Consultant Services for Mid-Term Assessment

Detailed Terms of Reference

The Friedrich Naumann Foundation for Freedom (FNF) Bangladesh is seeking a consultant/consulting firm(s) to conduct a mid-term assessment for the ‘Fostering Responsible Digital Citizenship to Promote Freedom of Expression in Bangladesh (FRDC)’ project, co-funded by the European Union.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The purpose of the assignment is to make assessment of, amongst other things, the project design, progress, challenges and way forward in the first two years of the project. The assessment will look into changes in attitude and practice towards digital citizenship amongst university students, changes in digital citizenship education in Bangladesh, and progress towards policy advocacy for safer digital space for the youth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Consultant for conducting a project mid-term assessment</td>
</tr>
<tr>
<td>Type</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Expected start/end dates, number of workdays</td>
<td>Last week of January 2022</td>
</tr>
</tbody>
</table>

1 Background

The project ‘Foster Responsible Digital Citizenship to Promote Freedom of Expression in Bangladesh’ officially commenced in February 2020. The European Union is co-funding the action. FNF Bangladesh is the coordinator of the action while Dnet is the implementing partner.

The overall objective of this action is to contribute to a safe and secure digital environment for freedom of expression and critical thinking in Bangladesh, especially for young people. The main stakeholder groups of the project include the target groups, i.e. students, guardians, teachers, policy-makers and the media. Through direct and indirect interventions, the project aims to target at least 50,000 young people in Bangladesh who will benefit from an improved regulatory framework as well as an increased knowledge on digital citizenship.

This project aims to build capacity of the targeted youth to freely and safely express themselves in the digital space, by supporting them to increase their knowledge on national and
international norms and etiquettes, and laws pertaining to the digital space and encouraging responsible usage and interaction on digital media. The action also addresses the challenges to Freedom of Expression (FoE) in the country posed by digital security laws, mainly through advocacy efforts.

1.1 Overall objectives and outcomes of the project

**Overall Objective:** To contribute to a safe and secure digital environment, especially for young people, for freedom of expression and critical thinking in Bangladesh.

**Specific Objective:** To capacitate young citizens in Bangladesh to express themselves freely, appropriately, lawfully and safely in the public sphere and to create an enabling and supportive environment for them to do so.

**Output 1:** Knowledge, information, content and tools are available and accessible for at least 5000 young citizens to become familiar with the concept of digital citizenship for lawful, appropriate and safe practice of freedom of expression.

**Output 2:** At least 50,000 relevant stakeholders (teachers and parents) are more aware and knowledgeable on digital security issues and enabled to guide and support young citizens on cyber safety when practising their freedom of expression.

**Output 3:** At least 50 regulators and policymakers are sensitized to create an enabling environment for young citizens’ participation in the digital space freely without risk and fear.

1.2 Project/Programme Areas

The project focuses on 5 universities – 3 public and 2 private universities in Dhaka and Rajshahi. These are: University of Dhaka, University of Jahangirnagar, University of Rajshahi, Varendra University and Daffodil International University

2 Purpose of Consultancy

The purpose of the assignment is to make assessment of, amongst other things, the project design, progress, challenges and way forward in the first two years of the project 2020-2022. The assessment will look into changes in attitude and practice towards digital citizenship amongst university students, changes in digital citizenship education in Bangladesh, and progress towards policy advocacy for safer digital space for the youth.

2.1 Key Objectives of the Mid-Term Assessment
To understand the relevancy and effectiveness of the project in the field of digital citizenship education in Bangladesh
To measure the changes in attitude and practice of the target groups in relation to digital citizenship education
To provide recommendations or way forward for achievement of project targets by the end of the project ensuring sustainability

2.2 Scope of Work

- Assess project design, its soundness, implementation, challenges and progress after two years of project implementation
- Assess the status of realization of the envisaged project outputs and outcomes
- Assess the factors that affect project implementation: social, political, environmental, and financial
- Capture lessons learned during the implementation as well as performance of the implementing agency
- Assess effectiveness of monitoring and evaluation arrangements to measure results and adequacy of results framework
- Assess quality of project interventions, including utilization of resources (technical, human, financial, logistics, time, etc.)
- Assess institutional, social, and other impacts of the project at all levels
- Assess impact of the project intervention (both quantitative and qualitative) on the targeted groups (highlighting both underperformance and success stories), referring to the logical framework of the project
- Summarise lessons associated with project design, implementation and evaluation

3 Methodology

The Consultant is requested to present the methodology as part of the technical proposal. FNF Bangladesh and Dnet request that the following are considered:

- Sensitivity to all the parties involved in the assessment, including the implementing organisations as well as target groups
- A fair cross-section of staff from all organisations and institutions included in the assessment
- A desk review of project information, including key documents (proposal, baseline study report, process documentation logical framework, M&E reports, learning reports, and research reports)
- Interviews with key project personnel from partner organisations as well as representatives from partner universities and participants of various project-led interventions
- Provide a plan for visits to the project locations in Dhaka and Rajshahi
- Provide a plan in the Expression of Interest about the methodology:

  - Method, criteria and size of sampling
  - List of project personnel to be interviewed
  - List of institutions and communities to be visited at the field level
  - Detailed participatory methodology (KII, FGD, etc.)
  - Inclusivity and representation (gender, disability, urban and rural participation, ethnicity, religion etc.)
  - Questionnaires as required

### 3.2 Qualification of Consulting Firm

A consultant/consulting firm with demonstrated experience in survey and project assessment will be contracted. They should have a strong track record of conducting surveys, data collection and analysis. Sound knowledge on digitalization and youth engagement is desirable. Demonstrated ability to lead consultations/discussions on sensitive issues relating to freedom of expression is also desirable. The consultant must have strong reporting skills in English.

The table below provides an indicative team composition and task assignment based on the level of effort required for the study and for better resource utilization. However, the consulting firm may suggest changes providing rationale for the addition, if doing so would strengthen the proposal.

**INDICATIVE TEAM COMPOSITION, TASK ASSIGNMENTS**

<table>
<thead>
<tr>
<th>Expertise and designation</th>
<th>Assigned Tasks/Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) Social scientist</td>
<td>The team leader will serve as the Lead on this assignment. The expert should have at least 10 years of professional experience in research and assessment. The Team Leader shall take the lead in the study design, including development of the tools, and writing the reports. He/she will have the overall responsibility to coordinate the study and to ensure that the deliverables identified in the ToR are made on schedule and to the satisfaction of the client. They will liaise with FNF, and submit the Work Plan, the First Draft study, and shall take the lead in preparing the Final Report.</td>
</tr>
<tr>
<td>(economist, sociologist, anthropologist, political scientist others.) Team Leader</td>
<td></td>
</tr>
<tr>
<td>1 to 2 junior consultants/associates (Any relevant discipline)</td>
<td>Two junior consultants or associates will assist in conceptualizing the issues and drafting the assessment tools; conducting the overall data collection; providing inputs and suggestions in finalizing the study instruments; and assisting the Team Leader in report writing.</td>
</tr>
</tbody>
</table>
4 Required outputs/outcomes/deliverables

Expected deliverables for the Mid-term Assessment are as follows:

a) Inception Report (assessment design, methodology, workplan and timeline)
b) A discussion prior to commencement of the assessment with key FNF Bangladesh and Dnet staff members regarding the methodology proposed
c) A presentation with key staff members from FNF Bangladesh and Dnet, to discuss preliminary findings and analyses and to reflect upon lessons learned
d) A Draft Report
e) A Final Report incorporating feedback on the draft report, i.e. a written evaluation report (maximum 25 pages excluding annexes, using a standard serif font, 12 point and 1.5 line spacing). The report should include at least the following sections: Table of content, executive summary, evaluation purpose, project background including brief profile of all organisations involved, methodology, findings (clearly marked by appropriate headings), lessons learned, conclusion and recommendations, and annexes including full evaluation plan and tools, case stories, or relevant supporting documents.

The report will be considered final only after approval of FNF Bangladesh.

5 Timeframe

The study period will be for a maximum of FIVE (05) WEEKS. The consultant will be required to provide and confirm a detailed work plan during the inception period.

6 Operations

6.1 Reporting Relationship

The consultant will report to the Program Manager, Friedrich Naumann Foundation for Freedom, Bangladesh.

6.2 Quality Assurance and Ethics

The consultant will be required to establish mechanisms to ensure data quality and compliance to standard research ethics for the study. This should be clearly indicated and described as part of the inception report.

6.3 COVID-19 Guidance

The consultant should ensure that all activities are conducted in accordance with relevant and mandated technical guidance related to COVID-19 as advised by the Government of
Bangladesh and the World Health Organization. The consultant should also consider potential delays when planning and scheduling activities because of adjustment of policies and guidance related to the COVID-19 pandemic.

7 Proposed Budget

The consultant should submit a detailed budget outlining major heads. The budget should include all relevant costs applicable for this assignment. It should not exceed BDT 4,35,000 (In words: four lacs forty-five thousand) inclusive of all taxes. Relevant and applicable legal documents (including agency or organization’s registration paper if applicable, Tax/TIN certificate, VAT certificate and bank details) should be submitted upon selection.

8 Selection Criteria

Proposals will be evaluated and scored based on the following criteria:

- Technical proposal Score: 80%
- Financial Proposal: 20%

Please submit your proposal (both technical and financial, along with CVs of team members) in English no later than 18 January 2022 to bangladesh@freiheit.org. In the subject line please include your full name along with the following “Consultancy Application: Mid-term Assessment FRDC 2022”. Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.

9 Terms of Payment

Payment will be based on agreed key deliverables:

- 40% of consultancy fees will be paid one week after submission of Inception Report.
- The remaining 60% of consultancy fees will be paid within two weeks after submission of Final Report
- The fees will be paid by cheque or bank account transfer upon agreement with the consultant. VAT and tax will be deducted as per local government policies.

About Us:

The Friedrich Naumann Foundation for Freedom is a foundation for liberal politics in the Federal Republic of Germany. It aims to promote the goal of making the principle of freedom, both in Germany and abroad. Through civic education and dialogue, sponsorship of the talented, research and political consultation, and archive-work), FNF wants to contribute to shaping the future with the pursuit of liberty. FNF is an equal opportunity employer.