**Terms of Reference: Behaviour Change Evaluation**

**About**

**1.1. Plan International Bangladesh**

We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International began working in Bangladesh in 1994. Across all our work, we encourage children and young people to be leaders in their communities and drive progress on the issues that matter to them. We also integrate gender equality and inclusion across all our areas of work.

**1.2. WaterAid Bangladesh**

We aim to address WaterAid’s objectives of ensuring water and sanitation rights, hygiene promotion, capacity development of sector stakeholders, generation and dissemination of critical knowledge, policy change and institutional development. Our Rural programme intends to address these issues and make a lasting change in the lives of the poor through ensuring inclusive and sustainable WASH services in households, healthcare facilities and schools for the most vulnerable and excluded communities in remote rural areas.

**1.3. Commissioning office – Plan International Bangladesh**

Plan International Bangladesh is currently implementing its 5th country strategic plan (CSP-V) developed for 10 years covering fiscal year 2020 to 2030 towards a longer-term vision isto empower girls and young women, to be heard, to live without fear of violence and to achieve their rights.

Discrimination and violence which targets girls and women is rife globally: at home, in education and health, within the labour market, and in terms of political participation and representation, making gender inequality one of the greatest barriers to human development.

The Plan International Bangladesh Country Strategy 2020-2030 will mobilise girls, women, boys and men with a view to radically transforming the country’s current power relations for the better, enabling girls and young women to full their true potential and realise their rights. Recognising fear of violence as a significant limitation to realising this vision, the programme will work to mitigate the patriarchal norms and values which persist in Bangladesh.

**Background**

**2.1. South Asia WASH Results II**

The South Asia WASH Results Programme (SAWRP) has been working to improve water, sanitation and hygiene outcomes in Bangladesh and Pakistan since 2014. The programme is funded by DFID and being implemented through a Payment by Results (PbR) modality. Independent verification of SAWRP monitoring, verification and survey systems is done by an independent consortium for quality assurance.

In March 2017, SAWRP started a second phase (known as SAWRP II) to expand work to a further four districts in Bangladesh – Plan International Bangladesh in Bhola, and WaterAid Bangladesh in Thakurgaon, Kurigram and Sirajganj. Similar to the first phase, SAWRP II is also being implemented by following Payment by Results approach, with payment contingent on achieving set outputs and outcomes around access to and continued use of WASH facilities. This is the fourth year of the project, after successful completion of the output phase in June 2019. The outcome phase begun on July 2019 to ensure continued use of sanitation, handwashing and water facilities for beneficiaries targeted during the output phase.

SAWRP II is being implemented by a consortium led by Plan International UK through a Country Coordination Unit (CCU), with Plan International Bangladesh and WaterAid Bangladesh as country partners, Ipsos MORI as evaluation partner, and WEDC as a learning partner. Plan International Bangladesh and WaterAid will in turn implement through local partner NGOs (PNGOs). VERC and SAINT Bangladesh, PNGOs of Plan International Bangladesh are implementing SAWRP II in 4 Upazilas in Bhola District (Bhola Sadar, Doulatkhan, Charfasson and Lalmohan). SKS, VERC and ESDO are the PNGOs of WaterAid Bangladesh and implementing SAWRP II in 4 Upazilas (Ullapara, Ulipur, Rajarhat and Thakurgoan) of Thakurgaon, Kurigram and Sirajganj Districts. The structure of the SAWRP II consortium’s implementation functions is shown below.

**2.2. Hygiene Behaviour Change**

Learning from the first phase of SAWRP highlighted the need to systematise and strengthen the project approach towards hygiene behaviour change programming to support sustainable results.

SAWRP II partners have therefore adopted the London School of Hygiene and Tropical Medicine’s (LSHTM) Assess, Build, Create, Deliver, Evaluate (ABCDE) approach to Behaviour Centred Design, which London School are working with WaterAid to adapt for practical application by WASH practitioners. “Behaviour Centred Design (BCD) has been developed over the past decade by academics from London School of Hygiene and Tropical Medicine’s Environmental Health Group. The approach combines evolutionary and environmental psychology and best marketing practice to design and test imaginative and provocative behaviour change interventions”. (LSHTM, 2018.) More information on the approach can be found at [**http://ehg.lshtm.ac.uk/behavior-centred-design/**](http://ehg.lshtm.ac.uk/behavior-centred-design/) .

The table below summarises the Behaviour Centred Design steps taken (or planned) to design, implement and evaluate a new package of interventions to change SAWRP II’s target behaviours.

|  |  |
| --- | --- |
| Approach | Activities |
| Assess  (complete) | Assess what is known and unknown about the key behaviours  Identify Key behaviours (as above)  Research all existing literature and data on the key behaviours |
| **B**uild  (complete) | Design and conduct formative research – behavioural determinants, motives, barriers, social / cultural norms, touch points, power relation etc  Analysis of data and formative research report |
| **C**reate  (complete) | Create an innovative and surprising intervention package based on research findings from Assess and Build steps working with creative agency  Pre-test and refine intervention package  Train master trainers on how to implement intervention package |
| **D**eliver  (ongoing for PIB) | Develop implementation plans for both country partners to roll out intervention package  Roll out implementation training for staff and front-line promotors  Implement intervention package  Expose people to attain higher reach with repeated frequency  Review and refine implementation plans based on M&E data |
| **E**valuate (and monitor)  (ongoing) | Develop a behaviour change M&E Framework and associated tools  Conduct ongoing monitoring of intervention package  Conduct Baseline study  Conduct Endline study  Conduct Post-endline study |

*Table 1: ABCDE approach by steps and activities*

SAWRP II has identified the following hygiene behaviours to focus on to address through its intervention. Plan International Bangladesh and WaterAid Bangladesh have worked for different hygiene behaviour change in their intervention area. These are the following:

**In intervention area of Plan International Bangladesh and WaterAid Bangladesh:**

Increase handwashing with soap after defecating and before eating amongst men, women and children in the households, with a particular focus on primary caregivers of children under 5.

Increase use of a clean latrine at all times by men, women and children in the households.

**In intervention area of Plan International Bangladesh implementation only:**

Increase disposal of child faeces into a latrine at all times by caregivers of children under 3.

Increase perceived confidence of adolescent girls in the management of their menstrual hygiene.

**Evaluation Focus**

**3.1 Purpose of the Evaluation**

Plan International UK is seeking a participatory, gender-sensitive Endline evaluation of the SAWRP II Behaviour change intervention that is inclusive of all vulnerable groups identified during the life-time of the programme. The Evaluation Team will provide an independent and rigorous evaluation and research function, designing and implementing frameworks which will assess the delivery, effectiveness, value for money and impact of the Behaviour Change intervention and report the findings and lessons learned through these processes.

The evaluation should explicitly explore the reasons why change has or has not occurred in relation to the behaviour change intervention in implementation areas of both Country Partners, and identify key learnings and recommendations that can be used to inform future policy and programming. The Evaluation Team will be expected to bring a creative and innovative approach to the assignment, actively involving beneficiaries and communities in the work and employing in-depth qualitative methods to investigate and provide context to the quantitative findings being produced within the final outcome survey.

Plan International recognises that the scope and methodology of the evaluation may be affected by the current Covid-19 pandemic and associated impacts. The successful bidder will need to demonstrate flexibility and creativity in responding to the changing situation to ensure they meet the fundamental requirements of the evaluation within the parameters of what is feasible and safe. Plan International will work closely with the successful bidder to design a suitable approach to the evaluation that considers possible scenarios and restrictions, ensuring that the safety of beneficiaries, communities and staff is paramount at all times.

The design and implementation of the Endline evaluation must take into account and abide by Plan International’s Child-Centred Community Development Standards. This means, for example, ensuring children are at the centre of the research, that principles of gender equality, inclusion (particularly around disabilities) and non-discrimination are considered and acted upon throughout, and that meaningful participation of children and other key stakeholders is promoted throughout the project. Furthermore, the assessment is required to be conducted in line with Plan International’s Safeguarding Children and Young People Policy and internal guidelines on child protection and ethical standards in monitoring, evaluation and learning.

**3.2 Evaluation Criteria**

The Endline evaluation is intended to assess the hygiene behaviour of the project beneficiaries (target groups) which will have been addressed by SAWRP II and clearly articulate how and why change happens and for whom, to assess the extent of change from the Baseline (Annex 1 for Baseline report).

The Evaluation Team will be required to develop an evaluation approach that answers the following overarching questions:

**Reach:** Exposure, acceptability and quality of delivery:

**Effectiveness**: the extent to which, and the reasons behind, the achievement (or not) of the intervention’s objectives, and whether these are leading to unintended (positive or negative) consequences for anybody involved or affected by the interventions.

**Sustainability**: the probability of continued long-term benefits to the target populations after the intervention has been completed. This might include the resource and capacity of partners or beneficiaries to continue the intervention after phase out.

**Relevance**: the extent to which this intervention and approaches were suited to the priorities and policies of the people and communities they were intended to benefit.

Child rights, gender and inclusion: the extent to which this intervention applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality.

* 1. **Evaluation Questions**

The research questions below remain under review, and we expect to take a collaborative and participatory approach to designing the final research questions with the successful bidder during the inception phase, in order to respond to the evolving context arising from the Covid-19 pandemic.

* Has the Behaviour Change intervention delivered as intended? Has the intervention reach enough target population with repeated frequency and whether the intervention was accepted at all levels?
* Has the Behaviour Change intervention contributed to any changes related to practices of the project beneficiaries, towards handwashing with soap or soap substitute before meal intake and after defecating? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices? Has the Behaviour Change intervention contributed to any changes on practices of the care giver of under 5 children towards handwashing with soap or soap substitute before meal intake, feeding a child and after defecating? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Has the Behaviour Change intervention contributed to any changes on the practices and behaviours of the household members including people living with disability, elderly, pregnant women and other vulnerable groups towards the use of a clean and functional latrine at all times needed? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Has the Behaviour Change intervention contributed to any changes on practices of care givers of children under 3 towards the disposal of child faeces in a latrine (Plan International Bangladesh only)? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Has the Behaviour Change intervention contributed to any changes on the practices at households towards the disposal of non-latrine users’ faeces in a latrine? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Has the Behaviour Change intervention contributed on the increase/decrease of the current level of knowledge and confidence (perceived comfort and dignity) of adolescent girls in managing their menstruation (Plan International Bangladesh only)? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Has the Behaviour Change intervention contributed in any changes on the adolescent girls’ menstrual hygiene management in terms of access to clean absorbents, facilities to change safely and comfortably and the capacity to clean and dispose of these as they need, and with systematic access to water and soap for cleaning absorbents at home and at school (Plan International Bangladesh only); )? Why is this the case? Are there variations between any sub-groups in changing those practices, including sustainability of these practices? What are the reasons (if any) that have prevented project beneficiaries in adopting/ sustaining those practices?
* Non-discrimination and inclusion – Who is benefiting from this intervention and who is excluded, and why? What are the barriers facing specific sub-groups including ultra-poor households, people with disabilities, the landless, ethnic, and religious minority groups that prevent them fully benefiting from this intervention? How successfully has the design of this intervention addressed these barriers?
* Safeguarding – How effective are the intervention’s processes for identifying and reporting potential safeguarding concerns? Has the design and implementation of this intervention ensured that beneficiaries do not feel at greater risk of harm as a result of their involvement, and that they are aware of relevant reporting channels, including during lock-down?
* Covid-19: How was the impact of Covid-19 in the objectives of this evaluation?

These questions help define the scope and focus of the project evaluation process. The successful bidder will be expected to work with the Project Management Team to review and refine these questions as appropriate at the outset of the evaluation.

**4. Users of the Evaluation**

This Behaviour change process evaluation aims to inform all stakeholders involved in SAWRP II of outcomes related to undertaking the behaviour centered design approach, inclusive of agency partner staff, Plan UK, FCDO. The evaluation should also look to engage an external audience outside of SAWRP II including agencies involved in the wider WASH Results Programme initiative, and WASH agencies and academic institutions interested in further understanding implementation of the Behaviour centered design approach for hygiene behaviour change.

**5. Methods for Data Collection and Analysis**

The overall evaluation approach requires the Evaluation Team to design, plan and conduct a mixed-methods evaluation. The design should be participatory, inclusive and gender-sensitive, and consider pre and post-test changes in key outcome indicators between the baseline and end line to assess the impact of the project.

At Baseline, the External Evaluator used mixed-methods, including a quantitative survey and qualitative methodologies to:

To assess and understand the hygiene behaviour of the project beneficiaries (target groups) addressed by SAWRP II.

To understand the underlying reasons of hygiene behaviour of the project beneficiaries (target groups).

The Endline evaluation will use the data collection and analysis of quantitative data produced from the final outcome survey (refer to Annex 2 for the behaviour change logframe). With qualitative data a crucial element of the evaluation to provide insights into why and how change has happened, as well as to consider impacts resulting from the Covid-19 pandemic. We will expect the Evaluation Team to articulate a detailed qualitative methodology in their proposal, including how qualitative data will be fully integrated into the mixed-methods analysis. The Evaluation Team will be expected to demonstrate a creative approach to qualitative inquiry, integrating innovative and participatory data collection methods which amplify the voices of beneficiaries.

In light of the Covid-19 pandemic, Plan International recognises that the evaluation approach may be subject to revision based on considerations of feasibility and safety. We would expect the successful bidder to demonstrate flexibility and creativity in adapting the evaluation approach as necessary to respond to existing circumstances, while ensuring that the evaluation fulfils the fundamental requirements of assessing hygiene behaviours, generates meaningful learning and includes the voices people who may be vulnerable.

The Project team has identified contribution analysis and outcome harvesting as the preferred type method for this evaluation. However, this is not limited and we are open to different suggestions of suitable methodologies based on the context of this TOR.

The methodology and relevant instruments of the study should be adjusted in consultation with WaterAid Bangladesh and Plan International Bangladesh, CCU and finalised before implementation. The study should be carried out through involving the stakeholders of the project.

**6. Sample size and sample approach**

The size and composition of the qualitative sample should be explicitly informed by the chosen qualitative methodology and by how the Evaluation Team intends to analyse the qualitative data. The Evaluation Team should set out a clear coding plan (whether using software such as NVivo or manually) through which it will explore themes, patterns and contradictions. The sample should be of a sufficient size and representativeness to allow:

reasonable levels of certainty that the findings are representative for the target population;

reasonable ability to generalise the intervention’s effectiveness to similar contexts; and

reasonable ability to generalise the insights into what works and why for similar contexts

The evaluation study will be conducted in behaviour change intervention areas. In the Plan Bangladesh programme the Behaviour Change Communication package was delivered to 18,200 beneficiaries, with a further 31,040 beneficiaries receiving an adapted package as a result of the pandemic. In WaterAid Bangladesh programme 12,000 beneficiaries, with a further 43200 beneficiaries receiving an adapted package as a result of the pandemic.

**7. Participant Selection and Recruitment**

As a minimum requirement, representatives from key stakeholders (project team, project partners, other potential experts cooperating with the project team, e.g. public authorities, community leaders) and target groups should be given the opportunity to provide feedback on the project to the evaluator(s).

The evaluator(s) could also identify and suggest additional or excluded stakeholders that they feel are important to involve to ensure they get the information they need to answer the Evaluation Questions.

**8. Ethics and Child Protection**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

Before work can start, all the members of the Evaluation team that are expected to work with children throughout the evaluation should, where possible, provide an expanded police certificate of good conduct. In addition, the Evaluation Team will be required to understand, comply with and sign Plan International’s Global Policy on Safeguarding Children and Young People. This will involve an induction to Plan International’s policies with Safeguarding Advisor. Within the proposal, the Evaluation Team will need to clearly outline their approach to managing and reporting suspected or actual cases of abuse.

**9. Risk and Risk Management Plans**

Risk management plan: It is important that the successful bidder has taken all reasonable measures to mitigate any potential risks to research participants and the delivery of the required outputs for this evaluation. Therefore, the Evaluation Team should submit a comprehensive risk management plan covering:

The assumptions underpinning the successful completion of the proposals submitted and the anticipated challenges that might be faced;

Estimates of the level of risk for each risk identified;

Proposed contingency plans that the bidder will put in place to mitigate any occurrence of each of the identified risks;

Specific safeguarding risks (for both children and adults) and mitigating strategies, including reference to the child protection policy and procedures that will be in place;

Health and safety issues that may require significant duty of care precautions, with particular consideration paid to risks relating to Covid-19.

**10.Quality assurance plan**

The bidder is required to submit a quality assurance plan that sets out the systems and processes for quality assuring the evaluation and research process and deliverables of the project, from start to finish. This plan should include the proposed approaches to:

Piloting of all research activities;

Training of enumerators and researchers conducting the mixed-methods primary research, including in research ethics.

**11.Logistical and management planning;**

Field work protocols and data verification including back-checking and quality control by supervisors;

Data cleaning and editing before any analysis;

Analysis and validation of results;

Report writing and review processes.

**12.Key Deliverables**

Key deliverables expected from the evaluator(s) during the evaluation process to be delivered within the timeframe of 3 months after singing the contract, possibly starting from 2nd week of January 2021.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverable | Format | Length | | Due | Detail | | | |
| Inception Report | Electronic format | TBC | | TBC | an updated timeline; an evaluation matrix  detailed methodology, including draft sampling methodology and size;  draft data collection tools; ethical considerations;  consent forms for any primary data collection;  (draft) methods for data analysis; quality assurance plan  brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. of persons interviewed) risk management plan | | | |
| Detailed work plan | Electronic format | TBC | | TBC | Provision of detailed workplan incorporating all relevant tasks and milestones of the Endline evaluation study | | | |
| Draft evaluation report | Electronic format | TBC | | TBC | Two separate draft report (English and Bangla) for WaterAid Bangladesh and Plan International Bangladesh containing detailed findings | | | |
| Final Evaluation Report (including Executive Summary) | Electronic format | TBC | | TBC | Final two separate reports (English and Bangla) for two organisations. The reports should be delivered in acceptable English. If required, the consultant will arrange for proof reading. | | | |
| Final Sampling methodology | Electronic format | TBC | | TBC | This includes unit of sampling and sampling frame and size | | | |
| Final Data Collection Tools | Electronic format | TBC | | TBC | The Evaluation Team should include a clean copy of the all data collection tools developed and used in the study. | | | |
| Cleaned data (including transcripts) | Electronic format | TBC | | TBC | The Evaluation Team will be expected to provide a fully ‘cleaned-up’ dataset for both the qualitative and quantitative aspects of the evaluation. For quantitative reporting, this may be in SPSS, Stata or SAS file format accompanied by the code used to carry out analysis and a variable codebook. Similarly, for qualitative work, this should include cleaned and anonymised transcripts and coding framework. | | | |
| Completed Consent Forms | Electronic format | TBC | | TBC | All consent forms for participants (including children, caregivers of children and adults) of the evaluation. | | | |
| Fully annotated PowerPoint presentation of findings for partners and stakeholders in Bangla and English. | Electronic format | TBC | | TBC | The Evaluation Team will be required to deliver a face-to-face and/or online presentation of the evaluation findings, as an integral part of the submission process. An in-country presentation is desirable; however, an online interactive webinar may also be considered. | | | |
| Other Communication Products for Dissemination | TBC | TBC | | TBC | Other communication materials for dissemination are encouraged. The project is particularly interested in materials which will help us feed back to the beneficiaries and communities we work alongside, engaging stakeholders more widely. These will be agreed with the project team during the inception phase. | | | |
| 1. Inception Phase | | | | | | | | | | |
| Inception Meeting held | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Literature/document review & data gathering completed | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Review of relevant documents | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Stakeholder consultation completed | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Safeguarding framework developed | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Sampling framework for primary research for Endline completed | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Design of data collection strategy | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Design of primary research instruments for Endline completed  Approval of primary research tools | | | | Bidder to complete  Bidder to complete | | | Bidder to complete  Bidder to complete | Bidder to complete  Bidder to complete | Bidder to complete  Bidder to complete | |
| Draft Inception Report (including design of Endline study) submitted for review and comments by Project Manager and Project Partners | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Presentation to Evaluation Review Group | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Review complete and comments returned to supplier  Final Inception Report submitted | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| 2. Endline Evaluation Phase | | | | | | | | | | |
| Tool development and piloting  a) Tool translation  b) Field piloting  c) Tools Finalisation  d) Enumerator training  Endline research starts  Endline research completed | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Data entry and cleaning | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Data analysis | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Draft Endline Evaluation Report submitted for review | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Validation of findings with key stakeholders and respondents & incorporation of feedback, including presentation to Evaluation Review Group | | | | Bidder to complete  Bidder to complete | | | Bidder to complete  Bidder to complete | Bidder to complete  Bidder to complete | Bidder to complete  Bidder to complete | |
| Review by Project Management and stakeholders completed/comments provided to Supplier | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Supplier addresses comments and revises Endline Report | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Final Endline Evaluation Report submitted | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| Clean dataset provided and submission of any other deliverables | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |
| In-country/webinar presentations and any other planned dissemination activities | | | | Bidder to complete | | | Bidder to complete | Bidder to complete | Bidder to complete | |

*Table 3: Timeline*

Please note that at this stage the timeline is indicative and should support any external consultant in the development of their proposal and Inception Report. As part of the process, this timeline should be re-evaluated in consultation between Plan International and the consultant.

**13. Budget**

Derail budget should be provided in BDT inclusive VAT and Tax as per Govt of Bangladesh rule

The payment will be made in three instalments:

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Detail | Amount to be Paid (%) | Expected Timeframe |
| Inception Report | After receiving the inception report | 30 | TBC |
| First draft of final report | After receiving the first draft report | 30 | TBC |
| Final report | Upon submission of the final report | 40 | TBC |

**14. Ownership and bindings**

All documents and data shall be treated as confidential and shall not, without the written approval of WaterAid Bangladesh and Plan International Bangladesh be made available to any third party. The utilisation of the report is solely at the decision and discretion of WaterAid Bangladesh and Plan International Bangladesh. No part of the report shall be reproduced except with the prior, expressed and specific written permission of WaterAid and Plan International Bangladesh.

Negotiations

Once the proposal is evaluated SAWRP Consortium may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiations fail, SAWRP Consortium will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be called.

Expected Qualifications

Proven experience in carrying out evaluations: experience managing evaluations and research processes from end-to-end, including conducting and reporting for Baseline, Midline and Endline evaluation reports;

Proficiency in qualitative methods of data collection: expert skills in qualitative data collection and analysis are required, including innovative and participatory methods. Experience of alternative forms of impact assessment such as outcome mapping and contribution analysis. The size and composition of the qualitative sample should be explicitly informed by how the Evaluation Team intends to analyse the qualitative data, and the Evaluation Team should set out a clear coding plan (whether using software such as NVivo or manually) through which it will explore themes, patterns and contradictions;

Proven experience with quantitative and qualitative data analysis: drawing findings from multiple sources and handling potential contradictions between data sets, including ensuring a greater understanding of quantitative data results through the triangulation of qualitative data

Proficiency in statistics: experience with a range of statistical modelling and analysis of impact data; highly proficient user of SPSS or STATA;

Thematic expertise: knowledge and experience conducting evaluations on behaviour change within the WASH sector

Language: fluency in English and Bangla and experience working with local communities in local languages

Gender-sensitive research methods and experience measuring changes in gender attitudes;

Conducting research with children and youth using interactive, youth and child-friendly and participatory methodologies;

Conducting research with people who may be vulnerable, including people living with disabilities, including children: experience with the Washington Group methodology would be particularly appreciated;

Safeguarding and Do No Harm considerations: ensuring the whole evaluation process adheres to best practice for research with children, including the implementation of relevant policies and procedures to ensure the safety of participants (note that all bidders are expected to show they have a child protection policy in place to safeguard children whom the research team would come into contact with through the research activities).

**15.Penalty clause**:

The consultant/consulting firm is expected to provide services within agreed timeframe as well as submit the final report maintaining the quality as mentioned above. If for any reason, consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

**16. Applications**

Interested applicants should provide a proposal covering the following aspects:

16.1. Detailed response to the TOR including:

Proposed methodology, including outline of overall evaluation design, cohort tracking and sampling approach.

Quality Assurance plan that sets out the systems and processes for quality assuring the evaluation and research process and deliverables of the project from start to finish (see Section 8 above for full details).

Ethics and Child Safeguarding approaches: applicants are required to set out their approach to ensuring complete compliance with international good practice with regards to research ethics and protocols.

Comprehensive Risk Management plan

Detailed workplan for the proposed timeframe.

16.2. CVs of each member of the Evaluation Team (no more than 3 pages), detailing relevant skills and experience;

16.3. Two examples (summary only) of relevant previous work undertaken by the Evaluation Team (involving both quantitative and qualitative analysis);

17. Detailed budget, including:

Sub-total of fees for the delivery of any task or deliverable, broken down by the number of days for each individual team member against the tasks set out in the workplan;

Total fees per team member;

Day rates for each team member, against the total number of days per team member;

Expenses and overheads broken down by the project cost categories;

Total costs before and after any taxes that are applicable;

The Evaluation Team are required to provide a payment schedule on the basis of milestone payments for the successful delivery of each deliverable.

18. References: Please provide two references who we may contact to discuss experiences of working with you.

Applications submitted after the deadline will not be accepted.

1. Parameters for selection of firm/ individual to carry out the assignment

|  |  |
| --- | --- |
| Criteria | Score (100) |
| Appropriate methodology, tools, and time plan to address the study objectives | 40 |
| Relevant competency, experience of similar work and team leader and relevant team composition | 40 |
| Amount of budget and justification | 20 |

Contact

For technical questions/ any clarification concerning tender preparation: Rashedul Karim Sazzad, Administration Specialist- Plan International Bangladesh – rashedul.sazzad@plan-international.org