**Terms of Reference for Baseline Study**

**Project Title: Providing Early Childhood Development and basic education for Rohingya refugees and host communities**

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 South America, and twenty-one countries raise funds to support these efforts.

1. **About Plan International Bangladesh:**

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 1993 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.

Plan International Bangladesh (PIB) has the Country office in Dhaka, from where we are operating projects in Dhaka, Rangpur, Barisal and Chittagong divisions. Since 2017, we have a strong presence at Cox’s Bazar. Along with our main office at Cox’s Bazar, we have two more field offices i.e. Ukhiya and Teknaf. As part of the current emergency response plan, PIB supports both the Rohingya and host communities through different projects.

Cox’s Bazar is one of the identified ‘lagging districts’ of Bangladesh and Teknaf Sub-district is among the most socially deprived Sub-districts of Cox’s Bazar. Difficult terrain, bad roads and insufficient infrastructure contribute to poor living conditions. A lack of cultivatable land and consequent dependence on markets for food in Teknaf drive high levels of food insecurity and vulnerability to price fluctuations. There are serious protection concerns related to gender based violence, trafficking and organised crime that persist in Cox’s Bazar, due to the combination of poverty with lack of economic perspectives in the sub-district.

1. **Project Details:**

**2.1 Project Goal:**

Many Rohingya children in the refugee camps in Cox’s Bazar do not have access to safe and stimulating environments where they arse provided with opportunities for learning and development. To address this gap, UNICEF has partnered with Plan International Bangladesh (PIB) to support education for Rohingya refugees since 2019, including a focus on providing Early Childhood Development (ECD) and access to education based on the Learning competency and Framework Approach (LCFA)-based education in home-based education facilities. Building on this experience and lessons learned, PIB will transition to a more technical role in 2022 and 2023 through piloting innovative approaches on a small scale and strengthening the capacity of existing local organizations.

Access to **ECD services** for young children is very limited in the Rohingya refugee camps. Through this Programme Document (PD), PIB, as the co-chair of the ECD Technical Working Group, will design and pilot an integrated ECD model for children 3 to 5 years old through 60 community based, integrated Shishu Bikash Kendra (I-SBK).These centers will serve as reference points for parents and communities to access and benefit from referrals to nutrition, health and child protection assistance and support.

In the framework of the **LCFA**, only one-third of all Rohingya children 6 to 14 years old could read English or Burmese language in 2021.To improve teachers’ and children’s basic literacy skills, PIB will pilot a **literacy intervention** for 1,500 children (6-14 years old) through 30 Community-Based Learning Facilities (CBLF) in 3 camps. PIB will also support the development of the language skills of the facilitators to deliver literacy instructions. Alongside this pilot, PIB will support and train 10 local organizations (UNICEF IPs) on the literacy enhancement model.

Following the Education sector strategy, PIB will also contribute to introducing the **Myanmar Curriculum (MC)** for 625 children aged 11-18 (Grades 6 to 9) through 25 Community-Based Learning Facilities. 20 of these CBLFs will be dedicated to girls only and 5 CBLFs will be boys-only facilities. Per facility, learners will be organised in 25 per session or shift. PlB will build on its international expertise in supporting girls to access quality education. This includes the recruitment and training of 100 female Rohingya facilitators through a pre-service training programme. A pool of qualified female facilitators will be created to support the delivery of MC by other organisations, as well.

The technical experience and lessons learned from these 3 pilots on ECD, LCFA and MC will contribute to strengthening the capacity of local education partners and the Education Sector as a whole in the provision of education services in the Rohingya refugee camps.

* 1. **Expected Results of the project:**

**Result 1:** By December 2022, 1,440 children (3-5 years old) benefited from integrated ECD services

**Result 2:** By December 2022, 1,500 children (6-14 years old) benefited from the literacy intervention under LCFA-based education

**Result 3:** By December 2022, 500 girls and 125 boys (11-18 years old) benefited from education based on the Myanmar Curriculum

* 1. **Project duration:** 01 January, 2022 – 31 December 2022.
  2. **Targeted Project participants and Location**

**Project participants:**

A total number of 48,102 beneficiaries will be covered in the whole project implementation period in 5 camps and host communities through ECD, Literacy and MC intervention. Among them, 8,017 beneficiaries including learners, facilitators, parents/caregivers and community committee members will be directly involved in the project implementation whereas 40,085 will get the benefits from this project indirectly. The criteria of the selection of the target people, number of indirect beneficiaries, project’s contribution to the multisector needs assessment will be shared with the selected consultant who will be assigned for this baseline suvey.

**Project location:**

5 refugee camps in Ukhiya: 1E, 1W,3, 6 & 7 and Host communities : Rajapalong union of Ukhiya upazila.

1. **Purpose of the study:** The purpose of this baseline study is to establish the benchmark against indicators to assess the results of the project.

Specific objectives of the study:

* To set out the baseline value following the expected result and goal indicators of the project as stipulated in the log frame that will reveal the current situation of the children living in the targeted locations.
* To identify the current situation of the access of ECD services for young children in the Rohingya refugee camps and host communities.
* To identify the scope of age and gender responsive learning opportunities in a safe and protective environment for Rohingya and host community children, adolescent and youth.
* To measure teachers’ skills on learner- centered, gender-responsive, inclusive teaching approaches to deliver I-ECD, LCFA and MC
* To identify the referral system within different sectors (nutrition, Health, protection) to ensure quality inputs of integrated ECD services.
* Provide analysis on key contextual factors, and verify Plan International Bangladesh understanding of the situation in project intervention areas

1. **Intended Users of the Baseline study**

The Country Management team, project team, sector actors, consortium partners and donor office will use the study findings for setting targets, project monitoring, and comparative analysis with the end-line status. The study findings will help to develop the implementation plan for intervention. At the same time, the findings also can be used by the grants, communication department and program staffs for their monitoring, or contribute to wider learning within the sector. The coalition partner can also look the research findings to further improve their intervention modalities. Plan International will share this study with other sector actors to contribute to wider learning within the sector.

1. **Methodology**

The consultant/consulting firm is expected to develop an appropriate methodology includs qualitative and quantitative survey to meet the specific objectives of the study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. The methodology and relevant instruments should be adjusted in consultation with Plan International Bangladesh and finalised before implementation.

The study should be carried out through involving the stakeholders of the project. Since the study will largely deal with adolescents especially girls the methodology should consider ethical issues in line with that. The instruments to be used in the study should be child friendly and sensitive enough for the adolescents, especially for girls.

The methodology should include how the study should address ethical consideration, especially while collecting data from the young people, especially from young women. 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.

A gender-sensitive approach to data collection and analysis is required. This will include consideration of sex and age-segregated data and analysis.

The consultant/consulting firm should propose methodology considering the COVID-19 lockdown situation, i.e., remote data collection or data collection through physical visits. The data collection approach should be reflected in the proposed budget as well.

1. **Ethics and Child Protection:**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected in accordance with 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.

1. **Scope of work**

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

* Review of project documents and other necessary documents i.e. relevant documents of government of Bangladesh, program and Influencing Strategy of Plan International, Relevant Strategy of Plan International, available study on relevant issues, including government reports and project documents of Plan Bangladesh.
* Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh, pre-test and finalize the instruments. Propose targeted respondent will be children (aged 3-18) and their parents and caregiver, center management committee members and facilitators/teachers/staffs, trainee participants (aged above 18), different sector representatives etc.
* Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
* Engage qualified enumerators; train them on data collection and quality control.
* Data management and analysis as per study themes in the objectives.
* A draft primary finding should prepare based on data analysis and share to Plan
* Report should prepare in both Bangla and English.
* Produce draft report and share with Plan International Bangladesh and its stakeholder for feedback. Finalization of the report by addressing the feedback.
* Present the key findings to Plan International staff members and stakeholders’ relevant sector like education sector, ECD working group etc.
* Prepare a study brief in both Bangla and English in consultation with Plan International Bangladesh.
* Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

1. **Time frame**

The consultant /organization will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the final report will be produced within 90 calendar days of signing of the contract.The first draft should be submitted to Plan Int within 60 days after signing of the agreement. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and Plan International Bangladesh as frequently as possible. Any field problems should be anticipated and addressed before hand.

1. **The consultant/consulting firm shall produce the following deliverable:** 
   * + An inception report containing final methodology and work plan.
     + Study instruments pretested, finalised and printed in Bangla.
     + Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.
     + Presentation of the key findings to the staff members of Plan International Bangladesh and different stakeholders.
     + Final report should be submitted in two copies with spiral binding along with soft copy in MS Word. The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proof reading to maintain the quality.
     + All field notes, and data set (in SPSS) and other relevant materials should be submitted.
     + One summary report (maximum 2 pages) on baseline data findings
2. **Supervision/Management of Assignment:**

The consultant will be required to work closely with Plan International Bangladesh an. The consultant will be directly accountable to the Plan International Bangladesh focal person. The consultant will keep the focal person continually informed on the progress of the assignment updates via email.

1. **Expected Competencies of consultant/agency**

It is expected that the competency of the contracted organization/consultant will include:

* Have good understanding on Rohingya context, complexities and local dialect.
* Demonstrated experience in conducting research and evaluation on Education in Emeregency (EiE), and Community Based Child Protection (CBCP) mechnism in humanitarian context.
* Has a team of experienced human resource in data collection, data entry, editing and analysis.
* Should have clear understanding on the challenges of administering data collection within the project area Cox’s Bazar.
* Experience in carrying out data collection in studies with children and adolescents on child rights, and protection.
* Has experience of working with children and adolescent with no history of violation of child rights.
* Strong analytical and report writing skills.

1. **Mode of Payment**

The payment will be made in three instalments:

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| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | Upon acceptance of inception report |
| Second instalment | 30 | After receiving the first draft report |
| Final instalment | 40 | Upon acceptance of final report. |

1. **Evaluation criteria and scoring**

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| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives | 30 |
| Proven Technical expertise/previous experiences on the relevant competencies including Rohingya context | 30 |
| Relevant competency of team leader and relevant team composition | 20 |
| 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 the 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 the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal.

1. **The detailed technical proposal should:**
   * + Show a thorough understanding of this term of reference
     + Include a description of how you would approach the data gathering methods prescribed in this TOR and how you would approach sampling.
     + Demonstrate previous experience in conducting quantitative and qualitative study approaches.
     + Demonstrate inclusivity, gender equality and non-discrimination in the conduct of the study.
     + Demonstrate approaches that will be used to ensure child protection and ethics and principles will be applied throughout the design and data collection phases of the project and how marginalized or vulnerable Rohingya people will be included.
2. **The financial proposal should contain:**

* Itemized consultancy fees/costs
* Itemized field data collection expenses
* Itemized administrative expenses
* Validity period of quotations

1. **The consulting team profile should contain:**
   * + The full names of all participating consultants and their roles, including technical expertise
     + Physical address of the consultancy firm.
     + Telephone number(s) of the firm (if applicable) and participating consultants
     + Full name and contact information of the contact person within the consulting team
     + Full names of Directors/Proprietors

The financial part will describe the estimated cost for the study in detail. It should be given in a separate sealed envelope. Please mention the preferred mode of payment.

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 “**Providing Early Childhood Development and basic education for Rohingya refugees and host communities**”. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline……..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 the agreed timeframe 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 the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay.

1. **Contact person**

For any technical issue related to the project and study, please communicate to Md. Abu Hanif ([abu.hanif@plan-international.org](mailto:abu.hanif@plan-international.org))

1. **Ethical Considerations**

There will be nothing in the study, which may be harmful to respondents regarding legal or medical grounds. 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 consultant will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, the verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and the report name of the respondents should not be revealed.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/ consultant firm will submit all original documents, materials and data to Plan International Bangladesh.

1. **Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into a 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 was 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 is expected to commence the assignment within one week of signing the contract.

1. **Safeguarding Policy**

The project is supported by Plan International Bangladesh and the individual shall comply with the Safeguarding Policy of Plan International Bangladesh. Any violation/ deviation in complying with Plan’s 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 Safeguarding Policy.

1. **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. As such, applicants should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans will be put in place to mitigate against any occurrence of each of the identified risks.

**Annex 1: Structure of the report**

The report should have at least the following structure:

* Title page
* Acknowledgments
* Executive summary
* List of acronyms
* Table of contents and lists of figures and tables
* Introduction and Background
* Methodology
* Data analysis
* Results (it should be organized as per study objectives)
* References
* Annexes

**Annex 2: Results and indicators**

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| --- | --- | --- |
| **Results** | **Short description** | **Objectively Verifiable Indicators** |
| **Result 1** | By December 2022, 1,440 children (3-5 years old) benefited from integrated ECD services | 1. % of parents who demonstrate sound knowledge on how to support their children’s development |
| 1. Number of children who have access to integrated ECD services |
| 1. % of learners who demonstrate age appropriate development outcomes |
| 1. Number of CBLFs that provide integrated ECD services |
| **Result 2** | By December 2022, 1,500 children (6- 14 years old) benefited from the literacy intervention under LCFA-based education. | 1. % of parents who demonstrate sound knowledge on how to support their children’s literacy development |
| 1. Number of children who have access to LCFA education through the literacy intervention |
| 1. % of learners who demonstrate Grade/level 2 literacy outcomes |
| 1. % of teachers demonstrating quality teaching of literacy skills |
| 1. Number of CBLFs that successfully implemented the literacy intervention |
| **Result 3** | By December 2022, 500 girls and 125 boys (11-18 years old) benefited from education based on the Myanmar Curriculum. | 1. % of parent who demonstrate support for girls’ education |
| 2. Number of children who have access to MC education |
| 3. Number of adolescent girls who receive MHM and SRHR support |
| 4. % of learners who meet minimum learning standards through the MC |
| 5. % of MC teachers who demonstrate gender-responsive teaching skills |
| 1. % of the 100 female Rohingya facilitators who successfully completed the teacher training program. |

Endorsed by: Approved by:

Head, MER &KM Director Program Development and Learning

Plan International Bangladesh Plan International Bangladesh