

Terms of Reference

Documentation of Best Practices of 'OCHA/CERF Anticipatory Humanitarian Action Framework pilot project to reduce flood impact on women and girls in areas of SRHR, GBV and Adolescent and Youth

1. Introduction

Responding to emergencies and meeting the specific needs of girls and young women in emergencies is a core part of Plan International's work. Plan International strives to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, Plan International works alongside children, young people, its supporters and partners to tackle the root causes of the challenges facing by the girls and all vulnerable children. The organisation supports children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. Plan International drives changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years, Plan International has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International Bangladesh started its operation in Bangladesh in 1994. Currently as per the new country strategy V (2020-30), Plan International Bangladesh is implementing projects under three thematic areas i.e. LEAD, SOYEE, and SRHR where disaster risk management (DRM) and climate change adaptation (CCA) are cross-cutting themes. 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 the local and national level.

In June 2020, in order to contribute to the timely and dignified humanitarian response for the beneficiaries in anticipation of severe monsoon flooding and in the context of COVID19 and the UN Humanitarian response and preparedness plan in Bangladesh, Plan International Bangladesh launched a project in three flood prone areas. This disaster preparedness project distributed menstrual health management (MHM) kits to vulnerable adolescent girls in order to mitigate the impact of flooding before floods reach at peak. This objective was facilitated through pre-arranged financing support by UNFPA through UN's Central Emergency Relief Fund (CERF) and through the implementation of the Anticipatory Action Framework Pilot. The project will be ending in November 2020.

Plan International is seeking to contract a highly experienced consultant/firm to document learning and best practices of the OCHA/CERF/UNFPA funded Anticipatory Action Framework Pilot Project to Reduce Flood Impact on Women and Girls in areas of SRHR, GBV and Adolescent and Youth, July-November 2020.

2. Project description

On the 4th July 2020, forecasting suggested a 71 percent probability of high flooding in five highly vulnerable districts along Jamuna River in Bangladesh. This triggered the release of funding ahead of the activation of pre-agreed humanitarian activities by WFP, FAO and

UNFPA to help communities in Bangladesh blighted by climate-related weather events to prepare and protect themselves from the next major monsoon flooding.

This Anticipatory Action Framework pilot started in the last part of June 2020 and will continue until November 2020 with an objective to protect 4,500 vulnerable adolescent girls in flood prone areas with lifesaving services focusing on sexual and reproductive health and rights (SRHR), and gender-based violence (GBV). Project activities included the distribution of MHM kits and flash cards consisted of awareness messages and information on SRHR, GBV, psychosocial support (PSS), and MHM. This anticipatory pilot was implemented in three highly vulnerable flood prone districts i.e. Kurigram, Gaibandha and Jamalpur by targeting 4,500 beneficiaries in three Upazilas of these districts (Nageswari, Saghata, and Dewanganj). The project was established based on the pre-agreed forecasting triggers. The interventions were aimed to mitigate the impacts of GBV and challenges in the menstrual health for 4,500 adolescent girls. Plan International Bangladesh distributed MHM kits to the adolescent girls and young women in the targeted Upazilas. The details of the project areas is annexed. The project has the following output and activities:

Output 1: Life-saving GBV services are delivered for women and girls including adolescent and youth in an anticipatory manner to reduce disaster impacts on the most vulnerable in selected three districts.

Activities:

Distribution of MHM kits and awareness messages on flash cards with included information on GBV, PSS, and SHHR services to adolescent girls aged 10-19 years.

3. Purpose:

The project will end on the 30th November 2020, however, major project activities have been completed by the 31st July 2020. Since this anticipatory pilot adopted a new approach to support the vulnerable adolescent girls in the flood prone areas to mitigate the challenges for promoting menstrual health combined with raising awareness on GBV.

This assignment is to provide a synthesis of best practice under output 1 and activity 1 listed above, for the period of June to July 2020. The consultant is expected to document and detail new approaches and best practices gleaned from the pilot, specifically the adolescent and youth component. This will be backed by stories and testimonies of change, where necessary. The aim of this is to capture and share practices, challenges, and experience in order to build collective knowledge and inform learning from the experience.

The objectives of the assignment are in the following

1. To identify from existing documents and field visit the best practices and lessons learnt from the output and activity;
2. To undertake in-depth further analysis and documentation of lessons learnt and best practices.
3. To document the learnings, challenges, and best practices in the following board areas:

- a. Coordination and collaboration: what went well and would could be done well in terms of coordination at central and at local/affected community level, communication.
 - b. Response interventions: analyse relevance, timeliness and effectiveness of the interventions, what went well, challenges encountered and areas of improvement.
 - c. Monitoring: what did we learn and was the monitoring and reporting mechanism effective.
4. To provide recommendations for rectification and replication based on findings and analysis.

4. Guideline to develop methodology

The consultant/firm is expected to develop an appropriate methodology to meet the objectives of this assignment. We anticipate that in addition to desk review, the consultant/firm will collect data from all three intervention districts through interacting with the beneficiaries and stakeholders. It is required that, during capturing best practices, challenges, and leaning perspectives of all concerned should be considered, including implementers, UNFPA staff, beneficiaries and other relevant stakeholders.

While developing the methodology, triangulation of methods and sources should be considered to enhance the validity and reliability of data. The methodology and relevant instruments should be adjusted in consultation with Plan International Bangladesh and finalized before implementation.

In considering present context, a paragraph on how the consultant/firm will deal with COVID 19 pandemic situation in study period, especially during data collection in the field should be included in methodology section of the proposal.

5. Scope of work

The assignment will preferably include the followings but not limited to:

- Develop and submit an inception report containing final methodology, study tools, and timeframe of the study to be approved by Plan International Bangladesh and UNFPA.
- Finalise the tools based on feedback of Plan International Bangladesh and UNFPA.
- Review of relevant literature, collect and analyse information from secondary sources.
- Recruit and train the research assistants for data collection and take necessary measures for quality control of data.
- Compile and analysis data collected from the field. Prepare a preliminary report combining data obtained from primary and secondary sources.
- Organise stakeholder consultation workshop and share preliminary findings.
- Incorporate findings from the workshop in the report and share the draft report with Plan International Bangladesh and UNFPA.

- Finalise the report based on feedback of Plan International Bangladesh and UNFPA.
- Share the key findings in dissemination workshop organized by Plan International Bangladesh.
- Maintain regular communication with key contact person(s) of Plan International Bangladesh throughout the assignment period.

6. Expected competency

Expected competencies of the consultant are in the following.

- The consultant/firm should have expertise in research for documentation of best practices, especially in humanitarian context and dissemination of research findings.
- The firm/consultant should have technical experience in sexual and reproductive health and/or GBV programming, particularly among adolescent and youth. In addition should have good understanding on the impact of disaster on adolescent girls' health and well-being.
- The firm/consultant should have adequate knowledge on humanitarian principals and disaster management systems.
- Skilled in analysing 'Anticipatory Humanitarian Action' combined with menstrual health management, gender based violence, and SRHR.
- Should have capacity to provide necessary training to human resources for carrying out data collection, quality control, data compilation and analysis.
- Experienced in organising and facilitating workshop with different stakeholders.
- Excellent analytical skills and have a good command in written and oral English.
- No history of violation of child rights.

7. Expected deliverables and timeframe

The selected consultant/consulting firm will be expected to deliver a number of deliverables, these are mentioned in the following.

- a. An inception report: This should not be more than 10 pages and will include final methodology, and timeframe of the study. Draft tools for data collection should be submitted with the inception report.
- b. Final inception report and tools for data collection: Based on feedback of Plan International Bangladesh and UNFPA the inception report and tools for data collection should be finalized.
- c. Stakeholder consultation: After data collection in the field, a consultation workshop with relevant stakeholder's i.e. local elites, local government, relevant government department, UNFPA personnel and implementing partners, etc. should be organised at Rangpur to obtain further data and validate information collected from primary and secondary sources. This workshop should be organised after preliminary data analysis and prior to

report writing. Preliminary findings will be shared in the workshop and findings from this workshop should be incorporated in the final report.

- d. Draft report: The report should contain detailed findings based on well blended qualitative and quantitative analysis of the data. The report will not exceed 30 pages (excluding annex).
- e. Final report: The report should be finalised based of feedback of Plan International Bangladesh and UNFPA. The soft copy of the report in MS word should be submitted. The report should be delivered in acceptable English and for that purpose a copy editor should be hired for proof reading to maintain the quality.
- f. Sharing of findings at dissemination workshop: Plan International Bangladesh will organise a dissemination workshop. In that workshop the consultant is anticipated to share the study findings among the participants.

Anticipated outline of the report is in the following.

- Executive summary;
- Background;
- Objectives, methods and limitations;
- Findings combining information gathered from primary and secondary sources. Any relevant stories, case studies, etc. should be incorporated in the findings section.
- Recommendations based on findings generated through the study.

The assignment should be accomplished within 42 calendar days after signing of the contract. Time distribution for the assignment will be as per the following table. During whole period of the assignment, regular follow up meetings will be held between the contracted consultant/consulting firm and Plan International Bangladesh.

Activity	# of days	Date	Responsible
Submission of inception report including draft tools (after signing of agreement on the 5 th Oct)	5 days	10 th Oct	Consultant
Feedback to inception report and tools	2 days	12 th Oct	Plan and UNFPA
Submission of final inception report and final tools after incorporating feedback	2 days	14 th Oct	Consultant
Training to research assistants on data collection, administer data collection, review of secondary data, data analysis and produce preliminary report.	16 days	30 Oct	Consultant
Organise and facilitate workshop at Rangpur	2 days	1 Nov	Consultant
Submission of first draft report by incorporating workshop findings	5 days	6 th Nov	Consultant
Feedback to first draft report	2 days	8 th Nov	Plan and UNFPA
Incorporate feedback to the report, finalise and give for copy editing	5 days	13 th Nov	Consultant
Submission of final report	1 day	14 th Nov	Consultant

8. Intended users of evaluation and key stakeholders involved

Primary users of this document will be Plan International Bangladesh, UNFPA, German National Office of Plan International, and partner NGOs. The findings will also be shared with relevant stakeholders including local government, relevant government department, NGOs, media, community people etc.

9. Mode of Payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30	After signing the agreement
Second instalment	30	Submission of first draft report
Final instalment	40	Upon acceptance of the final report by Plan International Bangladesh

(The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury)

10. Evaluation criteria and scoring

The following table outlines the selection criteria:

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

11. Penalty Clause

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the quality as mentioned above. If for any reason, a 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 valid and acceptable explanation. Failing to this may evoke a 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.

12. Preparation of the 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 15 pages and must contain the following:

- Detailed methodology of the study.

- Detailed timeframe (including dates for submission of first draft, dissemination of findings, and final report).
- Account of experience of conducting relevant studies,
- CVs of the team leader and other key members of the study team.
- Copy of VAT registration certificate (for consulting firm).
- Copy of valid TIN certificate and bank account detail.

The financial proposal should identify, item wise summary of cost for the assignment with a 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 organization 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 which is consistent with technical proposal.

13. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with **'Learning from 'OCHA/CERF Anticipatory Humanitarian Action Pilot (UNFPA)' project'** as a subject. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **26th September 2020** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a cover letter. The proposals should be submitted in pdf format.

14. Contact person

For any further queries, please communicate to Tariq UI Hassan – Research and Knowledge Management Specialist (Tariq.khan@plan-international.org).

15. Ethical Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by 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 this assignment 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 this study before gathering data from them. The data collectors 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.

16. Bindings

All documents, papers, and data produced during the study 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.

17. Negotiations

Once the proposal is 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 a 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 circulated.

18. Award of contract

The consultant/consulting firm expected to commence the assignment within 05 days of signing contract.

19. Global Safeguarding policy for youth and Child

The individuals shall comply with the Global Safeguarding policy for youth and Child 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 to make good the damages/losses caused due to non-compliance with the policy.

20. 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.

21. Disclaimer

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

Annex 1. Information of project area.

SL.	Name of district	Upazila	Union	Beneficiary targeted
1	Kurigram	Nageswari	Kadar	500
			Kachatkata	500
			Bolloverkhash	500
2	Gaibandha	Shaghata	Jumarbari	500
			Shaghata	500
			Varatkhali	500
3	Jamalpur	Dewanganj	Chakajani	500
			Bahadurabad	500
			Chukaibari	500
			Total	4500