**(Terms of Reference)**

**Base line study of the project – Empowering Adolescents Girls to End Child Marriage in Bangladesh (EAGECM) project.**

1. **Background and Introduction**

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 mobilising children, communities and civil society organisations 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 is independent, with no religious, political or governmental affiliations, and with a vision of a world in which all children realize their full potential, in societies that respect people's rights and dignity.

Plan International works in 52 developing countries across Africa, Asia and the South America, and 21 countries raise funds to support these efforts. In 2015, Plan International worked with 84 million children in 85,280 communities. Plan International's stated Global Strategic Goal is to reach as many children as possible, particularly those who are excluded or marginalized, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Child Centred Community Development (CCCD)[[1]](#footnote-1) is Plan International’s Child Rights approach in which children, families and communities are active and leading participants in their own development. Plan International adheres to a Child Protection Policy, and systems, to keep children safe.

Plan International Bangladesh started its operation in Bangladesh in 1994. Currently as determined in country strategy IV, implementing projects under six thematic areas i.e. health, education, WASH, child protection, youth economic empowerment and disaster risk reduction and climate change adaptation. In recent years, as part of its country strategy, Plan International Bangladesh is trying to position itself to be at the forefront of combating child marriage, ensuring girls remain in school to complete quality education and realize their full potential.

1. **Project overview**

Bangladesh has made a good progress in primary education but still a long way to go in secondary education. Net enrolment rate in secondary education is only 68.78% (Girls 74.38% and boys 63.59%)[[2]](#footnote-2). Children dropout rate before completing secondary school is 37.81% (Girls 41.52%); and around 20% children (Girls 22.99%) dropout from the school system before HSC[[3]](#footnote-3) which lead to Child Early and Forced Marriage (CEFM). It is against this backdrop that girls’ right to education is denied, which prevents girls from securing safe, reliable and rewarding forms of employment, thus perpetuating chronic poverty across generations. Furthermore, concerning students’ performance, students at grade 9, achieve the competencies of grade 8 in Bangla, English and Mathematics and are only 44%, 44% & 35% respectively.[[4]](#footnote-4) It is clear that without intervening in secondary schools as well as touching the lives of children who have dropped out from school, there is no hope to achieve a future in which girls achieve their full potential. This is also crucial for the government of Bangladesh to achieve the SDGs and its vision of becoming a middle-income country by 2020 and a developed nation by 2040.

Hence, Plan International Bangladesh are testing a pilot with the objective of ending Child Early and Forced Marriage (CEFM) through empowering girls especially keeping girls in school and acquiring relevant life and work skills. Major intention of the pilot project is to generate evidence that through keeping girls in school with relevant life and livelihood skills may reduce the prevalence of CEFM. This pilot project will focus on a catchment area of Union Parishad, which is last unit of local government.

The target location of the Union Parisad is Singimari Union at Hatibandha Upazila in Lalmonirhat, one of the northern districts of Bangladesh where majority of the girls are deprived of education and become the victim of CEFM. Total population of the Singimari Union is about 23,435 (Female 11610, Male 11825). Most of them are farmer, day-labor and small businessman.

The project will support all 3 secondary schools and 1 Madrasa close to the community where most of the secondary school age children of Singimari Union are enrolled. The 1327 girls who are now in the school system will be directly benefit from the proposed project. They will be empowered through life skills, livelihood skills with carrier aspiration. They will be supported to continue their education and refrain from CEFM. The 2247 boys who are in the schools will also be benefitted from the school based different interventions.

Total 84 teachers will be oriented and trained on Inclusive girls’ friendly school, Life skill, (GEMS) and inclusive pedagogy.

About 2000 parents will be impacted from the project in sensitizing them about their children’s aspiration as an individual with rights, free-will and choice. Therefore, the total number of direct beneficial would be about 5658. Four schools/ madrasah will be targeted. Among these four schools, two schools are affiliated with TVET institution.

**The goal of the project is to,**

“Empower adolescent children, particularly girls through education with relevant life and livelihood skills to prevent child marriage.”

The specific objectives of the project are;

* + Schools have a safe and inclusive girl-friendly environment, infrastructures and supportive school governance that promotes enabling learning opportunity.
  + Parents, caregivers and community people are supportive and responsive about their children’s aspiration as an individual with rights, free-will and choices.
  + Students especially girls are continuing education with relevant life and livelihood skills and career aspirations.

The project will build on existing policies, structure and facilities for secondary school and work in collaboration with Upazilla education authority. The project is funded by Bikbok (a corporate based in Norway) with the technical support from Plan International Norway. The project duration is from July 2018 to June 2021.

As the project has been kicked off recently, and full-fledged implementation is yet to be started. Therefore, a baseline study of the project is needed to be conducted to set the benchmark to assess the outcomes of the project after completion. Overall findings of the baseline collections will also help us to devise specific strategies to address the objectives. . A consultant/consulting firm will be contracted out on behalf of Plan International Bangladesh to carry out the base line study as per this Terms of Reference (TOR).

1. **Objectives of the baseline study**

The primary objective of the baseline study is to:

**Identify the benchmarks for the EAGECM project’s intended outcomes against a set of indicators.**

Specific objectives of the study are in the following.

1. To know % of students completing secondary education disaggregated by sex.
2. To understand % of girls/women age 15 – 19 years who were first married before the age of 15 and 18.
3. To understand % of young women age 20 -14 who were first married before the age of 18.
4. To know the rate of students’ enrolment, continuation and completion disaggregated by sex.
5. To know the rate of students’ attendance, disaggregated by sex.
6. To understand proportion of girls are representing in different school level committee and activities i.e. student cabinet, school level events organizing, and girls guide.
7. To identify % of teachers are demonstrating enhanced skills while facilitating learning sessions for students. [[5]](#footnote-5)
8. To know % of girls who are reporting that their teachers are sensitive towards their special needs.[[6]](#footnote-6) of the girls.

#### To assess the average score for measuring improved learning, protection and inclusive environment in schools. [[7]](#footnote-7)

1. To know % of adolescents who report that their parents support equal opportunities for sons and daughters in education and employment and will not marry off their children before the legal age [[8]](#footnote-8)
2. To understand what proportion of girls report that they face gender based violence on the way to school. [[9]](#footnote-9)
3. To know what proportion of girls report that their schools have a safe and comfortable environment. [[10]](#footnote-10)
4. **Intended users of evaluation and key stakeholders involved**

The Country Management team, project team and staffs of Norwegian National Office and education practitioners and development workers will use the evaluation findings. The evaluation findings will be used for setting targets, project monitoring, and for comparative analysis with the end-line status. It will also help to generate evidences for policy advocacy with the education sector.

1. **Methodological guideline**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the baseline study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. The tools those are suggested to use for so me objectives should be taken into consideration.

The methodology and relevant instruments should be adjusted in consultation of 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.

1. **Scope of work**

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

* Prepare inception report that that will include final methodology and timeframe and submit to Plan International Bangladesh for review and approval.
* Develop the appropriate methodology that best fit with the specific objectives.
* Review relevant literatures and project document to get a better understanding about the project activities.
* Develop study instruments, pretested and finalized in consultation with Plan international Bangladesh. Plan International Bangladesh will also provide few tools, some of which have already been mentioned above. Those tools need to be pretested and finalised before administer data collection.
* Recruit qualified enumerators and organize training for them for data collection and quality control.
* Administer data collection in the field, ensure a mechanism of quality control during data collection.
* Data management and analysis in terms of transcribing, coding, computer entry, cleaning, and analysis as pre study themes in the objectives.
* 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.
* 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. **Expected competency**

Expected competency of the consultant/consulting firm includes:

* Expertise in conducting quantitative and qualitative study in the area of child rights and child protection, adolescent sexual and reproductive health, and education.
* Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability) and data entry management.
* Vast knowledge on the issue of child rights and child protection, gender, adolescent sexual and reproductive health and education.
* No history of violation of child rights;

1. **Deliverables and timeframe**

Total duration of the assignment is 4 weeks 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 four weeks of signing of the agreement. The final report should be submitted after ten 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 and Background
* Methodology
* Data analysis
* Results (it should be organised as per study objectives)
* References
* Annexes

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 and other relevant materials.

1. **Mode of payment**

The payment will be made in three instalments:

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

1. **Evaluation criteria and scoring**

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives | 40 |
| Relevant competency of team leader and relevant 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 methodology of the study that clearly articulates how research objectives linked with relevant data source and method.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of experience of conducting survey and employing qualitative methods.
* 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 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 “**Baseline study of the project– Empowering Adolescents Girls to End Child Marriage in Bangladesh (EAGECM) project” as subject.** Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **25 May, 2019** 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 timeframe as well as submit the final report maintaining the quality as mentioned in section 8. 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 well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned in section 8 Plan International Bangladesh will deduct 5% of the total agreement amount.

1. **Contact person**

For any further queries, please communicate to Mustakima Khanam, Specialist-IQE, to the email address: [Mustakima.Khanam@plan-international.org](mailto:Mustakima.Khanam@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. **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 country office of Plan International Bangladesh.

1. **Negotiations**

Once the proposal 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. **Child Protection Policy**

The individuals shall comply with the Child Protection Policy 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 in order to make good the damages/losses caused due to non-compliance of the policy.

#### **Annex-1**

#### **Table-1: Average score measuring improved learning, protection and inclusive environment in schools**

Definition

The learning environment in school here is measured through a composite indicator, representing by a score. Higher score means better learning environment. The aim is to see **improvement** from situation at the baseline for each school**.**

Sources of data: Each school will be assigned a score from 0 to 10 by the program according to the criteria below.

|  |  |
| --- | --- |
| Evidences that | One point each |
| 1. School has made concrete plans to follow up the teacher training (output 1.1.1) |  |
| 1. Code of Conduct: Known among the majority of the staff |  |
| 1. Code of Conduct: Known among the majority of the pupils |  |
| 1. Code of Conduct: Known among the majority of the parents |  |
| 1. Code of Conduct: Reporting in the past 12 months |  |
| 1. Code of Conduct: Enforcement/consequence to violation |  |
| 1. There are WASH facilities for both girls and boys |  |
| 1. Wash facilities are accessible to CwD |  |
| 1. The school provides counseling on Menstrual Hygiene Management |  |
| 1. There is regular PTA meeting |  |
| Total score |  |

Maximum score for a particular school is 10.

**Table-2: % of youth reporting that their parents (mothers and fathers) support equal opportunities for sons and daughters in education and employment and will not marry their children before they are 18.**

**Type of data: Stock**

Definition

Percentage of youth out of total surveyed who report that their parents support

1. Equal opportunity in education for daughters and sons.
2. Fair distribution of housework between girls and boys.
3. Equal opportunity in employment of their daughters and sons.

4.    Not marrying girls before they are 18 years’ old.

Since in each household, not all of these will be fulfilled, the scoring will be utilized to see the degree of success.

We want to track if father and mother have different opinions therefore the breakdown will be as followed.

2 = supportive,  1 = not sure,  0 = not supportive

The adolescent/ youth is counted if the total score is 14 and above. If they have one parent then the parent get double score. If no parents then will consider main caregiver instead of father or mother and get the score double.

|  |  |  |  |
| --- | --- | --- | --- |
| Reported by youth | Supportive by father | Supportive by mother | Total Score |
| 1. Equal opportunity in education for daughters and sons. |  |  |  |
| 1. Fair distribution of housework between daughters and sons. |  |  |  |
| 1. Equal opportunity in employment for daughters and sons. |  |  |  |
| 1. Not marrying girls before they are 18 years’ old. |  |  |  |

1. CCCD is a right-based approach which engages most marginalized members of the community, particularly children, in strategies that enhance their capacity to cope with issues effacing them. Plan International’s programmes utilize this approaches in a participatory process that enables communities to work and influence Partners, Government institutions and civil society platforms to extend their support for sustainable development. [↑](#footnote-ref-1)
2. *BANBEIS, Bangladesh Education Statistics, 2017* [↑](#footnote-ref-2)
3. *BANBEIS, Bangladesh Education Statistics, 2017* [↑](#footnote-ref-3)
4. *The World Bank, 2013* [↑](#footnote-ref-4)
5. Child centered classroom. [↑](#footnote-ref-5)
6. Consultant/consulting firm is expected to develop relevant tools to measure. [↑](#footnote-ref-6)
7. Tool is given in annex 1 (Table 1). [↑](#footnote-ref-7)
8. Tool is given in annex (Table 2). [↑](#footnote-ref-8)
9. consultant will develop relevant tool to measure this after consultation with relevant team of Plan International Bangladesh [↑](#footnote-ref-9)
10. consultant will develop relevant tool to measure this after consultation with relevant team of Plan International Bangladesh [↑](#footnote-ref-10)