

**Staying Safe – Supporting the RMG sector through the Covid-19 Crisis**

Terms of Reference -VSCF in-country M&E Framework, Baseline, Endline evaluation and technical support on OHS

**Summary**

The DFID Vulnerable Supply Chains Facility has partnered with expert organizations and leading UK businesses to improve working conditions and access to healthcare and health information for workers in Bangladesh and other key supplier countries. This will help make workplaces safer, meaning employees can return to work and supply chains can keep moving and become more resilient. To this extent, the Ethical Trading Initiative (ETI) has partnered with 7 corporate members – Primark, New Look, M&S, Tesco, Sainsbury’s, Dimensions and Arco – to quickly and effectively address the risks related to a safe return to work following the COVID-19 pandemic in Bangladesh. The project will start its activities at the end of August 2020 and run until July 31st, 2021.

ETI is contractually obliged to carry out a baseline and an endline evaluation for the project, which combined will be the primary means of assessing the project’s effectiveness in delivering against its agreed logframe and understanding whether its theory of change (ToC) holds true. The project also has a component to provide technical support to six factories to strengthen their occupational health and safety (OHS) capacity, which will ensure safety and security in the workplace.

In the above context, ETI Bangladesh is searching for a Bangladesh-based consulting firm to carry out the tasks outlined in this ToR with a start date as soon as possible.

**About Ethical Trading Initiative (ETI)**

ETI is an alliance of companies, trade unions and NGOs that promotes respect for workers’ rights around the globe. Our vision is a world where all workers are free from exploitation and discrimination, and enjoy conditions of freedom, security and equity. Our members commit to the promotion of the ETI Base Code in their own operations and their supply chains, which outlines nine standards for workers, based on the ILO conventions. With over 100 companies, our collective influence is growing every year; our member companies' ethical trade activities already cover over 65,000 suppliers, reaching more than 12 million workers.

**Programme Overview**

ETI Bangladesh Ltd is a fully owned subsidiary of ETI; established with the aim of designing and delivering programmes and activities in Bangladesh to achieve ETI’s global vision and strategy. As part of that vision ETI Bangladesh Ltd is delivering the Joint ETI (JETI) Social Dialogue Programme in Bangladesh. The programme is a collaborative initiative that strives to empower low-income workers working in global supply chains by enabling worker voice. Bringing together global brands, their suppliers, local trade unions and other stakeholders; JETI Social Dialogue Programme drives impact for workers and business via workplace-based interventions with the aim of improving dialogue between workers and management and to build workers’ capacity to represent their needs.

In order to quickly and effectively address the risks to a safe return to work following the Covid-19 pandemic, ETI is launching a new intervention titled “Supporting women in the garment industry, earn a living, stay safe and be respected in a COVID-19 environment” to build on the possibilities and access provided by its existing Social Dialogue intervention in Bangladesh. The project will add and trial a strong Occupational Health and Safety (OHS) component to a selected number of factories while working with partner brands and other stakeholders through an Expert Support Network to scale and replicate best practices among further suppliers in Bangladesh as well as in similar production markets such as Myanmar.

As a result of the new intervention 25,500 workers in 20 factories will receive digital tab-based OHS awareness raising training; 6 factories will have increased the capacity of their factory facilities to ensure safety and security at workplace while 1,000 factory managers will receive comprehensive OHS training on how to take effective measures preventing the spread of COVID-19.

**Scope and Expected Outputs**

ETI is contractually obliged to carry out a baseline and an endline evaluation, which combined will be the primary means of assessing the project’s effectiveness in delivering against its agreed logframe and understanding whether its theory of change (ToC) holds true. In addition, the project also has a component to provide technical support to six factories to strengthen their occupational health and safety (OHS) capacity, which will ensure safety and security in the workplace.

ETI would like both baseline (primarily needs assessment including required baseline data against KPIs at different levels of logframe) and endline evaluations (impact assessment) to be as informative as possible through the application of a mixed-method approach including both quantitative and qualitative research methods. In addition, the research method also need to include field visits, observations and physical check-up to find out the gaps in infrastructural facilities and institutional capacities, which shall allow the project to assess needs for technical support to six factories to strengthen their occupational health and safety (OHS) capacity including their potential need for new or adjusted safety procedures. Field visits are naturally contingent on the current situation and will have to follow the consultancy firm’s SOPs in line with national laws and practices.

Moreover, the research and data collection methodology must be sensitive to gender and social inclusion (GESI) with regards to process, design, objectives, methodology and deliverables. The GESI assessment coming out of the evaluations should be able to clearly identify barriers and enablers to overcome these.

Given the above, ETI Bangladesh seeks an experienced in-country based consulting firm for three complimentary components; (a) to carry out baseline/endline evaluations and update the project VSCF MEL plan with baseline / endline targets accordingly (b) to conduct an OHS needs assessment in 20 factories simultaneously as the baseline from which the ETI partnership will be able to select 6 factories in most need for in-depth technical support, and (c) together with the ETI partnership outline 6 Corrective Action Plans (CAPs) (one for each selected factory) and provide OHS technical support according to these plans for the subsequent 9 months.

In line with the three components outlined above, the Consulting firm shall be responsible for the following activities:

Conduction of project baseline study in 20 factories:

* Review relevant literature and project documents, policies, research report as necessary for designing and conduction of the study.
* In line with the project’s ToC, logframe, its long term, mid-term and short term goal, design baseline study incorporating mix methods
* Design and develop tools for both qualitative and quantitative data collection. The data collection tools shall be in Bengali (to ensure that it is communicable and understandable to the respondents) and English.
* Data collection and beneficiaries feedback tools should have provision of capturing disaggregated data as required by donor and ETI
* Conduct a field test of the study tools, consolidate feedback from the field and adjust the tools as required based on the field experience
* Design and execute sampling framework including calculation of sample size required to provide statistical robustness to quantitative findings.
* Deploy necessary enumerators, trained them on the contents, methods and processes of the survey including the use of Survey-CTO platform.
* Oversee quantitative data collection using SurveyCTO mobile data collection platform and data entry of qualitative data

Data analysis, data processing, analysis and reporting

* Triangulate quantitative data with qualitative findings
* Ensure that clean and complete datasets (both qualitative and quantitative) are shared with ETI UK and Bangladesh before beginning data analysis
* Work with ETI UK, ETI Bangladesh to ensure unified system for data entry
* In close collaboration with the other national counterpart consultant, analyze and visualize the data using preferably SPSS
* In close collaboration with the other national counterpart consultant, write a succinct baseline report (a template will be provided) outlining: in-country findings; whether program assumptions hold true; any adjustments to the logframe needed; any other recommendations arising from the data collection activity.
* Based on the feedback from donor, ETI and other relevant stakeholders, finalize the baseline report
* Handover raw data in SPSS to ETI Bangladesh team for further use and analysis

MEL Plan:

* Upon completion of baseline, revisit the project MEL plan, and update in line with the findings from baseline survey
* Recommend an approach to monitoring performance on an ongoing basis including collection of disaggregated data required for quarterly and annual reporting according to UKAid’s Beneficiary Template
* Recommended approach to regular collection of beneficiary feedback

Conduction of project end-line study in 20 factories:

* The consultant shall be responsible for the conduction of end-line study maintaining all conditions mentioned under the baseline study.
* In addition, the end-line study should focus on measuring project’s effectiveness, efficiency and impact in accordance with the ToC, milestone, logframe and MEL Plan.
* The consultants shall use UKAID’s value for money approach using 4Es.
* The end-line study shall focus on exploring and consolidating projects learning and success stories, if any.

Technical and advisory support on OHS

* Design a check-list and observationnaire for identifying gaps in infrastructural facilities and institutional capacities for assessing needs for technical support to six factories to strengthen their occupational health and safety (OHS) capacity including needs for corrective measures/in-depth technical support.
* Based on the initial assessment, prepare a list of factories, which are most vulnerable from OHS perspectives and finalize six factories.
* Conduct field visits, observations and physical check-up for assessing needs for necessary technical and advisory support (6 factories).
* Find out if whether the targeted factories are using any international standard OHS guideline, if yes, at what levels (for 20 factories).
* Based on the findings, prepare factory-wise recommendations for technical and advisory support
* In consultation with the project team, International OHS consultant and partners involved, prepare a time-bound work-plan for the implementation of agreed technical and advisory support and make sure that the agreed plan is implemented.
* Coordinate with the project team, targeted factories, visit to the targeted factories as necessary and participate in the meetings while required.
* Provide necessary information/report to the ETI designated staff member on progress of the work in six factories.

In addition, upon the completion of the endline study, the consulting form shall be responsible for providing support through necessary information/data to the ETI assigned consultant for an independent project impact assessment.

Deliverables:

The final output of the assignment shall be two reports (around 30 pages), one for baseline and one for end-line. Each report should have an executive summary (3 pages). Both reports need to cover analysis of the data/information around project’s logical framework including performance indicators at different levels of project’s long-term, mid-term and short-term objectives.

In order to produce the expected output, the consultant shall also be responsible for the following deliverables:

* Upon signing of the contract, a planning meeting with ETI team and submission of a revised comprehensive work plan with a clear time indication for research design, tools development, field implementation, data processing and analysis and reporting.
* Outline of the baseline and end-line (for end-line, time to be agreed later) covering methodology, sampling frame, data processing and analysis plan
* Deployment and training of data enumerator for both baseline and end-line
* Final data collection tools (upon joint review and revision of the data collection tools)
* Regular coordination and collaboration with ETI BD and update implementation status
* A draft report with a PowerPoint presentation (for both baseline and endline)
* In addition to final product (evaluation reports), a brief completion report (max 3 pages) on the processes which were undertaken to complete the evaluation.
* Progress report as required by ETI to address the donor requirement
* Revised and updated MEL Plan and situation analysis of six factories with recommendations for corrective measures/in-depth technical support.
* Final report with a PowerPoint presentation on major findings (for both baseline and end-line study)
* Raw data (which can be disaggregated by individual factory) from both evaluations preferably in SPSS worksheet for further analysis by ETI MEL team.
* Factory based recommendations for necessary technical and advisory support with a time-bound agreed work-plan for providing support to six targeted factories.
* Progress report/information on the progress of technical and advisory support to six targeted factories.

**Required competencies:**

* Comprehensive track-record in evaluative research including survey and other qualitative studies for donor-funded projects.
* The consultant team needs to include at least one person having practical experiences in statistical tools including computer based statistical software preferably SPSS and one person having an understanding of and experience in industrial occupational health and safety.
* The due diligence policy of donor and ETI may be applicable for the consulting firm.

**Fees and Payment schedule**

To be agreed – please submit a budget with your application including daily fee rate and estimated expenses.

ETI will agree a payment schedule based on agreed delivery milestones.

**Expressions of Interest:**

Expressions of interest for this work should be sent to [**jobs@etibd.org**](mailto:jobs@etibd.org) by close of business on **29 August 2020.**

Expressions of interest (EoI) should include:

• Prior experience with examples of outputs for similar types of work

• Proposed consultants who will undertake the work (with biographies, references)

• Budget for the work (daily rates etc) for required days’ work and estimated expenses

• Evidence of knowledge of the Bangladeshi garments and textiles sector

• Evidence of ability to communicate in local languages either directly or through a translator (if using a translator, this should be built into the EoI budget)

**Timeframe, Fees and Payment schedule**

The assignment should commence as soon as possible, and the baseline data collection should be completed, and data inserted into the logframe, by 15 September, 2020 while the subsequent summary report should be provided on 25 September, 2020 if not earlier.

The consultant should propose a competitive fee rate to be agreed by the two parties along with a payment schedule based on agreed and time-bound delivery milestones.

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