### Term of References (ToR)

### Conduct survey to measure anemia among Pregnant and Lactating women and adolescent girls.

|  |  |
| --- | --- |
| Title of the consultancy | Conduct survey to measure anemia among Pregnant, Lactating, and adolescent girls |
| Type of Contract | Short-term |
| Recruitment/hiring Process | Open source |
| Application Submission to | Procurement committee of Max Foundation |
| Application Deadline | 10 September 2021 |
| Expected engagement date | 20 September 2021 |

1. Background

Max Foundation (MF) is a Dutch-based international organization has been working in Bangladesh since 2005, aims to prevent child mortality most efficiently and effectively. In 2012, Max Foundation has established a country office in Bangladesh. From 2012 to 2016, Max Foundation has implemented a program title, “Max-WASH”, a large integrated program financed by the Embassy of the Kingdom of the Netherlands and Max Foundation jointly. Following the successful implementation of the Max-WASH program, Max Foundation awarded Max-WASH II after adding nutrition component name after Max Nutri-WASH programme by the Embassy of the Kingdom of the Netherlands which is being implemented from November 2016 to October 2021.

Max Foundation has been implementing Healthy Village Campaign Program (HVCP) in Max Nutri-WASH Program areas in 62 Unions of five districts — Patuakhali, Barguna, Khulna, Jessore, and Satkhira — on water supply, sanitation, hygiene, nutrition, Adolescent and Women Reproductive Health (AWRH), Sexual and Reproductive Health and Rights (SRHR), and stunting prevention. One of the key outcomes of HVCP is assisting health promotion agents (HPA), Community Clinic Support Groups (CCSG), and Water Management Groups (WMGs) to work collectively to assist Union Parishads (UPs) to ensure minimizing stunting as far as possible.

The mission of the Max Foundation is to save as many children's lives in the most efficient and effective way. Its integral approach of WASH (Water, Sanitation and Hygiene) and health, stunting components like safe motherhood, nutrition is very effective in preventing child mortality. According to the Bangladesh Demographic and Health Survey 2014, 36 percent of children under 5 are short for their age or stunted, while 12 percent are severely stunted (below -3 SD). Rural children are more likely to be stunted than urban children (38 percent compared with 31 percent). Stunting is most prevalent in Sylhet (50 percent) and lowest in Khulna (28 percent).

Due to our integrated programme to reduce the child stunting, pregnant and lactating mother and adolescent girls are the important beneficiaries. Within this survey it will focus anemia reduction among those beneficiaries after implementing the Max Nutr-WASH Programme fine years in the mentioned 62 of Bangladesh.

1. The objective of the Contract

The key objective of the assignment is to learn about the present situation of anemia in women of reproductive age (pregnant and lactating mother and adolescent girls) of the project areas through detection of Hb% for anemia or finger prick. Max Foundation shall hire an external consultant or team of consultants or firm to carry out this study. At the end of the study, the external consultant(s)/firm shall produce a report and presentation to Max Foundation. Following specific objectives will be meet the assignment:

* Identify the percent of anemia in women of reproductive age (pregnant and lactating women and adolescent girls) of the project areas through detection of Hb% for anemia or finger prick
* Identify the social, economic, WASH, nutrition and SRHR behaviors factors for decreasing/ increasing anemia
* Identify the impact of healthy village approaches for reducing of anemia in women of reproductive age (pregnant and lactating women and adolescent girls) of the project areas.

1. Scope of work

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

* Review of necessary documents e.g. project proposal, Logical framework, etc.
* Develop/adjust appropriate methodology including sample size and sampling strategy
* Prepare data collection tools based on objectives, incorporate the feedback from MFB team and finalize the tools by pretesting.
* Engage qualified enumerators; train them on data collection and quality control.
* Identify the status of anemia through detection of Hb% for anemia or finger prick
* Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription (as per need).
* Data management and analysis in terms of coding, computer entry, cleaning, transcription and analysis as per study themes/ indicators/ variables in the objectives.
* Write draft report and finalise the report based on feedback of Max Foundation.
* Prepare a study brief of 3 page (max) both in Bangla and English. The study brief will contain the objectives, key findings, comparison with the baseline values from secondary sources, and recommendations.
* Also consider COVID-19 and its impact on anemia on pregnant and lactating women and adolescent girls.

**4. Study Areas:** 62 unions (List Annex-I)

**5. Approach on methodology**

The consultant/consulting firm will be required to adopt methodologies that combine both qualitative and quantitative assessment and expected to develop an appropriate methodology to meet the objectives of the study. The methodology and relevant tools should be adjusted in consultation of Max Foundation Bangladesh and finalized before implementation. The study should be carried out through involving the beneficiaries and stakeholders of the project. The study should include all 62 unions in Patuakhali, Borguna, Khulna, Satkhira and Jessore districts where the project will be implemented. The study population should be determined based on specific objectives of the study. Appropriate sampling strategy and sample size for each of the study populations will be suggested by the consultant/consultancy firm. It is mentioned to identify the status of anemia through detection of Hb% for anemia or finger prick. During determining sample appropriate segregations which have been mentioned in the objectives should be taken into consideration for example: PNGOs, New-Follow up areas, age groups, healthy village etc.

6. Expected Deliverables

* An inception report clearly outlining the study methods, tools, and updated work schedule
* First draft of report with a short presentation of the report
* Final report incorporating feedback from MF Bangladesh, partners, and donors
* Share cleaned dataset both in Excel and SPSS format

7. Roles and responsibilities of the Consultant and Max Foundation

The consultants will work in close collaboration with the MELR Manager, Max Nutri-WASH Programme under the supervision of the Senior Programme Manager of Max Foundation Bangladesh and Country Director, Max Foundation Bangladesh.

**Max Foundation** will facilitate and provide necessary support services to the consultants to complete the assignment. The support/service includes:

* Provision of hard copy of background and reference documents.
* Provide support to establish linkage with PNGOs and Max Foundation regional office at Patuakhali and Khulna.
* Facilitating contacts and meetings with relevant programme area’s stakeholders.

**The consultant/firm** will propose a detailed Methodology of the study during the submission of the proposal. However, the submitted methodology will be reviewed and finalized in the meeting to be held between the Max Nutri-WASH team and the Consultants.

8. Timeframe

The assignment is required for **2.5 Months**. The consultant is requested to calculate the workdays that are needed to complete the assignment. However, the consultant/firm/company must work closely with the MFB program team at the Max Foundation Country Office during the assignment period.

**Time Frame of the Assignment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.** | **Deliverables** | **Timeframe** | | |
| Sep ‘21 | Oct’21 | Nov’21 |
|  | Agreement signing and briefing from Max Foundation |  |  |  |
|  | Inception report including details revised methodology, tools, and time plan |  |  |  |
|  | Data collection |  |  |  |
|  | Data analysis |  |  |  |
|  | Draft report writing and submission |  |  |  |
|  | Draft Report presentation |  |  |  |
|  | Incorporate feedback |  |  |  |
|  | Report finalization |  |  |  |

1. Consultant’s Profile and Qualification

The study team will comprise consultant(s) who will have overall responsibility of designing, implementing, and coordinating the entire study process guided by the TOR. All Consultant(s) should have practical, demonstrable, and relevant experience of doing similar work with multi partners’ projects. Required experience and expertise for the team of consultants include:

* Good understanding of community-based implement activities
* Good understanding about qualitative and quantitative research methodologies
* Sound experience in participatory review and study methodologies
* Ability to detect of Hb% for anemia or finger prick
* Good interpersonal skills, including the ability to conduct discussions with stakeholders and community groups
* Good understanding and proven track record in Nutrition and WASH programs
* Ability to analyses data by using appropriate statistical software (e.g. SPSS) and synthesize different information related to the scope of the study
* Strong presentation, facilitating, communication and reporting skills

1. Terms and conditions

* Max Foundation reserves the right to accept or reject any proposal without giving any verbal and or written rationale or whatsoever.
* Max Foundation reserves the right to monitor the quality and progress of the work during the assignment.
* Before payment, Max Foundation may review the supporting vouchers in connection with the submitted invoice.
* Failure of delivering outputs before the set deadlines may result in penalties as per the existing policies of the Max Foundation.

1. **Payment Procedure and Schedule**

Below is the deliverables-based budget portion:

| **Deliverables** | **Name of the deliverables** | **% of Budget allocation** |
| --- | --- | --- |
| Deliverable 1 | After submission of inception report | 30% |
| Deliverable 2 | After submission of draft report | 40% |
| Deliverable 3 | After submission of final report | 30% |

**Payment Procedure**

* 30 % upon submission of inception report.
* Rest of the payment will be made based on the above-mentioned schedule.
* Consultant will get payment after deliver each of the deliverables. No interim payment will be made.
* Consultant will not get any payment until the deliverable will not fulfill the required quality mentioned in the ToR.

**Note:** Tax and VAT will be deducted at source from the bills payable to the selected firm/individual. According the Bangladesh Tax and VAT rules.

1. Submission of Application

Interested Firm/ Organizationis requested to submit an electronic application to The Procurement Committee, Max Foundation: [hrmmfb@gmail.com](mailto:hrmmfb@gmail.com)no later than 10 September 2021 by 05:00 pm, Late submissions will be rejected.

1. Application Package:

The proposal from individuals/firms shall contain the following sections:

* Understanding of the assignment
* Approach and methodology of the study
* Study plan and schedule
* Team composition
* Detailed Budget
* Profile of the Consultant(s)/ Consulting Firm

The application should also include the following documents on the company/organization applying (in case of companies/organizations):

1. Consultant/Firm/Organizational /company profile (not more than 3 pages)
2. A cover letter explaining why the Individual/ firm/organization/company is the suitable for the work.
3. CV of the consultant/team and copies of educational qualifications and relevant experience.
4. The financial proposal should specify a total lump sum amount with a breakdown of the professional fee and relevant cost if any. Attach price offer (in BDT) with the electronic signature.
5. firm/organization/company should attach organization’s trade license/registration, VAT, and TIN registration and individual consultant should attach the TIN.
6. Financial, technical proposal, necessary papers, CV, profile, etc. should be attached (as per requirement) with the mail and in one **zip folder.**
7. Evaluation criteria

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| --- | --- | --- |
| **Sl.** | **Criteria** | **Points** |
| 01. | Consultant/firm/company profile including strength | 10 |
| 02. | Relevant Experience | 20 |
| 03. | CV of the Experts/Consultants | 20 |
| 04 | Assignment proposal including methodology and work plan | 20 |
| 04. | Financial Proposal | 30 |
| **Total Points** | | **100** |

**Note:** M**ax Foundation, Bangladesh Country Office reserves all rights to accept or reject any proposal or cancel this circular without giving any verbal or written rationale and whatsoever more happen in any context.**

**ANNEX-I**

| **PNGO Name** | **District Name** | **Upazila Name** | **Union Name** |
| --- | --- | --- | --- |
| Shushilan Followup | Patuakhali | Patuakhali Sadar | Kalikapur |
| Patuakhali | Patuakhali Sadar | Jainkathi |
| Patuakhali | Patuakhali Sadar | Moderbunia |
| Patuakhali | Patuakhali Sadar | Auliapur |
| Patuakhali | Patuakhali Sadar | Borobighai |
| Patuakhali | Patuakhali Sadar | Cotobighai |
| Patuakhali | Patuakhali Sadar | Morichbunia |
| Barguna | Amtoli | Atharogashia |
| Barguna | Amtoli | Gulishakhali |
| Barguna | Amtoli | Kukua |
| Patuakhali | Kolapara | Mithaganj |
| Patuakhali | Kolapara | Dhulashar |
| JJS | Khulna | Batiaghata | Batiaghata |
| Khulna | Batiaghata | Gangarampur |
| Khulna | Batiaghata | Jalma |
| Khulna | Batiaghata | Surkhali |
| Khulna | Dumuria | Atlia |
| Khulna | Dumuria | Bhandar Para |
| Khulna | Dumuria | Dhamalia |
| Khulna | Dumuria | Dumuria Union |
| Khulna | Dumuria | Gutudia |
| Khulna | Dumuria | Kharnia |
| Khulna | Dumuria | Raghunathpur |
| Khulna | Dumuria | Rangpur |
| Khulna | Dumuria | Rudaghara |
| Khulna | Dumuria | Sahas |
| Khulna | Dumuria | Sarappur |
| Khulna | Dumuria | Sovna |
| Khulna | Paikgacha | Deluti |
| SLOPB | Patuakhali | Rangabali | Rangabali |
| Patuakhali | Rangabali | Chotobaishdia |
| Patuakhali | Rangabali | Charmontaz |
| Patuakhali | Galachipa | Charbiswas |
| Patuakhali | Galachipa | Charkazol |
| DAM followup area | Patuakhali | Galachipa | Amkhola |
| Patuakhali | Galachipa | Golachipa |
| Patuakhali | Galachipa | Panpatte |
| Patuakhali | Galachipa | Dakua |
| Patuakhali | Galachipa | Chiknikandi |
| Patuakhali | Galachipa | Gazalia |
| Patuakhali | Rangabali | Chalitabunia |
| DAM New Area | Patuakhali | Galachipa | Bakulbaria |
| Patuakhali | Dasmina | Batagi Sankipur |
| Patuakhali | Dasmina | Alipur |
| Patuakhali | Patuakhali Sadar | Kamlapur |
| SKS | Satkhira | Satkhira Sadar | Jhaudanga |
| Satkhira | Satkhira Sadar | Labsa |
| Satkhira | Satkhira Sadar | Balli |
| Satkhira | Satkhira Sadar | Dhulihar |
| Satkhira | Satkhira Sadar | Fingri |
| Satkhira | Satkhira Sadar | Bramharajpur |
| Satkhira | Satkhira Sadar | Budhata |
| Satkhira | Tala | Dhandia |
| Satkhira | Tala | Nagarghata |
| Satkhira | Tala | Sarulia |
| Satkhira | Kalaroa | Joynagar |
| Satkhira | Kalaroa | Jalalabad |
| Satkhira | Kalaroa | Koyla |
| Jessore | Abhaynagar | Payra |
| Jessore | Monirampur | Monoharpur |
| Jessore | Keshabpur | Sufalakathi |
| Jessore | Keshabpur | Gourighona |