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**Terms of Reference**

**Conduct a study to understand the existing ICT related digital interventions in the development and private sectors for the empowerment of the young people and it’s oppurtunity as per policies of the Government, global funding trend and collaborative scopes with the private sectors in the ‘new normal’ situation to achieve Country Strategy 2030 and SDGs.**

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 works in fifty-two developing countries across Africa, Asia and the South America, and twenty-one countries raise funds to support these efforts. Plan’s vision is of a world in which all children realize their full potential in societies that respect people’s rights and dignity, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International has been operating in Bangladesh since 1994. Plan International Bangladesh Country Strategy (2020-2030) set its vision partnering to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. in doing so, Plan international Bangladesh will empower children and young people as drivers of systemic change to gender norms and power relationships; Promote an enabling environment for girls and young women to realize their sexual and reproductive health and rights and to live free from violence; Raise public and private sector support for young women to access decent work opportunities in the twenty- 21st century labour market and have control over resources.

1. **Background of the Study:**

The ICT sector of Bangladesh is one of the fastest growing sectors of its economy. The Government has declared ICT as the thrust sector. A comprehensive ICT Policy has been formulated and a National ICT Task Force, headed by the Honorable Prime Minister, has been formed. The Government organization entrusted for the development and promotion of the ICT sector is the Ministry of Science and Information & Communication Technology. Bangladesh Computer Council (BCC), the apex body for promotion of all kinds of ICT activities in the country, works under the Ministry of Science and Information & Communication Technology.

Bangladesh has placed poverty alleviation on the top of its development agenda. PIB also included Country Strategy (2020-2030) where Skills and Opportunities for Youth Employment and entrepreneurship (SOYEE) is one of the important programme area. For Bangladesh need to take the opportunity and adopt ICT as a priority tool to improve skills development, income generation, discrimination against women, children, elderly person and person with disabilities and make a safe environment for the children and girls as well. The need to invest in ICT sector and especially ICT human resources is paramount.

1. **Brief Overview of the Assessment:**

The overall objective of the study will conduct evidence-based documentation and provide a holistic analysis of the ICT sector in Bangladesh. The evidence-based analysis will include information about the policies and infrastructural facilities of the country, demand - supply gap in the sector, scope and opportunities of job for the young people, particularly for the women/girls, required soft & technical skills for the young people, comparison with global perspective on ICT Development and explicit effect in transformation of digital economy and fourth industrial revolution and employability. Based on findings, the study will develop comprehensive strategy/plans/recommendations about possible interventions that the organization could focus on and highlight areas of work that complements the organization’s experiences and priorities as well takes into consideration the implications of COVID19 on the ICT dynamic/needs/literacy of the country.

1. **Specific objectives of the study:**

* Understand the strengths and gaps of the ICT policies in Bangladesh and the contribution of ICT sectors in achieving SDGs: This entails conducting review of existing policies relevant to ICT, identifying the gaps in policy framework and preparing policy briefs to address the gaps. The policy brief should be aimed towards improving the ICT literacy and accessibility of the mass people, especially marginalized girls of Bangladesh.
* A comprehensive market analysis of the ICT industry is to be carried out including supply and demand of the workforce. This activity should cover identifying key actors (including entrepreneur, employee, associations, private sectors etc.) in the industry, a portfolio of the work they are currently doing. The analysis should highlight sustainability, accessibility as well as inclusion factors of the work being currently done by ICT actors and identify both weaknesses and opportunities.
* Understand the job market analysis in ICT sector of Bangladesh: The in-depth analysis includes the existing types of job in the sector and required skills of the professionals based on the category of the job (paid employee & freelancing/self-employment). The report should include detail analysis on the opportunity of job for the most marginalized young people, particularly for the girls/women both in rural and urban settings.
* Understand the ICT based interventions in development sectors and sustainability (government, private sectors, non-government): Conduct a holistic study of all of the existing ICT based interventions in the country, identify which demography of the population they are targeted at and analyze their short term vs. long term impacts. Identify the scope of work for Plan International supported by evidence-based data analysis/feasibility study.
* Understand the scope of development with the private sectors: Study the different CSR activities and joint efforts carried out by private sector organizations (e.g. BASIS, Bangladesh Computer Councils, BPO, BACCO, BIID, ICT Division etc.) that particularly cater to marginalized groups and generate a stakeholder mapping demonstrating possible partnerships and collaborations for Plan International Bangladesh. The stakeholder mapping should take into consideration the gender transformation and child protection focus of the organization and highlight strengths of each private sector organization for specific partnership recommendations.
* Analyze the scope of replication of Plan’s YES! Digital ecosystem: In consultation with Plan International focal, study the entire YES! Digital ecosystem. This includes understanding how the system works, cost implications, infrastructure and identify key factors that make the system effective. Based on findings, a feasibility analysis of replicating the system in the context of Bangladesh is to be prepared.
* Analysis of the contribution of ICT sectors after COVID-19 situation: At the advent of COVID-19, analyze what changes are taking place in the ICT sector especially in response to the risks and safety issues posed by COVID-19. Identify response measures particularly in the service sectors of education, health, protection as well as identify what support business could capitalize on from key ICT actors. Analysis should address gaps, provide potential measures that could be taken for these stakeholders to respond properly and provide cost benefit analysis, where possible.

1. **Deliverables:**

* Report/Presentation on review of existing policy framework and policy brief. This should include compilation of policies relevant to ICT, key review inputs and recommendations to address gaps.
* Report on the scope of the young people for skills development, entry in the job (self/freelancing and wage employment) in the ICT sector including required skills for various level (graduates from University, technical school, technical college and TVET institutes) both in urban and rural areas. The job market should include analysis for both the local and global markets.
* A comprehensive report of the market analysis of the ICT industry, particularly related with development sector of Bangladesh. The report should include methodology, time frame, anticipated challenges and mitigation strategy as well as recommendations as appropriate. The study should cover all aspects of the ICT industry, both existing and in the emerging context of COVID19 and it should include interventions and efforts by Government agencies, NGOs, private organizations, other independent bodies etc. The analyses should be based on available data/evidence, scope of further development work, feasibility and cost benefit analyses as appropriate. The report should specifically include recommendations for possible scope of interventions, partnership and collaboration options for Plan International Bangladesh.
* Report/presentation on the scope of operationalizing Plan YES! Digital Ecosystem. This should include expected challenges in contextualizing the system into Bangladesh and subsequent recommendations to overcome those challenges.
* Final reports incorporating feedback of Plan staff and stakeholders.

1. **Scope of Work:**

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

* Reports including literature review, methodology, tool development and finalization,
* Training of data collectors and administering field-work including data/information quality control and safeguarding measures
* Data analysis and report writing, report should contain findings based on themes mentioned in the specific objectives
* Finalization of the reports based on feedback of Plan staff and stakeholders. The reports should be delivered in professional English

1. **Methodology:**

It requires developing an appropriate methodology to address the specific objectives of the assignment. The methodology and relevant tools should be adjusted in consultation with experts and feedback to be incorporated before implementation.

1. **Expected Competency**

Expected competency of the consultant/agency are in the following.

* Have knowledge on 4th Industrial Revaluation, ICT sector in Bangladesh, Contribution of Private sector and NGOs in ICT sectors as well as skill development and job market for the young people, particularly for the girls in future.
* Skilled in designing and conducting quantitative & qualitative researches and evaluations in the area of ICT sectors skills development, economic security, entrepreneurship development in ICT, Freelancing and linkages with international markets.
* Should have clear understanding on the challenges of administering data collection both in urban and rural context.
* Ability to manage human resources for data collection, data entry, editing and analysis.
* Strong analytical and report writing skills in English.
* Has experience of working with children with no history of violation of child rights

1. **Deliverables and timeframe**

Total duration of the assignment is **50 calendar days** 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 35 days 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

• Background

• Methodology

• Results (it should be organized as per study objectives

• Discussion and conclusions with recommendations.

• References

• Annexes

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

• An inception report containing final methodology, information collection tools and work plan. The contract will be signed after acceptance of the inception report.

• Study instruments finalized and printed both in Bangla and in English.

• Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.

• Preparation of draft report, present the key findings to different stakeholders and finalize the report based on feedback.

• Final report should be submitted in with soft copy in MS Word. The report should be delivered in acceptable English. If required, the consultant should arrange further proof reading, to maintain the quality.

• All field notes along with learning brief-(2-3 pages) and the clean data set should be submitted.

1. **Budget and Mode of Payment**

The payment will be made in three instalments:

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| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30% | Acceptance of inception report and Agreement signed |
| Second instalment | 30% | After receiving the first draft report |
| Final instalment | 40% | Upon submission of the final report |

Applications for the consultancy must include the following:

1. Expression of interest demonstrating how consultant/firm meet selection criteria (1-2 pages)
2. Technical proposal for study including proposed activities schedule and work plan with timeline (not more than max 6 pages)
3. Financial proposal (separating core consultancy costs and rates of team members from in country data collection costs)
4. CV(s) of all proposed team members
5. A copy of at least one previous study(s) undertaken of similar nature
6. Names and contact details of at least 2 reference who can be contacted for relevant experience
7. Copy of VAT registration certificate (for firm) and TIN certificate (For individual).
8. A Consulting Firm profile (if applicable).

1. **Evaluation criteria and scoring**

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| **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 |

1. **Preparation of proposal**

The proposal should be divided into two parts and 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.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of relevant experience.
* CVs of the team leader and 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 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.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the **email address:** [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with the title of Terms of Reference-ToR. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **15 January, 2021** 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. **Penalty clause**

The consultant/consulting firm is expected to provide services within stipulated period as well as submit the final report maintaining the quality as mentioned in section 7. If the quality is not maintained as mentioned in section 7, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

1. **Contact person**

For any technical issue related to the project and research, please communicate, Md. Abdullah Al Maamun, Lead – Skills & Opportunities for Youth Employment & Entrepreneurship (SOYEE) Programme, the following email address: [Abdullah.Maamun@plan-international.org](mailto:Abdullah.Maamun@plan-international.org)

1. **Ethical Considerations**

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.

1. **Intended users of evaluation**

The Country Management team, project team and staffs will use the study findings and lessons learning. The evaluation will also help to develop the next grant proposal, be used by the grants, communication department and programme staff for their monitoring, or contribute to wider learning within the sector.

1. **Bindings**

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

1. **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 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.

1. **Award of contract**

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

1. **Children and Young People Safeguarding Policy**

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