers)	1011
Subolpar High School (From 6 to 10 grade)	200 (Students)	180 (Students)	-	-	3 (Teachers)	6 (Teachers)	389
Naikerhat Dhakhil Madrasha (From 1 to 10 grade)	305 (Students)	250 (Students)	-	-	4 (Teachers)	8 (Teachers)	567
Youth (Selected from 4 communities)	-	-	44	40	-	-	84
Ward Disaster Management Committee	20	15	-	-	30	35	100
Union Disaster Management Committee	-	-	01	02	30	60	93
Family members of Students (HDPP)	2174	3200	445	450	1792	2687	10748



Family members of Teachers (HDPP)	55	67	25	33	47	13	240
Family members of Youth (HDPP)	75	55	30	40	100	100	400
<b>Total</b>	<b>3362</b>	<b>4986</b>	<b>551</b>	<b>575</b>	<b>2012</b>	<b>2942</b>	<b>14,428</b>

## 10. Scope of work

The scope of work will also preferably include, but not limited to:

- Prepare an inception report that will include final methodology aligned with objectives, and timeframe and submit to Plan International Bangladesh for review and approval. A section on assessment of anticipated risks during study period and mitigation strategy should be included in the inception report.
- Review relevant literatures and project document to get a better understanding of the project and intended results.
- Develop study instruments, pretested and finalized in consultation with Plan international Bangladesh.
- Recruit qualified enumerators and organize training for them for data collection (including ethics and child protection) and quality control.
- Administer data collection in the field, ensure a mechanism of quality control during data collection.
- Produce draft report and share with Plan International Bangladesh and its stakeholder for feedback. Finalization of the report by addressing the feedback.
- Present the key findings to Plan International staff members and stakeholders.
- Prepare a study brief in both Bangla and English in consultation with Plan International Bangladesh.
- Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

## 11. Competency and the expected requirements:

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

- Experience in working in the area of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA); working experience in child centred approach will add extra value.
- Strong knowledge of participatory approach to development.



- Expertise in developing and applying quantitative and qualitative study methodology and tools.
- Expertise in providing necessary training to appropriate human resources for administering data collection, quality control of data, data entry and management.
- Strong report writing skills
- Adequate knowledge on the issue of child rights and child protection, and gender and have relevant analytical skill.
- Excellent analytical skill and have a good command in English.
- No history of violation of child rights.

## **12. Expected deliverables**

The report should have the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables
- Introduction and Background
- Methodology
- Data analysis
- Results and findings (it should be organised as per study objectives)
- Recommendations
- References
- Annexes

**The consultant/consulting firm shall produce the following deliverable:**

- An inception report containing final methodology and work plan.
- Study instruments pretested, finalised and printed in Bangla.
- Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.





- Presentation of the key findings to the staff members of Plan International Bangladesh and different stakeholders.
- Final report should be submitted in two copies with spiral binding along with soft copy in MS Word. The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proof reading to maintain the quality.
- All field notes, data set (in SPSS), and other relevant documents should be submitted.

After receiving the feedback from ESDO and Plan International Bangladesh, the report will be finalised incorporating executive summary and another necessary chapter. Field notes, tools, data set (in SPSS), qualitative analysis and other relevant documents should be submitted.

### 13. Time frame:

Total duration of the assignment is 45 days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 30 days of signing of the agreement. The final report should be submitted after 10 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

Total duration of the assignment will be 45 days/ 6 weeks from the date of signing of this Terms of Reference up to submission of final report.

The following relevant activities might be undertaken for the study during the period:

SI	Deliverable /key activities	Expected Timeframe					
		W1:Nov 2021	W2: Nov 2021	W3:Nov 2021	W4:Nov 2021	W1:Dec 2021	W2:Dec 2021
1	Document Review						
2	Inception Report/ Presentation						
3	Methodology /draft study tools & protocols finalization						
4	Data collection						
5	Preparation & submission of 1 <sup>st</sup> draft report						
6	Incorporate feedback and submission of 2 <sup>nd</sup> draft report						
7	Prepare final report & submission						

#### 14. Mode of Payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30	After receiving the inception report
2 <sup>nd</sup> instalment	30	After receiving the draft report
Final instalment	40	Upon submission of the final report

#### 15. Evaluation criteria and scoring

The following table outlines the selection criteria:

Criteria	Score
Realistic work plan to address suggested methodology in considering country context	40
Relevant competency of team leader and team composition	40
Amount of budget and justification	20

#### 16. Penalty Clause

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

#### 17. Preparation of the 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.
- Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).



- Account of experience of conducting survey and employing qualitative methods.
- CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study.
- Copy of VAT registration certificate (If any).
- 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 costs 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.

### **18. Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [esdo.procurement@gmail.com](mailto:esdo.procurement@gmail.com) and also, in hard copy in a sealed envelope to: Convenor, Central Purchase Committee, Eco-Social Development Organization (ESDO), College para, Thakurgaon-5100, Bangladesh with 'Baseline study for Gender Responsive School & Community Safety Initiative (GRSCSI) project' as subject. Proposal submitted to any other email account or address except this will be treated as disqualified. Submissions after the deadline 31 October 2021, 4:00 pm 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.

### **19. Contact person**

For any further queries, please communicate to Jaminy Kumar Roy, Programme Coordinator, ESDO, [esdo.jaminy@gmail.com](mailto:esdo.jaminy@gmail.com), 01713149314

### **20. Ethical Considerations**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed

The consultant(s) should be aware that -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 objectives will be clearly explained to all the respondents of the study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus,



verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

### **21. Bindings**

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

### **22. Negotiations**

Once the proposal is 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.

### **23. Award of contract**

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

### **24. Child Protection Policy**

The individuals shall comply with the child and youth safeguarding, gender and conflict of interest policy of Plan International Bangladesh. Any violation/deviation in complying with the policy will not only result-in termination of the agreement but also Plan International Bangladesh will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of the policy.

### **25. Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality.

### **26. Disclaimer**

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