1. **Background**

Plan is an international development and humanitarian organisation that advances children’s rights and equality for girls. The organisation strives for a just world, working together with children, young people, it’s supporters and partners. Plan’s vision is of a world in which all children realize their full potential in societies that respect people’s rights and dignity, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

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. By 2030, Plan International Bangladesh will have influenced around 36 million people, including 18 million women. Of these, 28 million are currently children and young people aged 0-24, of whom 14 million are girls and young women.

Bangladesh continues to have the fourth highest rates of child, early and forced marriage (CEFM) worldwide and the highest rate of marriage (22%) involving girls under the age of 15. [[1]](#endnote-1) 15.5% women age 20-24 years who were first married before the age of 15 and 51.4% women age 20-24 years who were first married before the age of 18[[2]](#footnote-1).Ending child marriage is a high priority for the Government of Bangladesh and a target has been set to eliminate child marriage by 2041. Therefore, Plan International Bangladesh has been working for a long period of time to address child and early marriage in the communities.

1. **Project Overview**

Combatting Early Marriage in Bangladesh is a five-year initiative that is being carried out by PIB and Plan International Canada and supported by Global Affairs Canada (GAC). The project aims to combat Child Early and Forced Marriage (CEFM) and reduce the vulnerability of adolescents, particularly girls, to CEFM in Bhola and Jhalokathi Districts of Bangladesh. This will be achieved through a three-pronged strategy focusing on building the agency of girls and boys in and Out of School (OOS), creating a supportive social environment for married and unmarried girls, and strengthening the effectiveness and functioning of institutions and governance mechanisms to prevent CEFM. To achieve its ultimate objective, Combatting Early Marriage in Bangladesh will 1) Increase agency of adolescents, especially girls to protect themselves from harmful gender norms and practices, including CEFM, and provide to access economic empowerment opportunities 2) Increase community acceptance of norms that value the girl child and actions that support girls and boys to delay marriage 3) Increase responsiveness of duty bearers at national, District, and sub-District levels to prevent and respond to child rights violations, particularly CEFM, among vulnerable girls.

The project is being implemented from (June 2018- September 2023) in seven sub-districts of Bhola and Jhalokathi Districts. targeting a total of 137,162 adolescent beneficiaries including 77,702 (56.6%) girls and 59,460 (43.4 %) boys aged 10 to 19 years. The targeted adolescents reside in three sub-districts in Bhola district and four sub-districts in the Jhalokathi district. Of these adolescents, there will be an estimated 119,802 in-school adolescents from ages 11-15, including 68,902 (57.5%) girls and 50,900 (42.5%) boys and 14,000 OOS adolescents (5,600 (40%) girls and 8,400 (60%) boys). The in-school adolescents will attend Gender Equity Movement in school sessions run by teachers or community-based sessions if schools remain closed due to COVID 19. The project aims to reach the adolescents through support to OOS EE and ASRHR groups, OOS peer leaders, classroom integrated GEM in Schools’, in-school adolescent corners, and SBCC events. Considering the unique risks related to violence and health that young women face, and the ultimate outcome of reducing vulnerability to child marriage, the project targets primarily unmarried, at-risk adolescents.

The reach calculations consider estimations of in-school population based on 2017 Bangladesh statistics issued by the Bureau of Educational Information and Statistics (BANBEIS) for Bhola and Jhalakati and adjusted for the number, type, and grades of project intervention schools. Within the seven sub-districts, the project targets 440 schools (134 in Bhola and 306 in Jhalakati). Of these, 216 are Secondary Schools, 46 are Junior Schools, 10 are School & College, 34 are Madrasah Alim and 134 are Madrasah Dakhil. Classroom integrated Gender Equality Movement in Schools sessions aim to cover 100% of the estimated student population for grades 6 and 7 in Junior Schools and grades 6, 7, and 9 in all other schools, as well as 50% of the grade 8 population in Junior Schools and 50% of grades 8 and 10 in all other schools through activities in adolescent corners. The details of project reach are provided in Table 1. Number of different types of schools and boys and girls included in those schools are given in Table 2.

**Table 1. The details of project reach in Bhola and Jhalokathi district.**

| **ESTIMATED TOTAL REACH** | **Female** | **Male** | **Total** |
| --- | --- | --- | --- |
| **Beneficiaries:** |  |  |  |
| **Adolescents 11-15 years (in-school) *[A]*** | 68,902 | 50,900 | 119,802 |
| **Adolescents 10-19 years (out-of-school)** | 5,600 | 8,400 | 14,000 |
| **Adolescents 10-19 years (EE component) *[B]*** | 3,200 | 160114, 510 | 3,360 |
| **Total** | **77,702** | **59,460** | **137,162** |
| **Intermediaries:** |  |  |  |
| **Adult family members of adolescents – paid employment *[C]*** | - | 40 | 40 |
| **Adult family members of adolescents – self-employment *[C]*** | 1,600 | 460 | 2,060 |
| **Mentors for self-employment** | 50 | 300 | 350 |
| **Champion Mothers & Fathers (CMF)** | 516 | 516 | 1,032 |
| **Parents engaged by CMF** | 51,600 | 51,600 | 103,200 |
| **SMC/MMC members, focal teachers (CEFM reporting and response protocol) *[D]*** | 399 | 931 | 1,330 |
| **Teachers trained on GEMS** | 613 | 1,147 | 1,760 |
| **CMPC members (union+district+sub-district)** | 426 | 994 | 1,420 |
| **CMPC members (National scale up)** | 468 | 1,092 | 1,560 |
| **Marriage solemnizers & Marriage registrars (Kazis)[[3]](#footnote-2)** | 35 | 1,723 | 1,758 |
| **Total *[E]*** | **55,707** | **58,803** | **114,510** |
| ***[A] Basis for calculations of the average number of students (male and female) per school and grade and applied to a number of project target intervention schools and intervention grades within them is Chapter- Three: Secondary School Education Table 3.1.10 Number of School, Teacher, and Student by District 2017 and Chapter- Five: Madrasah Education Table 5.1.8: District Wise Institution, teacher and Enrolment by Gender 2017*** [***data.banbeis.gov.bd/images/ban03.pdf***](http://data.banbeis.gov.bd/images/ban03.pdf) ***and*** [***data.banbeis.gov.bd/images/ban05.pdf***](http://data.banbeis.gov.bd/images/ban05.pdf) | | | |
| ***[B] Adolescent girls are the ultimate beneficiary of the project’s EE component targeting 3,200 households, along with 160 adolescent boys directly engaged through waged employment stream of the EE component. Of the 3,200 adolescent girls, 960 are also directly engaged in project training and supports through both the waged (160) and self-employment (800) streams.*** | | | |
| ***[C] 50% of these intermediaries are considered for reach total as the other 50% are covered under parents engaged by CMF.*** | | | |
| ***[D] Two (2) teachers are targeted per school (95) involved in piloting the CEFM reporting and response protocol, and due to overlap with teachers trained in all targeted schools (440) on GEMS, 30% of these teachers are considered for reach total.*** | | | |
| ***[E] To account for overlap of interventions, intermediary totals are not the direct sum of each line.*** | | | |

**Table 2: Number of different types of schools and girls and boys in Bhola and Jhalokati district.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| District | School Type | Number | Girls | Boys |
| Bhola | Secondary School | 51 | 13,866 | 12,899 |
| Jr. Secondary School | 23 | 3,405 | 2,108 |
| School & College | 0 | 0 | 0 |
| Madrasah Alim | 13 | 2,487 | 1,133 |
| Madrasah Dakhil | 47 | 8,976 | 3,639 |
| Subtotal | | **134** | **28,734** | **19,780** |
| Jhalakati | Secondary School | 165 | 30,688 | 29,932 |
| Jr. Secondary School | 23 | 2,548 | 882 |
| School & College | 10 | 2,129 | 1,317 |
| Madrasah Alim | 21 | 1,761 | 1,709 |
| Madrasah Dakhil | 87 | 8,621 | 7,252 |
| Subtotal | | **306** | **45,745** | **35,092** |
| Total [[4]](#footnote-3) | | **440** | **74,480** | **54,872** |

1. **Purpose**

The midline study for *Combatting Child Marriage in Bangladesh* project will be comprised of a household survey, school survey, and Child Marriage Prevention Committee (CMPC) Assessment.The findings of this particular study will help to follow up on baseline findings, provide relevant information and evidence serving as the progress made by the project in achieving the final targets and make comparisons with the baseline findings.

Midline findings will primarily be used:

* By the project team for outcome monitoring, understand the progress towards project outcome and measure progress from baseline.
* By Plan International to demonstrate accountability for the funding received to the donor (GAC).
* By partners and stakeholders in Bangladesh such as government departments/ministries, local authorities, civil society organizations (CSOs) and communities to inform and to act on the wider understanding of CEFM and SRHR issues in the targeted districts.

4. **Study Objectives**

The specific objectives of the study are:

1. To understand proportion of girls/women age 15-19 years who were first married before age of 15 and 18.

2. To understand sources of income of the households of girls/women and situation of productive assets and association of child marriage with different socioeconomic factors e.g. household economic status and education of household head.

3. To identify the underlying factors of CEFM in project areas.

4. To know what proportion of girls/women take decisions regarding their own marriage.

5. To understand proportion of adolescents (10–19 years) who have gender equitable attitudes and possess knowledge about CEFM and Gender Equality issues.

6. To understand level of knowledge of adolescents (10–19 years) about sexual and reproductive health and rights (SRHR) and services.

7. To understand proportion of adolescents (10–19 years) that seek sexual and reproductive health (SRH) services including modern contraceptive methods.

8. To understand proportion of adolescents (10-19) including married adolescent girls that decided to use family planning, alone or jointly with their husbands/partners

9. To know proportion of SMC members, teachers, and parents who perceive girls/women as equal to boys/men.

10. To know proportion of schools that has child protection mechanism in place.

11. To understand proportion of parents who support their adolescent daughters to continue education, participation in education, sports and different co-curricular activities and engagement in income earning activities.

12. To identify proportion of Child Marriage Prevention Committees, at union, upazilas and districts that are functional as per CMRA 2017 guidelines and relevant laws.

1. **Methodology**

**4.1 Household Survey**

**4.1.1 Overview**

For the midline study, progress on key outcome indicators will be assessed through quantitative methods and multi-informant sources in the seven sub-districts of Bhola and Jhalokathi districts. Informants will include: adolescent girls (aged 10-19 years), adolescent boys (aged 10-19 years); and parents of adolescents. Data on the PMF indicators[[5]](#footnote-4) as mentioned in Annex 1 will be collected exclusively through the Household Survey.

Bidders for this consultancy are required to outline their approach to the Household Survey. This must include consideration for the following (at minimum):

* ***Tool development:*** Plan International will provide the Consultant with draft tools for the Household Survey. The Consultant will be required to work with Plan Canada and Plan Bangladesh technical advisors to review, refine, pilot and finalize the tools.
* ***Sample size:*** The sample size should be of a sufficient size and representativeness to allow reasonable levels of certainty that the findings are representative of the target groups. The Consultant will be required to verify estimated population figures and validate sample sizes.
* ***Risk management and data quality assurance****:* The Consultant must propose a comprehensive approach for risk management and quality assurance throughout the study, from the refining of survey tools and a sampling framework to enumerator and supervisor recruitment and training, field work protocols and data cleaning, (*See sections 5, 6 and 7 for more details on requirements). \*Risk management here includes considerations to mitigate safeguarding risks to children and young people.*

The Consultant is expected to ensure that all data collection tools and methodologies respond appropriately to the gender and age dynamics (challenges, availability, norms) within targeted communities and the data collectors are provided adequate orientation to collect all data in a gender and age sensitive manner.

**4.1.2 Data Collection Tools**

The quantitative Household Survey will make use of several tools, Questionnaires for the following sub-groups will be administered to eligible individuals willing to take part in an interview:

* Adolescent girls aged 10-19 years.
* Adolescent boys aged 10-19 years.
* Parents, adult family members living with the adolescents surveyed.

**4.1.3 Sampling**

***Household Questionnaires:*** Questionnaires will be administered to adolescent girls and boys, and their parents/family members. A stratified sampling design (and proportional allocation) will be used to determine the sample size for the household survey questionnaires. Strata will include demographic features (e.g., age, sex, martial/union) and other relevant characteristics. Sample sizes will reflect a confidence level of 95%, margin of error of 5% and an additional 10% anticipated non-respondents or incomplete questionnaires. The preliminary proposed sample sizes to be covered by the questionnaires are provided in Table 4 below.

**Table 4: Sample Sizes for Quantitative Household Survey Questionnaire (draft)**

|  |  |  |
| --- | --- | --- |
| Target Population | Sample Size[[6]](#footnote-5) | Expected Length of Survey |
| Adolescent girls aged 10-19 years | 420 | 55-70 minutes |
| Adolescent boys aged 10-19 years | 420 | 50-60 minutes |
| Parents or family members of adolescents living in the same HH | 600 | 40-55 minutes |

**4.1.4 Gender Equality**

The Household Survey tool will cover indicators in the PMF as indicated above but may also include additional questions for broader learning related to CEFM and ASRHR outcomes. Questions exploring the following topics related to gender equality are expected to be included in the Household Survey, disaggregated by the age and sex of respondents:

* Barriers like structural, attitudinal, communication, and physical faced by women and adolescent girls (married/unmarried), men and adolescent boys in accessing and utilizing SRHR information and services
* Barriers faced by men and boys in supporting women and girls’ SRHR, gender equality, and women’s and girls’ rights
* Roles and responsibilities of women, girls, men and boys in making (A)SRH decisions
* Women’s and girls, men’s and boys’ level of participation in decision-making processes pertaining to SRHR and CEFM
* Knowledge, attitudes and practices regarding (A)SRHR and CEFM
* Social norms, beliefs and practices related to SRHR and CEFM and gender equality
* Women’s and adolescent girls’ and boys’ sources of information on SRHR information and services
* Type of support provided by male partner/family members and community members/leaders to women and adolescent girls for decisions on SRHR and marriage/union
* Distribution of decision-making between women and adolescent girls and their male partners
* Women’s and girls’ (relative to men’s and boys’) level of access to and control over resources and opportunities.
* Enablers of gender equality; what provides women and girls with empowering opportunities or ability to equally access resources and health and protection rights from institutional services

**4.2 Geographic Scope**

Data collection for the midline study for the Combatting Early Marriage in Bangladesh (CEMB) project will be conducted in all of the seven sub-district implementation sites of the project: Borhanuddin, Daulatkhan, and Tazimuddin of Bhola District and Jhalokathi Sadar, Kathalia, Nalchity and Rajapur of Jhalokathi District.

**4.3 Technical Scope**

As this is data collection for a midline study, methodology and tools will follow the protocols set down in the baseline study. The data collection firm is expected to:

* Review key project documents, including the project’s Logic Model (LM) and Performance Monitoring Framework (PMF), baseline study, gender equality assessment, and various reports prepared and submitted by the project;
* In consultation with Plan technical specialists and advisors finalize design and sampling methodology, including verifying underlying data on the size of target groups;
* Review, adapt, translate, format and pilot quantitative data collection tools. The revision might include the inclusion of COVID-19 related questions to some tools,
* Develop high quality (safeguarding informed, gender responsive and adolescent friendly) data collection guidelines and protocols;
* Carry out all recruitment, training and supervision of enumerators/data collectors, field supervisors required to complete the assignment efficiently;
* Plan and report on midline data collection;
* Lead the implementation of high-quality data collection with adequate field testing and supervision of all data collection and data entry;
* Develop data entry interface (or tool digitalization if applicable), enter data into database and clean data set;
* Run descriptive statistics (averages and proportions) for all variables included in the data collection tools.

In carrying out the steps/tasks outlined above, the consultant will also be expected to:

* Design and implement the midline study with Do No Harm principles,
* Ensuring strict adherence to Plan International’s Safeguarding Children and Young People Policy, Child Protection Policy, and Gender Equality & Inclusion Policy procedures and guidelines at all stages of the study,
* Ensure all aspects and processes of the midline study *comply with international ethical standards on doing research with/about children* (such as those outlined by <https://childethics.com/>) and *clearly outline to Plan International how this will be done and how safeguarding risks to children and young people will be mitigated*

**4.4 School Survey**

The school survey will respond to the below PMF indicators:

**Table 5: PMF Indicators Covered by School Survey**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Levels of Disaggregation** | **Data Sources** |
| **Intermediate Outcomes:** | | |
| Degree/extent to which SMC members, teachers, men, women perceive women/girls as equal to men/boys | Sex | Teachers and SMC/MMC members |

A selection of teachers from the targeted 440 schools have been trained in GEMs curriculum for delivery with their students. The sample of teachers and SMC/MMC members would be randomly selected from this sample frame with an expected sample of about 420 teachers/SMC/MMC members.

**4.5 CMPC Committee Assessment**

The CMPC Committee Assessment will respond to the below indicator within the PMF:

**Table 6: PMF Indicators Covered by CMPC Committee Assessment**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Levels of Disaggregation** | **Data Sources** |
| **Intermediate Outcomes:** | | |
| Percentage of CMPCs functioning as per CMRA 2017 guidelines | Level: Union, Upazila, District | CMPC representatives |

The CMPC assessment will put an emphasis on the functionality of these formal Child Protection Actors. Plan International supports an effective child protection system comprised not only the institutions of government, but also the children themselves, their families, communities and the wider civil society. Each have their responsibilities and play their role in protecting children.

***Functionality of CMPCs:***

* Legal and policy framework (including customary by-laws) of CMPCs that support their mandate.
* Existence of CMPC actors and their mandate on providing protective responses, reporting incidents & seeking/referring CP services.
* Structure: type and number of members, frequency of meetings, formal organizational structure
* Knowledge of other CP actors, prioritizing documented or ad-hoc knowledge of CP front line workers on their roles and responsibilities addressing CP issues.
* Existence, knowledge and functionality of CP referral pathways and protocols between CP formal actors – based on case management protocols.
* Communication and linkages (protocols, guidelines, or informal/ad hoc) within and between formal and informal CP actors (including linkages between CP actors and other systems such health, social welfare and justice)

Additionally, the CMPC assessment will assess the overall state and functionality of CMPCs supported by the project.

1. **Scope of Work for Consultancy**
   1. **Data Collection Scope**

The scope of work will preferably include, but not limited to a total of five data collection instruments have been designed to respond to key project indicators which will be administered at midline:

* 1. Adolescent Girls Survey
  2. Adolescent Boys Survey
  3. Parent Survey
  4. Teacher/SMC/MMC Survey
  5. CMPC Committee Assessment

The following activities should also be ensured by the consultant for the survey:

* Validation and revision of data collection tools and methodology, including sample sizes
* Training of enumerators on data collection
* Carry out field data collection ensuring data integrity through adequate supervision
* Entering data into dataset and carry out comprehensive cleaning
* Process indicator calculations
* Prepare report comparing midline to baseline findings

1. **CHILD & YOUNG PEOPLE SAFEGUARDING**

Plan International is committed to actively safeguarding children and young people from harm that could result from participating in this midline study. Plan takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions, such as the midline study. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child. Decisions and actions in response to child protection and safeguarding concerns will be guided by the principle of ‘the best interests of the child.’

The midline study will involve conducting interviews with diverse children and adolescents exploring sensitive topics, such as sexual activity and gender-based violence. The study must, therefore, ensure **ethical,** **appropriate, safe (including trauma-informed), non-discriminatory participation; stressing young people’s views from diverse backgrounds with diverse identities are collected; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants**. Environments and working methods should be adapted to the capacities and experiences of diverse groups of adolescents; time and resources should be made available to ensure that adolescents in all their diversity are adequately prepared and have the confidence and opportunity to contribute their views.

Consultants are required to provide a statement within their proposal on how they will ensure ethics and safeguarding of adolescents in all their diversity in the different stages of the study — including design of study and tools, recruitment and training of enumerators[[7]](#footnote-6), data collection and analysis, visits and report writing, dissemination of results — in line with Plan International’s Child and Young People Safeguarding Policy. This must also consider any risks related to the study and how these will be mitigated. Consideration must be given to:

* Safeguards to protect the confidentiality of those participating in the study
* Data protection and secure maintenance procedures for personal information
* Caregivers’ consent concerning data collection from adolescents and collation of data about adolescents
* Age-appropriate assent processes for those below the age of 18
* Prevention and mitigation of risks young participants may face as a result of participating in this study

1. **RISK MANAGEMENT**

The Consultant 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. As such, bidders should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the Midline study, anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans that will be put in place to mitigate against any occurrence of each of the identified risks
* Specific child safeguarding risks and mitigating strategies

1. **DATA QUALITY ASSURANCE**

The Consultant is required to submit a quality assurance plan that sets out the systems and processes for ensuring the quality of all key deliverables from the start to end of this consultancy. This should include the proposed approaches to:

* Piloting of all tools
* Training of enumerators, field supervisors, facilitators, interviewers, and note-takers including in child protection and research ethics
* Logistical and management planning
* Field work protocols and data verification, including back-checking and quality control by supervisors
* Data cleaning and editing.

1. **ETHICS APPROVAL**

If applicable, the Consultant must coordinate with Plan International Bangladesh to obtain and adhere to research ethics approval processes of any other relevant bodies before commencement of data collection. Full ethics approval will be obtained before the midline activities commence, as required.

1. **DISCLOSURE AND OWNDERSHIP OF INFORMATION**

It is understood and agreed that the Consultant shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by Plan International Bangladesh, any information obtained in the course of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis. All required field visits will be facilitated by Plan International Bangladesh staff.

All ownership and copyright for final data collected during the Midline study is held by Plan International.

Obligations regarding non-disclosure of information and intellectual property rights will be specified in the contract for this consulting mandate.

1. **ROLES, RESPONSIBILITIES AND MANAGEMENT**

The Consultant will report to the Monitoring & Evaluation (M&E) Technical Advisor in Plan International Bangladesh, who will be responsible for overseeing the overall Midline study process.[[8]](#footnote-7) The Consultant will keep the M&E Technical Advisor continually informed on the progress of the assignment through updates via in-person meetings, email and Skype conferences. The Consultant will also collaborate closely with the Plan International Canada program and technical support staff, who will support with the design of the midline study and the development of data collection tools, data quality protocols and procedures to guide data collection[[9]](#footnote-8) and entry.

The specific roles and responsibilities of the Consultant are as follows:

* Review relevant project documents, including the PMF and baseline report
* Validate sample size for the different data collection efforts and present an overall sampling strategy
* Review and revise data collection tools in coordination with Plan International Bangladesh, ensure that all necessary research ethics approvals are obtained on time, if applicable.
* Recruit translators, enumerators/data collectors and field supervisors (as necessary), as well as data entry operators, ensuring gender balance as appropriate
* Prepare and conduct enumerator training, with support from Plan International Bangladesh and the project team, including co-facilitation of a gender equality and child protection component[[10]](#footnote-9)
* Ensure all tools are translated into appropriate languages and piloted with women, men and adolescent girls and boys prior to enumerator training
* Suggest any changes required to the tools, post-piloting, to Plan Bangladesh and Plan Canada, with final revisions subject to approval
* Oversee data collection including piloting, supervision and spot checking
* Ensure that all data collection activities are gender responsive, adolescent friendly and respect child safeguarding principles
* Establish data entry protocols and oversee data entry as per agreed upon software
* Submit final cleaned data and provided regular updates on progress in data collection
* Review data entry to ensure data quality and consistency, and take corrective actions, where necessary
* Liaise with the Plan Bangladesh and Plan International Canada offices for technical support throughout the process, and integrate feedback provided
* Ensure all training materials and hard copies of raw data are maintained and submitted to Plan Bangladesh, along with a softcopy of the final dataset.

1. **Expected Competencies**

* Demonstrated experience in conducting large scale baseline/midline, end line studies, including gender-sensitive data collection and entry, data management and storage, preferably for studies involving adolescents.
* Experience conducting research with or about children (below age 18) or young people (18-24 years of age), especially about sensitive subjects, such as ASRHR, CEFM or VAC (violence against children).
* Demonstrated expertise in developing quantitative methods and data collection tools
* Demonstrated experience in training, facilitation and supervising survey enumerators and data entry operators to collect and enter data as per high quality standards
* Experience with mobile data collection is preferred
* Demonstrated experience in quantitative data analysis
* Knowledge and experience with Gender Equality, Child Protection, CEFM and ASRHR issues and policies in Bangladesh
* Ability to work collaboratively with Plan International Bangladesh and Plan International Canada, and integrate feedback as required
* No history of violation of child and girls’ rights.

1. **Deliverables and Timeframe**

Total duration of the assignment is 90 calendar days after signing of the agreement. It is anticipated that the first draft report will be produced within 70 calendar days of signing of the agreement. The final report should be submitted after 10 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

The deliverables are in the following:

Inception report: The inception report should contain the study objectives, finally determined study methodology, data quality assurance plan, risk identification and mitigation strategy, and final work plan. The inception report will also include a description on how the consultant/consultancy firm will ensure ethics and protection of children and adolescents in the different stages of the study. The inception report will be reviewed and approved by Plan International Bangladesh and Plan International Canada. The agreement will be done after approval of the inception report.

Data collection tools: All the tools for data collection will be adapted, pretested and finalised based on tool that was applied during the baseline survey. The tools should be translated in Bangla and printed.

Report: The report should contain findings in details and with in-depth analysis and comparison with baseline findings. Expected structure of the report will be shared once consultant is hired. The findings should be organised as per themes in the objectives. The report should reflect the learning and take a strong gender sensitive approach in analysis. Calculation of results from the data must be done following the Performance Management Framework Indicators and Indicator framework calculations to be shared by Plan International. After preparation of draft report, the findings should be presented to Plan International. Based on their feedback the report should be finalised. Final report should be submitted in two copies with spiral binding along with soft copy in MS Word (in a CD). The report should be delivered in acceptable English. The consultant/consultancy firm will arrange for proof reading, if required to maintain the quality.

Submission of dataset: Raw and clean dataset should be submitted in SPSS.

1. **Mode of payment**

The payment will be made in three instalments:

|  |  |  |
| --- | --- | --- |
| **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 |

1. **Evaluation Criteria**

The proposals will be assessed based on following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives and realistic detailed work plan | 40 |
| Relevant competency and experience of the team leader and appropriate team composition | 40 |
| Amount of budget and justification | 20 |

1. **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 timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Proposed plan for surveying the projected sample population, with adequate consideration for timing of household/community surveys, travel cost per team of enumerators, supervision of enumeration teams and quality control
* Proposed steps to be taken for enumerator training, piloting/translation of tools, data collection, spot checking, data entry and management
* Outline of approaches and measures to ensure the study will meet international ethical standards for doing research with children in a safe and ethical manner
* Details on the informed consent process considering the situation for both male and female adults as well as adolescent girls and boys under the age of 18
* Team composition (including sex-disaggregation) and level of effort of each proposed team member, if applicable
* Account of experience of conducting large scale survey and relevant studies.
* Name and address of two organisations and name of the contact person to be used as reference.
* CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study.
* 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:

i. Itemized consultancy fees/costs

ii. Itemized field data collection expenses (including translation costs)

iii. Itemized administrative expenses

iv. Validity period of quotations

The budget should not contain income tax as a separate head; it can be blended with the other expenditure, 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 subject line – **Midline Survey of Combatting child Marriage in Bangladesh project.**

Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **30th November 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 8. 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 with Mr. Enamul Haque, Supply & Procurement Specialist through the E-mail: [enamul.haque@plan-international.org](mailto:enamul.haque@plan-international.org)

1. **Negotiation**

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. **Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals / application without assigning any reason whatsoever.

1. **Annex 1: PMF Indicators Covered by the Household Survey**

   |  |  |  |
   | --- | --- | --- |
   | **Indicators** | **Levels of Disaggregation** | **Data Sources** |
   | **Ultimate Outcome:** | | |
   | % of adolescent girls 15-19 first married under the age of 15 and 18 years | Age group of when first married (10-14,15-17) | Adolescent girls (aged 15-19 years) |
   | **Intermediate Outcomes:** | | |
   | Percentage of adolescent beneficiaries with adequate decision-making regarding marriage and seeking SRH services, including modern methods of contraception | Age Group (10-14,15-19),  Sex, In-school/OOS | Adolescent girls and boys (aged 10-19 years) |
   | Percentage of adolescent girls who decided to use family planning, alone or jointly with their husbands/partners | Age Group (10-14,15-19) | Adolescent girls and boys (aged 10-19 years) |
   | Degree/extent to which SMC members, teachers, men, women perceive women/girls as equal to men/boys | Sex | Parents of adolescents |
   | Percentageof parents who take specific action to support their adolescent daughters' (or daughters'-in-law) education, participation in economic activities (waged or self-employment), and engagement in public activities | Sex | Parents of adolescents |
   | **Immediate Outcomes:** | | |
   | Percentage of adolescent girls and boys with adequate practical knowledge on SRHR, CEFM and GE | Age Group (10-14,15-19),  Sex, In-school/OOS | Adolescent girls and boys (aged 10-19 years) |
   | Degree/extent to which adolescent girls and boys perceive women/girls as equal to men/boys | Age Group (10-14,15-19),  Sex, In-school/OOS | Adolescent girls and boys (aged 10-19 years) |
   | Percentage of adolescents with adequate life skills and confidence to realize their rights and express their decisions | Age Group (10-14,15-19),  Sex, IN-school/OOS | Adolescent girls and boys (aged 10-19 years) |
   | Level of support provided by parents to adolescent beneficiaries for CEFM prevention, staying in school and nurturing their ambition as perceived by adolescent girls and boys | Age Group (10-14,15-19),  Sex, IN-school/OOS | Adolescent girls and boys (aged 10-19 years) |

   ====================================================x========================================= [↑](#endnote-ref-1)
2. Multiple Indicator Cluster Survey 2019 [↑](#footnote-ref-1)
3. [↑](#footnote-ref-2)
4. Basis for calculations of average number of students (male and female) per school and grade and applied to number of project target intervention schools and intervention grades within them is *Chapter- Three: Secondary School Education Table 3.1.10 Number of School, Teacher and Student by District 2017* and *Chapter- Five: Madrasah Education Table 5.1.8: District Wise Institution, teacher and Enrolment by Gender 2017* [data.banbeis.gov.bd/images/ban03.pdf](http://data.banbeis.gov.bd/images/ban03.pdf) and [data.banbeis.gov.bd/images/ban05.pdf](http://data.banbeis.gov.bd/images/ban05.pdf) [↑](#footnote-ref-3)
5. Detailed indicator definitions will be provided to the Consultant, including for the composite index and its components, when the contract is awarded. [↑](#footnote-ref-4)
6. Sample sizes and inclusion/exclusion criteria will be reviewed and finalized by Plan International and the Consultant as part of the inception process. [↑](#footnote-ref-5)
7. Please note that if enumeration is to be sub-contracted, the consultant will be ultimately responsible for the enumerators they are subcontracting to. [↑](#footnote-ref-6)
8. The focal point at Plan International Bangladesh will be confirmed when the contract is awarded. [↑](#footnote-ref-7)
9. Protocols for enumerators will include guidelines on child safeguarding, adolescent friendliness and gender responsiveness in data collection methods and processes. [↑](#footnote-ref-8)
10. Plan International Bangladesh staff will co-facilitate gender equality and child protection components of the enumerator training, in line with organizational policies. [↑](#footnote-ref-9)