

TERMS OF REFERENCE

Hiring consultant to write report of the study titled “Multi-sector anticipatory impact study of COVID’19 towards the lives of children and youth”

1. Background and overview of the study

COVID-19 threaten to disrupt the environment in which children grow and develop. As COVID-19 continues to spread, adolescent, youth and their families are facing new and increased level of stresses, resulting in increased risk of injury, physical, sexual and emotional abuse, neglect, and stigma. At the household and community level, social isolation can also increase gender-based and domestic violence.

Moreover, the suspension or interruption of existing child protection services and programs at community level threatens to wellbeing and impact all vulnerable girls and boys. The impact upon formal and informal child protection systems will likely have significant negative consequences for children now and in the long-term. While the containment of the public health emergency and protection of vulnerable communities takes precedent; the impact of such measures on households and children both in the immediacy and the medium to long-term must be fully understood and considered.

However different, child right activist, social scientist and child psychologist only can assume the children’s home based situation and the aforementioned risk related to child protection are defining by different. But, right now there is no concrete evidence or research or assessment, based on which, the service providers at GO and NGO level can take the appropriate measures for protecting children from violence and abuses and ensure child wellbeing during COVID 19.

So, considering the current child protection reality and abuse of youth girls and boys during COVID 19, the aforementioned study is undertaken to listen from children, youth and caregivers and to explore risk and vulnerability towards them in order to help children and youth in a coordinated and integrated ways. The study is a collaborative approach of eleven organizations¹ of Joining Force and Child Rights Advocacy Coalition Bangladesh (CRACB). The data collection of the study is carried out by coalition members. For data compilation, analysis and report writing coalition is seeking support from a consultant.

With this backdrop, Plan International Bangladesh as coordinating organization of this aforementioned study intends to hire a consultant who will write the report of this study. The consultant/consulting firm will be hired as per this Terms of Reference (TOR).

¹ Members of JF and CRACB are Action Aid, Ain o Salish Kendra, BASF, Child Rights Governance Alliance, EDUCO, National Girls Child Advocacy Forum, Plan International Bangladesh, Save The Children, SOS, Terre Des Hommes, World Vision Bangladesh

2. Objectives of the study

- To identify risks and challenges children and youth experience due to the current crisis.
- To explore the expectations² of children and youth from their parents/caregivers, and teachers in educational institute.
- To have recommendations of children and youth to appeal the government and relevant stakeholders for ensuring the demand of children and youth towards ensuring safe health, education, child and youth protection from physical and mental distress in the time of covid-19.

3. Areas to be covered in the study

The study will cover the following areas :

- Education, Livelihood (food and nutrition/daily full meal, social security),
- Protection from Violence
- Health (hygiene practice) and mobility
- Consequence of Covid19 on children's daily life and reaction
- Impact of COVID19 on educational process of children

4. Methodology of the study

This will be a mix method study. The data will be collected through survey among the children and youth (age 12 – 24 years). In considering current situation data collection in the study will be done remotely through phone calls. Then the data will be entered in a digital platform (mWater). The qualitative method such as KII will be carried out with parents of children and youth, teachers to complement the survey findings. Each organization in coalition will carry out 2 KIIs. One will be done with parents and another with school/college teacher.

The study will include most vulnerable and most marginalized children and youth i.e. working children, children with disabilities, street children, sex workers' children, children who stay out of family care, and youths those are in special need.

A total of 600 youth and children will be included in the survey which will be distributed proportionately based on the number of children and youth beneficiaries in different partners. The beneficiary database of different organisations will be used as sample frame in the study.

5. Scope of work

The assignment will preferably include, but not be limited to:

- Review of necessary documents and conduct secondary analysis of existing relevant data available at national level.
- A cleaned excel based dataset and tabulation plan (that will include indicator wise analysis plan) and KII reports of each organization will be provided to consultant by

² Expectations include but not limited to good behavior of parents, caregivers to children, not force to study, Not force to work and talk with love softly, teachers have to make constructive criticism without making unnecessary fuss, allow to talk with friend by mobile phone and so on.

Coalition members. The consultant need to produce an informative report based on the materials he/she received from the coalition.

- Prepare the final report in acceptable English based on feedback on draft report.

6. Expected competencies

The consultant/consulting firm should have the following competencies.

- The consultant should have knowledge of children and youth in emergency.
- The consultant should have experience on writing analytical report of different studies.
- Have good command over written English.
- No history of violation of child rights.

7. Key deliverables and timeframe

Total duration of the assignment is 30 calendar days after signing of the agreement. It is expected that the first draft report will be shared within 2 weeks of signing of the agreement. Based on the feedback on first draft the final draft report should be submitted by the end of week three. If there is any final feedback, that should be adjusted in the last week and then the final report should be submitted. The consultant/consulting firm shall produce the following deliverables:

- **Draft report:** The report should contain detailed findings, well blended quantitative and qualitative analysis. Expected structure of the report is given below. The report should not exceed 30 pages (excluding annex).
- **Final report:** Based on the feedback received for the draft report and during the presentation, the report is expected to be finalised. It should be in acceptable English. If required the consultant/consultancy firm should arrange proof reading to ensure quality.

The report should have the following structure:

- Title page
- Acknowledgement
- Table of contents
- Acronyms/Glossary
- Executive summary
- Introduction and Background
- Methodology
- Findings (it should be organised thematically in the analysis)
- Discussion and conclusions
- Recommendations
- References
- Annexures

8. Mode of payment

Instalments	Percentage	Timeline
First instalment	40	Upon signing of the agreement
Final instalment	60	After receiving of the final report

9. Evaluation criteria and scoring

Criteria	Score
Competency on writing analytical report of different studies, knowledge of children and youth in emergency, and have article in news paper or journal or unpublished report or any working experience in child protection, emergency situation.	80
Amount of budget and justification	20

10. 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 is expected to contain the following:

- Account of experience of writing report for study
- Detailed timeframe (including dates for submission of first draft, submission of final report).
- List of key publications
- CVs of the consultant
- Copy of VAT registration certificate (for 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 a detailed 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 the technical proposal.

11. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with “**Multi-sector anticipatory impact study of COVID’19 towards the lives of children and youth**” as subject line. Proposal submitted to any other email account or in hard copy will not be considered. Submissions after the deadline **27th August 2020** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted in one zip folder with a covering letter. The proposals should be submitted in pdf format.

12. Penalty clause

The consultant/consulting firm is expected to provide services within the agreed upon time frame as well as submit the final report maintaining the quality as mentioned in section 7. If

the quality is not maintained, Plan International Bangladesh will deduct 5% of the total agreed amount. If for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with a valid and acceptable explanation. Failing to do so may evoke penalty clause at the rate of 1% for each day of delay.

13. Contact person

For any technical issue related to the project and evaluation, please communicate to Towhidul Islam, M&E Specialist, Plan International Bangladesh in the following email address : Towhidul.islam@plan-international.org

14. Ethical Considerations

There will be nothing in the assignment which may be harmful for respondents regarding legal or medical ground. No one should be forced to participate in the study and the purpose of the study and use of data collected, should be clearly explained to all the participants. Consent forms should be shared with and be signed by the participants above the age of 18 and by the guardian or parents of participants below the age of 18. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

15. Risk assessment and management

There are several risks identified that may affect outcomes of the assignment. In this assignment impact groups are children and duty bearers, some rights activist can always be at risk. The global policy of Plan International 'Safeguarding of children and young people' will be followed during the study for managing risk with the principle of **Do No Harm** of any children and/or young people.

16. Bindings

All documents, papers and data produced during the study are to be treated as property of Plan International Bangladesh 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.

17. Negotiations

Once the proposals 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 who is the next highest scorer to negotiate a contract. If none of the invited proposals lead to an agreement, fresh Requests for Proposals (bidding document) will be advertised.

18. Award of contract

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

19. Safe guarding policy

The consultant/consulting firm shall comply with the Safe guarding policy of Plan International Bangladesh. Any violation /deviation in complying with Policy will not only result in termination of the agreement but also Plan Bangladesh International will initiate appropriate action to seek compensation for the damages/losses caused due to non-compliance of the Safe guarding policy.