**Terms of Reference**

**Baseline study of the project – Gender Transformative ‘Early Childhood Development (GeTECD)**

# About of Plan International

We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, 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 Bangladesh started its operation in Bangladesh in 1994. Currently as determined in country strategy IV, implementing projects under six thematic areas i.e. health, education, WASH, child protection, youth employment and engagement and disaster risk management and climate change adaptation. In recent years, as part of its country strategy, Plan International Bangladesh has emphasized more to establish an inclusive and effective community based child protection mechanism at local and national level.

# Project description:

Early childhood is the most critical period of development in a child’s life. Parents/ caregivers are the most important actors in children’s lives from before they are born. Young children’s development and happiness depends on the nurturing care they are provide by mothers, fathers or other caregivers. During these first years, parents/caregivers already begin treating girls and boys differently based on their ideas about the value, potential and expected behaviors of each gender. In addition, in low income communities where son preference exists, families may opt to provide girls with poorer quality care than boys.

Plan’s ECD programme aims to ensure that young girls and boys equally receive the care and supports they need to thrive, free from limiting gender norms. Gender-Transformative parenting has been identified as the priority for delivering on this ambition, including promoting male engagement in parenting and early childhood development We need to learn how to integrate reflection on gender norms and socialization into existing parenting programmes in ways that are effective and make sense for parents, other caregivers and parenting group facilitators (many of whom are community members themselves).

Under ECD programme of Plan, GeTECD project will be implemented in Barguna Sadar in Barguna district and Urban slums in Dhaks city (please see the areas in footnote)[[1]](#footnote-1). The project will work effectively with parents, other caregivers, and parenting group facilitators to sensitively challenge gender-norms and son-preference so that we can ensure that girls have equal opportunities to thrive and develop free from gendered expectations that are limiting and discriminatory. It is a three-year project funded by DFAT and Australia National Office of Plan is supporting by proving technical assistance and coordination with the donor. This is an innovative project because this is an aspect of work that few other organizations in the sector are approaching and that affords a thought leadership opportunity; and this is an area that has also not been explored very much in research yet.

Key target Beneficiaries of the project are Children aged 0-8 years (7,000), parents of the children (5,000), Community leaders and policy makers.

As the project will start its implementation soon in its intervention areas, therefore it is crucial to understand the baseline situation to establish a benchmark to assess outcomes and at the same time the findings will help to develop necessary interventions to address the situation. To conduct the study a consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR).

# Broader goal of this project is-

All children under eight years - especially girls - develop to their full potential, free from discriminatory and limiting attitudes, practices and expectations based on gender, ability and other identities.

# The Long-term Outcomes

To contribute to the broader goal, the project has identified three long-term outcomes, which are the main objectives of the project that will ensure the development of a demonstrative model of Gender Transformative Early Childhood Development (GeTECD) Project. These are;

**Long-term outcome -1:** Parents/primary caregivers (and other family members) –female and male - share decision-making, care work and childrearing responsibilities within the household and provide nurturing care equally to girls and boys.

**Long-term Outcome 2:** Community leaders, parents, local authorities and teachers ensure that children have access to quality gender-responsive and inclusive learning opportunities, from SBK through to the early grades of primary.

**Long-term outcome 3:** Policy and decision makers have improved understanding of why investing in gender-transformative ECD policy, programmes and services is important, and of what are effective, scalable gender-transformative interventions.

**Cross Cutting Outcome:**

3.1 Community leaders and members promote changes in gender norms that influence negative parenting and childcare behaviors and practices, in order to create a gender-responsive enabling environment

# Objectives of the baseline study

The purpose of the study is to understand the baseline situation in project area so that it helps to establish a benchmark and support to plan and design effective interventions to address the situation. The specific objectives are in the following.

1. to know the existing nurturing care practice in the project locations and assess whether there is any gender biasness in nurturing care practice for girls and boys;
2. to understand family level practice of shared decision making process, care work and child rearing responsibilities in the community of project locations;
3. To know the impact of **COVID19** on child rearing practice and on regular academic education of an early grade student;
4. to explore the status of early learning opportunities with a specific focus on gender and inclusion in project locations for the children aged 3 to 5;
5. to know how far the schools in project locations offer gender responsive and inclusive learning opportunities for early grade children;
6. to learn the policy and decision makers’ understanding about ECD

# Intended users of evaluation and key stakeholders involved

The Country Management team, project team and staffs of ANO and ECD practitioners and development workers will use the evaluation findings. The evaluation findings will be used for setting targets, project monitoring, and for comparative analysis with the end-line status. It will also help to generate evidences for policy advocacy with the ECD sectors.

# Methodological guideline

The consultant/consulting firm is expected to develop an appropriate innovative methodology to meet the specific objectives of the baseline study. They need to be aware of current situation of the country. To meet the stated baseline objectives, we are hoping to assess current situation of the project locations using qualitative research design. The consultants/ firm may triangulate secondary quantitative data with qualitative facts to attain the baseline study objective. The methodology and relevant instruments should be adjusted in consultation of Plan International Bangladesh and finalised before implementation.

**Scope of work**

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

* Prepare an inception report that will include final methodology aligned with objectives, and timeframe and submit to Plan International Bangladesh for review and approval. A section on assessment of anticipated risks during study period and motigation strategy should be included in the inception report.
* Review relevant literatures and project document to get a better understanding of the project and intended results.
* Develop study instruments, pretested and finalized in consultation with Plan international Bangladesh.
* Recruit qualified enumerators and organize training for them for data collection (including ethics and child protection) and quality control.
* Administer data collection in the field, ensure a mechanism of quality control during data collection.
* Produce draft report and share with Plan International Bangladesh and its stakeholder for feedback. Finalization of the report by addressing the feedback.
* Present the key findings to Plan International staff members and stakeholders.
* 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.

# Expected competency

Expected competency of the consultant/consulting firm includes:

* Lead Consultant might have adequate knowledge and skill on ECD
* Expertise in conducting quantitative and qualitative study in the area of early childhood development (ECD), and projects related to gender issues and education.
* Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability), data entry management and data analysis.
* Adequate knowledge on the issue of child rights and child protection, gender, adolescent sexual and reproductive health and education
* Excellent command of both written and verbal English.
* No history of violation of child rights.

# Deliverables and timeframe

Total duration of the assignment is 3 months after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 2.5 months of signing of the agreement. The final report should be submitted after 7 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

The report should have 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 and findings (it should be organised as per study objectives)
* Recommendations
* References
* Annexes

**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.
* Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.
* Presentation of the key findings to the staff members of Plan International Bangladesh and different stakeholders.
* Final report should be submitted in two copies with spiral binding along with soft copy in MS Word. The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proof reading to maintain the quality.
* All field notes, data set (in SPSS), and other relevant documents should be submitted.

# payment

The payment will be made in two instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | After receiving the inception report  |
| 2nd instalment | 30 | After receiving the draft report |
| Final instalment | 40 | Upon submission of the final report  |

# 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.

# Preparation of proposal

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 previous and relevant works.
* 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 government treasury. The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.

# Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with “**Baseline study of the project– Gender Transformative Early Childhood Development (GeTECD)” as subject.** Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **June 10, 2020** 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.

# Contact person

For any further queries, please communicate to Ms. Mustakima Khanam, Specialist- Inclusive Education to the email address: Mustakima.Khanam@plan-international.org

# Ethical Considerations

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 Child and Youth Safeguarding Policy. 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

The consultant(s) should be aware that -there will be nothing in the study which may be harmful for 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.

# 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 country office of Plan International Bangladesh before the final payment.

# Negotiations

Once the proposal are evaluated Plan International Bangladesh may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiations fail, Plan International Bangladesh 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.

# Award of contract

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

# Child Protection Policy

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

# Disclaimer

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

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1. Name of Slum:  City Pally Slum- Dhalpur, Mironzolla Slum (Sweeper Colony),  Dhaka Old City  , Rabidspara Slum, Zurain slum- Rale Gate,  IG Gate slum- Gendaria , Dhaka Match colony,-Shyampur); all Unions in Barguna Sadar Upazila. [↑](#footnote-ref-1)