



TERMS OF REFERENCE

Women's transformative leadership in sustainable livelihood and resilience: A impact study on Rohingya and Host Communities in Bangladesh

BACKGROUND

The Rohingya population, who were forcibly displaced from Myanmar in 2017, sought refuge in the makeshift camps of the Southeast Bangladesh, where they have been living in constant need of humanitarian aid for six years. Since 1982, they have been involved in a protracted fight for the state recognition of their citizenship. However, their citizenship status has been continually denied by Myanmar's successive authoritarian and pseudo-democratic governments which has led them to decades-long discrimination, oppression, and arbitrary persecution. Their fate has followed them in Bangladesh as well, where they have to survive with limited resources and in tight restrictions in the densely populated camps. This has contributed to increasing the pre-existing gender disparities in the Rohingya society, and violence against Rohingya women and girls, which extends to limitations on movement, finite access to basic services and information, as well as their ability to make decisions and control their own destiny. In addition, there is a growing sense of hostility between the host communities in Bangladesh and the Rohingya refugees, with many believing they are an unwanted burden. The host community's way of life, access to essential services, and source of income have also grown more precarious and unbalanced since this crisis, which mostly affected the women and girls living in one of the most peripheral districts of Bangladesh who are the most vulnerable and marginalized considering their socioeconomic status and living condition. Resultantly, along with providing life-saving assistance, the UN, INGOs, and NGOs continue their humanitarian efforts to support women and girls' resilience and long-term healing in both Rohingya and host community. Accordingly, Oxfam's humanitarian efforts are not confined to the camps; they also extend to host communities in Ukhiya and Teknaf upazila in Cox's Bazar, where it fight up for gender equality and social justice.

PROJECT OVERVIEW

Since 2017, Oxfam has demonstrated its experience in providing leadership trainings for Rohingya and Host community (the catchment area of the Rohingya camps) women and girls. In this project titled "Means to Lead", Oxfam, along with partners Mukti Cox's Bazar, RW welfare society (RWWS), and Bangladesh Nari Progati Sangha (BNPS), has focused on enhancing the capacities, skills, and livelihood opportunities of women and girls. It has actively participated in women empowerment through Learning and Leadership Training to over 3500 members of women and men groups, and provided capacities, skills, and livelihood supports to 2000 females in Cox's Bazar Sadar, Ukhiya, and Teknaf Upazila in order to promote sustainable livelihood and self-reliance. The project is consisted of three main components: Learning, Leadership, and Livelihood. Support was provided through training and different project activities, as well as start-up/cash support for the livelihood participants. These have made them active advocates for women's rights, developed their skillsets, ensured their access to basic needs, and

established a considerable network to foster feminist changes both in the Rohingya Camps and Host Community (HC).

PURPOSE OF THE ASSIGNMENT

This consultancy aims to conduct a comprehensive impact assessment of the "Means to Lead" project, a collaborative initiative between Oxfam and local partners in Cox's Bazar, Bangladesh. By evaluating the effectiveness and impact of project activities regarding women's transformative leadership in sustainable livelihood, and identifying enabling and hindering factors gaps through capturing learning, critical reflections, and evidence in sustainable livelihood, the study should aim to provide actionable insights for Oxfam's Economic Inclusion and Justice (EIJ), Gender Justice and Social Inclusion (GJSI) & Humanitarian Action and Disaster Resilience (HADR) thematic areas and suggest ways of improvement for the existing initiatives, and serve as a valuable resource for humanitarian stakeholders, policymakers, and organizations in the fields of women's empowerment and transformative leadership development in the context of Rohingya crisis. The assessment reports will also be treated as a knowledge product for the project and Oxfam as an Organization.

The audiences of the impact study are Oxfam, implementing partners, policy makers, local government, donor etc. Mainly the impact study report will be used for improvement for the existing initiatives, future investment in relevant programming of Oxfam and implementing partners and policy advocacy to enhance feminist transformative leadership in the context of Rohingya crisis.

KEY OBJECTIVES

The study's overarching goal is to learn how to better utilise the women's transformative leadership role in sustainable livelihood and resilience. To achieve this study's goals, the following particular objectives have been formulated:

1. To investigate whether women's transformative leadership and access to sustainable livelihood promotes resilience of women and girls in Rohingya and host community If yes, how?
2. To explore factors that facilitate and/or constrain women's transformative leadership in and access to sustainable livelihood for resilience. And identify way forward that should be addressed in future initiatives.
3. To capture evidence, learning and critical reflections that how women's transformative leadership roles have influenced in the sustainable livelihood and resilience development of women and girls in Rohingya and host community.
4. To provide strategic and policy-relevant findings that help the stakeholders contribute more effectively to support the future programme planning, implementation, and evaluation.

SCOPE OF THE WORK

Oxfam is recruiting a Bangladesh-based consultant or consultancy firm to conduct primary data collection and analysis for the study. The research will provide an independent assessment by generating primary data to explore the research questions. The review will build on findings from secondary data analysis as well as design and sensemaking workshops. The consultancy will take place between 1st week of December 2023 and last week of January 2024.

The consultant will be expected to:

1. Design a data collection and analysis plan (in consultation with the Oxfam Research working group) to investigate areas requiring further evidence based on the secondary analysis.
2. Produce a report summarizing the data collection approach and findings.
3. Produce appropriate material and organize the logistics to share key findings and learning with people with whom data was gathered.
4. Ensure an intersectional feminist approach in the design and implementation of the study, founded on key feminist research principles: ethical; collaborative and participatory; transformative; intersectional; accountable; accessible and open.

RESERACH METHODS

The research design will follow Convergent-Parallel Approach¹ or Concurrent Triangulation Design involving simultaneous quantitative and qualitative data collection and both primary and secondary data analysis.

The method involves primary data collection and analysis using qualitative and quantitative methods, testing contribution and further collective Sensemaking. Quantitative data will be collected from impact group (targeted women, girls) using questionnaire survey. The qualitative data will be collected from relevant stakeholders (consultant will mapping out the specific stakeholders) applying appropriate methods like structured In-depth Interviews (IDI), Focus Group Discussions (FGD), Key Informant Interviews (KII) and Sensemaking Workshops etc. However, the consultant is also free to propose any other methodologies as appropriate for the study needs.

The targeted number of respondents will be identified applying appropriate sampling strategy and sample size to represent the target population with study coverage as consultant will determine for both quantitative and qualitative.

EXPECTED DELIVERABLES AND TIMEFRAME OF THE ASSESSMENT

Deliverables	Remarks	Product format	Timeframe
1) An inception report which must include a detailed workplan	The inception report should include all the required sections (as agreed upon by Oxfam's EFSVL team under Economic Inclusion and Justice (EIJ) thematic area and the consultant). The inception report and data collection tools are subjected to review and approval by Oxfam's EFSVL team.	MS-word	Within the 1 st week of signing the contract
2) Tools for data collection (qualitative and quantitative)	The assignment objectives should be reflected in the developed tools.	MS-word	Within the 1 st week of signing the contract

¹ Edmonds, W., & Kennedy, T. (2017). Convergent-parallel approach. In An applied guide to research designs (pp. 181-188). SAGE Publications.

3) Data collection and analysis	Data collection methodology and analysis plan should be shared by the consultant to Oxfam for common understanding	MS-word	Within the 3rd week of signing the contract
4) Mid-term progress report	The mid-term progress report should include all the required sections (as agreed upon by Oxfam's EFSVL team and the consultant).	MS-Word	Within the 4th th week of signing the contract
5) Output table	After analysis primary data, the consultant will share output table of the finding	MS-Word and excel	Within the 5 th week of signing the contract
6) Data validation/refection /workshop	Consultant will organize data validation/reflection workshop where data will be validated from reflection of different stakeholders	MS-word, PPT	Within the 5th week of signing the contract
7) Draft assessment report	Draft report should be in English.	MS-word	Within the 6 th week of signing the contract
8) Addressing comments and feedback shared by Oxfam's EFSVL team	None	MS-word	Within the 7 th week of signing the contract
9) Finalizing assessment report	Finalizing the research report should be done with captivating infographics.	MS-word	Within the 8 th week of signing the contract
10) Submitting raw data	Including audio and visual data	MS-excel	
11) Debriefing Session	None	MS-word, PPT	Within the 8 th / ⁹ th week of signing the contract

EVALUATION CRITERIA OF THE PROPOSAL FROM FIRM/INDIVIDUAL CONSULTANT:

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
Category: Technical	75
<i>Area – 1: Expertise of the Consultants/ Consulting Firm/ Organization</i>	
a) Completeness and clarity of the proposal	15
b) Understanding of the assignment	10
c) Strong skills and expertise in carrying out social research or similar assignments	10

<i>Area – 2: Methodology</i>	
a) Relevance and appropriateness of the methodology in response of the proposed assessment objectives/questions	10
b) Innovative approach in data collection	10
b) Quality Assurance and Data management	5
<i>Area – 3: Management Structure and Qualifications of Key Researchers</i>	
a) Clarity and efficacy of the basic workplan	10
b) Team composition	5
Category: Financial	
25	25
Financial Proposal should include: <ul style="list-style-type: none"> Detailed budget including unit cost, frequency (if applied), explanation (where required for clarity) Consultancy days and fees (days should be mentioned for key members of the team), travel and accommodation costs Any other expenditure (please mention nature of expenditure), e.g. 15% VAT. Total amount (please calculate the total budget including Tax)	
Total (Technical + Financial)	
	100

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	

- Detailed budget
- Consultancy days and fees (days should be mentioned for a key member of the team) Travel and accommodation.
- Any other expenditure (please mention nature of expenditure)
- Please calculate 15% VAT and 10% Tax (Tax should be inclusive) with a total budget.
- Total amount

PAYMENT MECHANISM

The contracted individual/firm will receive payment in the following structure:

Description	Amount
<i>First Installment:</i> After the satisfactory completion and reception of Deliverable 1 and 2	20%
<i>Second Installment:</i> After the satisfactory completion and reception of Deliverable 3, 4, 5, 6 and 7	30%
<i>Third Installment:</i> After the satisfactory completion and reception of Deliverable 8, 9, 10, and 11	50%

QUALIFICATIONS

The consultant should possess the following qualifications:

- Either an individual or a firm/institution with the necessary legal status to operate in Bangladesh.
- Hold a master's degree or PhD in equivalent fields, with a minimum of 8 years of experience in the related field.
- Have expertise in research, impact assessment, evaluation, communication/advocacy, and influencing materials development.
- Possess substantial knowledge in women's empowerment, feminist leadership, sustainable livelihood etc.
- Knowledge of research in sustainable livelihood, supply chain analysis, market linkage procedures, and policy will be considered an asset.
- Experiences to conduct related type of assessment in Rohingya camps and host community context.
- Knowledge on Chittagong regional's language will be considered as extra advantage.
- Strong communication skills and analytical ability

HOW TO APPLY

The individual/ firm is required to submit the following documents to Ban_Consultancy@oxfam.org.uk, along with the Technical and Financial Proposals submitted separately:

A. For Consultancy Firm:

1. A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
2. The lead consultant's (who will lead the assignment) maximum 2-page CV, showcasing related assignments completed and specifying the role in each completed assignment.

3. One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles.
4. Copies of the firm's certificate, TIN, BIN, VAT resignation and trade license and any other relevant documents.

B. For Individual Consultant:

1. A profile of a maximum of 2 pages, highlighting related completed assignments with client names, contact persons, and contact numbers, along with a detailed CV.
2. Copies of NID, TIN, BIN, VAT Registration, Trade License, and any other relevant documents.

GENERAL TERMS AND CONDITIONS

- The individual consultant/consulting firm will be responsible for all travel and other arrangements under this contract. Oxfam in Bangladesh will not assume any responsibility for making logistic arrangements.
- All payments will be in Bangladesh currency and payable only within Bangladesh.
- Throughout this agreement period, individual consultants/consulting organizations are expected to adhere to and uphold Oxfam's policies, available on our website.
- All soft and hard copies of the assignment (including raw data) will be treated as the property of Oxfam.
- The consultant/consulting firm should be agreed to follow the data protection policy.
- In any circumstances, the consultant shall have no opportunity to alter the timeline and planning of data collection and submission of the first draft and final report.
- The consultant/consulting firm must maintain standard quality in data collection, processing, and reporting.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant shall bear the responsibility to rewrite the report and modify 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 during the project.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant/consulting firm shall be bound to pay back the full amount to Oxfam given as an advance payment in case of any deviation, dissatisfaction with quality, and other points mentioned in the agreement.
- Oxfam in Bangladesh will deduct withholding tax from the consultancy fees, conforming to prevailing government rates.

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