



Terms of Reference (ToR)

A Baseline Survey on CSO PVE Capacity Building Project

1. Background

CSO PVE Capacity Building project will enhance the capacity of local CSOs (Civil Society Organizations), Community based organizations (CBOs) such as youth group/forum, faith-based associations, and women's organization on preventing violent extremism that will mobilize governmental and non-governmental entities, civil society actors and youths for collective action against violent extremism (VE). This is a multi-country civil society initiative contributing to the specific objective of exploring preventing violent extremism (PVE) in diverse contexts and forms of extremism.

This project is co-funded by the European Union will be carried out in Sri Lanka and Bangladesh simultaneously, implemented by National Peace council in Sri Lanka and Rupantar¹ in Bangladesh coordinated by Helvetas Sri Lanka and Helvetas Bangladesh² respectively.

The project will be implemented in 10 districts of Rangpur Division (Dinajpur, Gaibandha, Lalmonirhat, Nilphamari, Rangpur) and Rajshahi Division (Bogura, Joypurhat, Naogaon, Pabna, Rajshahi) in a span of 2 years (March 2020 to February 2022), and will comprise of a series of community and local government-based activities to ultimately create a counter narrative for Violent extremism in different contexts, calling for sustainable action to maintain the same. This project aims to engage 10 CSOs (Civil Society Organizations) and their actors from targeted project locations in the northern part of Bangladesh, because there is lack of sufficient knowledge and understanding on PVE. Civil Society actors are anticipated to get technically equipped to adapt and mainstream PVE to the specific community contexts based on the insights resulting from the cross-country learnings and institutional dialogue supported by this Action. The intervention proposed by the project focuses on CSOs as repositories of value-based approaches to PVE that emphasize the importance of pluralism in practice and rule of law through community level capacity building and dialogue. This will create counter-narratives to prevent radicalization and promote tolerance and social cohesion across various social, political and religious divides. Mobilization of multi-sectoral organic groups, particularly religious leaders and community youth as interlocutors of counter narratives is a key aspect of the response.

The main objective of the project is to contribute to the initiative of government for preventing radicalization and violent extremism through bring about positive changes into the society. It is to be mentioned that government also took initiative for engaging civil society, NGOs and media apart from legal and institutionalized actions for preventing terrorism and violent extremism. The Government is also focusing on the role of educational institutes to disseminate effective or positive information against the radicalized messaging, and also gives emphasize to implement actions by engaging community people, cultural group, relevant institutions and social bodies for increasing awareness on the threat of radicalization and extremism. This project will support CSOs for building capacity on the clear understanding on PVE and also for taking initiatives and implement actions on preventing violent extremism. So this project will provide capacity building support to selected CSOs on PVE programming and its implementation, monitoring and evaluation and also to design approaches for preventing violent extremism. The project will help

¹ <http://rupantar.org/>

² www.helvetas.org/bangladesh

identify the causes and effects of expanding violent extremism by analysing the specific cases and context of Bangladesh. The project will also train some targeted youths for building their capacity to act as ambassador for promoting pluralism and peace among their peers and community. The youths are expected to participate in identifying the risks and threats of radicalization and disseminate alternative messaging on preventing violent extremism, and also contribute in planning or designing of PVE programming. Thus the project will involve youths with different actors and other stakeholders by considering their limited scope of participation in strategic actions.

2. Objective of the Baseline Survey

The overall objective of the baseline survey is to describe current situation of radicalization and violent extremism in targeted project locations of Rangpur and Rajshahi divisions. Baseline survey will also contribute to the structure of the M&E system through collecting field level information on drivers, capacities and incidents of violent extremism in Bangladesh. The baseline follows the logical framework and activity matrix of the project. The specific objectives of the assignment are as follows:

Impact level

- What percentage (%) of targeted young people reporting positive relationships with CSO and target groups
- What percentage (%) of targeted communities reporting with changed perception on PVE

Outcome level

- To measure the awareness, knowledge and attitude of youth targeting by the PVE programmes/initiatives and follow-on sessions of CSOs
- To measure the awareness, knowledge and attitude of targeted communities reaching through campaigns, follow-on sessions, social media and print materials
- To understand the capturing and integration process of inter-country and in-country PVE learning
- To understand the knowledge of targeted CSO members on PVE concepts and assess their skills for PVE implementation and monitoring
- To understand the knowledge of CSOs in training the beneficiaries (i.e. LG and LEA representatives, CBO, youth and faith-based leaders) on PVE concepts and assess their skills for PVE implementation

3. Methodology

A mixed approach is suggested for this baseline survey that combine both qualitative and quantitative assessment which is expected to develop an appropriate methodology considering the epidemic of COVID19 (i.e. innovative and alternative ways to conduct qualitative/quantitative assessment with sampled respondents) to meet the objectives of the study. It is recommended to propose sample size and methodology more precisely that suited best for the modality of perception survey. The methodology and relevant tools should be adjusted in consultation with focal person as mentioned in section-12 and finalized before implementation. The study should be carried out through involving the targeted beneficiaries and relevant stakeholders of the project. Appropriate sampling strategy and sample size for each of the study populations will be suggested by the consultant/ consultant team. The study area will be 10 districts of Rangpur and Rajshahi divisions, and few KIIs in Dhaka with relevant PVE practitioners and govt. actors. In addition, all qualitative and quantitative data collected through the baseline study will be disaggregated by age, sex and area as appropriate. Other factors as are highlighted in project indicators are also needed to be considered

4. Expected deliverables and Suggested Timeframe

The duration of the assignment will be 70 days, starting in 15 September and to be completed in 24 November 2020. The consultant/consultant team will provide an Action plan that includes: detailed timetable in its technical proposal, specifying the distribution of tasks with persons responsible for and duration to complete each task. The proposed sequencing in the table below is an indicative proposal which could be improved in the technical offer. The budget of the study will be offered as per proposed activity line linking with person days involved.

Tasks and suggested timeline

Task/output	Suggested timeframe
a. Upload ToR in Bdjobs website	15 September
b. Sharing meeting with prospective consultants regarding clarification on tasks and outputs (for only with the consultant/consulting firm who will express their written interest on or before 5 September 2020. Please send your interest of participating in the sharing meeting to: shariar.mannan@helvetas.org)	21 September 2020 at 2:30 pm through virtual arrangement.
c. Submission of proposal/EoI	By 25 September 2020
d. Evaluation of the submitted proposals and selection of successful consultant/consulting firm	By 2 October 2020
e. Briefing meeting between qualifier and the project team ((with the presentation of Action plan and summary of the assignments)	5 October 2020
f. Submission of inception report including revised methodology, interview and FGD questionnaires and field plan	By 8 October 2020
g. Work commence (both finalization of tools and methodologies including field test)	By 13 October 2020
h. Data collection and data analysis	By 5 November 2020
i. Draft report sharing and presentation	By 12 November 2020
j. Feedback on the report by Helvetas project team	By 19 November 2020
k. Final report submission	By 24 November 2020

5. Deliverables

- a. Inception report highlighting methodologies including detail plan
- b. Draft Baseline Survey report
- c. Final Baseline Survey report in English and PowerPoint presentation: Soft copy (1 electronic version with PDF and word/excel) and signed hard copy (3 Set Spiral)
- d. Database of collected / cleaned data (Soft copy: Excel file preferable)

The final evaluation report should not exceed more than 25 pages (excluding Annexes, bibliography, glossary, abbreviations, and table of content) and will include at least the following, but not limited to:

- Executive summary – max one page

PART 1 (maximum 5-7 pages)

- Introduction including the objective of the survey, Methodology, Study philosophy (epistemological position on using mixed method approach)
- Research strategy and design (Ethical and General considerations of the survey)
- Data collection methods, data processing and analysis
- Study context (location, selection criteria, target group by following sampling methodology)
- Managing expectations /limitations/challenges of the survey

PART 2 (maximum 12-15 pages excluding charts and diagrams)

- General demographic/geographic data analysis (Potential cross analysis)
- Presentation of results (mixed method presentation – ‘sense-making’ and analysis of the data e.g. contradictions between FGD and survey results, correlations etc)

PART 3 (maximum 2-3 pages)

- Conclusion (include highlights and key messages)
- Recommendations for programming based on evidence (if any, no speculations are needed)
- Future research/study proposal (If any)

6. Qualification and experience required:

The baseline team will comprise consultant(s) who will have overall responsibility of designing, implementing, and coordinating the entire baseline process guided by the ToR. All consultant(s) should have practical, demonstrable, and relevant experience of doing similar work in any donor funded projects. Required experience and expertise for the team of consultants include:

- Proven expertise with at least 10 years of professional experience in planning, implementation, management, monitoring and evaluation of development projects more particularly on PVE, Youth engagement or social cohesion in developing countries
- Good understanding on PVE, global and current PVE context of Bangladesh
- Ability to analyze data by using appropriate statistical software (e.g. SPSS/STATA) and synthesize different information related to the scope of the baseline
- Experience to work for EU funded project will be an advantage
- Ability to work independently
- Good interpersonal communication, easy presentation and report writing skills in English is desired
- Commitments to deliver the final products in line with the set TOR within the agreed timeline

7. Evaluation Criteria

On receipt of the EOI, a designated team will evaluate the proposals and take a decision about the consultants/consulting firm for the assignment. Selection of the consultants/ consulting firm will be based on:

Selection criteria	Scores
Proposed methodologies and tools are in compliance with standard survey methods; logical and result oriented self-explanatory sufficiently detailed presentation; well-balanced team composition toward achieving the results within set time frame and desired quality	10
Evidence of experience in <ul style="list-style-type: none"> • Experience in planning, implementation, management, monitoring and conducting baseline of development projects in developing countries. • Experience with similar work on PVE, Youth engagement or social cohesion in developing countries • Good understanding on PVE, global and current PVE context of Bangladesh • Experience for EU project evaluations will be an advantage 	20
Team profile (if any) CVs of the key consultants	10
Costs – value for the assignment with justification	10
TOTAL	50

8. Application process

The EOI should include:

- Letter of interest
- Technical Proposal
 - o Detailed proposal based on the ToR provided that includes a clear description of the intended scope and methods to be used, work plan, potential risks, baseline survey/research policy and ethical standards to be followed and a detailed timeline;
 - o Profile of the consultant/ consulting firm highlighting relevant experience in undertaking similar assignment
 - o Detailed CVs of key consultants, i.e. team composition with rationale
 - o References: Names and contact details of two organizations for which similar work has been conducted in the last two years; and
 - o Legal documents should be attached as annex
- Proposed budget and fees
 - o Detailed budget for this assignment which must be inclusive of tax and VAT. Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption) requesting to propose **within the budget limit of BDT.460,000 max.**

Interested agency/firm/ individual are requested to submit their Expression of Interest (Eoi) electronically to the following address on or before 25 September 2020:

Email to: recruitmentbd@helvetas.org

Only short-listed candidates will be contacted.

9. The structure of the proposal should be as follows:

- Cover page with contact details - 1 page
- Section-1: Introduction and understanding of the assignment- maximum 1 page
- Section-2: Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)- maximum 2 pages
- Section-3: Experience in similar survey (minimum two references of previous assignments performed related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 3 pages
- Section-4: Knowledge and experience on works that linked to PVE, Youth engagement or Social Cohesion in Bangladesh Including the reference of the organizations worked with - maximum 1 page
- Section-5: Updated and detailed CV of 2 key consultants with brief descriptions of similar assignments – each CV maximum 3 pages. If awarded, the bidder would not be entitled to change proposed key consultant for this assessment.
- Section-6: Financial proposal including budget breakdown in Excel sheet – maximum 2 pages
- The proposal documents should be presented in English language by Arial font and the font size should be 11.

10. Mode of Payment

- a. Payment will be made through account payee cheque or bank transfer upon receiving final report with invoice
- b. VAT and Tax will be deducted at source as per government rules and regulations

11. General terms and conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Bangladesh. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- HELVETAS Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- HELVETAS or its representatives reserve the right to monitor the quality and progress of the work during the assignment
- All reports and documents prepared during the assignment will be treated as HELVETAS CSO PVE Capacity Building Project's property
- The final evaluation report shall ensure EU visibility where it is applicable
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Bangladesh

12. Communications

For additional information on the consultancy, please contact:

Md. Shariar Mannan, Project Manager, Email: shariar.mannan@helvetas.org