**TOR for Final Evaluation**

**Project title:** Strengthening the child protection prevention and response mechanisms for children at-risk to - or survivors of -violence, abuse, neglect and exploitation in Rohingya Camps and host communities.

1. **About Plan International:**

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.

1. **About Plan International Bangladesh:**

Beginning 25 August 2017, extreme violence in Rakhine State, Myanmar, drove over 800,000 Rohingya refugees across the border into Cox’s Bazar, Bangladesh in the span of a few months (source: RRRC-UNHCR Family Counting Exercise and NPM). A situation of statelessness imposed over generations rendered this population acutely vulnerable, even before the severe traumas of this crisis. The people and Government of Bangladesh welcomed the Rohingya refugees with resounding generosity and open borders. The speed and scale of the influx was nonetheless a challenge, and the humanitarian community stepped up its support to help mitigate a critical humanitarian emergency. The response is also designed to support the Bangladeshi communities most directly affected by the influx and improve their ability to cope with the strains of hosting a refugee population that now comprises nearly a million youth, women and men who are forced to rely upon humanitarian aid for their basic needs.

In Bangladesh, refugees continue to face compounding vulnerabilities. They live in congested sites that are ill-equipped to handle cyclone hazards –with alarmingly limited options for relocation or evacuation. Many refugees have expressed anxiety about their future, explaining that while they wish to return, they would not agree to do so until questions of citizenship, legal rights, and access to services, justice and restitution are addressed.

1. **Project Background and Details:**

According to the 2019 JRP, overall, there are 950,000 rohingyas and host community members in need of Protection (52 per cent women and girls), including over 610,000 people in need of GBV prevention and response services; and 284,119 rohingyas children and 50,000 host community children in need of child protection support.

Children, because of their physical development, age, and relative vulnerability remain one of the most at-risk groups. Girls and boys are particularly vulnerable to a range of protection issues; the most urgent that need to be addressed include psychosocial distress, sexual and physical violence, family separation, child labour, child marriage, trafficking and sexual exploitation. Adolescents face additional risks, exacerbated by the absence of education, lack of life skills education and safe livelihood opportunities, and, by their limited participation in decision-making.

Due to the specific needs and risks that children and adolescents face, the next phase of implementation will focus on mitigating the impact of harm due to violence, abuse, neglect and exploitation, address the detrimental psychosocial impact on children and contribute to strengthening the protective environment. The project is build on the below modes of intervention:

**Case management:** Through its case management services, the project will continue to provide individual, specialized support to vulnerable children, including unaccompanied and separated children, and their families based on interagency SOPs and following international standards, as well as the use of CPIMS+. Through inter agency training on caring for child survivors, Plan officers will identify approximately 80 children to place in foster care or alternative care arrangements according to their needs for their protection.

**Psychosocial Support Services (PSS**): Through its multipurpose child and adolescents centres (MPCACs), Plan will provide structured, age-appropriate PSS services to groups of 120 children in 3 MPCs and 1 Adolescent friendly space in host community in 3 month cohorts for a year to contribute to the stability and daily structure of children’s lives in a physical space that is safe, welcoming and inclusive. Activities include group-based PSS sessions and recreational activities (art, music, storytelling, etc) both in- and outdoors.

**Life skills:** Life skills sessions will be a core component of interventions to promote healthy lifestyles and prevent and reduce the likelihood of risky behaviour and harmful practices, using the Life Skills Based Module for Rohingya Adolescents (6 month cohort, 4 hours/week for adolescents aged 10-18).

**Strengthening Community Based Child Protection Committees (CBCPCs):** Through 12 CBCPCs (10 in rohingya camps and 2 in host community), community members will play a key role in the identification and referral of at-risk and vulnerable children and monitoring of the protective environment for children and adolescents. Community groups (parents/ caregivers, Majhis, religious leaders) will be engaged in awarenss sessions (including on family tracing and reunification registration points) and interactive theatre. Community engagement through interactive thearter provides a forum for culturally appropriate child protection messages to the communities. Plan will ensure gender-equal representation in community-based interventions.

To further strengthen community engagement in disseminating messages on key life-saving behaviors and practices, UNICEF C4D Section will provide coordinated support to the project through organizing Adolescent Radio Listeners Clubs (ARLCs) activities in the selected Multipurpose Children and Adolescents Centers facilitated by the C4D Partners.

Foundational Skills (basic literacy and numeracy): With technical support from UNICEF, PLAN will deliver a module-based training on foundational skills (literacy and numeracy) based on UNICEF’s agreed curriculum. PLAN will first assess the competency level of each participating adolescent through an initial screening process during registration to understand and assess their interest, availability and educational level (as per LCFA).

**Vocational Skills/ Occupational Soft Skills package:** Adolescents in the MPCs (aged 15 to 18), following their initial assessment, will be offered an occupational/ vocational skills package. For occupational/ vocational training, age will be considered based on the need assessment form developed/ collected by project team. Although the modules are part of the combined package, additional adolescents, based on their interest, availability and previous educational experience would be able to access the available modules as well. The project team will liaise with other partners and youth working group to use the existing modules and materials for providing vocational training to the adolescents.

Plan will transform three existing Child Friendly Spaces into Multipurpose Centres (MPCs) (2 in camp 20 and 1 in camp 17), and provide services in one existing community meeting place in Ukiyha host community, targeting 17,250 children and adolescents of both the Rohingya and host community. The MPCs will offer PSS services, Case Management Services, Entertainment/Recreation, Life Skills based sessions, foundational skills (basic numeracy and literacy) and vocational training, community based child protection and social cohesion/peacebuilding activities to children and adolescents with an approach to supporting girls and boys to achieve their full development: physical, cognitive, social and emotional.

In addition, 50 adolescent clubs (1,000 members) will be formed, 40 in Camps and 10 in host community through which adolescents will benefit from life skills and other key activities. 12 CBCPCs (10 Camps, 2 Host community) will be established and will link with the adolescent clubs and contribute to safe identification of child protection cases and concerns.

**COVID-19 Response:**

During COVID-19 pandemic situation the project conduced small group parenting sessions with parents and care givers on individual and family level hygiene promotion as well as teach them how to take right decision of protecting children from the emerging situation. Disseminate child friendly awareness messages on COVID-19 and associated risks through IEC and BCC materials within the community (like family gossiping, fairy tale, PEER to PEER session, sticking poster, leaflet, stickers, bill board etc)

In this pandemic crisis, the project continue individual Case Management services with increased home visits to follow up on the well-being of children and to identify if their vulnerability increased.  
 Create synergies with health actors to support children who are hospitalized or quarantined and separated from their families; visit and support children and their families and maintain family links.

This project will also have a specific focus on the host community. According to the 2019 JRP, the Rohingya crisis is having important socioeconomic consequences for nearby host communities. This project will focus on in school and out of school children and adolescents in Palongkhali host community in Ukhiya, where project activities as described in the log frame will be implemented.

**2.1 Goal:**

The goal of this project to support particularly vulnerable to a range of protection issues; the most urgent that need to be addressed include psychosocial distress, sexual and physical violence, family separation, child labour, child marriage, trafficking and sexual exploitation. Adolescents face additional risks, exacerbated by the absence of education, lack of life skills education and safe livelihood opportunities, and, by their limited participation in decision-making.

**2.2 Specific Objectives:**

**Case management**: Through its case management services, the project will continue to provide individual, specialized support to vulnerable children, including unaccompanied and separated children, and their families based on interagency SOPs and following international standards, as well as the use of CPIMS+. Through inter agency training on caring for child survivors, Plan officers will identify approximately 80 children to place in foster care or alternative care arrangements according to their needs for their protection.

**Psychosocial Support Services (PSS):**  Through its multipurpose child and adolescents centres (MPCACs), Plan will provide structured, age-appropriate PSS services to groups of 120 children in 3 MPCs and 1 Adolescent friendly space in host community in 3 month cohorts for a year to contribute to the stability and daily structure of children’s lives in a physical space that is safe, welcoming and inclusive. Activities include group-based PSS sessions and recreational activities (art, music, storytelling, etc) both in- and outdoors.

**Life skills**: Life skills sessions will be a core component of interventions to promote healthy lifestyles and prevent and reduce the likelihood of risky behaviour and harmful practices, using the Life Skills Based Module for Rohingya Adolescents[[1]](#footnote-1) (6 month cohort, 4 hours/week for adolescents aged 10-18).

**Strengthening Community Based Child Protection Committees (CBCPCs)**: Through 12 CBCPCs (10 in rohingya camps and 2 in host community), community members will play a key role in the identification and referral of at-risk and vulnerable children and monitoring of the protective environment for children and adolescents. Community groups (parents/ caregivers, Majhis, religious leaders) will be engaged in awarenss sessions (including on family tracing and reunification registration points) and interactive theatre. Community engagement through interactive thearter provides a forum for culturally appropriate child protection messages to the communities. Plan will ensure gender-equal representation in community-based interventions.

**Foundational Skills (basic literacy and numeracy):** With technical support from UNICEF, PLAN will deliver a module-based training on foundational skills (literacy and numeracy) based on UNICEF’s agreed curriculum. PLAN will first assess the competency level of each participating adolescent through an initial screening process during registration to understand and assess their interest, availability and educational level (as per LCFA).

**Vocational Skills/ Occupational Soft Skills package:** Adolescents in the MPCs (aged 15 to 18), following their initial assessment, will be offered an occupational/ vocational skills package. For occupational/ vocational training, age will be considered based on the need assessment form developed/ collected by project team. Although the modules are part of the combined package, additional adolescents, based on their interest, availability and previous educational experience would be able to access the available modules as well. The project team will liaise with other partners and youth working group to use the existing modules and materials for providing vocational training to the adolescents.

**2.3 Expected output of the project:**

**Output 1:** Children, including adolescents, are engaged in structured activities that promote their wellbeing and resilience, and can take a lead in their own protection

**Output 2:** Quality case management services are provided to children at risk of or harmed due to violence, neglect, exploitation and abuse.

**Output 3:** by the end of the project period, adolescent boys and girls are able to access services, identify risks, and are supported to adopt positive coping strategies.

**Output 4:** By the end of the project period, strengthen capacity of community based Child Protection mechanisms through engaging parents, leaders and religious and other community to prevent and respond child marriage sexual harassment and other forms of violence and abuse.

**Output 5:** By end of the project period, children and adolescent boys and girls access opportunities to participate in the social and civic life of their communities

**Output 6:** By the end of this project period, adolescent boys and girls gain transferable skills, which contribute to their economic engagement

**Output 7:** Contingency: Children and community members are better equipped in situations of natural disasters (e.g. monsoon, landslide, flooding) to preserve family unity and access services (e.g. LCCMP)

**2.4 Project Strategy / Approach:**

* Community ownership and resilience building
* Implementing and learning
* Case management support.
* Linking and networking with both communities.
* A longer-term vision to work in intervention area.

**2.6 Project duration:** 30th September-2019 to 30th September-2020. (Extended upto December 20)

**2.7 Targeted Project participants, Stakeholders, Institutions and Location:**

The Project location is; Ukhia Upazilla (Kutupalong, Balukhali, Camps 17 and 20 and Palongkhali Union in host community in Ukhiya).

The project will be directly reach 20791 beneficiaries.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Location** | **Target** | **Male** | **Female** |
| Children 4-9 years old | Camp | 4596 | 2266 | 2330 |
| Adolescents 10-14 years old | Camp | 3771 | 1779 | 1992 |
| Host | 2316 | 1057 | 1295 |
| Adolescent 15-18 years old | Camp | 4211 | 2041 | 2170 |
| Host | 2361 | 1111 | 1250 |
| Adults | Camp | 2610 | 1574 | 1036 |
| Host | 926 | 546 | 380 |

**Purposes of the Evaluation**

The broad objective of this study is to capture the achievements in output level indicators.

1. The specific objectives of the study are therefore the following:

* To evaluate the level of contribution of the outputs towards the achievement of the expected project objectives, goal and impact.
* To assess the relevance, effectiveness, and efficiency of interventions as well as, the sustainability of the results, and the degree of satisfaction of the beneficiaries.
* To evaluate the appropriateness of the strategies and approaches used for implementing the project;
* To identify major external factors that influenced or impacted on the implementation of the project and evaluate their implication on future interventions.
* To highlight lessons learned from the project and make recommendations for future strategies.

Moreover, the project will follow the "review together" approach as outlined in Plan International's Programme Quality Framework. The following will be addressed in the final evaluation:

1. Progress compared to planned activities, timeframe.
2. progress towards outputs, outcomes and budget;
3. changes in the working context;
4. donor contract compliance;
5. numbers of direct and indirect beneficiaries, disaggregated by age, sex and location;
6. Lessons, which can be used to improve future interventions. Storytelling will be included to capture the most significant personal changes for girls and boys.
7. **Evaluation Criteria:**

As per the [MERL Policy](https://planinternational.sharepoint.com/:w:/r/sites/planetapps/Programmes/MER/_layouts/15/Doc.aspx?sourcedoc=%7B5F6BE114-CBF7-48EF-92B2-8A4199E7F8A9%7D&file=GLO-Monitoring_Evaluation_Research_Learning_Policy-Final-IO-Eng-Nov18.docx&action=default&mobileredirect=true), Plan International’s evaluations include assessments of:

**Effectiveness:** the extent to which, and the reasons behind, the achievement (or not) of the project or programme’s objectives, and whether these are leading to unintended (positive or negative) consequences for anybody involved or affected by the interventions.

**Sustainability:** the probability of continued long-term benefits to the target populations after the project or programme has been completed. This might include the resource and capacity of partners or beneficiaries to continue the intervention after phase out.

**Relevance**: the extent to which the interventions and their approaches were suited to the priorities and policies of the people and communities they were intended to benefit.

**Efficiency:** the extent to which financial resources were used economically and efficiently, potentially including cost-benefit ratios and alternative programming approaches.

**Child rights, gender and inclusion**: the extent to which the project or programme applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality

**Impact:** to establish causal attribution to any observed positive and negative, primary and secondary long-term effects observed.[[2]](#footnote-2)

1. **Key Evaluation Question:**

The evaluation should assess the above in relation to two central broad questions:

1. What changes / outcomes / achievements have taken place?
2. How have these changes / outcomes / achievements been brought about in relation to this, the evaluation should consider the following sub-questions:

| Want to know… | … then focus on: |
| --- | --- |
| …whether the project has reached/realised what was originally planned, including changes against your indicators (compared to baseline) | Effectiveness |
| …whether changes are likely to be long lasting | Sustainability |
| …whether your original project design targeted the right group of beneficiaries and if the root causes were identified correctly (and if the design is still valid) | Relevance |
| …whether the project applied gender and inclusion sensitive approaches, and whether this improved the rights of children, young people and gender equality  To what extent were the needs of different groups of people (including age, gender, disability, ethnicity etc.) considered in the design and implementation of the response, including in influence and decision-making roles? | Child rights, gender and inclusion |
| …whether alternative activities could have led to the same results by using less resources, or whether the same activities could have been cheaper. | Efficiency |
| …whether the project directly contributed to long lasting change in the life of the targeted group | Impact |

1. To what extent were intended outcomes achieved? Did any unintended outcomes eventuate, either negative or positive? How responsive were the implementing organization when any unintended outcome occurred?
2. What were the barriers and enablers to effective and efficient program design and achievement of the outcomes?
3. To what extent did the project activities promote sustainability of affected communities and support broader recovery and stabilization efforts?
4. To what extent were the project activities coherent in the context of overall response?
5. To what extent did the project support and strengthen local partners, including civil society and local government, and include their participation in coordination fora?
6. To what extent were the project sufficiently accountable to, and engaged with, affected communities?
7. To what extent have the project integrated COVID-19 considerations effectively into its response?
8. To what extend project meets the Core Humanitarian Standard (CHS), throughout its response activities.
9. If the project did not continue into the new framework period, has it continued in any other form with other funding? If not recommend the process of project closure and phase out process with partners considering sustainability aspect.
10. **Child rights, gender and inclusion:**

Plan International Bangladesh’s focus on child rights, gender and inclusion. The evaluation team should priorities on child rights, gender and inclusion and trying to explore to which extend the project applied gender and inclusive sensitive approaches and explicitly aimed for result that improve the rights of children and young people and gender equality.

1. **Users of the Evaluation:**

Users of the evaluation will first and foremost be internal to Plan International Bangladesh. It will be used to spur reflection on how to incorporate key lessons learned in future programming and increase sustainability and replication potential of the initiatives started Ukhia Upazilla (Kutupalong, Balukhali, Camps 17 and 20 and Palongkhali  Union in host community in Ukhiya).

Secondly, findings of the evaluation – and particularly the collected impact stories – will be communicated externally in implementation of the advocacy activities in the implementation plan. It will be disseminated

Finally, the key lessons learned documented in the evaluation will be disseminated at national and international level in accordance with the dissemination plan to the beneficiaries in Ukhia Upazilla (Kutupalong, Balukhali, Camps 17 and 20 and Palongkhali  Union in host community in Ukhiya) particularly those who involved in the data collection process.

**8. Methods for data collection and Analysis:**

The Consultant will develop appropriate and standard methodology and tools considering current pandemic situation for the evaluation. The methodology and the tools will be finalized consultation with Plan International Bangladesh. The methodology and relevant tools should be adjusted if needed during data collection in fields. The sample size will be determined Sex and Age Disaggregated considering pattern of targeted direct beneficiaries and location mentioned at [**2.8 ( *Targeted Project participants, Stakeholders, Institutions and Location)***](#_2.6_Project_Strategy)For qualitative purposes ensure minimum requirements, representatives from key stakeholders mentioned.

**9. 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 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.

**10. Expected Deliverables by the Consultant:**

Evaluation proposal with methodology, tolls and work plan (English)

Project Evaluation Reports (English)

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Format | Due | Detail |
| *What is the deliverable?* | *In what format does the deliverable need to be presented?* | *What is the indicative deadline for this deliverable[[3]](#footnote-3)* | *Including the intended user, report language etc.* |
| *Inception Report* | *Both hard & soft copy* |  | *English* |
| *Draft Evaluation Report* | *Soft Copy* |  | *English* |
| *Final Evaluation Report (including Executive Summary)* | *Soft copy & 3 copy of hard copy* |  | *English* |
| *Final Data Collection Tools* | *Soft copy (Ward & Excel)* |  | *English* |
| *Cleaned Data (including transcripts)* | *Soft copy (Ward & Excel)* |  | *English* |
| *Completed Consent Forms* | *Hard Copy* |  | *English* |
| *Other Communication Products for Dissemination* | *Hard & soft copy* |  | *English* |

**11. Supervision/Management of Assignment:**

The consultant will be required to Plan International Bangladesh. 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.

**12. Time Frame:**

The evaluation process is expected to begin during the *01/12/2020* and will be completed within 45 calendar days from the signing of the contract. A detailed schedule should be prepared by the evaluation team in consultation with Plan International Bangladesh as per following table:

| Activity | Date &Time[[4]](#footnote-4) | Days of Work | Responsible | Individuals Involved |
| --- | --- | --- | --- | --- |
| *What is the specific activity?* | *When will this activity begin?* | *How many days of work are required?* | *Who is responsible for the delivery of this activity?* | *Who needs to be involved?* |
| *Submission of Inception Report* |  | *05 days* | *Consultant* | *Consultation team* |
| *Preparations for Data Collection* |  | *05 days* | *Consultant* | *Consultation team* |
| *Develop tools* |  | *02 days* | *Consultant* | *Consultation team* |
| *Tool translation* |  | *01 day* | *Consultant* | *Consultation team* |
| *Field piloting* |  | *01 day* | *Consultant* | *Consultation team and enumerator* |
| *Tools finalisation* |  | *01 day* | *Consultant* | *Consultation team* |
| *Enumerator training* |  | *02 days* | *Consultant* | *Consultation team* |
| *Data Collection* |  | *10 days* | *Consultant* | *Consultation team* |
| *Data Entry and Cleaning* |  | *02 days* | *Consultant* | *Consultation team* |
| *Data Analysis* |  | *04 days* | *Consultant* | *Consultation team* |
| *Validation of findings with key stakeholders and respondents & feedback incorporation* |  | *02 days* | *Consultant* | *Consultation team* |
| *Submission of Draft* |  | *05 days* | *Consultant* | *Consultation team* |
| *Submission of Final Report* |  | *07 days* | *Consultant* | *Consultation team* |
| *Submission of Other Deliverables* |  | *02 days* | *Consultant* | *Consultation team* |
| *Management Response and Action Plan* |  |  |  |  |

1. **Expected Deliverables**

Total duration of the assignment is minimum 45 calendar days 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 6 weeks of signing of the agreement. The final report should be submitted after 7 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), result based recommendation
    - References
    - Annexes

**The consultant/consulting firm shall produce the following deliverable:**

* + - An inception report containing final methodology and work plan.
    - Study instruments pretested, finalized 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/Excel) and other relevant materials should be submitted.

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

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

* The expected skills, the experience and the formal qualifications of the evaluator(s) are:
* Postgraduate degree in Social Sciences.
* Good track record and reputation of conducting similar study for reputed national and international organization, specially working with child and youth rights and protection, Gender Based Violence (GBV), trafficking, child marriage and child protection issues.
* Have similar experiences of conducting study (i.e baseline, evaluation and research) on Rohingya Humanitarian Crisis
* Proposed team members have good understanding on local dialect.
* Proficiency in qualitative methods of data collection
* Proficiency in quantitative methods of data collection
* Proven experience with data analysis
* Proficiency in statistics
* Thematic expertise in the project’s impact in child protection and children exposed to commercial sexual exploitation and trafficking
* Experiences on Plan International Bangladesh cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues will be added value.
* Fluency in Bengali and English.
* Experience with working with local communities in relevant local languages added extra value

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 45 calendar days of signing of the contract. The first draft should be submitted to Plan Int within 40 calendar 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. **Parameters for selection of firm/individual to carry out the assignment/task**

The following table outlines the selection criteria:

|  |  |
| --- | --- |
| **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. **How to Apply**

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 “**Endline study of the project– Strengthening the child protection prevention and response mechanisms for children at-risk to - or survivors of -violence, abuse, neglect and exploitation in Rohingya Camps and host communities.”** as subject. 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. **Contact person**

For any technical issue related to the project and evaluation, please communicate to Anu Bhowmik (anu.bhowmik@plan-international.org)

1. **Proposal Submission Checklist**

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.
  + A copy of 2 - 3 previous reports of similar work undertaken
  + A Consulting Firm Profile (see below)

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. **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 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. **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. **Supervision/Management of Assignment**

The consultant/organization will be required to work closely with the **“Strengthening the child protection prevention and response mechanisms for children at-risk to - or survivors of -violence, abuse, neglect and exploitation in Rohingya Camps and host communities***”* project of Plan International Bangladesh, Cox’s Bazar Project Office. The consultant/organization will be directly accountable to the Plan International Bangladesh, Cox’s Bazar Project Office study focal person. The consultant will keep the focal person continually informed on the progress of the assignment through updates via email and Skype conferences.

1. **Intellectual property:**

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

1. **Payment Schedule**

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. **Penalty Clause:**

Plan International will deduct 1% of the total amount for each day of delay in completing the assignment beyond the agreement provided that the delay occurs solely due to factor (s) relating Consultant. If the quality of deliverable is not as mentioned the TOR Plan international Bangladesh can deduct 5% of the total agreement amount and such decision of Plan shall be regarded as final.

1. **Child Protection**

The consultant/consulting 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 also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child Protection Policy.

1. **Disclaimer:**

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

1. **Disclosure of Information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by Plan, 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. Any necessary field visits will be facilitated by Plan’s staff.

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 before the final payment.

1. **Negotiations**

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 who had submitted the proposal and received the next highest score, for negotiating a contract. If none of the invited proposals led to an agreement a new Request for Proposals (bidding document) will be called for.

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 that will be put in place to mitigate against any occurrence of each of the identified risks.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Date will be determined after signing of contract [↑](#footnote-ref-3)
4. Date will be determined after signing of contract [↑](#footnote-ref-4)