**Child Labor Situation in Bangladesh; Cases from Rohingya and Host Community in Cox’s Bazar**

**Context and Background:**

The IRC has been operating in Bangladesh since October 2017 in response to the influx of over 1 million Rohingya refugees from Myanmar in August 2017. It aims to protect and promote the rights and serves the needs of the most vulnerable population through leadership in women and children’s health, education and protection services, and effective response to those affected by conflict and disaster. IRC has recognized longer term needs both in relation to the Rohingya crisis and in the wider context of Bangladesh. In addition to that, during the onset of COVID-19 outbreak, been contributing to mitigate gender and socio-economic impact due to COVID-19 both in Rohingya refugees and host communities. IRC’s regular monitoring found that due to humanitarian crisis, COVID- 19 pandemic, and frequent fire incidents and extreme weather events like flood, landslide in Cox’s Bazar, most children and adolescents are engaged in child labor activities such as fishing, working in small businesses, and as porters and shop keepers and also involving in hazardous job following disasters

IRC will conduct an in-depth child labor study to better understand the complexity, root causes, and impact both on refugee and host children IRC will lead the study and hire a consultant to collect information over the course of three months; it will cover both Rohingya and local host community members. The main result of this study will be a report based on findings to influence and provide recommendations to policy makers in government, UN, and other humanitarian agencies, to ultimately prevent child labor in Bangladesh and strengthen the existing child protection systems in light of fires and other disasters protection (For more information click [**here**](https://www.rescue.org/country/bangladesh)).

**Objective:**

Main objective of this study is to understand how natural and human-induced disasters and emergencies increase the risk of child labor in Bangladesh, amongst Rohingya and host community.

**Specific Objectives:**

1. To identify the sectors (formal and informal) where children are engaged in different forms of labor in Rohingya Refugee camps and host communities in Cox’s Bazar
2. To understand the pull and push factors of child labor in both Rohingya camp and host communities
3. To analyze the consequences of disasters and emergencies on children
4. To develop specific recommendations to prevent, and respond to child labor in refugee camps and host communities

**Methodology:**

The assessment proposes using both quantitative and qualitative data collection, observations and making use of both primary and secondary data.

Collection of primary and secondary data will comprise:

* A desk review will provide an understanding of the current situation and a preliminary analysis
* Three basic techniques will be used in collection of primary data: Key Informant Interviews (KIIs) and Focus Group Discussions (FGD), observation and child participatory activities
* All necessary data quality control measures will be put in place during the field work, ensuring data protection during collection, storage, transfer, analysis and reporting.

Assessment target group and sample size:

* Boys, girls (children and adolescents) from Rohingya refugees camp and Host community
* Child Safeguarding and Disclosure protocols:
* Risk assessment will be conducted prior to the child participatory activity and will be validated during the training with the enumerators
* The enumerators will receive child safeguarding and child participation training by SC ahead of the child engagement assessments.
* A protocol to be set up for potential disclosures during FGDs or KIIs on child safeguarding issues
* Protocols for referrals should be in-place prior to child participatory activities
* A total 1200 children data will collect from Rohingya refugee camp and host community ( Rohingya-600, Host-600)

Data Coding Analysis

* Data analysis will undertake a thematic content analysis approach
* Include gender analysis
* Vulnerability analysis based on status (Host and Refugees)

**Scope of Work:**

The consultant/consulting firm will conduct a study on child labour, emphasizing the impact of disaster and emergencies in increasing the cases child labour at Rohingya Refugee camp and host communities. The survey will provide a comprehensive picture on the overall child labour situation in Cox’s Bazar and propose a model that support elimination of child labour through a multi-sectoral intervention.

However, this consultancy will need extensive desk review, fieldwork to understand the forms and nature of child labour in this part of the country. So, discussion (FGD, KII or consultation, etc.) with different groups will be very important to understand existing practice, what is working, what is not working and why it is not working to understand gaps in existing practice. This discussion should include children and adolescents, parents/caregivers, teachers, School/ Madrasa Management Committee, local leader/local administration (Upazila and Union Parishad, Camp-In-charge (CiCs), Disaster Management Committee (DMCs)and employer. The consultant would also need to review existing government rules, policy and guidelines for child labour prevention. For example, there is a list of hazardous work where children are not supposed to be engaged, but to what extent employer/families are implementing this rule might be a question to investigate. Moreover, this study will also identify gaps in existing disaster response including child protection services and recovery plan which are not adequately addressing the disaster impact of livelihood affected population and accelerating child labor in Rohingya Refugee camp and host community.

The study report will include a program framework, so the consultant should explore opportunities at every stage. This will include discussion with child protection sub-sector at different stages to understand existing programming of different agencies. Discussion with the focal point in child labour unit under the ministry of Labour and Employment will be a key action in designing this framework to ensure that the framework is align with government initiative. Meeting with different professional, practitioners and govt. agencies/department working on disaster management and children affairs will be a key priority to design a framework that is child centered disaster management plan.

Most importantly, the study should be inclusive, child-friendly, gender and disability-responsive, and safe (risk sensitive and responsive).

**Deliverables:**

1. Inception Report:

* The inception report should outline detailed methodology and approaches, detailed work plan and timelines for all processes and deliverables including tool development and piloting, needs assessment, training design, training delivery, risk analysis of work to be undertaken, and a detailed overview of considerations regarding 3 important characteristics/considerations in the study design as well as during field work: 1) child protection and safeguarding, 2) gender equality, and 3) inclusion.

1. Survey report:

* A survey report with analysis based on different criteria like age, location, education, vulnerability, child protection risk during disaster will be shared both in office excel and word document.
* This will also include a stakeholder analysis (qualitative data) that comprise information around-
* Who are the bodies and what are their functions and services (i.e. listing child labour, inspection, alternative education, vocational and technical services etc.)?
* Understanding root cases from other sectors; education-why and what point children are dropping out)? GBV and Health- what contributing to force enrollment in labour?
* What formal and informal mechanisms exist at the local level to report issues related to child labour? And what local child protection services exist for those experiencing violence or abuse?
* Besides, what are the specific issues of concern for different child protection related instances such as sexual violence incident, physical violence incident, bullying, neglect, any other? How and where do they report? Propose strategies to address those concerns.
* What are the associated risks of reporting violence and abuse?
* What are the expectations and suggestions of different stakeholders?
* What are the potential risks associated with children influencing child labor in case of disaster, crisis and emergencies?

1. Study report:

* Based on the survey a detailed study report should summarize overall child labour situation in Rohingya Refugee camp and host communities.
* Snapshot with key findings on child labor and other child protection concerns.
* It will include recommendations against overall findings (both qualitative and quantitative). Gender and inclusion will be an area that build into the recommendation.
* This will also include a visual and written program framework with steps (i.e. flow chart, diagram, etc.)
* A monitoring checklist/tool to monitor the implementation of the framework on a periodic basis. The tool should be divided into sections that cover elements relevant to refugee camp and host community
* In addition, it will also include an integration, collaboration chart based on stakeholder mapping

**Duration & Deliverable Timeline:**

Total duration of the assignment is 60 working days after signing of the agreement. The methodology and work plan will be reviewed and approved by IRC.

**Guideline for application:**

The proposal should comprise with the following sections and given page limit. The proposal should comprise with only the following sections and given page limit. Proposal will be accepted only through email in soft copy form (signed scanned copy). **No hard copy proposal will be accepted.**

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| **Topic** |
| Cover Page |
| Table of Content |
| Understanding of the Assignment. This section should clearly demonstrate the:   * List of key questions; * Relevant tools to collect the key research questions; * Key expected source of the data; * Relevant stakeholder to be consulted for each of the questions * Proposed methodology for data collection   Additionally, the data collection strategy and geographic scope should be specified in this section. |
| Any other relevant information (to be determined by the consultant/team/organization) |

**Ownership of Materials to be developed:**

The IRC will have the sole ownership of all the supplies and resources and report to be produced under this assignment. It is the consultant’s responsibility to ensure that no resources can be accused for plagiarism and due acknowledgement and necessary permissions are taken from the relevant agencies as appropriate and applicable.

**Quality & Ethical standards:**

The consultant should take all reasonable steps to ensure that the baseline study is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the assessment is technically accurate and reliable, is conducted transparently and impartially, and contributes to organizational learning and accountability. The study team will also commit to adhering to IRC Way and Code of Conduct.

**Qualification of Consultant / Consultancy firm:**

The following qualification, competencies, and skills are required to successfully carry out this assignment:

Specific skills and experience sought:

* Post-graduate and advanced degree in research studies, social work, human rights, clinical psychology, gender studies, development Studies and/or related field.
* Expertise in qualitative and quantitative information collection, analysis, and reporting
* Experience in working with government officials, donors, youth, civil society, adolescent girls, women, and being able to interact with a variety of stakeholders at different levels
* Knowledge of relevant sectors in Child labour, Child rights & protection, Sexual and Reproductive Health, Gender Equality, Community Mobilization, Protection, and Inclusion in Rohingya Humanitarian Crisis context and Host communities.
* Proven experience in the use of participatory action research methodology
* Strong knowledge of and familiarity with Bangladeshi humanitarian context particularly the Ukhia and Teknaf.
* Excellent writing, communications, and presentation skills in English
* Experience collecting, analyzing, and interpreting qualitative information
* Ability to write clear and useful reports (examples of previous work will need to be submitted)
* Excellent command in English language is essential and local languages knowledge is desirable. However sound knowledge of local language for enumerator /field worker is mandatory
* Ability to manage the available time and resources and workout in meeting tight deadlines
* Independence from IRC, program stakeholders or other parties involved.

**Evaluation Criteria:**

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| **Eligible documents** | 1. *A Certificate of updated Business Registration or* ***Trading License*** *in Bangladesh (Mandatory for consultancy firm/companies). For individuals, this is not mandatory, but need the profile and team details.* 2. *TIN (Mandatory for all)* 3. *with Updated* ***Taxpayers documents*** *in Bangladesh* 4. *VAT Registration Certificates/* ***Business Identification number (BIN)*** *(Mandatory for all). (Provider should have ability to process invoice in Musuk 6.3)* 5. *Intent to bid form,* ***completed and signed*** 6. *IRC Conflict of Interest & Supplier Code of Conduct,* ***completed and signed*** 7. *Filled Vendor Information Form, completed and signed.*   ***Please find VIF form, Conflict of Interest, Code of Conduct in*** [***here***](https://rescue.app.box.com/v/VIF-COC-COI-ITB)  ***Bidders must submit above mandatory documents and other mentioned documents with necessary signature along with proposals. If in any case supplier fails to provide any of the mentioned mandatory documents, supplier may considered as disqualify for further evaluation process.*** |  |
| Criteria 1:  **Educational qualification** | Post-graduate and advanced degree in research studies, social work, human rights, clinical psychology, gender studies, development Studies and/or related field.  Highest educational qualification will be consider for highest scoring. | 5% |
| Criteria 2:  **Past Experience and Team composition.** | Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required, experience working with UN, NGO, INGO or GO especially in Child labour, Child rights & protection, Sexual and Reproductive Health, Gender Equality, Community Mobilization, Protection, and Inclusion in Rohingya Humanitarian Crisis context and Host communities.  Gender balanced team (who will be working in this project) with fluency both in Bangla and English. maximum 05 years of working experience (preferably, Child labor, child protection and GBV, Gender Equality, Community Mobilization, Protection, and Inclusion study). Only valid proof (**PO/contract, project details /publications reference**) of or 05 years Study experience certificate/ POs for last three years will be considered for evaluation scoring.  **More qualified gender balanced team with highest relevant experience/skills will be scored highest.** | 30% |
| Criteria 3:  **Time-bound work plan** | Refers to availability and capacity of immediate commencement/ mobilization of resources (skilled team/materials) to start the Baseline Survey or study. With consideration of Covid-19 movement restriction Provider need to provide a detail work plan with timeline on what activity will start when and by when work will be completed. provider need to submit a details alternative plan on how provider will mitigate the risk of any movement restriction imposed by local government.  **Good details with realistic timeframe will get highest score.** | 10% |
| Criteria 4:  **Detailed Methodology and proposal** | Detail methodological/technical aspects of carrying out the study.   |  | | --- | | **Cover Page** | | **Table of Content** | | Understanding of the Assignment. This section should clearly demonstrate the:   * List of key questions; * Relevant tools to collect the key research questions; * Key expected source of the data; * Relevant stakeholder to be consulted for each of the questions * Proposed methodology for data collection   Additionally, the data collection strategy and geographic scope should be specified in this section. | | Any other relevant information (to be determined by the consultant/team/organization) |   Provider need to provide details of their understanding of the work and how they will conduct the study. Committee will review their methodology and will score out of 20% marks. | 20% |
| Criteria 5:  **Presentation of top ranking provider/supplier** | Based on the evaluation score of criteria 1, 2, 3 and 4, only the top ranking consultants who will score **40% and above out of 65%** will be invited for presentation and financial evaluation.  In presentation consultants will demonstrate their understanding on the Scope Of Service (SOS) requirements and skills, competencies and relevant experiences to deliver the work in a timely manner.  **Based on their presentation and ability of well demonstration evaluation committee will provide score out of 15.** | 15% |
| Criteria 6:  **Financial proposal** | Financial proposal will be open only for providers/suppliers who will successfully pass in technical evaluation.  Consultant fees, breakdown of activity costs etc. All prices should be inclusive of Tax/Vat charges as per the government policy and rules.  **Lowest price will get highest score.** | 20% |

**Clarification of Bidding Documents:**

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at [**BD.clarifications@rescue.org**](mailto:BD.clarifications@rescue.org)**.** The request for clarification must reach the purchaser not later than **19th October, 2021 before 5.00PM**. The Purchaser will respond by e-mail providing clarification on the bid documents by 21st October, 2021.

**A Pre-bid meeting** will be held on **Zoom virtual meeting** (Zoom conference meeting) on **19th October *2021, starting at 2.00 pm and finishing time 03.00 pm,*** *w*here all interested bidders are invited. To attend such Zoom meeting, all interested bidders are requested to send their Email address to [**BD.clarifications@rescue.org**](mailto:BD.clarifications@rescue.org)by **19th October**, 2021 within **1.00 pm**. IRC will then send the Zoom Link through email to attend and ask for any clarification during the meeting. Or, interested bidders can find the link in IRC Box folder (given link below) as meeting notice on **19th October** **2021** within 01.00 PM**.**

**Deadline of proposal offer submission:**

Interested bidders are requested to submit their proposal (both financial and technical) with necessary supporting documents mentioned above as a PDF copy through email with necessary attachments **before 05.00 PM of 27th October 2021**. After this mentioned date and time, no bid offer will be accepted.

Proposal Submission email address: [**BD.procurement@rescue.org**](mailto:BD.procurement@rescue.org)**.**

**(email attachment document size shouldn’t be more than 20 MB, in case of larger file, bidders can upload documents in google drive share the link in their proposal submission email:** [**BD.procurement@rescue.org**](mailto:BD.tenders2@rescue.org)**.**

**IRC Core Values & Commitments:**

The IRC workers and partners/consultants must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Adult Safeguarding, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity Anti-Retaliation and Combating Trafficking in Persons.

IRC is committed to ensuring that consultant is suitable to work with children and women / girls and have the knowledge s/he needs to uphold and abide by the IRC’s Child and Adult Safeguarding Policy.

Level of interaction with clients: Frequent direct contact with clients

IRC recognizes that gender equality is fundamental to the achievement of our organizational mission. As such, IRC is committed to the promotion of gender equality in all aspects of our operations and programs. Our organizational policies, procedures and actions demonstrate this commitment.

IRC highly expect that, the consultancy firms or freelancer consultancy teams will consider their team compositions as a diversified and gender balance team.