**Terms of Reference (ToR)**

**Enumerators Hiring for UPCW Research**

**F**or hiring 02 enumerators (female and male) to conduct Focus Group Discussion (FGD) and In-dept Interview (IDI)/KII produce English transcription under Strengthening Health Outcomes for Women and Children (SHOW) Project-II, Bangladesh.

**Background of the organization:**

Plan International, founded in 1937, is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015. We believe in the power and potential of every child which is often suppressed by poverty, violence, exclusion and discrimination. In this context, girls are most affected. Therefore, Plan International's Global Strategy aims to transform the lives of 100 million girls worldwide over the next decade.

Plan International Bangladesh has been operating in Bangladesh since 1994, helping marginalised children to access their rights to health, sanitation, education, livelihoods and protection. Plan International is independent, with no religious, political or governmental affiliations. Currently, Plan International Bangladesh operates through country office and three divisional offices across 22 districts.

**Project Description:**

Plan International Bangladesh is one of four countries including Ghana, Nigeria, and Senegal implementing the “Strengthening Health Outcomes for Women and Children (SHOW)” second cost extension project that seeks to contribute to the reduction of maternal and child mortality addressing COVID-19 situation and emphasizing on unpaid care work (UPCW). Project is also encouraging equitable sharing of unpaid care work (UPCW) among male and female family members. In this regard, following are the relevant key project activities:

1. Increase male engagement in household chores/unpaid care work
2. Ensure male female work balance to create an enabling environment and healthy relationship within family members.

To know the outcomes of UPCW related intervention of the SHOW second cost extension period, a qualitative study will be carried out. Therefore, 2 enumerators are required with excellent English and Bangla language skills, to facilitate FGD and IDI/KII in Bangla language, transcribe in English language to complete the FGDs and IDIs/KIIs.

**Objectives:**

* Hiring 2 enumerators (1 female and 1 male) for facilitating Focus Group Discussion (FGD) and In-depth Interview (IDI)/Key Informant Interview (KII) on COVID-19 and UPCW
* Transcribe FGD and IDI/KII in English language from Bangla

**Geographic Location:** The individual/agency will be visiting the following area for the tasks: Saidpur, Kishoregonj and Jaldhaka Upazila of Nilphamari district.

**Scope of work:**

1. Review Project Document: Enumerators/Vendor will have to study following documents:
   * SHOW CE2 Project Document (section on unpaid care work only)
   * SHOW Bangladesh Gender Assessment
   * Male UPCW Module
   * Female UPCW Module
2. GE Orientation, Training of Data Collection Tools.
   * The GE Specialist will orient the enumerators on GE considerations of SHOW CE2, the UPCW focus of project and training activities
   * Orient enumerators on the qualitative data collection tools – FGD, IDI/KII
   * Orient enumerators on FGD facilitation skills and GE considerations during field data collections.
   * Plan partner’s identified staff or community-based facilitators will also be invited during the training for participation. They will be required to take extensive notes while the enumerator will lead the FGD proceedings.
   * The Enumerator will translate the FGD and IDI/KII guide from English to Bangla language under the supervision of the GE specialist.
   * The Enumerator will pretest the FGD and IDI/KII to fine tune the Bangla language.
3. Data collection through FGD and IDI/KII
   * Male enumerator will conduct 8 Focus Group Discussions with men groups – roughly in Saidpur (3), Kishoregonj (3) and Jaldhaka (2) Upazilas. After each FGD, the enumerator and note taker will clean the field notes.
   * Male enumerator will conduct 2 IDI/KII in Kishoregonj (1) and Jaldhaka (1) Upazilas with those identified men who can offer much deeper information on the impact of UPCW Modules learning on them and their wives/partners lives, if any.
   * Female enumerator will conduct 6/8 Focus Group Discussions with women groups – roughly two each in Saidpur (3), Kishoregonj (3) and Jaldhaka (2) Upazilas. After each FGD, the enumerator and note taker will clean the field notes.
   * Female enumerator will conduct 2 IDI/KII in Saidpur (1), Kishoregonj (1) Upazilas with those identified women who can offer much deeper information on the impact of UPCW Modules learning on them and their husband/partners lives, if any.
   * All FGD and IDI/KII will be audio recorded.
   * During FGDs, the enumerators will be supported by Plan International partner staff (LAMB) or community-based facilitator who will take extensive notes on a prescribe format.
   * The Plan Partners staff will organize all FGD meetings and identify women and men to participate in IDIs (these will not be husbands and wives).
4. Transcription/Translation from Bangla audio recording
   * Enumerator will transcribe all Bangla audio recordings of FGDs and IDIs/KIIs into English language notes using MS Word computer software.
   * Enumerators will ensure that FGD field notes on participants’ soundbites/reactions are also incorporated into the English transcription, typing and sharing in individual word file for each.

**Volume of Work**

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| --- | --- | --- | --- |
| **SI. #** | **Activity** | **Number** | **Group Type** |
|  | Conduct Focus Group Discussion (FGD) | 8 | Female |
|  | Focus Group Discussion (FGD) | 8 | Male |
|  | In-depth Interview (IDI)/KII | 2 | Female |
|  | In-depth Interview(IDI)/KII | 2 | Male |
|  | English Transcription of FGDs | 8 | Female |
|  | English Transcription of FGDs | 8 | Male |
|  | English Transcription of IDI/KII | 2 | Female |
|  | English Transcription of IDI/KII | 2 | Male |

**Methodology**

* Plan International Bangladesh will provide an orientation training to the enumerators on study tools which may take place in 1st or 2nd week of October ’21
* Plan International Bangladesh will share participant list with detail information
* Field visit will be completed by the end of October ’21
* The enumerators must share the FGD and IDI/KII transcriptions in English
* The enumerators must share the FGD and IDI/KII reports in separate word file
* All field notes documents should also be submitted
* Enumerators should have audio recorder by their own
* All the task including English transcription will be completed by mid-November ’21

**Expected Deliverables**

Selected Enumerators will provide below findings

* 4 IDI/KII transcription in English (MS Word) approved by Plan International Bangladesh
* 16 FGD Transcription in English (MS Word) approved by Plan International Bangladesh

**When (Timetable):**

Time duration will be from 1st October to 15th November, 2021/one and half month (45 days) from starting of the assignment.

**Who (Persons involved in carrying out the task/assignment):**

Effat Nur, Gender Specialist, SHOW Project as representative/on behalf of Dr. Omar Faruk, Manager of the Project.

**How the task/assignment will be carried out:**

The enumerators will perform the task in coordination with SHOW project`s assigned staffs of Plan and partner and take need-based assistance regarding more clarification about any part of the tools.

**Parameters for selection of the consultants:**

* Social science background will be preferred with graduation or Masters in Development Studies, Gender Studies, Anthropology, Sociology, Social Work, Public Health etc.
* Preferred to have knowledge of PRA/Qualitative research methodology
* S/he should have 2-years’ experience in data collection especially on FGD and IDI from community.
* S/he must have the capacity to directly translate from Bangla audio recording into English language
* Excellent command of MS Word computer software and English typing skills.
* Preferred experience of working in northern part or well-acquainted with local language of Nilphamari district.
* Excellent interpersonal skill, and ability to handle community group conversations.
* Previous work experience with Plan International Bangladesh will add value
* Problem solving skills

Note: At recruitment time, the candidates should be tested to translate one paragraph of Bangla text into English language using MS Word Computer Software. Requirement is that the English translation conveys the meaning of the Bangla text and not a literal translation, and excellent typing skills on MS word software.

**The Schedule:**

|  |  |
| --- | --- |
| 1st October 2021 | Start date of work |
| 15th November 2021 | End date of delivery |

**Submission check list:**

* Required papers and bill from the farm or individual/s
* End date of delivery on or before 15th November, 2021
* Address: Plan International Bangladesh, Rangpur Divisional Office, House 272, Road 01, G, L. Roy Road, Purba Kamal Kachna, Rangpur-5400, Bangladesh.

**Mode of Payment:**

The mode of payment will be through account payee cheque/bank transfer in the name of the individual/firm. Plan International Bangladesh will deduct VAT and Tax at source as per Bangladesh Government rules. Advance payment to the vendor shall be done in accordance with normal procedures of Plan International Bangladesh. The payment schedule will be as follows:

* 1st payment, 40% before field travel
* 2nd payment, 30% of total payment: after completing the data collection
* Final payment, 30% of total payment: after submitting all English transcription and getting approval from the responsible person of SHOW project on the findings.

**Duration of Agreement:**

This Agreement will be signed on 30th September with effective date of 1st October, 2021 and will be commencing for the period as follows:

* Contract period of agreement: 1st October 2021 to 15 November 2021.

**Proposal Submission:** Please submit your CV along with NID mentioning all relevant experience and expected fees/remuneration to Plan International Bangladesh on **or before 20th September 2021** **by 5:00 PM to the mentioned email address:** [**planbd.purchase@plan-international.org**](mailto:planbd.purchase@plan-international.org)

**Intellectual Property:** All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) belonging to the client, which the service provider may come into contact with in the performance of his/her, duties under this Consultancy shall remain the property of the Plan International Bangladesh who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of the Plan International Bangladesh.

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

**Global Policy Safeguarding Children and Young People:** The individual/agency shall comply with the Global Policy Safeguarding Children and Young People of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Global Policy Safeguarding Children and Young People 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 Global Policy Safeguarding Children and Young People.

**Non-Staff engaged by Plan International Inc. (PII) Code of Conduct:** The firm/individual shall comply with the Non-Staff engaged by Plan International Inc. (PII) Code of Conductof Plan International Bangladesh. Any violation/deviation in complying with Plan’s Non-Staff engaged by Plan International Inc. (PII) Code of Conduct will result-in termination of the agreement.

**Anti-Fraud, Anti-Bribery, and Corruption:** The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the agreement.