



Terms of References (ToR) First Cycle Review of Empowering Women Through Civil Society Actors in Bangladesh (EWCSA)

1. Introduction

Oxfam is a distinguished global organization with a rich legacy of engagement in Bangladesh. It has been an integral part of the country's socio-economic fabric since 1970 and extending support during the pivotal 1971 Liberation War, Oxfam's commitment to Bangladesh has been unwavering.

In Bangladesh, Oxfam has been an important catalyst in the realisation of developmental and humanitarian goals of the country over the last fifty years. Oxfam's strategy, long-term commitment, active engagement, aspiration to remain involved and desire to play a catalytic role in meeting the multifaceted development and humanitarian needs in the country. We work in collaboration with others to influence key actors by investing and mobilizing knowledge and resources towards just, safe, and sustainable impact for the poverty-stricken and the most vulnerable. We are guided by the values of accountability, empowerment and inclusiveness rooted in feminist principles¹. Our vision realised through four thematic portfolios which include (1) Gender justice and Social Inclusion; (2) Economic Inclusion and Justice; (3) Climate Justice and Natural Resource Rights; (4) Humanitarian Action and Disaster Resilience.

2. Background and rationale of the study

The Asian Development Bank² estimates that 87-89% of the Bangladesh labour market is in the informal sector. They play a key role in supporting much of the population, particularly for the poor. However, informal workers such as domestic workers are more likely to be less educated, unskilled, lower paid and less likely to receive pensions and other social protection, have employment contracts, a notice of termination and benefits such as sick leave and paid holidays. Workers from vulnerable social groups (such as ethnic minorities) and in marginalised occupations such as fisher folk and tea garden workers also share the same vulnerability, particularly for women workers. They are often not covered or not prioritised regarding implementation of the Labour Act (2013) and particularly for fishers and informal RMG workers are often ignored by sectoral reports, policies, and analyses.

Aiming to improve the lives and livelihoods of the target informal and formal marginalized women workers (Domestic workers, Tea garden workers, Homebased workers in RMG and Fisher folk workers) and promote gender equality in targeted workplaces and empower them to play an active role in the development process and local governance, Oxfam Australia and Bangladesh with support from European Commission has been implementing a project titled as "Empowering Women Through Civil Society Actors in Bangladesh" (EWCSA), since April 2021.

This project contributes to the Global Objective through the provision of financial (financial support to third parties), organisational and technical support to Bangladesh Civil Society Actors (CSAs) to strengthen their

¹ Oxfam's approach to feminist principles are based on Srilatha Batliwala's Feminist Transformational Leadership toolkit: The personal is political; Individual and social transformation are interconnected; There is no social justice without women's empowerment; Unequal gender power relations must be transformed; Women and other marginalized genders should be empowered; All forms of exclusion and oppression (e.g. on basis of age, sexual orientation, caste, class, sexual identity and orientation, dis/ability) are interconnected and should be transformed; and, Decision making processes and structures must be democratic.

² <https://www.adb.org/publications/informal-sector-and-informal-employment-bangladesh>.



constituency and capacity to engage with state and non-state actors and thereby more effectively participate in governance and development processes. The key impact is CSAs effectively supporting and empowering women working in marginalised industries or occupations to play an active role in influencing the policies and practices of government and the private sector (governance and development processes) that impact on their lives. The project planned to provide financial and technical support to around 30 grassroots Women Rights Organizations (WRO) and Civil Society Organizations (CSO) through two round/cycle. In **Round -1** 13 sub-grantees were supported from 1st October 2022 and has closed on 31 March 2024.

At this stage, the project is required to measure the progress against output, outcome, and impact of the project interventions.

In this regards, Oxfam in Bangladesh is planning conduct a cycle review of the 1st cycle of this project commissioning by the suitable consultant individual/agency. The study is planned to be started on first week of July 2024 to investigate the relevance, coherence, effectiveness, efficiency, and impact of the projects and also, to assess achievements against agreed indicators, strengths, and weaknesses and to capture learning from its baseline to conclusion of the first cycle of the project.

The audiences of this review are Oxfam in BD, European Union, implementing partners (total 13), local government, CBOs, community people and so on. Mainly the review report will be used for preparing the project progress report, project learning will be used for future investment in relevant programming of the upcoming cycle of this project and implementing partner and best practices and innovation can be replicated in the other communities and government interventions.

Summary of the Project

Project Title	Empowering Women Through Civil Society Actors in Bangladesh			
Overall Objective (impact)	To empower marginalised women working in informal and marginalised occupations in Bangladesh, to influence governance and development processes.			
Specific Objectives	1.Strengthened effectiveness of Civil Society Actors (CSAs) to empower vulnerable women working in informal and marginalised occupations to advocate for their rights. 2.Increased participation of vulnerable women working in informal and marginalized occupations in Bangladesh in governance and policy development processes.			
Outputs	1.1 Increased opportunities for cooperation between WROs/CSOs/CBOs to strengthen the agency and promote an enabling environment for marginalised women's workers 1.2 Increased knowledge of WRO/CSO/CBO staff in project management and thematic issues related to women's workers participation in decision-making. 2.1 Increased opportunities for WROs, CSOs and CBOs to interact with policy and decision makers 2.2 Strengthened capacities of marginalized women to claim their rights and access to resources and services			
Project location and impact group	SL	Sub-grantee	Impact group	Project Location
	1.	BOMSA	Domestic Worker	Dhaka
	2.	Democracywatch	Domestic Worker	Dhaka
	3.	ACD	Domestic Worker	Rajshahi
	4.	Unnayan Sangha (US)	Domestic Worker	Jamalapur
	5.	BTS	Tea garden worker	Moulavibazar



	6.	BILS	Tea garden worker	Moulavibazar
	7.	BBF	Fisherfolk Worker	Cox's Bazar (Chottogram)
	8.	SHEDF	Fisherfolk Worker	Patuakhali
	9.	NSS	Fisherfolk Worker	Patuakhali
	10.	WADA	Fisherfolk Worker	Bagerhat
	11.	NSS	Fisherfolk Workers	Satkhira
	12.	WE	Homebased worker in RMG	Jhinaidah
	13.	PASASHIK PARSAD	Homebased worker in RMG	Tangail

3. Objective of the study

The overall objective of the cycle review is to assess the relevancy, coherence efficiency, effectiveness, and impact, of the project in light of the project's overall impact and results. The cycle review is to provide summative information on the progress made against outcomes and indicators (at different levels) and seek explanations why certain changes occur or not based on project implementation and intervention. This review will allow to reflect on the progress made towards outcome indicators and set future targets if the project need changes while implementation of its next cycle or for future interventions.

The specific objectives of the assignment are as follows:

- To measure the result of the project towards the specified expected indicators of the result chain through assessing relevancy, coherence efficiency, effectiveness, and impact, of the project intervention
- To assess the extent **CSAs effectively supporting and empowering vulnerable women working in informal and marginalised occupations to advocate for their rights.**
- To assess the extent targeted women workers increased participation and influenced **governance and policies to promote their rights and dignified as well as decent work.**
- To capture lessons learned, best practices, areas of improvement and emerging opportunity to inform future project cycles.

4. Scope of work

Oxfam is recruiting a Bangladesh-based consultant or consultancy firm to conduct primary and data collection and analysis for the study. The consultancy will take place between Mid of 1st July 2024 and 20th August 2024, with 50 estimated days.

The consultant will be expected to:

1. Design a data collection and analysis plan (in consultation with the Oxfam to investigate areas requiring further evidence based on the secondary analysis.
2. Recruit, train, supervise and mentor a team of interviewers (if need be) to carry out all data collection activities.
3. Ensure effective engagement of partners from diverse sectors including academia, WROs, CSOs, employers, networks and so on.
4. Provide data including, for example, quantitative dataset and interview notes.
5. Produce a report summarizing the data collection approach and findings.
6. Prepare and submit draft and final reports incorporating all important findings, suggestions, and recommendations, etc. to the project holder and the donors.



7. Produce appropriate material and organize the logistics to share key findings and learning with people with whom data was gathered. Ensure an intersectional feminist approach and feminist MEAL in the design and implementation of the study.

5. Methodological consideration

The study will employ a mixed approach combining qualitative and quantitative methods for data collection and analysis. Developmental Evaluation approach will be considered in this study to investigate ongoing learning and adaptation, good practice, through iterative, embedded evaluation. The consultant will propose appropriate research methodology including conceptual framework, methodological approach, study area and sampling strategy, sample size determination, data collection methods, data quality assurance, data processing and analysis, ethical consideration, limitation of the study, uptake engagement strategy for the Oxfam etc.

6. Deliverables from consultant

Deliverable	Format	Length	Detail	Timeline
Inception report	MS Word	As per need	An inception report including detailed methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, limitation of the study, work plan etc.), reporting outline and timetable shall be submitted after the signature of the contract for review and approval by Oxfam.	Inception report by 07 th July 2024 Oxfam Bangladesh and Oxfam Australia will provide feedback and the inception report. Inception Report finalized by 10 th July, 2024
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.	By 16 th July 2024
Data collection and analysis	SurveyCTO), KoBO SPSS, Excel, Word, Stata, as appropriate	As per need	Both draft and final versions. The draft tools are to be shared with Oxfam for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings. The consultant will analyse all quantitative and qualitative findings, and indicator analysis based on the project Indicator's data Analysis plan. The consultant will also share cleaned databased broth quantitative and qualitative with Oxfam	Data collection and data analysis will be completed by 3 rd August 2024 The consultant will work closely with Oxfam country teams in active data collection, analysis and final report.
Draft Report	MS Word	Not exceeding	The expected structure of the report is given at the end of this table.	The consultant will be responsible for



Deliverable	Format	Length	Detail	Timeline
		40 pages (excluding annex)		Data Analysis according to the Indicators Data Analysis Plan Draft Report of all evaluation findings (including cross-method analysis of desk review, qualitative, quantitative) by 13th August, 2024
Final Report	MS Word and PDF	Not exceeding 45 pages (excluding annex)	Based on the feedback to draft the report and during the presentation the report should be finalised. It should be in English.	Oxfam will provide feedback on the draft report by 15th August 2024 Final Report by 18th August, 2024

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.)
Technical Proposal	
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)	03 Pages
Proposed Methodology (methodological approach, proposed study area, sampling strategy, data quality assurance, data processing and analysis, ethics, limitation of the study etc.)	05 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
Financial Proposal	
<ul style="list-style-type: none"> Detailed budget Consultancy days and fees (days should be mentioned for a key member of the team) Travel and accommodation cost Any other expenditure (please mention nature of expenditure) Please calculate 15% VAT on the total base amount. Total base amount (inclusive of Tax) 	



8. *Qualifications*

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding the necessary legal status to work in Bangladesh.
- Master's degree/Ph.D. in social science e.g., Gender studies/ Sociology/ Anthropology/ economics /statistic or equivalent fields
- Demonstrated experience, particularly in research, baseline study, Outcome survey, evaluation, impact assessment, and Gender study.
- Experience in utilizing feminist and decolonizing principles and practices for the study.
- Demonstrated experience in methodologies and approaches such as process and contribution tracing.
- In addition, one co-researcher must have gender expertise and one person must have research experienced.
- Demonstrated experience conducting multi-stakeholder evaluations or reviews in the development or not-for-profit sector.

Proficiency in Bengali and English, with a focus on presentation/reporting skills

The consultant team should have.

- Good communication and relationship building skills.
- Demonstrated experience in using the relevant tools and digital platforms such as SurveyCTO and conducting data analysis using software such as STATA /SPSS / Excel / NVivo or others.
- Ability to facilitate and relate to stakeholders at multiple levels and in diverse contexts.
- Ability to co-facilitate workshops on data analysis and sense-making.

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.

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



10. Payment and budget

- Though the interested consultant is expected to provide a budget for the exercise, Oxfam will consider proposals that are within the approved rates as per its policy on professional fees.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount.
- A contract will be signed by the consultant upon commencement of the evaluation which will detail additional terms and conditions of service, aspects on inputs and deliverables.

11. General terms and conditions

- The consultant will ensure that data collection, processing and reporting meets Oxfam's high-quality standards and legal requirements (e.g., GDPR). The consultant shall have the responsibility to modify the report until the quality required by Oxfam has been reached
- Confidentiality of information
 - The consultant will ensure appropriate ethical authorizations are in place, as required.
 - Informed consent processes must be followed prior to data collection including for interview recordings and photographs.
 - Interviewees will not be quoted in reports without their permission.
 - All documents and data collected will be treated as confidential and used solely for the purposes of carrying out this consultancy contract.
 - All soft and hard copies of the assignment will be treated as the property of Oxfam.
 - The consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
 - In case of any deviation from the contract, Oxfam shall have the right to terminate the agreement at any point.
 - The consultant shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation from the contract.
 - Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
 - Oxfam work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the duration of the assignment.

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
- Copies of the firm's certificate, TIN, BIN, VAT registration, and trade license and any other relevant documents



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
- Copies of NID, TIN, BIN, VAT Registration and Trade License, as applicable

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details organizational 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.

13. Contact information

For inquiries and proposal submissions, please contact: Ban_Consultancy@oxfam.org.uk.