



TERMS OF REFERENCE FOR FINAL REVIEW

“CREATING SPACES TO TAKE ACTION ON VIOLENCE AGAINST WOMEN AND GIRLS” PROJECT

1. PROJECT TO BE REVIEWED:

Program/project title	Creating Spaces to Take Action on Violence Against Women and Girls
Geographical coverage	Netrokona, Rangpur, Dinajpur, Faridpur, Tangail and Dhaka in Bangladesh
Program/project lifespan	2016-2021
Ultimate Outcome	Reduce violence against women and girls and child, early and forced marriage in Bangladesh, India, Indonesia, Nepal, Pakistan and Philippines
Work Requested	Final Review
Timeframe	10 th September 2020 – 30 th March 2021

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 (henceforth Creating Spaces) is a five-year project (2016-2021), supported by Global Affairs Canada (GAC) and Oxfam Canada that takes action to reduce violence against women and girls (VAWG), including child, early and forced marriage (CEFM) in six countries across Asia. Since 2016, Creating Spaces has reached approximately 250,000 women, girls, men and boys, working with 24 local community partners, to provide our expertise in building networks of change, increasing capacity, and creating spaces for women and girls to be safe, respected, and included. In Bangladesh, the project is working with 5 national NGOs as implementing partners to achieve our goal.

Bangladesh continues to observe evidence of progress towards reducing violence against women and girls (VAWG) and child and early forced marriage (CEFM). This movement is grounded in continued work to empower women and girls through discussions on oppression and gender disparity. For example, Oxfam and its partners have successfully initiated important conversations between women and men on issues such as social mobility of women and girls and social taboos related to women's bodies (particularly menstruation). Consequently, Creating Spaces (CS) staff observe that both women and men are now more aware of the root causes of gender-based violence as well as factors that promote resilience. Further, women and youth group leaders have recognised that they must be proactive in preparing their communities to have strengthened VAWG protection and management systems. Women and men linked with CS are now more determined to work collectively to improve their situations through the priority actions they have identified around VAWG and CEFM.

A) PROGRAMING VISION AND APPROACH

Creating Spaces' central vision is to reduce violence against women and girls (VAWG) and the prevalence of child, early and forced marriage 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 programmatic 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 relevant 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.

Review more project information here: <https://www.oxfam.ca/publication/creating-spaces-impact/>. Please see the performance measurement framework (PMF), Working definitions, Ethical Considerations for Research on Violence against Women in Appendix A, B respectively.

B) HISTORICAL PROJECT DEVELOPMENT

Creating Spaces began on 16 June 2016. Oxfam Canada submitted the Project Implementation Plan in December 2016. Following this, activity implementation began early in 2017.

In Year 3 of the project, Creating Spaces underwent a Mid-term Learning Review¹ (MTLR), which included a midline survey (and associated qualitative data collection) and a peer-to-peer learning exercise (PLE). In the PLE, local implementing partners developed learning questions, collected relevant data from other partner staff and local community stakeholders, and engaged with the data to validate key recommendations.

C) PROJECT PARTNERS

While Oxfam is accountable for the overall management of the program, Creating Spaces is implemented through a range of partnerships, including on-the-ground leadership from Oxfam Country Offices in Bangladesh, India, Indonesia, Nepal, Pakistan, and the Philippines. Further, twenty-four (24) local partner organizations implement the majority of Creating Spaces programming, working directly with influencers, including women, girls, men and boys at both the community and national levels. In Bangladesh, five (05) national NGOs are working as implement partners of the project. That partner organizations and geographic coverage are as follows:

¹ A separate document including only the [MTLR Executive Summary and Recommendations](#) is also available.

IMPLEMENTING PARTNERS	PROJECT LOCATIONS		
	DISTRICT	UPAZILLA/SUB-DISTRICT	UNION/SUB-SUB-DISTRICT
Bangladesh Nari Progati Sangha (BNPS)	Netrokona	Netrokona Sadar	Netrakona Poursava, Rouha, Singher Bangla, Kailati, Maugati, Medni, Challisha, Amtala, Dakshin Bishiura, Lakshmiganj, Madanpur
		Mohonganj	Barkashia Birampur, Gaglajur Maghan, Siadhar
		Barhatta	Bausi, Sahata, Barhatta, Asma, Chiram, Singdha, Roypur
Pollisree	Rangpur	Taraganj	Alompur, Kursha, Soyer
	Dinajpur	Dinajpur Sadar	Chehelgaji, Fazilpur, Sheikhpura, Shoshra.
		Birampur	Mukundopur, Khanpur, Jotbani
Population Services and Training Centre (PSTC)	Faridpur	Faridpur Sadar	Ambikapur, Gerda
		Madhukhali	
		Bhanga	Chandra, Tujarpur
Unity for Social Action (USHA)	Tangail	Tangail Sadar	Porabari, Mogra, Gharinda
		Delduar	Deoli, Dubail, Delduar
		Kalihati	Narandia, Bangra, Sohodevpur
We Can	Dhaka	Dhaka City Coriporation	

3. PURPOSE AND SCOPE OF THIS REVIEW

This in-country (Bangladesh) review by the consultant will contribute relevant data collection and analysis to the Creating Spaces final review, which will be led by the Final Review Lead, a separate consultant hired by Oxfam Canada. The final review will provide an independent assessment of the project's achievements, strengths, and weaknesses, from its inception to conclusion. The primary audience is internal, namely: Oxfam, Global Affairs Canada (the donor), and project partners. The review will build on findings from Creating Spaces' MTLR. It will inform Oxfam Bangladesh's and Canada's future programming on ending VAWG and CEFM well as its programming in related thematic areas, including, for example, women's economic empowerment and sexual and reproductive health rights.

Oxfam Canada and Oxfam Bangladesh have designed this in-country consultancy to lead quantitative and qualitative data collection on the Creating Spaces outcome indicators (see Section 5, Methodology for further information). Additionally, the in-country (Bangladesh) consultant will be responsible for qualitative data analysis. Further, the Bangladesh consultant will support a partner-led process, engaging partner staff in data collection and analysis to support overall project learning. The consultant hired by Oxfam in Bangladesh will work closely with a Final Review Lead,² who will be responsible for conducting an overall project desk review, ensuring data quality across countries, and wrapping up findings from all six countries into a final report. The Bangladesh consultant successful through this Terms of Reference will provide all analysed data to the Final Review Lead by the end of the consultancy period.

² Hired through a separate process and overseen by staff from Oxfam Canada.

Oxfam expects all consultants involved in the final review to use a gender lens. In its work, Oxfam Canada seeks to apply **Feminist Principles to Monitoring, Evaluation, Accountability and Learning (MEAL)**. In doing so, it prioritizes seven key foundations, including:

1. Understanding feminist MEAL as an approach,
2. Positioning MEAL as an integral part of social transformation,
3. Shifting power to participants in evaluations,
4. Understanding the role of the evaluator as a facilitator,
5. Valuing collective, context-driven knowledge generation,
6. Providing a learning orientation to evaluative exercises, and
7. Rooting feminist MEAL in safe programming, guided by 'do no harm'.

As much as possible, the review team will be required to reflect these principles in its proposal and subsequent work.

4. OBJECTIVES OF THE FINAL REVIEW

The overall objective of the final review is to capture lessons learnt and build on Creating Spaces' experiences. Doing so should help Oxfam understand how decisions made during the project can be used to implement successful EAWG projects in the future.

Specific objectives of the final review:

- Provide an independent assessment of the project, including strengths and weaknesses.
- Assess how findings and recommendations from the MTLR impacted the program.
- Identify discrepancies, if any, between Creating Spaces' initial assumptions and actual occurrences.
- Establish progression on targets (intermediate to immediate and immediate to ultimate).
- Indicate adjustments and changes relevant to potential future projects.
- Capture lessons learned and provide recommendations to enhance EAWG programming.

The in-country (Bangladesh) consultant identified through this hiring process will be instrumental in collecting and analysing data that will help the Final Review Lead respond to the questions below. These questions may be refined and further developed during the inception phase.

REVIEW OF PROJECT DESIGN	
Relevance (The extent to which the program is suited to the priorities of the target group and the recipients.)	<ul style="list-style-type: none"> • How relevant was the ToC to the context in each of the six project countries? • How relevant is the project for youth and adolescents as compared to adults? • How relevant were the influencers³ that were originally selected to be part of the project?
Coherence (The compatibility of the intervention with other interventions in a country, sector or institution)	<ul style="list-style-type: none"> • How closely linked were local interventions to the social (including gender), educational, and economic contexts of each country's public, private and non-profit sector?
REVIEW OF PROJECT ASSUMPTIONS	
Effectiveness	<ul style="list-style-type: none"> • Based on data collected from Creating Spaces' Annual Survey, how effective was the project in achieving its intended

³ See Annex 2 of the [Theory of Change](#).

(The extent to which an activity attains its objectives.)	<p>outcomes? What are the reasons behind the project's achievement (or not) of its outcomes?</p> <ul style="list-style-type: none"> • What evidence is there of increased understanding/awareness of women and girls' issues (if at all) as a result of engaging more men and boys? • How has the project's impact been affected by COVID-19?
Impact (The totality of effects produced by an intervention.)	<ul style="list-style-type: none"> • What unintended outcomes (positive and negative) did Creating Spaces have? • What progress has Creating Spaces made on its ultimate outcome (utilizing indicators in the project Performance Monitoring Framework (PMF)? • To what extent, and in what ways, have Creating Spaces' efforts increased local partner capacities (if at all)? • How has the project's impact been affected by the global pandemic (COVID-9)?
REVIEW OF PROJECT SUSTAINABILITY	
Sustainability (Whether the benefits of an activity are likely to continue after program completion.)	<ul style="list-style-type: none"> • To what extent has there been policy or programmatic take-up of Creating Spaces' approaches (or elements of) at national or district levels in country? • To what extent have Creating Spaces training and capacity building efforts been embedded in local partner practices? • How can Oxfam Canada and its partners sustain change beyond the life of the project?

5. METHODOLOGY AND COMPONENTS OF THE STUDY

The in-country (Bangladesh) consultant hired will work closely with the Final Review Lead. The table below demonstrates how these roles work together.

Oxfam Canada envisions the work of the Final Review Lead occurring in parallel with the work of six in-country consultants including Bangladesh, who will be responsible for data collection in each of the six CS countries. The Final Review Lead will maintain close working relationships with each of these in-country consultants including Bangladesh. The Final Review Lead will eventually be responsible for consolidating an overarching review that compiles the data and analysis from all six countries.

All analysed data will be provided to the Final Review Lead, who will be responsible for drafting an overall project report. Apart from these, the consultant will be in contact with personnel who will share key documents and required literature, but may also use any other official documents, national or international as part of review literature. Triangulation of information gathered is crucial in this study, with reflection on how the findings relate to the secondary documentation.

Oxfam has integrated the partner led element to reflect our feminist MEAL principles.

The extent of data outlined below may be reduced based on how long Covid-19 related restrictions remain in place in the six Creating Spaces countries including Bangladesh.



DATA TYPE	DATA SOURCE	TOOLS DESCRIPTION, SAMPLING SIZE AND METHOD	RESPONSIBILITY	
			Final Review Lead	In-Country (Bangladesh) Consultant
Quantitative	Annual Survey ⁴ (aligned with project indicators)	<p>Description: The objective of the annual survey is to collect project indicator-wise information about the attitude, norm and behaviour around VAWG and CEFM. The survey will look into the pervasiveness and patterns experience with violence, prevalence of CEFM, risk behaviour, gender attitudes, health seeking behaviour, mental health, help seeking attitudes, role in the household, participation in economic activities for women, fathering and care work and exposure to VAW campaigns will be collected.</p> <p>Sampling size and method: 271 households (equal male and female); Systematic Random sampling; equally distributed among project locations. Some changes might happen based on the final discussion with Oxfam.</p> <p>Data Collection: The data for the Household Survey will be collected using smart phones or tablets (with Android version 5.0 or higher operating system) with Survey CTO. The data collector will be able to access the survey from a pre-installed application on the device. The questionnaire will be in local language. The digital platform allows data entered into the questionnaire to be directly saved in the database, thereby eliminating data entry and alleviating the overall data quality. It also allows</p>	<ul style="list-style-type: none"> • Tools Development and/or Review. • Data quality (in-conjunction with Bangladesh consultant) • Data Analysis • Provide country specific data to Oxfam Bangladesh by 15th April 2021 	<ul style="list-style-type: none"> • Data collection⁵, according to project indicators following the survey design to determine indicator-wise performance value. • Capacity building of data collectors/ enumerators. • Data analysis (need-based). • Ensure capturing the outcome-level performance of the project according to the PMF. • Data quality assurance. • The Bangladesh consultant will have no responsibility of survey tools development.

⁴ Oxfam Canada previously designed this survey and used in it in the Creating Spaces baseline and MTLR. Data collection occurs through Survey CTO (in most countries) or by paper (in Nepal).

⁵ The surveys will take place in all countries including Bangladesh.

DATA TYPE	DATA SOURCE	TOOLS DESCRIPTION, SAMPLING SIZE AND METHOD	RESPONSIBILITY	
			Final Review Lead	In-Country (Bangladesh) Consultant
		real time tracking of the collected data remotely. Measures will be taken to address any misuse of the devices. It will be the responsibility of the consultant to ensure translation of the Survey tools from English language to Bangla language.		
	Community Perspective Index ⁶	<p>Description: The Community Perspective Index, as part of the quantitative survey is to understand how respondents view their surrounding community's attitude towards human rights (particularly that of women and girls).</p> <p>Literature review while designing the baseline research for this project indicated that a community's perspective in a number of particular areas have correlation with violence against women and girls (VAWG) in that community. It also, on the other hand, can predict the challenges towards mitigating VAWG.</p> <p>In the final review, respondents will be provided with a set of statements covering several attitude areas and will be asked to grade (in a Likert scale) the degree to which they agree or disagree with the statements. Finally, having incorporated both positive and negative attitude in selected attitude areas of the community, will</p>	<ul style="list-style-type: none"> • Tools development and/or review. • Data quality (in-conjunction with Bangladesh consultant) • Data Analysis • Provide country specific data to Oxfam Bangladesh by 15th April 2021 	<ul style="list-style-type: none"> • Data collection⁷ using set tool. • Capacity building of data collectors/ enumerators. • Data quality assurance.

⁶ The CPI was designed to provide a quantitative value for Intermediate Indicator 1100.2 "Perspectives of beneficiaries on VAWG and CEFM and women's rights and leadership". The CPI asks respondents to agree or disagree on a series of statements on rights and values around household expenditure, work and education, marriage, intimate relationships, health and nutrition and family and friends. Half of these statements are identified as positive and half as negative. In the final score, the further that the CPI is from zero, the stronger perspectives are in either direction.

⁷ See Footnote 10.

DATA TYPE	DATA SOURCE	TOOLS DESCRIPTION, SAMPLING SIZE AND METHOD	RESPONSIBILITY	
			Final Review Lead	In-Country (Bangladesh) Consultant
		<p>be considered as the Community Perspective Index in the study.</p> <p>Participant Coverage: To be determined upon discussion with Oxfam.</p>		
Qualitative	Focus Group Discussions and Key Informant Interviews aligned with project outcome indicators	<p>Description: Focus Group Discussion (FGD) and Key Informant Interviews (KII) will be conducted to capture project outcomes according to set indicators. FGD and KII will be employed for collecting qualitative data from target groups and stakeholders to realise in-depth insights regarding different actions taken by various influencers and services received by project participants. During the MTLR, project partner staff in Bangladesh were trained in data collection methodologies, including focus group discussions and key informant interviews. The final review is supposed to follow the same process. However, data collection modalities could change as a result of travel and activity restrictions associated with the COVID-19 pandemic.</p> <p>Participant coverage: To be determined upon discussion with Oxfam.</p>	<ul style="list-style-type: none"> • Use analyzed data in the final report 	<ul style="list-style-type: none"> • Tools review/customize (need-basis) to apply at country-level. • Data collection from field-level. • Provide relevant capacity building to partner staff in Bangladesh in data collection methodologies, including focus group discussions and key informant interviews. • Data analysis using suitable framework. • Provide analysis to Final Review Lead for use in the final report. • Provide raw data (including transcripts, recording, field-notes) and clean analysis version to Oxfam in Bangladesh.

DATA TYPE	DATA SOURCE	TOOLS DESCRIPTION, SAMPLING SIZE AND METHOD	RESPONSIBILITY	
			Final Review Lead	In-Country (Bangladesh) Consultant
	Project documentation ⁸	N/A	<ul style="list-style-type: none"> Overall review for use in the inception and final reports 	<ul style="list-style-type: none"> Overall review of literature according to the country context for use in the final evaluation.
	Interviews with Oxfam and partner staff	<p>Description: N/A</p> <p>Participant coverage: To be determined upon discussion with Oxfam.</p>	<ul style="list-style-type: none"> Revise questionnaire from MTLR as necessary Conduct interviews with Oxfam Canada staff Integrate feedback into the final report 	<ul style="list-style-type: none"> Conduct interviews with Bangladesh country and partner staff. Provide clean analyzed version of qualitative information using appropriate framework. Provide input to Final Review Lead.
	Partner-led qualitative data ⁹	<p>Description: In Bangladesh, the partner-led data collection will use a Peer-to-Peer (P2P) Learning approach. The P2P approach was previously applied in the project's MTLR. To strengthen the review, six case studies will be conducted which will capture best practices, and best answer our key learning questions. So, in that case, it will be a combination of both. During the MTLR, project partner staff in Bangladesh were trained in data collection methodologies, including focus group discussions and key informant interviews.</p> <p>Partner staff met to identify key learning questions and design relevant data collection</p>	<ul style="list-style-type: none"> Integrate analyzed data into the final report 	<ul style="list-style-type: none"> Provide relevant capacity building to partner staff in Bangladesh in data collection methodologies. Conduct a refresher training on data collection and a more fulsome training on data analysis. Facilitate a sense-making workshop following the completion of partner-led data collection. Oversee partner-led data collection.

⁸ Project documents, reports, and research and evaluation material

⁹ Partners in Bangladesh will participate in a partner-led data collection exercise, emphasizing participatory learning (ranging from peer-to-peer learning to case study collection). This exercise is meant to emphasize the important role of partners in data collection and project sense-making.

DATA TYPE	DATA SOURCE	TOOLS DESCRIPTION, SAMPLING SIZE AND METHOD	RESPONSIBILITY	
			Final Review Lead	In-Country (Bangladesh) Consultant
		guides. Following this, the partners travelled to different project districts to conduct data collection. For the Final Review, Oxfam envisions a similar process. However, data collection modalities could change as a result of travel and activity restrictions associated with the COVID-19 pandemic.		<ul style="list-style-type: none"> Organize data for the Final Review Lead. Summarize the findings and recommendations and provide this information to the Final Review Lead.



6. GUIDING PRINCIPLES AND VALUES

The consultant is expected to undertake the final review with high respect given to transparency, cost-effectiveness, gender sensitivity, non-staff code of conduct, safeguard, child protection, collaboration with beneficiaries, and involvement of local stakeholders.

7. KEY ACTIVITIES AND DELIVERABLES

The exact due dates for all deliverables will be finalized by the in-country (Bangladesh) consultant, in collaboration with Oxfam Canada, Oxfam in Bangladesh, and the Final Review Lead, so long as the dates continue to fall within the broad start and finish dates of the consultancy.

Oxfam envisions the review as a collaborative undertaking between itself and the selected members of the review team, both in each of the six countries and the Final Review Lead. The Bangladesh consultant is expected to engage with and provide feedback to Oxfam on a continual basis.

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

KEY ACTIVITIES AND DELIVERABLES	TIMELINE
Start date of contract	By 10 September 2020
<i>Inception phase</i> <ul style="list-style-type: none"> To be led by the Final Review Lead and completed by 15 November 2020. 	By 04 October 2020
Field work initiated	By 25 October 2020
Field work and Data collection <ul style="list-style-type: none"> Conduct Annual Survey and Community Perspective Index. Conduct associated qualitative data collection. Lead capacity building and sense making workshops for partner staff as part of the partner-led data collection. 	By 16 January 2020
Data Analysis <ul style="list-style-type: none"> Complete qualitative data analysis from the associated Peer-to-Peer review and case studies. Complete any outstanding data analysis on the data collected during the partner-led data collection.¹⁰ Submit all organized data to the Final Review Lead.¹¹ 	By 15 February 2021.

The required outputs of this consultancy will be as follows:

¹⁰ Partners will be encouraged and/or facilitated in the data analysis process. This should be partially done through a capacity building workshop.

¹¹ The in-country consultant is not required to prepare a final report.

ACTIONS	REMARK	TIMELINE
Agreement signing	Agreement signing and inductions on Oxfam's policies (Non- staff code of conduct, Safeguard, Child protection policies etc)	By 10 September 2020
A detail work plan (inception report) describing how the consultant will implement the survey within the research framework and timeframe outlined by OXFAM.	This work plan shall be submitted for review and approval by Oxfam two (2) days after the signature of the contract and before commencement of the study.	By 18 September 2020
Submission of enumerator's resume and contract to Oxfam for review.		By 18 September 2020
Finalization of tools and methods adopting from tools developed previously by OCA.	Questionnaire/tools development and/or review, Sampling etc.	By 25 September
Orientation or capacity building training for data collectors/enumerators.	To build enumerators' capacity to collect quantitative and qualitative data.	By 28 September 2020
Field preparation for data collection	Scheduling interview with respondents	By 30 September 2020
Initiate field-visit	Any alternative modalities might be adopted depending on the COVID-19 context and restrictions related to the pandemic.	By 04 October 2020
Data collection from the field	According to the methodology	By 16 January 2021
Data cleaning and analysis	Coding, cleaning and analysis Generate analysis summary using appropriate analysis framework Submit summary analysis and recommendation to the final review lead of OCA.	By 15 February 2021
Sharing all raw data	For qualitative data, transcripts, audio, visualized data, and analysis frameworks/tools.	20 February 2021
Reporting	1. The first draft of the report shall be submitted for review and feedback from Oxfam	By 28 February 2021
	2. Second draft of the report shall be submitted for review and feedback from Oxfam	15 March 2021
	3. Final and full evaluation report reflecting project indicator-wise performance evaluation.	20 March 2021
	4. Summary report (4 page)	25 March 2021
Presentation of key findings and facilitation of joint analysis	with Oxfam, the project's partner organizations and other stakeholders.	By 30 March 2021
Sharing final report with Oxfam Canada		By 15 April 2021

8. PROFILE OF THE REVIEW TEAM

The consultancy can include different team members. Key competencies of the team include:

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh.
- At least 12 years of professional experience in monitoring, evaluation and learning of the lead consultant.
- Strong experience carrying out surveys, specifically final review/end line survey and associated qualitative data collection, particularly focusing on VAWG, CEFM or related thematic areas.
- The study lead and her/his research associates engaged in the assignments essentially need to have relevant academic background i.e. anthropology, economics, sociology, women and gender studies, international relations, public policy, statistics etc.
- Experience evaluating gender mainstreaming initiatives in large-scale projects.
- Experience of remote data collection and analysis utilizing appropriate online-based tools and methods.
- Experience utilizing feminist MEAL principles and practices.
- Ability to facilitate and relate to stakeholders at multiple levels and in diverse contexts.
- Ability to facilitate workshops on data analysis / outcome harvesting / case story collection.
- Strong written and verbal English communication skills.
- Strong verbal communication and presentation skills.
- Excellent interpersonal communication skills.
- Sensitivity to cultural and historical contexts in the data collection and analysis process.
- In the event that evaluation activities are delayed by up to six months due to the COVID-19 pandemic and associated travel and movement restrictions, consultants should be flexible to accommodate such delays.

9. EVALUATION PROCESS AND CRITERIA

The selection committee of Oxfam in Bangladesh will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

AREA(S)	CRITERIA	WEIGHT
Technical- 80	Understanding of the TOR	10
	Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
	Appropriateness of methodology	20
	Quality assurance and Data management	15
	Management structure and qualifications of key personnel and team composition	15
Financial- 20	Financial (Budget, value for money)	20
Total		100

10. SUBMISSION AND EVALUATION OF PROPOSALS

Consultants meeting the above criteria are invited to submit a proposal by email to: hrbd@oxfam.org.uk with the subject line: "Proposal for Creating Spaces In-Country Consultancy". The body of the proposal should be no longer than 5 pages and should include the following:

- Cover letter outlining relevant experience in conducting data collection and data analysis for similar projects, including experience reviewing or working on VAWG and CEFM projects.
- An outline of the data collection approach, highlighting: any additional proposed research questions, methodological approach, analytical plan, potential technical and operational challenges, and strategies to ensure timely, high-quality deliverables.
- A list of key activities, linked to the proposed activities, within a scheduled timeframe.
- A staffing and management plan, including details of team composition and specific qualifications of key research staff.
- A statement indicating the consultant availability for the duration of the contract and flexibility up to a six-month contract extension should delays arise due to the COVID-19 pandemic.

The proposal should also include **Annexes**, which are not included in the 5-page limit, such as:

The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX): The financial proposal should include **15% VAT ONLY**. Oxfam will **deduct 10% Income Tax** at source from the agreed consultancy amount.

Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work.

- Maximum two-page profile highlighting related assignment completed with client name, contract person and contact details with a list of three (3) references who can attest to the team's experience and expertise as it relates to this program (including daytime phone numbers and email contacts).
- CVs of the evaluation team, outlining previous evaluation experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfill the Terms of Reference; Maximum 2 pages CV of the Lead Consultant and one paragraph short CV of other team members.
- Firm's Certificate, TIN and VAT registration etc (required only for firm)
- Technical Proposal (maximum five pages) according to the TOR, task to be accomplished as well as draft PSM framework and plan
- Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees excluding: accommodation and living costs; transport cost, stationeries, and supplies needed for data collection; costs related to persons that will take part from partners and government officers during baseline process, etc. The financial proposal should also provide cost estimates for services rendered including daily consultancy fees related to the consultant and/or associate consultant who will take part in the PMS of the project data collection and data processing costs are included in the account of the Consultant. The Consultant should also use his/her own computer. ***Value-for-money will be an assessment criterion.**

11. ELIGIBILITY

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh;

- The applicant needs to have enough qualified human resources, i.e. research associates, data processors etc. and other necessary logistics i.e. office space, accounts and administrative assistance and stationeries (if required) to do the assignment;
- The applicant needs to have demonstrated experience of doing similar studies;
- Team members should contain experts on democratic governance and gender.
- The study lead and her/his associates engaged in the assignment essentially need to have strong analytical ability in general and excellent writing, documentation and communication skills in English and Bangla languages specifically.

12. GENERAL TERMS AND CONDITIONS:

- Confidentiality of information:
 - All documents and data collected will be treated as confidential and used solely to facilitate analysis.
 - Consent should be collected prior to interview recording or photographs.
 - Interviewees will not be quoted in the reports without their permission.
- All soft and hard copy of the assignment will be treated as the property of Oxfam
- Consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting
- The consultant 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/consulting organization 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 GB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
- Consultant should follow Oxfam's code of conduct, policies (i.e Safeguard policy, Child Protection Policy).

Oxfam Bangladesh will review all proposals closely against this outline. It will determine a shortlist of potential candidates and finalize a contract by September 2020. The consultancy is expected to start on 10st September 2020.