

Terms of Reference

Exploring fear of violence among girls and young women in Bangladesh

Background

Plan is an international and nongovernmental organisation which has been working over 75 countries for more than 80 years to advance children's rights and equality for girls. Plan International has been operating in Bangladesh since 1994, helping children access their rights to health, education, economic security and protection. Very recently, Plan has launched its country strategy V (CS 2030), which has set a new vision for the organization. The vision is: *We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights.* The vision has been drawn from a consultative workshop with the adolescents, youth and the staff members of Plan International Bangladesh. In that workshop, the adolescents and youth were constantly talking about the risk and reality of violence which they felt across all areas of their lives i.e. at home, at educational institutes, at workplace, when traveling on public transport, and even while walking down the street. As they mentioned, the fear and experience of violence, whether physical or verbal was a significant barrier for them to reach to their full potential, especially for girls.

According to World Economic Forum's Global Gender Gap Report 2017, despite impressive progress in every key area of gender gap index¹, Bangladesh needs to go a long way to attain gender parity in true sense. In the patriarchal male dominated society of Bangladesh, still there is lack of support to develop girls and young women's agency to get control over their lives. Gender imbalance is evident by increased incidents of violence against women, lack of meaningful economic participation of women, high rate of dropout in secondary and higher education². The socio-cultural barriers and fear of gender based violence also hinder participation of girls and young women in collective actions and raise demands to realise their rights.

To prevent violence against women and children a National Plan of Action (NPA) (2013–2025) exists. Legal support, socio economic facilities, prevention of violence against women and children, rehabilitation and institutional measures and strategies for implementing the NPA are also being put in place³. Nevertheless, present scenario of violence against women and children indicates that a lot more to do to address violence and different protection issues. Patriarchal norms and attitudes contribute to accelerate gender-based violence against young women and adolescent girls, which affect their physical and mental conditions and hamper their potential to be grown as a good citizen.

Acknowledging the challenges, in the new country strategy period (2020 – 2030), Plan International Bangladesh will work to accelerate transformation by challenging and refusing discriminatory gender norms. Based on its working experience, Plan recognises that fear of violence restricts the mobility of girls and young women, limiting their chances of fulfilling their true potential and enjoying their rights. On that note, in CS 2030 Plan International

¹ Gender Gap Report 2017 and Bangladesh- a review, Minhazur Rahman Rezvi, <https://thefinancialexpress.com.bd/views/reviews/gender-gap-report-2017-and-bangladesh-a-review-1514646132>

² Gender Gap Report 2017 and Bangladesh- a review, Minhazur Rahman Rezvi, <https://thefinancialexpress.com.bd/views/reviews/gender-gap-report-2017-and-bangladesh-a-review-1514646132>

³ Human Rights Council Working Group on the Universal Periodic Review Thirtieth session, 7–18 May 2018 (National report submitted in accordance with paragraph 5 of the annex to Human Rights Council resolution 16/21* * Bangladesh).

Bangladesh prioritises the goal to ‘live free from fear of violence’ as a key ask for country flagship campaigning. During the ten-year strategy period, Plan International Bangladesh will run public awareness and mass mobilisation campaigns highlighting the need to recognise ‘fear of violence’ and dismantle it.

Given the situation, Plan International Bangladesh has planned to conduct a national level research to understand the overall situation of fear of violence among the adolescent girls and young women and their parents which prevent them to continue education, take part in collective actions, engage in income generating activities and move freely in public places. The research will also explore the awareness of parents, girls and young women about existing provisions i.e. laws, services, mechanisms regarding all forms of gender based violence and most importantly the prevention and protection mechanism by the relevant authorities to ensure protection of girls and young women. A consultant/consulting firm will be contracted out on behalf of Plan International Bangladesh to carry out this research as per this Terms of Reference (TOR).

Objectives

The broad objectives of the research are in the following.

- To understand existing situation of fear of violence among different concerns⁴ against girls and young women in households, educational institutes, workplace and public places.
- To know to what extent fear of violence hinders girls and young women to grow to their full potentials.
- To comprehend awareness of parents, girls and young women about existing laws to protect from relevant violence at households, educational institutes, workplace and public places.
- To know the situation of law enforcement to protect girls and young women from relevant violence at households, educational institutes, workplace and public places.

The specific objectives of the research are given in annex 1.

Intended users of the research findings

Based on the findings of the research Plan International Bangladesh will identify its priority areas to focus on to work during CS2030 period to address fear of violence, as mentioned in its vision statement. Therefore, primary user of the research findings will be CMT and relevant programme and advocacy staff members in Plan International Bangladesh. The research findings will also be disseminated widely at national level for policy advocacy to promote enable environment for girls and young women to reach their full potential. Based on the research finding, Plan will explore further to deep down the specific issue as well as ensure resources mobilisation to carry forward the advocacy ask against fear of violence.

Methodological guideline

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the research. The methodology and relevant tools should be adjusted in consultation of Plan International Bangladesh and finalised before implementation. Since this is a national level research, this should include all divisions in Bangladesh. The study population should be determined based on specific objectives of the research. Appropriate sampling strategy and sample size for each of the study populations

⁴ Girls, young women, parents, community elites, etc.

will be suggested by the consultant/consultancy firm. During determining sample appropriate segregations (age and sex) which have been mentioned in the objectives should be taken into consideration. It should be taken into consideration that in order to develop sample frame the consultant/consultancy firm needs to undertake necessary procedure and Plan will not be able to provide any list for this purpose.

Since the research will engage adolescents and young people, ethical consideration should be a major consideration throughout the research. Therefore, in the proposal the consultant/constancy firm should mention clearly what measures will be taken to ensure these ethical matters in the research.

Addressing the COVID-19 situation: As travel restrictions have been withdrawn, we anticipate the research team will collect data through visiting different sample areas. However, a paragraph in methodology section should be included on how the research team will deal with COVID 19 pandemic situation in the study period, especially during data collection.

Scope of work

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

- Review of secondary documents related to the research objectives and provide necessary information in analysis of the findings.
- Develop appropriate methodology including sample size and sampling strategy, develop data collection tools, and finalise the tools by pretesting. Ensure that all the tools are approved by Plan International before using for data collection.
- Engage qualified enumerators; train them on data collection. Administer data collection in the field and take necessary measures for quality control of data. Ensure that all data collection activities are gender responsive, adolescent friendly and respect child safe guarding policy of Plan International.
- Data management and analysis in terms of coding, computer entry, cleaning, transcription and analysis as per research themes/variables in the objectives.
- Write draft report and finalise the report based on feedback of Plan International.
- Present the research findings in a national level dissemination session which involves the government representatives, officials and other stakeholders.
- Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

Expected competency

- Demonstrated experience in conducting large scale national level research, including gender-sensitive data collection and entry, data management and storage, preferably for researches involving adolescent girls and young women.
- Demonstrated expertise in developing quantitative and qualitative methods and data collection tools.
- Demonstrated experience in training, facilitation and supervising enumerators and data entry operators to collect and enter data as per high quality standards.
- Demonstrated experience in quantitative and qualitative data analysis.

- Knowledge and experience with gender equality, gender based violence, child and early marriage, child protection, adolescent sexual and reproductive health issues and policies in Bangladesh
- Excellent analytical skill and have a good command in English.
- No history of violation of child rights.

Timeframe and deliverables

Total duration of the assignment is 120 calendar days after signing of the agreement. It is anticipated that the first draft report will be produced within 80 calendar days of signing of the agreement. The final report should be submitted after 15 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.

Data collection tools: All the tools for data collection should be prepared, pretested and finalised. The tools should be prepared in Bangla and printed.

Report: The report should contain findings in details and with in-depth analysis. Expected structure of the report is given in annex 2. The findings should be organised as per themes in the objectives. The report should include a strong gender sensitive analysis. After preparation of draft report, it should be shared with relevant staff members of Plan International Bangladesh. Based on their feedback the report should be finalised and submitted. The report should be delivered in acceptable English. The consultant/consultancy firm should arrange for proof reading, if required to maintain the quality.

Presentation of research findings: Disseminate research findings in a national level event among government representatives, officials and other stakeholders.

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

Mode of payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	30	After signing the contract
2 nd instalment	30	After receiving the draft report
Final instalment	40	Upon submission of the final report

Evaluation criteria and scoring

The proposals will be assessed based on following criteria:

Criteria	Score
Appropriate methodology to address the research 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

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 the section on deliverable. If the quality is not maintained, 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 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.

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 15 pages and will contain the following:

- Detailed methodology of the research, including sampling strategy and sample size, data quality assurance procedure, supervision of enumerators and ethical consideration.
- Detailed timeframe (including dates for submission of first draft, review and work on feedback and finalization of report).
- Account of experience of conducting large scale national level and relevant researches.
- Brief account of experience of the team leader and key members of the research team which should reflect relevant experience to conduct the research.
- Name and address of two organisations and name of the contact person to be used as reference.
- 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 expenditures, 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 the technical proposal.

Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with subject line – **Exploring fear of violence among girls and young women in Bangladesh**. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline 28th November 2020 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.

Contact person

For any technical issue related to the project and evaluation, please communicate to Tamanna Sharmin (Tamanna.Sharmin@plan-international.org).

Child protection and ethical considerations

Plan International is committed to actively safeguarding children and youth from harm and ensuring children's rights to protection are fully realized. 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. 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 concerns will be guided by the principle of 'the best interests of the child.'

The research will involve conducting interviews with adolescents exploring sensitive topics, such as sexual activity and gender-based violence. The study must, therefore, ensure **appropriate, safe, non-discriminatory participation; stressing all young women's and young men's views 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 of adolescents; time and resources should be made available to ensure that adolescent girls and boys are adequately prepared and have the confidence and opportunity to contribute their views.

During data collection the purposes should be clearly explained to the respondents and based on their consent information will be collected. For children and adolescents, written consent should be taken from their parents/guardians. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

In the inception report the consultant/consulting firm will provide a description on how they will ensure ethics and protection of children and adolescents in the different stages of the study — including recruitment and training of enumerators⁵, data collection and analysis, visits and report writing. It should be in line with Plan International's child protection policy.

Disclosure and ownership of Information

It is understood and agreed that the consultant/consulting firm shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorised 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.

⁵ Please note that if enumeration is to be sub-contracted, the consultant will be ultimately responsible for the enumerators they are subcontracting to.

All ownership and copyright for final data collected during the research 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.

Award of contract

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

Child protection policy

The consultant/consulting firm shall comply with the Child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan's Child Protection Policy will not only result-in termination of the agreement but will also compelled Plan to take disciplinary action (if needed).

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.

Disclaimer

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

Annex 1. Specific objectives of the research.

Child and early marriage

- To understand at which age, parents prefer to arrange their daughters' marriage and the underlying reasons.
- To know at which age, girls and adolescents (10 – 19 years) prefer to marry and the underlying reasons.
- To understand level of awareness of parents, girls and young women and young men about CMRA.
- To comprehend the level of enforcement of CRMA to prevent child marriage in the communities.

Gender based violence (GBV)

Household:

- To know the underlying reasons of domestic violence among girls and young women from the perspective of parents, girls and young women and young men.
- To find out to what extent domestic violence prevent girls and young women to reach to their full potential and what are the mitigation strategies they adopt to combat with the violence.
- To understand the level of law enforcement (domestic violence act 2010) to protect girls and young women from gender based violence at household.

Workplace:

- To comprehend the perception of parents, girls, young women and young men regarding violence and harassment *at* workplace and to what extent this hinders them to be engaged in income generating activities.
- To elicit types of violence and *harassment* the adolescent girls and young women face at *workplace* and the underlying reasons and to know their mitigation strategy to deal with harassment and violence at workplace.
- To understand level of awareness of parents, girls and young women and young men about different laws to protect adolescents and young women from violence and harassment at work place (high court verdict, Nari-O-Shishu Nirjatan Daman Ain 2000, Penal code, etc.).

Educational institute:

- To know the perception of parents, girls, and young women about the violence and *harassment* at educational institutes and to what extent this hinders them to continue their education.
- To elicit types of violence and harassment the adolescent girls and young women face at educational institutes and the underlying reasons and to find out their mitigation strategy to deal with harassment and violence at educational institutes.
- To understand level of awareness of parents, girls and young women about complaint mechanism to protect adolescents and young women from violence and harassment at educational institutes and to what extent actions are taken against the complaints.

Public place:

- To know what type of violence and harassment the girls and young women face at public places and what are their mitigation strategies to combat with the violence and harassment.
- To understand perception of parents, girls, young women and young men regarding violence and harassment at public places among girls and young women and underlying reasons.
- To know about the actions taken against the perpetrators.

Online harassment and violence:

- To know the proportion of girls and young women have access to online platforms and social media and of them what proportions have faced online harassment.
- To identify what proportion of girls and young women have taken measures to combat with online harassment.

Career aspirations and selection of professions

- To understand to what extent fear of violence influences over career aspiration among girls and young women.
- To know views of parents, girls and young women about selection of employment opportunities and the underlying reasons.

- To comprehend attitude of parents, girls and young women regarding going beyond gender stereotype professions and the barriers they face.

Collective actions

- To know the fear of girls and young women for not participating in collective actions and go for a leadership role and the underlying reasons.
- To understand the fear of parents of girls and young women for not allowing them to participate in collective actions and act in a leadership role and the underlying reasons.

Sexual relation

- To understand the perception of girls and young women regarding safe behavior in sexual relation.
- To know the fear of adolescent girls and young women related to control over body.

Annex 2. Structure of the report

The report should have the following structure:

- Acknowledgments
- Executive summary (not more than 3 pages)
- List of acronyms
- Table of contents and lists of figures and tables
- Background/Introduction (short description of context, study rationale and research objectives)
- Methodology (research methodology including sampling strategy, quality assurance procedure, risk management and limitations)
- Findings and analysis (it should be organised as per research objectives and well blended quantitative and qualitative information)
- Discussion and conclusions with relevant recommendations.
- References
- Annexes (it may include all tools for data collection, other tables, etc.)