



## TERMS OF REFERENCE

# ANNUAL OUTCOME SURVEY 2021: "CREATING SPACES TO TAKE ACTION ON VIOLENCE AGAINST WOMEN AND GIRLS"

### 1. Project to be Reviewed

Program Name	Creating Spaces to Take Action on Violence Against Women and Girls
Program Location	Bangladesh, India, Indonesia, Nepal, Pakistan, Philippines
Program Budget	\$20 million
Program Start	16 June 2016
Ultimate Outcome	Reduce violence against women and girls and child, early and forced marriage in Bangladesh, India, Indonesia, Nepal, Pakistan and Philippines
Intermediate outcomes	1. Strengthened engagement of key religious, community, private sector and political actors and youth in advancing women's leadership, women's rights and in reducing violence against women and girls. 2. Greater access to support services and economic opportunities for women and girls affected by violence and early and forced child marriage 3. Increased use of innovative knowledge, including best and emerging practice, and accountability systems by partners and influencers to end violence against women and girls
Program location in Bangladesh	Dhaka, Netrokona, Rangpur & Dinajpur, Faridpur, Tangail
Project Implementing partners in Bangladesh	Bangladesh Nari Progati Sangha (BNPS), Pollisree, Population Services and Training Centre (PSTC), Unity for Social Action (USHA), We Can
Project's direct beneficiaries	Women and girls (4563) and Influencers (519)
Work Requested	Annual Outcome Survey
Timeframe of the survey	1 December 2021 – 15 January 2022
Report Deadline	4 <sup>th</sup> January 2022 (Draft); 13 January 2022 (Final)

### 2. Background

Oxfam is an international confederation of 20 organizations networked together in more than 90 countries, as part of a global movement for change, to build a future free from the injustice of poverty. Oxfam since the beginning of the journey in Bangladesh wants to create a vibrant and equitable society where women and men both can demonstrate their knowledge, skills and leadership towards resilient societies through good governance process – with a focus on improving the lives and promoting the rights of women and girls. We work directly with communities, partners and women's rights organizations to challenge the systems that perpetuate inequality and keep people poor. Together we seek to influence those in power to ensure that women trapped in poverty have a say in the critical decisions that affect them, their families and entire communities.

**Creating Spaces to Take Action on Violence Against Women and Girls Youth in Action** (Creating Spaces) is an Oxfam Canada project that takes action to reduce violence against women and girls (VAWG), including child, early and forced marriage (CEFM) in six countries. Since 2016, Creating Spaces has reached approximately 363,000 women, girls, men and boys, working with 24 local partner organizations, to provide our expertise in building networks of change, increasing capacity, and creating spaces for women and girls to be safe, respected and included.

**Programming Vision and Approach:** Creating Spaces' central vision is to reduce VAWG and the prevalence of CEFM in Bangladesh, India, Indonesia, Nepal, Pakistan, and the Philippines. Creating Spaces' interventions are grounded in a Theory of Change (ToC), which sets out the project's interventions, assumptions, and outcomes, and frames its approach to activities. The ToC includes three pillars: **Prevention, Response, and Sustainability.**

Under **Pillar 1** (Prevention), Creating Spaces engages key community actors to support and promote positive gender norms. The project raises awareness of positive gender attitudes and behaviours through training women on leadership, conducting media, edutainment, and public awareness campaigns; providing knowledge and skills training on legal frameworks; and engaging and influencing decision makers, including political and religious leaders.

Activities under **Pillar 2** (Response) focus on supporting women and girls who have experienced (or at are risk of experiencing) violence. Doing so has included: connecting women and girls with quality social and legal services; building the leadership skills of women and girls who have experienced violence; providing opportunities for these women and girls to make a living; and strengthening services shelters, counselling support, and legal aid.

**Pillar 3** (Sustainability) has aimed to build the knowledge and capacity of institutions and alliances to influence continuing change. This has included: strengthening the capacity of local implementing partner organizations; conducting research; using information and communication technologies to monitor social services; and convening and facilitating linkages and alliances between civil society organizations and relevant stakeholders.

### **3. Annual Outcome Survey 2021**

Creating Space annual outcome survey will be carried out to obtain point estimates of the project's immediate outcomes level indicators to report against it's annual targets. Most of the immediate outcome indicators are related to measure the improved knowledge, understanding, capacities & skills on VAWG, CEFM, and influencers' economic activities, women and girls and influencers of project implementing countries.

The sampling framework will be taken from the project's direct beneficiaries such as influencers and women and girls reached through project intervention. Based on the sampling framework statistically representative sample size<sup>1</sup> will be calculated for the survey. A third-party consultant specializing in conducting quantitative surveys will conduct annual outcome survey for 2021 in each country.

### **4. Scope of the study**

The scope of work of the consultant/firm under this TOR shall include, but not necessarily be limited to the following:

- Review project related all documents (Project Proposal, baseline study, MTR, yearly narrative report, research reports, policy brief, , Theory of change, logic Model, Result framework, success case stories, , resource documents, budget, operation plan/guidelines etc.).
- To receive detail briefing including clarification of all issues deemed necessary from the management of Oxfam before start of the fieldwork and obtain necessary data and information from them for proper outcome survey of the project.
- Should prepare and submit details field work/data collection plan.
- Participate in the planning meeting at the beginning of the study design with relevant stakeholders; The Consultant will finalize a study design and methodology that adopts a mixed-methods approach. Develop appropriate methodology and data collection instruments in consultation with Oxfam and finalize the tools through pre-testing.

---

<sup>1</sup> Sample size calculation assumption (90% CI, 5% margin of error, Response distribution 50%, Design Effect 2, Non response Rate-15%)

- Engage qualified enumerators and researchers and train them on data collection and ensure data quality assurance.
- Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
- Analyze both qualitative and quantitative data using appropriate software.
- To prepare and submit draft and final reports incorporating all important findings, suggestions and recommendations, etc to the project holder and the donors.
- To apply best judgment of the consultants wherever felt necessary.
- Positioning MEAL as an integral part of social transformation,
- Rooting feminist MEAL is safe programming, guided by 'do no harm'.

## 5. Methodology

### 5.1 Survey methods and tools preparation:

Oxfam is looking for a suitable consultant to conduct outcome survey study of the aforementioned project. The study will employ a mixed approach combining qualitative and quantitative method for data collection and analysis. Data will be collected from both primary and secondary sources. Regarding primary source, quantitative data will be collected from targeted Influencers and Women and girls etc. On the other hand, FGD, KII, meeting, case study etc. mainly will be used for collecting qualitative information from different stakeholders such as Community group and Youth groups, National Level Policy Maker, National and Local policy implementors, Influencers, actors and project staff etc. The cross-sectional (retrospective in nature) method will be considered in this study. All data, both qualitative and quantitative, collected through the study will be segregated by age, gender and area, if necessary. Other factors highlighted in project indicators should also be considered.

### 5.2 Study area selection and Sampling strategy:

The project has been implementing 5 districts. The targeted respondents will be identified using probability sampling technique like cluster sampling and simple random to represent the target population with study coverage. A two-stage sample selection procedure will be applied to select i) clusters and ii) beneficiaries to be interviewed. In stage one, the clusters will be selected using the PPS method. Next, specific beneficiaries from the respective sampling frame within each selected cluster will be selected randomly from a listing of beneficiaries in the second stage. This two-stage process ensures that all beneficiaries in both sampling frames have an equal chance of being selected. Union council will be considered as last unit for the sample selection A representative sampling approach will be undertaken. The quantitative sample size will be considered at a 95% confidence level, with an accuracy rate or amount of admissible error margin of 5% as we expect to the sample size would be representative equally for each area and distributed proportionately in accordance with population size. The extent of data outlined below may be reduced based on how long Covid-19 related restrictions remain in place in the Creating Spaces countries.

Data Source	Responsibility
	In-Country Consultant
Annual Survey <sup>2</sup> (aligned with project indicators)	<ul style="list-style-type: none"> <li>• Data collection</li> <li>• Data quality (in-conjunction with in-country consultant)</li> <li>• Data Analysis</li> <li>• Provide indicator analysis result sheet from the annual survey</li> </ul>
Focus Group Discussions and Key Informant Interviews	<ul style="list-style-type: none"> <li>• Develop/revise the FGD and KII tools (adapted from the Final Evaluation tools)</li> <li>• Data collection</li> </ul>

<sup>2</sup> Oxfam Canada previously designed this survey and used in it in the Creating Spaces Final Evaluation. Data collection occurs through SurveyCTO.

aligned with project outcomes <sup>3</sup>	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Use analyzed data in the final report</li> </ul>
Project documentation	Overall review for use in the inception and final reports

### 5.3 Data collection, quality assurance and data processing:

The consultant/firm will ensure the selection/recruitment, quality and training of data collectors. This includes development of training materials/tools for the data collectors to be engaged in field assessment. The consultant/firm will organize an in-depth training program for the counters and supervisors, which include both home orientation and repeated practice sessions. The team will also ensure the quality checking of the data collection process during field assessment. At least 5% respondents under both quantitative and qualitative assessment will be cross-checked by the consultant/firm and shared instant feedback, if any to the data collectors for finalizing the interviewed questionnaires/tools. Any kind of bias in data will not be granted and data must have to be cleaned in appropriate way.

In terms of data collection strategy, the survey will be carried out through face to face interview process for capturing the response, however, if countrywide lockdown is going on due to spread out COVID 19 then a proportion of interview can be carried out through over the phone. The quantitative data will be collected using SurveyCTO tablet-based application. And, for data processing and analysis the consultant may use MS-Excel, SPSS or STATA.

### 6. Expected deliverables and timeframe

The annual outcome survey will start upon signing of the contract between Oxfam Bangladesh and the consulting team, or an otherwise agreed upon date. The exact due dates for all deliverables will be finalized by the review team in collaboration with Oxfam Canada prior to submitting the inception report, so long as the dates continue to fall within the broad start and finish dates of the consultancy. \*The timelines outlined below are subject to change given developments related to Covid 19 in the country. The study contact will be started on 1<sup>st</sup> November 2021. The specific deliverables for annual outcome study are detailed in the following table.

\*Note that timelines could change as a result of travel and activity restrictions associated with the COVID-19 pandemic.

Deliverable	Format	Length	Detail	Timeline
Inception report	MS Word	As per need	An inception report including details methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, limitation of the study, workplan etc.), reporting outline and time table shall be submitted after the signature of the contract for review and approval by Oxfam.	<b>Inception report by 12<sup>th</sup> December 2021</b> Oxfam Bangladesh and Canada will provide feedback and the inception report. Inception Report <b>finalized by 20<sup>th</sup> December, 2021</b>
Workplan	MS Word	As per need	A detail work plan (under inception report) describing how the consultant will implement the survey within the research framework and timeframe outlined by OXFAM.	<b>By 22<sup>nd</sup> December 2021</b>

<sup>3</sup> Qualitative data collection will be optional to countries. Each CS country team will decide the design with consultation with Oxfam Canada.

Deliverable	Format	Length	Detail	Timeline
Data Collection Tools (questionnaire, checklist, etc.)	MS Word	As per need	The draft data collection tools will be shared by Oxfam. The consultant will test tools in the field and will be finalized based on pre-test findings.	<b>By 22<sup>nd</sup> December 2021</b>
Data collection and analysis	SurveyCTO), SPSS, Excel, Word, Stata, as appropriate	As per need	SurveyCTO data collection format will be shared by Oxfam. In-country consultants will conduct the annual survey and associated qualitative data collection. Oxfam Provide oversight (via SurveyCTO) when the in-country consultants rollout the Annual Survey. Consultant will analysis all quantitative and qualitative findings, and indicator analysis based on the CS Indicator's data Analysis plan. The consultant will also share cleaned databased broth quantitative and qualitative with Oxfam	In-country data collection will be completed <b>by 30 December 2021</b> The consultant will work closely with Oxfam country teams in active data collection, analysis and final report.
Draft Report	MS Word	Not exceeding 50 pages (excluding annex)	The expected structure of the report is given at the end of this table.	The consultant will be responsible for Data Analysis according to the Indicators Data Analysis Plan Draft Report of all annual survey findings (including cross-method analysis of desk review, qualitative, quantitative) <b>by 8<sup>th</sup> January, 2021</b>
Final Report	MS Word and PDF	Not exceeding 45 pages (excluding annex)	Based on the feedback to draft report and during presentation the report should be finalised. It should be in English.	Oxfam will provide feedback on the draft report by <b>10 January 2021</b> <b>Final Report by 13 January, 2021</b>

Tentative content of the report are followings:

- Title page
- Acknowledgement
- Acronyms/Glossary
- Table of content and list of figures and tables
- Executive summary
- Fact sheet: Target, Baseline VS result finding based on the project result framework
- Introduction and Background (short description of context, project background and description & rationale of the study, objectives)
- Study methodology (it will include description of study location, sampling procedure, data collection method, data quality assurance procedure, ethical considerations, data processing and analysis and limitations)
- Findings and discussion (it should be organised as per the project outcomes indicators compared with baseline)
- Conclusion and recommendations

- References
- Annexes

## 7. Guideline of proposal submission

The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work.

Topic	Page Limit (max.)
<b>Technical Proposal</b>	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the study- Background, Objectives, scope and key question etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology	03 Pages
Study plan/work schedule (grant chart)	01 page
Experience in leading similar study work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
<b>Financial Proposal</b>	
<ul style="list-style-type: none"> <li>▪ Detailed budget</li> <li>▪ Consultancy days and fees (days should be mentioned for key member of the team) Travel and accommodation</li> <li>▪ Any other expenditure (please mention nature of expenditure)</li> <li>▪ Please calculate and show 15% VAT</li> <li>▪ 10% Tax will be deducted as per government Tax law. Please don't show tax separately at financial proposal</li> </ul>	

## 8. Qualifications

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding necessary legal status to work in Bangladesh.
- Master's degree/Ph.D. in social science e.g. Sociology/ Anthropology/ gender studies /Labour studies/ Political Science/Public Administration/Public Policy/Law /Statistic or equivalent fields having at least 10 years' experience in the related field;
- Minimum 7 years working experience, particularly in research, baseline study, Outcome survey, evaluation, impact assessment, and Gender study.
- In addition, one co-researcher must have gender expert and one person must have research experienced

## 9. Evaluation process

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/ compliant/acceptable with reference to this TOR.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Technical</b>	<b>80</b>
<b>1. Expertise of the consultants/ consulting firm/ organization</b>	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
<b>2. Methodology</b>	
Appropriateness of methodology in response of the indicators	20
Quality assurance & data management	10
<b>3. Management structure and qualifications of key personnel</b>	
Team composition	20
<b>Financial</b>	<b>20</b>
<b>Total</b>	<b>100</b>

#### 10. General terms and conditions

- All soft and hard copies of the assignment will be treated as the property of Oxfam
- In any circumstances, consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- The consultant/firm must maintain the standard quality in data collection, processing and reporting
- The consultant/firm shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/firm shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

#### 11. Timeframe of consultancy

The total duration of the assignment will be for 75 days.

<b>Indicative time frame</b>	
<b>Activity</b>	<b>Time frame</b>
Signing contact	Day 1-1
Documents and literature review	Day 2-3
Develop and share inception report	Day 4
Review inception report	Day 5
Shared tools by Oxfam and review by consultant	Day 7
Organize training for data enumerators	Day 8-10
Tools Finalization	Day 11
Data collection (qualitative and quantitative)	Day 12-25
Data cleaning, processing and analysis	Day 26-30
Draft report preparation and submission	Day 31
Review of draft report	Day 32-33
Draft report presentation	34 Day
Feedback incorporation and Reports finalization	35 Day
Total	35days

#### 12. Application procedure

The consultant/firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

For consultancy Firm:

- Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant's (who will lead the assignment) must provide maximum 2-page CV highlighting related assignment completed, role in the completed assignment
- Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

For individual consultant:

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
- Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
- TIN certificate and any other relevant document (if necessary)

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details organisational profiles including reference of relevant work experience (applicable for consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.