

## ***TERMS OF REFERENCE***

### **Baseline Study of the project titled “Child Bride to Bookworm (Christmas Calendar 2019), Reducing School Dropout in Urban Slums of Bangladesh”**

#### **1. About Plan International**

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

#### **2. Background**

Dhaka, the capital of Bangladesh, is one of the world’s fastest-growing cities with half a million new residents every year. 60 per cent of the city’s population lives in slums, where extreme poverty, disease, violence, pollution and floods are part of everyday life. Looking into the problems for attending schools and continuing education, there is a number of factors, which are interlinked such as inability to pay school fees, buying education materials, pay transportation or arrange private tutor, etc.

Despite the fact that the vast majority of children start school, only one-third of all children in the slums go all the way from Class 1 to 10 and complete their schooling. Looking at the difference between the sexes, most boys drop out in the first few years and most girls drop out from the older classes<sup>1</sup>. Based on data collected by Plan International Bangladesh (PIB), we can see that girls are most often married off when taken out of school. Child labour is also an important reason why many boys and girls do not complete their schooling. In the slums, there are three times as many children who work compared with the national average.

School dropout is one of the major problems in education in Bangladesh despite the natural interface between teachers, students and parents because the schools in Bangladesh are unfortunately poorly equipped to cope. Under Bangladeshi law, all schools must have a School Management Committee, a Parent Teacher Association - PTA, and a Student Council for primary school and Student Cabinet in secondary school. But maximum are not functioning.

Parents are not aware about the importance of education, students also not motivated to continue their education after completion the primary and secondary level. This is due to financial crisis in their families for secondary and higher level studies, lack of facilities in educational institutions to provide congenial environment for learning motivation including girls’ friendly WASH facilities, Lack of teachers’ capacity and motivation to provide effective learning and so on.

Gender-based discrimination and gender inequalities have significant impact on slum children’s completing primary and secondary education in Bangladesh. For example, girls’ low agency and low social status, in addition to other gender inequalities such as gender-based violence and inequitable gender division of labour in households, can prevent girls from accessing education and understanding risk factors of child marriage, child labour and making decisions about their own life. Consequently,

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<sup>1</sup> UNICEF: [https://www.unicef.org/bangladesh/children\\_4866.html](https://www.unicef.org/bangladesh/children_4866.html)

efforts to reduce school dropout rate of slum children is likely to be undermined when interventions fail to tackle gender-based discrimination and address unequal power relations and gender inequalities.

Based on the aforementioned scenario, in January 2020 Plan International Bangladesh launched a project titled “Child Bride to Bookworm (Christmas Calendar 2019), Reducing School Dropout in Urban Slums in Bangladesh”. The project aims to reduce school drop out and increase the number of girls and boys from urban slums who completes quality education in the secondary school level in Dhaka. Therefore, project’s main thrust is the individual secondary school and its role in reducing the dropout rate, and will be implemented in three steps: Improved School Governance, School-based Initiatives, Model Development and Influencing. The project is planned to be implemented until 2022.

With this backdrop, Plan International Bangladesh intends to undertake a baseline study to capture the current situation in the schools and adjacent slums. To conduct the baseline study a consultant/consulting firm will be hired as per this Terms of Reference (TOR).

### **3. Project overview**

The strategy of the project is based on the experience of Plan International Bangladesh and the local partner SUROVI to improve the conditions for the most vulnerable children in relation to education, active citizenship and influence in local decision-making structures. The project will be implemented in three steps which are: Improved School Governance, School-based Initiatives, Model Development and Influencing. Each of the three integrated interventions are described in the following sections.

Intervention 1: Improved School Governance (capacity building of school stakeholders)

20 secondary schools in and around slum areas will participate in a two-year development process which strengthens the school's ability to address dropout. This will be done by building the capacity of School Management Committees (SMC), Parent Teacher Associations (PTAs) and School Cabinet (SCs) to fulfil their roles in the governance of the school, and enable them to work properly together.

Intervention 2: School-based initiatives

The action plans developed in intervention 1 will be implemented in intervention 2 through school-driven initiatives involving all or some of the relevant stakeholders. The initiatives will be carried out a) as school-based initiatives to create enabling school and learning environment to continue schools for children and b) as awareness activities in local communities (slums areas) to emphasize the importance of continuing education and the adverse effect of child labour and child marriage in terms of future opportunities and development. Slums inhabitants includes parents, leader or elites, other social organization, ex-students, local educationist and so on. As the feature of slum community is quite different, parents and community should support their children in continuing education.

Intervention 3: Model development and influencing

Develop model for reducing drop out (½ year): After the two-year development process, the experiences of the 20 schools are summarised. Data and experience are analysed jointly and, on that basis, Plan and SUROVI prepare a model for ‘School-based and gender-specific initiatives to reduce dropout’ targeting individual schools.

#### **3.1 Project target group in secondary schools**

- Approximately 500 members of student cabinets in 20 secondary schools (school list annex-1)
- Approximately 220 SMC members in 20 secondary schools
- Approximately 400 Parents teacher associations (PTA)
- Approximately 125 Youth groups members in slums
- Approximately 500 school teachers in 20 secondary schools
- 25 education Officials from DSHE and local education office
- 50 leaders in slums
- Relevant personal of South City Corporation

- In case of non-intervention secondary schools similar target groups and numbers will be applicable. The numbers of school are 20 secondary school as well.

**3.2 Geographic coverage** – Schools and slums at school catchment area under Dhaka south City Corporation (school list annex-1)

#### **4. Overall objective**

To analysis/capture the baseline data of intervention and non-intervention secondary schools against the outcome indicators of result framework and see the impact of COVID 19 in Education of Secondary school level children and their family life.

Therefore the specific objectives of the study are following.

#### **4.1 Specific objectives of study**

1. To understand influence of SMCs, Parents teacher associations (PTAs) and Student Cabinet (SC) members on school governance members to implement their views and suggestion for the betterment of students and their education
2. To assess the capacity level of SMCs, PTAs and SCs members in targeted schools towards their role in school governance to address school drop outs.
3. To understand the current role of students cabinet members and PTA members to reduce school dropout rate at slums.
4. To understand current role and responsibilities of PTA members towards strengthening school governance on matters concerning child education.
5. To document initiatives of key stakeholders (slum leaders, South City Corporation officials, Thana police, head teachers, officials in education ministry) addressing drop out in schools.
6. To identify parents' attitude to support children, especially girls, to return to school, once the government allows the schools opening.
7. To explore the activities children has been involved during schools closures to understand associated risks of schools closure and the linkage with coming back to school.
8. To observe if the schools have necessary infrastructure and resource materials required for a conducive<sup>2</sup> learning environment and document those are being implemented as per school improvement plan; also find out if the secondary schools have a student database and ICT based tracking system in place.
9. To know the rate of dropout before and after covid-19 among students in the targeted secondary schools.
10. To know current tracking mechanism in schools for identifying potential drop rate in schools.
11. To assess how students utilize their time for study before and during the lockdown period due to COVID 19 pandemic.
12. To capture the opinion of students about the family support in their education before and during the lockdown period.
13. To assess prevalence rate of gender based violence among students in secondary schools and adolescents in slums<sup>3</sup> before and during lockdown period.
14. Assess prevalence rate of domestic violence among students in secondary schools and adolescents in slums before and during lockdown situation.

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<sup>2</sup> Sufficient number of necessary infrastructure , resource materials, sufficient air, lighting, ramp available, create space for girls (separate toilet) to attract children for retaining at school

<sup>3</sup> Slums in this projects are- Citypolli, Rabidas Para of Sutrapur, Tikatuli of Sutrapur area, Miron Jhilla, Dhaka Macth, Jggaain

15. To know situation of safety security among students in schools and adolescents in slums before and during lockdown situation;
16. Assess current situation of child marriage in the slums.<sup>4</sup>
17. To assess the views of students and their parents about the effectiveness of online learning education program-for secondary level students.

## 5. Methodology

The methodology should be developed appropriately to address the specific objectives of the study. During designing methodology triangulation in data collection techniques is suggested to be considered. Since a portion of data will be collected from the children and adolescents, utilization of child friendly method and participatory approach is recommended. In terms of study design, for the purpose of comparison, the case-control approach is preferred. Therefore, data collection will take place in non-intervention areas (control area) as well, by taking similar number of samples. In intervention area 20 secondary schools in South City Corporation are covered (school list in annex-1). Therefore we anticipate the sampling strategies are clearly described in the proposal. The methodology and relevant instruments are expected to be adjusted in consultation with Plan International Bangladesh and finalised before the start of the field work. The study sample must ensure equal participation of adolescent girls and young women. For data collection current COVID 19 pandemic situation in the country and school closures should be taken into consideration and it should be reflected clearly in the proposal. The consultant will review the secondary source for identifying drop out rate in secondary schools before covid 19. However, the current drop out rate in schools will be identified once the targeted schools resume. So consultant will keep this in mind when preparing the methodology section in the technical proposal and financial proposal as well.

## 6. Scope of work

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

- Prepare an inception report that will include final methodology aligned with objectives, and timeframe of the study submit to Plan International Bangladesh for review and approval. A section on assessment of anticipated risks during study period and mitigation strategy should be included in the inception report.
- Review relevant literatures and project document to get a better understanding of the project and intended results.
- Develop study instruments, pretested and finalized in consultation with Plan international Bangladesh.
- Recruit qualified enumerators and organize training for them for data collection (including ethics and child protection) and quality control.
- Administer data collection in the field, ensure a mechanism of quality control during data collection.
- The data collection in schools to identify current drop out will be started once the schools open.
- 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.
- Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

## 7. Expected competencies

Expected competency of the consultant/consulting firm includes:

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<sup>4</sup> MICS methodology will be followed to assess the situation of child marriage.

- Should have sound knowledge regarding education sector, structure of school governance and education policies in Bangladesh. In addition, needs to have good understanding on inclusive education and gender in education programme.
- Should be familiar with the impact in current Pandemic situation in Education sector and might have knowledge on upcoming new normal situation.
- Skilled in designing and conducting quantitative and qualitative studies and have experience in conducting similar type of studies.
- Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability), data entry management and data analysis.
- Adequate knowledge on the issue of child rights and child protection, gender equality.
- Excellent command of both written and verbal English.
- No history of violation of child rights.

## **8. Key deliverables and timeframe**

Total duration of the assignment is 90 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is expected that the first draft report will be shared within 8 weeks of signing of the agreement. Based on the feedback on first draft the final draft report should be submitted by the end of week 10. If there are any final feedback, that should be adjusted in the last week and then the final report should be submitted. The consultant/consulting firm shall produce the following deliverables:

List key deliverables expected from the consultant during the study process:

- Inception report (Detailed methodology, detailed timeframe and ethical consideration while working with children and adolescents and risk analysis and risk mitigation plan).
- Draft report to receive feedback
- Presentation of key findings to stakeholder
- Final report including executive summary
- Submit the transcripts and analysis documents

The report will not exceed 30 pages (excluding the annexes). The report should have the following structure:

- Title page
- Acknowledgement
- Table of content
- Acronyms/Glossary
- Executive summary (not more than 3 pages)
- Introduction and Background
- Methodology
- Findings (well blended of quantitative and qualitative methodology and as per specific objectives there would be specific section of impact of covid 19 on girls education in the report)
- Discussion and conclusions with specific recommendations and recommendations should also include what changes are required in education policy/system to continue girls education during covid-19
- References
- Annexes

## 9. Mode of payment

The payment will be made in three instalments:

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

## 10. Evaluation criteria and scoring

Criteria	Score
Appropriate methodology	40
Relevant competency of team leader and team composition	40
Amount of budget and justification	20

## 11. 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 main part of the technical part of the proposal should not exceed 10 pages and will contain the following:

- Understanding of the assignment
- Detailed methodology
- Detailed timeframe (including dates for submission of first draft, dissemination of findings and submission of final report).
- Account of relevant experience of the firm/consultant.
- CVs of the team leader and key members of the team which reflect relevant experiences (in brief in the main part; the detailed can be given in annex).
- Copy of VAT registration certificate (for 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.

## 12. 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 “**Child Bride to Bookworm (Christmas Calendar 2019), Reducing School Dropout in Urban Slums of Bangladesh**” as subject line. Proposal submitted to any other email account or in hard copy will not be considered. Submissions after the deadline **22<sup>nd</sup> November 2020** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted in one zip folder with a covering letter. The proposals should be submitted in pdf format.

## 13. Penalty clause

The consultant/consulting firm is expected to provide services within time frame 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 8, 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.

#### **14. Contact person**

For any technical issue related to the project and evaluation, please communicate to Towhidul Islam, M&E Specialist, Plan International Bangladesh in the following email address : [Towhidul.islam@plan-international.org](mailto:Towhidul.islam@plan-international.org)

#### **15. Bindings**

All documents, papers and data produced during the study are to be treated as property of Plan International Bangladesh 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. For quantitative survey- digital data set and for qualitative part- audio recording (of FGD, IDI, KII etc.) have to be submitted before final payment.

#### **16. Negotiations**

Once the proposal are evaluated, Plan International Bangladesh will call top 3 consultants to present their proposal in front of relevant persons in Plan International Bangladesh Office. After the presentation and final scoring, Plan International Bangladesh may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiation fail, Plan International Bangladesh will invite consultant/consulting firm who is the next highest scorer to negotiate a contract. If none of the invited proposals led to an agreement, fresh Requests for Proposals (bidding document) will be called.

#### **17. Award of contract**

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

#### **18. Safeguard of Children and Youth**

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

## Annex-1 (School list of intervention and non-intervention)

SL No	Name of the SCHOOL	District /City Corporation	Name of the Project	Area /Slum	Government /Private/MPO	Name of slums	Intervention	Non-intervention
1	Manki Nagar High School	Dhaka South City corporation	Child Bride to Bookworm	Demra	MPO	Citypolli	Yet to confirm	Yet to confirm
2	Manik Nagar Model High School			Demra	MPO	Citypolli	Yes	-
3	RK mission High School			Demra	MPO	Citypolli	Yet to confirm	Yet to confirm
4	Shohid Zia High School			Demra	MPO	Citypolli	Yet to confirm	Yet to confirm
5	Kajlarpar High School			Demra	MPO	Non Sponsor	Yet to confirm	Yet to confirm
6	Gandaria Mohila Somity High School			Sutrapur	Govt.	Rabidas Para	Yet to confirm	Yet to confirm
7	Wari Adorsha High School			Sutrapur	MPO	Rabidas Para	Yes	-
8	Juginagar Ideal High School			Sutrapur	Privet	Rabidas Para	Yes	-
9	Shohid Nabi Govt. High School			Sutrapur	Govt.	Tikatuli	Yet to confirm	Yet to confirm
10	Azizia High School			Sutrapur	MPO	Non Sponsor	Yet to confirm	Yet to confirm
11	Bangsai High School			Sutrapur	MPO	Miron Jhilla	Yet to confirm	Yet to confirm
12	Monija Khatun High School			Sutrapur	MPO	Non Sponsor	Yet to confirm	Yet to confirm
13	Bir Srestha Motiur Rahman High School			Kotowali	Privet	Miron Jhilla	Yes	-



14	Koshaituli High School			Kotow ali	MPO	Miron Jhilla	Yet to confirm	Yet to confirm
15	Nazira Bazar High School			Kotow ali	MPO	Miron Jhilla	Yet to confirm	Yet to confirm
16	Anandamoyee High School			Kotow ali	MPO	Non Sponsor	Yet to confirm	Yet to confirm
17	Millat High School			Kotow ali	MPO	Non Sponsor	Yet to confirm	Yet to confirm
18	Bangsai Girl's High School			Kotow ali	MPO	Non Sponsor	Yet to confirm	Yet to confirm
19	City Corporation High School			Demra	MPO	Citypolli	Yet to confirm	Yet to confirm
20	Rose Garden High School			Demra	Privet	Citypolli	Yet to confirm	Yet to confirm
21	JB Memorial High School			Demra	Privet	Citypolli	Yes	-
22	Unick Ideal High School			Demra	Privet	Citypolli	Yet to confirm	Yet to confirm
23	Metropolitan Creative High School			Demra	Privet	Citypolli	Yet to confirm	Yet to confirm
24	New Govt. Girl's High School			Kotow ali	Privet	Miron Jhilla	Yet to confirm	Yet to confirm
25	Hammedia High School			sutrapur	MPO	Rabidas Para	Yet to confirm	Yet to confirm
26	Anwara begum Girl's School & College			Kotow ali	MPO	Miron Jhilla	Yet to confirm	Yet to confirm
27	Ahmed Bawani High School			Kotow ali	MPO	Miron Jhilla	Yet to confirm	Yet to confirm
28	Nobabpur High School			Kotow ali	MPO	MPO	Yet to confirm	Yet to confirm
29	Pogos High School			sutrapur	MPO	Rabidas Para	Yet to confirm	Yet to confirm
30	Shohid Smriti High School			sutrapur	MPO	Rabidas Para	Yes	-
31	Narinda High School			sutrapur	MPO	Rabidas Para	Yet to confirm	Yet to confirm
32	Foridabad High School			sutrapur	MPO	IG Gate	Yet to confirm	Yet to confirm

33	Dhaka Cotton Mills Adorsha Uccha Biddaloy			sutrapur	Govt.	Non Sponsor	Yet to confirm	Yet to confirm
34	Ekra Model High School			sutrapur	MPO	Non Sponsor	Yet to confirm	Yet to confirm
35	BakchorAdarsha Uccha Biddaloy			Demra	MPO	Dhaka Macth	Yes	-
36	Rosulpur High Shool				MPO	Dhaka Macth	Yet to confirm	Yet to confirm
37	Shaympur High School				MPO	Shyampur	Yet to confirm	Yet to confirm
38	Khilgaon Model Hig School				MPO	Khigaon	Yes	-
39	Khilgaon High School				MPO	Khigaon	Yes	-
40	Khilgaon Govt. Staff Quqrter High School				MPO		Yes	-