**Terms of Reference(ToR)**

**Evaluation study of**

**Promoting education and child protection among crisis affected girls, boys, adolescent girls and adolescent boys in Cox's Bazar**

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| Project Name |  Promoting education and child protection among crisis affected girls, boys, adolescent girls and adolescent boys in Cox's Bazar |
| Funded by | European Commission - European Civil Protection and Humanitarian Aid Operations – ECHO. |
| Project Location  | Camp# 21, 22 and 24 under Whykong and Leda union, Teknaf Upazila and in Host Community Teknaf Sadar and Whykong union, District-Cox’s Bazar. |
| Project duration | 24 Months  |
| Implementing agency  | Plan International Bangladesh  |

1. **About Plan International :**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilizing children, communities and civil society organizations to claim the rights of children and achieve agreed upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan International is independent, with no religious, political or governmental affiliations, and with a vision of a world in which all children realize their full potential, in societies that respect people's rights and dignity. Plan International's stated Global Strategic Goal is to reach as many children as possible, particularly those who are excluded or marginalized, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International Bangladesh began operations in Cox’s Bazar in September of 2017 following the latest and unprecedented influx of refugees from Myanmar to the area. Through its surge capacity, Plan International Bangladesh was able to set up a 7.5 million EUR response focusing on delivering life-saving protection and WASH and increasingly education in emergencies (EiE). The whole response has a strong emphasis on meeting the specific needs of adolescent girls and boys and promote the inclusion of their voices in decision-making and tailored support appropriate for this group. Plan International has been approached by UNICEF and the Ministry of Education (MoE) to start up and lead a thematic group on EiE that links to the Education Sector. Plan International Bangladesh is implementing an EiE response targeting both Rohingya refugee and host communities through a combination of community-based and mobile approaches for reaching targeted beneficiaries in Cox’s Bazar and the IDP camps;

1. **Project overview**

Following widespread violence in Myanmar in August 2017, 906,572 people (55% children), settled in camps around Cox’s Bazar, remain displaced and in need of assistance. Recent estimates suggested 34% of refugee children aged 3-14 and 97% of youth aged 15-24 are without access to education while 31% of households face protection concerns. In this context, Plan international Bangladesh started a project titled ‘Promoting education and child protection among crisis affected girls, boys, adolescent girls and adolescent boys in Cox's Bazar which is being implemented in Camp# 21, 22 and 24 under Whykong and Leda unions under Teknaf Upazila and in the host Community of Teknaf Sadar and Whykong union (10 Govt. Primary School), District-Cox’s Bazar.

The overall aim of this project is to work to set up safe shared and home-based learning spaces to improve access to learning opportunities for girls and boys aged 6-17 years through a community-based approach to train the education facilitators and support workers to provide learning in an age-friendly and gender-appropriate approach. This was combined with awareness-raising for community members on child protection issues, available services and how to create enabling and safe environments for children and adolescents while identified cases received appropriate case management, psychosocial support and recreational activities through Plan’s child protection and case management teams. Furthermore, this project increased the awareness among the community members on child protection issues and through this project, 6198 children [[1]](#footnote-1)(6-17) engaged in learning opportunities, improved life skills, and accessed psychosocial support and other protection services; thus, reducing their exposure to identified child protection (CP) risks such as violent disciplining, child labour, early marriage, and gender-based violence.

The project targeted girls and boys who are in and out of education and support their access to alternative learning spaces (shared and home-based learning spaces) in both refugee and host communities, as well as formal schools in host communities. For alternative learning spaces, sessions were held in small groups of 10-35 students (depending on the type of space) in protective environments, with gender segregated groups where required.

Children and adolescents aged 6-17 years, selected based on identified needs, benefited from protection activities. Case management teams identified and referred cases to services including psychosocial support, 1-to-1 sessions and further specialist care for example for GBV survivors. Through education services, front-line staff was supported to safely identify and refer children to appropriate services and/or Plan case managers. Children attending learning spaces had access to and was encouraged to participate in community-based activities, including sports, cultural events and other community-based initiatives.

**Expected result from this project:**

Result 1:

Crisis affected girls and boys (6-17 years old) from refugee and host communities are supported to access inclusive, quality age and gender-appropriate learning opportunities in a safe and protective environment

Result 2:

Comprehensive age and gender appropriate case management services and quality community-based psychosocial interventions prevent and respond to the protection needs of 5415 crisis affected girls and boys (6-17 years old) from the host and refugee communities in Teknaf.

1. **Objectives of the study:**

The overall objective of the Evaluation study is to assess the achievements of the project against indicators as mentioned in the result framework[[2]](#footnote-2) and to understand the relevance of the project strategies, efficiency and sustainability of the project interventions.

**Specific objectives of the study:[[3]](#footnote-3)**

* Brief description of the humanitarian operation to be evaluated and of its context: the needs identified, the political and social-economic situation and any possible disaster preparedness activities.
* Analysis of the relevance of the operation’s objectives, of the choice of the beneficiaries, and of the deployed strategy, in relation to the identified needs.
* Examination of the coordination and coherence:
* between the partner and other donors and international operators, as well as with local authorities;
* between ECHO’s intervention and the possible interventions by other European Commission services in the same zone. The projects identified should be described with their cost and with the aid elements they include.
* Analysis of the effectiveness of the operation in quantitative and qualitative terms. Effectiveness will be measured on the following indicators[[4]](#footnote-4)

- % targeted girls and boys reporting to be able to better manage their experienced challenges and risks

- % of persons/target population in a given context reporting an improved feeling of safety and dignity by the end of the intervention compared to at the beginning

- % of beneficiaries (disaggregated by sex, age and disability) reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner

- % of targeted girls and boys with increased numeracy and literacy skills

- % improvement in knowledge of protection practices among families, community individuals and community leaders who receive training on positive parenting, safe space support and child protection Analysis of the cost-effectiveness of the operation.

* Analysis of the efficiency of the running of the operation. This analysis should cover:
* the planning and mobilisation of aid;
* the operational capacities of the partner;
* the strategies deployed;
* major elements of the operation such as: staff, logistics, maintenance of accounts, selection of beneficiaries, suitability of the aid in the context of local practices;
* management and storage of merchandise and installations;
* quality and quantity of merchandise and services mobilised and their accordance with the contractual specifications (including packaging conditions, the origin of merchandise and the price) ;
* the systems of control and auto-evaluation set up by the partner.
* Analysis of the impact of the operation. This analysis should be based on the following non-exclusive list of indicators, bearing in mind that consultants might well add others:
* contribution to the reduction of human suffering;
* creation of dependency on humanitarian aid;
* effect of humanitarian aid on the local economy;
* effect on the incomes of the local population;
* impact of humanitarian programmes on local capacity-building.
* Impact of the project on the education of children in the project area
* Impact of the project on child protection in the project area
* Analysis of the visibility of ECHO.
* Analysis of the integration of “gender issues“(social, economic and cultural analysis of the situation of both women and men) in the operation.
* Analysis of appropriateness of operation related to EiE, CP for different age group, disability, gender
* Analysis of the measures taken to assure the security of aid workers, both expatriate and local: means of communication placed at their disposal, specific protection measures, emergency evacuation plan.
* Verification if the principles contained in the Madrid Declaration have been respected.
* Investigation of the viability of the operation, and notably of the feasibility of setting up development and/or co-operation policies which could eventually replace humanitarian aid as provided to date.
* Drawing up of operational recommendations on the future of the operation, on the needs of a humanitarian nature that might possibly be financed by ECHO in the area covered by the operation concerned, and opinions on the consequences in the event of cessation of funding by ECHO.
* Drawing up of “lessons learned” in the context of this evaluation.
1. **Intended users of the Evaluation study**

The Country Management team, project team, sector actors, consortium partners and donor office will use the study findings for setting targets, project monitoring, and comparative analysis with the end-line status. Also to use as evidence in designing other programs or projects.The study findings will help to develop the implementation plan for intervention. At the same time, the findings also can be used by the grants, communication department and programme staffs for their monitoring, or contribute to wider learning within the sector. The coalition partner can also look the research findings to further improve their intervention modalities.

1. **Methodology**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the evaluation study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. Since the study will largely deal with adolescents especially girls the methodology should consider ethical issues in line with that. The instruments to be used in the study should be child friendly and sensitive enough for adolescents, especially girls.

**Study Location:** This study will be conducted in the Rohingya Camps # 21, 22 and 24 of Whykong and Leda union, Teknaf Upazila, Cox’s Bazar. For host community, Teknaf Sadar and Whykong union were selected.

**Study population:** The study population will be the beneficiaries of the project. The project targeted the most vulnerable and marginalized conflict-affected girls and boys aged 6-17 in the sub-district of Teknaf particularly those without access to learning opportunities. Key vulnerabilities include: (1) being unaccompanied or separated, (2) orphaned or abandoned, (3) at risk of early pregnancy, marriage, and/or adolescent mothers, (4) children at risk of/survivors of protection abuses and (5) disability.

Children and adolescents meeting criteria from both host and refugee communities were identified with support from community-based networks, state-run services and local NGOs. The details of target direct beneficiaries list from Rohingya and Host communities are described in Annex-2.

1. **Scope of work**

The scope of work will preferably include, but not limited to:

* Review of project documents and other necessary documents i.e. relevant documents of the government of Bangladesh, programme and Influencing Strategy of Plan International, Relevant Strategy of Plan International, available study on relevant issues, including government reports and project documents of Plan Bangladesh.
* Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh, pre-test and finalize the instruments.
* Administer data collection in the study area that includes supervision, cross-validation, quality control and data transcription.
* Engage qualified enumerators; train them on data collection and quality control.
* Data management and analysis as per study themes in the objectives.
* Produce a draft report and share with Plan International Bangladesh and its stakeholder for feedback. Finalization of the report by addressing the feedback. the report should be written in acceptable English.
* Present the key findings to ECHO, Plan International staff members, stakeholders and sector partners.
* Prepare a study brief in both Bangla and English in consultation with Plan International Bangladesh.
* Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

**The consultant/consulting firm shall produce the following deliverable:**

* An inception report containing final methodology and work plan.
* Study instruments pretested, finalised and printed in Bangla.
* Study report in acceptable English. If required, the consultant/Consulting firm will arrange for proof reading to maintain the quality. The report should contain detailed findings, well blended qualitative and quantitative analysis on findings. The draft report should be shared with Plan International Bangladesh for review. Through addressing the feedback, the report should be finalized.
* Presentation of the key findings to the staff members of Plan International Bangladesh and different stakeholders.
* Final report in with soft copy in MS Word.
* All field notes, and quantitative data set (in SPSS) and other relevant materials in one folder.
1. **Expected competencies of consultant/agency**

It is expected that the competency of the contracted organization/consultant will include:

* Have good understanding on Rohingya context, complexities and local dialect.
* Demonstrated experience in conducting research and evaluation on Education in Emergency (EiE) and CPiE, and experience in both CBCP and Case management in humanitarian context.
* Has a team of experienced human resource in data collection, data entry, editing and analysis?
* Understanding Rohingya dialect would be an asset. Experience in carrying out data collection in studies with children and adolescents on child rights, and protection.
* Has experience of working with children and adolescent with no history of violation of child rights.
* Strong analytical and report writing skills.
1. **Time frame**

The consultant /organization will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the final report will be produced within 45 calendar days of signing of the contract. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and Plan International Bangladesh as frequently as possible. Any field problems should be anticipated and addressed beforehand.

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| **Activity** | **No of days** |
| Inception report | 7 days  |
| Field work  | 12 days |
| Data coding & transcript | 5 days |
| Draft report | 7 days |
| Feedback in draft report (PIB, Donor) | 9 days |
| Final report | 5 days |
| Total | 45 days |

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

The following table outlines the selection criteria:

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| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives  | 40 |
| Relevant competency of team leader and relevant team composition | 40 |
| Amount of budget and justification  | 20 |

1. **How to Apply**

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with “Evaluation study of the project– Promoting education and child protection among crisis affected adolescent girls and boys in Cox’s Bazar.” as the subject. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

1. **Contact person**

For any technical issue related to the evaluation, please communicate to Tariq Ul Hassan at tariq.khan@plan-international.org

1. **Proposal Submission Checklist**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the study that clearly articulates how research objectives linked with relevant data source and method.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of experience of conducting survey and employing qualitative methods.
* CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget that is consistent with the technical proposal.

1. **Ethical Considerations**

There will be nothing in the study which may be harmful to respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

1. **Supervision/Management of Assignment**

The consultant/organization will be required to work closely with the “Promoting education and child protection among crisis affected girls, boys, adolescent girls and adolescent boys in Cox’s Bazar” project of Plan International Bangladesh, Cox’s Bazar Project Office. The consultant/organization will be directly accountable to the Plan International Bangladesh, Cox’s Bazar Project Office study focal person. The consultant will keep the focal person and relevant technical specialist both from EiE and CPiE continually informed on the progress of the assignment through updates via email and Skype conferences.

1. **Intellectual property:**

All documents, papers and data produced during the assignment are to be treated as Plan International Bangladesh property and restricted for public use. The contracted consultant/consulting firm will submit all original documents, materials and data to Plan International Bangladesh.

1. **Payment Schedule**

The payment will be made in three instalments and WBS :BD02121-6130-037-2824-14

Total budget for this study: 12,50,000 BDT

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | After receiving the inception report  |
| Second instalment | 30 | After receiving the first draft report  |
| Final instalment | 40 | Upon submission of the final report  |

1. **Penalty Clause:**

Plan International will deduct 1% of the total amount for each day of delay in completing the assignment beyond the agreement provided that the delay occurs solely due to factor (s) relating Consultant. If the quality of deliverable is not as mentioned the TOR Plan international Bangladesh can deduct 5% of the total agreement amount and such decision of Plan shall be regarded as final.

1. **Child Protection**

The consultant/consulting shall comply with the Child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child Protection Policy.

1. **Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals/application without assigning any reason what so ever.

1. **Disclosure of Information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge unless authorized in writing by Plan, any information obtained in the course of the performance of the Contract. Information will be made available for the consultants on a need‑to‑know basis. Any necessary field visits will be facilitated by Plan’s staff.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to the country office of Plan International Bangladesh before the final payment.

1. **Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into a negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm who had submitted the proposal and received the next highest score, for negotiating a contract. If none of the invited proposals led to an agreement a new Request for Proposals (bidding document) will be called for.

1. **Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans that will be put in place to mitigate against any occurrence of each of the identified risks

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| Endorsed by:  |  | Approved by: |
|  |  |  |
|  |  |  |
|  |  |  |
| Rahat Bashir  |  | Amina Mahbub |
| Head (Interim), MERL |  | Director (Interim) Programme Development and Learning |
| Plan International Bangladesh  |  | Plan International Bangladesh |
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**Annex 1: Structure of the report**

The report should have at least the following structure:

* Title page
* Acknowledgments
* Executive summary
* List of acronyms
* Table of contents and lists of figures and tables
* Introduction and Background
* Methodology
* Data analysis
* Results (it should be organized as per study objectives),result based recommendation
* References
* Annexes

**Annex 2: Result wise direct beneficiaries list for Rohingya and Host community.**

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| **Result wise Beneficiary** | **Rohingya** | **HOST Community** | **Direct\_ Project Total** |
| Female | Male | **REFUGEE\_Total** | Female | Male | **HOST\_Total** |
| **5 to 17** | **18 to 49** | **Total** | **5 to 17** | **18 to 49** | **Total** | **5 to 17** | **18 to 49** | **Total**  | **5 to 17** | **18 to 49** | **Total**  |
| **Result 1** |
| **A1** | 1235 | 27 | 1262 | 1235 | 26 | 1261 | 2523 | 320 | 4 | 324 | 320 | 4 | 324 | 648 | 3171 |
| **A2** | 1230 |  | 1230 | 1230 |  | 1230 | 2460 | 320 |  | 320 | 320 |  | 320 | 640 | 3100 |
| **A3** | 1230 |  | 1230 | 1230 |  | 1230 | 2460 | 120 |  | 120 | 120 |  | 120 | 240 | 2700 |
| **A4** | 5 | 40 | 45 | 5 | 39 | 44 | 89 |  | 12 | 12 |  | 12 | 12 | 24 | 113 |
| **A5** | 5 | 77 | 82 | 5 | 76 | 81 | 163 |  | 37 | 37 |  | 37 | 37 | 74 | 237 |
| **A6** | 1235 | 27 | 1262 | 1235 | 26 | 1261 | 2523 | 320 | 9 | 329 | 320 | 9 | 329 | 658 | 3181 |
| **A7** | 120 | 120 | 240 | 120 | 120 | 240 | 480 | 70 | 70 | 140 | 70 | 70 | 140 | 280 | 760 |
| **Result 2** |
| **A9** | 200 |  | 200 | 175 |  | 175 | 375 |  |  |  |  |  |  | 0 | 375 |
| **A10** | 1776 | 16 | 1792 | 1584 | 16 | 1600 | 3392 | 888 |  | 888 | 792 |  | 792 | 1680 | 5072 |
| **A11** |  | 4 | 4 |  | 4 | 4 | 8 |  | 2 | 2 |  | 2 | 2 | 4 | 12 |
| **A12** |  | 105 | 105 |  | 105 | 105 | 210 |  | 70 | 70 |  | 70 | 70 | 140 | 350 |
| **A13** |  | 45 | 45 |  | 45 | 45 | 90 |  | 30 | 30 |  | 30 | 30 | 60 | 150 |

**Annex 3: Project result framework**

 

**Annex-4: Evaluation question guideline from ECHO manual**



1. Please see Annex-2 for details on beneficiaries [↑](#footnote-ref-1)
2. Result Framework added in Annex-3 [↑](#footnote-ref-2)
3. Please see Annex-4 for sample evaluation questions [↑](#footnote-ref-3)
4. Please see result framework in Annex 3 [↑](#footnote-ref-4)