**Terms of Reference:**

**Hiring a Consultant for Research for understanding the challenges and potential for engaging male parents and primary caregivers in Gender Transformative Early Childhood Development (GeTECD) processes**

**About Plan International Bangladesh**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan has experience working with children living in poverty, their families, and their communities. Plan is one of the most respected and trusted grassroots, child rights-based organizations in the world. Plan is independent and has no religious, political, or government affiliations.

Plan plays an important role in mobilizing children, youth, communities and civil society organizations to claim the rights of children and youth and achieve agreed local development priorities, with a commitment to ensure the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan is active in 71 countries, with 21 countries raising funds to support work in 50 developing countries in Africa, Asia, and South America. Child Sponsorship is Plan’s largest source of income and support and is a key enabler of everything Plan does. Child Sponsorship also guarantees Plan’s independence. Over the last 75 years, Child Sponsorship has adapted and evolved alongside changes to Plan’s programmatic approach and its global presence. Child Sponsorship has embraced and benefited from changes in technology, with increased digitization and efficiency. Child Sponsorship nurtures meaningful relationships with communities, families, children, and sponsors that enable the plan to establish long-term interventions with lasting improvements to quality of life. It is a solid foundation on which to build a global community that is aware of, involved in, and united around the needs and rights of children. Through Child Sponsorship, a sponsor has the opportunity to support the world’s most vulnerable children.

Plan has been operating in Bangladesh since 1994. Currently, under Plan’s Country Strategy (CS) V (2020-2030), Plan International Bangladesh (PIB) is implementing programs in the following thematic areas: Sexual and Reproductive Health and Rights (SRHR), Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), and Learning, Education, and Development (LEAD) throughout the country. Our country office is located in Dhaka and we are working in 22 districts, through four divisional offices. We partner with national and local non-governmental organizations, and together our work benefits more than a million children and their communities.

**Project Description**

Plan International Bangladesh and other two PNGOs named Surovi and South Asia Partnership Bangladesh along with Sesame Workshop Bangladesh are currently working together on a Gender Transformative Early Childhood Development (GeTECD) project where all parties challenge the stereotypical gender and social norms following the application of innovative approaches and strategies.

This project has been implemented in Dhaka Urban of Dhaka City Corporation and Barguna Sador Upazila under the Barguna district of Bangladesh. The location information is as follows:

**Dhaka Urban region:** Ward Number 1, 33, 38, 47, 49, 54, 59  Dhaka South City Corporation under Dhaka, Bangladesh)

**Barguna Rural Region**,  Dholua, Burirchar, Ailapatakata, Gourichonna, M Baliatoli, Bodorkhali union under Barguna Sadar, District, Barishal Division.

This project is covering 0-8 years old children along with the parents, grandparents, and extended family members as primary caregivers for the children. Besides this project is working with youths, local government representatives, teachers, local elites, religious leaders, and mainstream government departments from Upazila to the Central level.

 Male engagement in nurturing care is one of the major components of this project. Involving grandparents and religious leaders is also a key strategy to make people aware of the importance of men’s engagement and to strengthen parents’ capacity for positive parenting. Under this project already, several audio-visual (AV) materials for children’s learning have been repurposed around four public service announcements regarding Covid-19, and have been shared on social media with a reach of over more than 2.7 million viewers[[1]](#footnote-1). PIB and Workshop’s other partners expect that throughout the GeTECD project additional AV content, including printing materials, will be developed through their partnership. These new materials will be focusing on men’s engagement in nurturing care, sharing household chores that will challenge gender norms, and set positive examples to grandparents, and community people to change their traditional practices.

**Project scope**

The scope of the project is to conduct an Innovation Sprint in Bangladesh. This will be an innovation sprint *with male parents/primary caregivers, fathers-in-law, mothers, mothers-in-law and extended family members*to:

(i) understand how they perceive and treat girls and boys based on their gender

(ii) co-create ideas to make our interventions gender-responsive.

The resulting ideas should help us solve the problem. We expect there might be multiple concepts coming out - some new ideas to prototype and others which can improve existing parenting programs to make them gender-responsive.

**Potential impact**

Potential for ideas (output of research) to include more experimental ideas which can be prototyped and tested as innovation projects, and other insights/ideas to inform existing programs to advance gender-responsive parenting.

# Research context

**Gender and childhood development in Bangladesh**

Research shows that stimulation and responsive care are imperative for children’s holistic development and that engaging men/fathers in this responsive care, reduces child maltreatment and gender-based violence. But, in Bangladesh, only 11% of fathers take part in stimulation and responsive care, while 46 % of mothers are engaged (MICS 2019). Engaging men in childcare work is not beneficial only for child development but also reflects a gender-equal family environment which contributes to creating an equitable inclusive society. It is also beneficial for fathers themselves and their partners. Plan International’s Global Review of Gender-Responsive Parenting/Caregiving highlighted that global evidence indicates that an equal relationship between fathers and mothers enables positive parenting behaviors that socialize children from an early age to positive gender norms. The GeTECD baseline study from 2020, also revealed that fathers are mainly involved in taking care of children when they are sick, as fathers mainly spend their time in activities for earning money. The baseline also found that family and community aged 60-70, do not have a positive attitude to men’s engagement in household chores, the attitude which goes on to prohibit from men engaging in daily chores. These older family members in the Bangladeshi context, are very influential in making family decisions. [[2]](#footnote-2)

Early childhood is also the period when children learn the gendered norms, attitudes, and expectations of their community and society, meaning that by the time they reach primary school, girls and boys may already have a clear idea of how they are expected to behave, how they are valued and what their future role will be. This is learned from their parents, family, community, and surroundings, and in turn, girls and boys will practice these gendered norms in their adulthood[[3]](#footnote-3). So, to address childreninternalizingg negative gender norms, children need to discrimination-freeimination free environment where they will see men and women equally valued by the society and state, and see that they, as girls and boys, are also treated equally by their parents, families, communities and the state, regardless of their sex.

**Gender and Policy in Bangladesh**

In this area, Bangladesh shows steady progress in policy and legal reform to achieve gender equality goals. The Government of Bangladesh (GoB) partially adopted the Convention to Eliminate all forms of Discrimination Against Women (CEDAW) and the National Policy for Women Advancement in 2011, but still, Bangladesh has a Gender Inequality Index value of 0.542, ranking 134 out of 155 countries in2017, falling 23 spots from the 2014 ranking (UNDP, 2017). Female participation in the labor market is 36.14%, compared to a global average of 51.81%[[4]](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-us&rs=en-us&wopisrc=https%3A%2F%2Fplaninternational.sharepoint.com%2Fsites%2FBangladeshGenderTransformativeECD%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F2ea6369601f44b6cae9bae2ab09da3b6&wdenableroaming=1&mscc=1&hid=aaf57a8a-f4c1-e448-a557-6f9872f62102-2393&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F3087418221%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fplaninternational.sharepoint.com%252Fsites%252FBangladeshGenderTransformativeECD%252FShared%2520Documents%252FGeneral%252FDraft%2520technical%2520proposal%252010.11.20%2520NR.docx%26fileId%3D2ea63696-01f4-4b6c-ae9b-ae2ab09da3b6%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D2393%26locale%3Den-us%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1606893221447%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1606893221373&jsapi=1&jsapiver=v1&newsession=1&corrid=fa1e9870-39df-466f-a2ac-8b222ba27c6b&usid=fa1e9870-39df-466f-a2ac-8b222ba27c6b&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn4). Despite the progress of the GoB, social and gender-stereastranddotyped practices, and discriminatory distribution of assets between men and women. Some of the key challenges ensuring equity, and those attitudes and beliefs are inherited by children from their childhood. Across many countries. including Bangladesh. women are primarily defined in their roles as wives and mothers, and are exclusively or virtually exclusively, responsible for care work including domestic chores and care for their young children, and are less valued and are important than the productive work undertaken by men.[[5]](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-us&rs=en-us&wopisrc=https%3A%2F%2Fplaninternational.sharepoint.com%2Fsites%2FBangladeshGenderTransformativeECD%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F2ea6369601f44b6cae9bae2ab09da3b6&wdenableroaming=1&mscc=1&hid=aaf57a8a-f4c1-e448-a557-6f9872f62102-2393&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F3087418221%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fplaninternational.sharepoint.com%252Fsites%252FBangladeshGenderTransformativeECD%252FShared%2520Documents%252FGeneral%252FDraft%2520technical%2520proposal%252010.11.20%2520NR.docx%26fileId%3D2ea63696-01f4-4b6c-ae9b-ae2ab09da3b6%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D2393%26locale%3Den-us%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1606893221447%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1606893221373&jsapi=1&jsapiver=v1&newsession=1&corrid=fa1e9870-39df-466f-a2ac-8b222ba27c6b&usid=fa1e9870-39df-466f-a2ac-8b222ba27c6b&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn5) Men also have principal responsibility for making household decisioconcerningwhat women should do concerning employment and the use of their “spare” time.

According to the baseline study for this project, only 25% of families make decisions jointly (husband and wife) in the project areas. Following these patriarchal rules, girls are expected to be more soft, modest, and obedient from their childhood, and to carry these traits into their adulthood, thereby carrying years-long long gender norms from generation to generation, and this discrimination starts from the very first day of children lives. The baseline study also found that parents’ expectations and aspirations about their children suggest that boys are expected to upgrade family status by studying to higher levels, and by being employed in high-status jobs in the future so that they can look after their parents as they age. On the other hand, a career is no sucexpectationsns from a girl child. Rather, girls are expected to be married off to a good groom, often at an early age. This discrimination becomes higher if the children, especially girls are living with a disability or if their parents have a disability. According to the Household Income and Expenditure Survey (HIES 2017), 13% of the population are living with some sort of disability, in addition, children’s development drastically decreases if the ma other lives with a disability. Children (aged below 5) whose mothers do not have any kind of disability are significantly more developmentally on track (75.5% in terms of ECD indicators) compared to children whose mothers have disabilities (41%), as mothers are mainly responsible for taking care of their children (MICS 2019). In the area of pre-primary and primary education, Bangladesh has significant success in enrointroductionss and introducing pre-primary classes, but the baseline study found that there is discrimination in the active participation of all types of children, and also girls are encouraged to partake in indoor activity and boys are encouraged to partake in outdoor activity.

It is critical to break gender stereotypes and transform social norms that perpetuate gender inequality, but Bangladesh cannot wait to invest to reap the benefits as Bangladesh has only nine years to meet SDGs, especially 4.2 “Ensure that all girls and boys have access to quality early childhood development, care, and pre-primary education so that they are ready for primary education”, and 5 “Achieve gender equality and empower all women and girls. Though Bangladesh has a comprehensive ECD policy (2013), research suggests the coordination of different ministries, and providing gender training for ECD, should be introduced and reinforced1 (Baseline study of GeTECD project, 2020).

**Research Background**

It’s already proven through extensive program research that male parents and caregivers play an important role in overcoming gender inequality and discrimination. Children start to perform the gender attitudes after three years of age, and they mostly perceive these gender attitudes and norms from their parents, family members, and community. From an early age, children observe differences between their mother’s role and the role of father. They also see how male and female / boy and girls are valued by others and how people like to see them.

This project focus is to understand how we can work effectively with male parents and caregivers to challenge their perceptions and expectations of girls and boys, ensure that they provide girls and boys equal care and support for their early development, and support them to change the way they socialize girls and boys to learn limiting expectations of their value, abilities, potential and future role before they even start school.

# The purpose of this study is to gain a deeper understanding of the challenges and opportunities for engaging men in the child nurturing care process. For this research, participants will be parents and caregivers of children ages 0-8 years old living in Dhaka slums (in the south part consisting of six wards) and Barguna Sardar (six unions) from Plan’s sponsorship program area.

# Broad objectives of the research

The purpose of this study is to gain a deeper understanding of the challenges and opportunities for engaging men in the child nurturing care process.

**Specific Objectives of the research:**

* To understand the attitudes and role of men and women towards child care.
* To understand the perception of community people towards men’s engagement in nurturing care and child care.
* To understand the perception of extended family members such as mothers-in-law (husband’s family) towards men’s engagement in nurturing care and gender.
* To identify the social and gender norms related to childcare

To identify the scope and opportunity for shifting the gender role and engaging men in nurturing care process.

**Intended Users of the Research Findings**

Plan International staff in Bangladesh, implementing partners and donors will be the major users of the report. We shall also share it with other NGOs and networks, as well as with Global and Regional Hub.

# Methodological guideline

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the study. The methodology should have a mixed-method approach to gather both qualitative and quantitative data, for data analysis report submission. The appropriate strategy for triangulation of the data collected is expected to be a part of the proposed methodology. The methodology and relevant tools should be adjusted in consultation with Plan International Bangladesh and finalized before implementation. The study population should be determined based on the specific objectives of the research. An appropriate sampling strategy and sample size for each of the study populations will be suggested by the consultant/consultancy firm. During determining the sample appropriate segregations (age, gender, disability, and location) which have been mentioned in the objectives should be taken into consideration. It should be taken into consideration that to develop the sample frame the consultant/consultancy firm needs to undertake necessary procedure

Since the research will engage Children (7-10 years of age), parents, and community people, ethical issues 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.

*Due to the ongoing COVID-19 situation and as travel restrictions have been withdrawn, we anticipate the research team will collect data by visiting different sample areas. We require the successful consultant/consulting firm to include a paragraph in the methodology section on how the research team will consider and manage COVID-19 during the study period, especially during data collection.*

**Scope of work**

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

* Prepare an inception report that will include the final methodology aligned with objectives, and timeframe and submit this to Plan International Bangladesh for review and approval. A section on the assessment of anticipated risks during the study period and mitigation strategy should be included in the inception report.
* Review relevant literature and project documents to get a better understanding of the project and intended results.
* Develop appropriate methodology, contextualization of the social behavior analysis tool, develop other data collection tools, and finalize the tools by pretesting. Ensure that all the tools are approved by Plan International before using for data collection. Tools will be both in English & Bangla.
* Qualified researchers will administer study tools for data collection in the field and take necessary measures for quality control of data. Ensure that all data collection activities are gender-responsive, children-friendly, and respect the child safeguarding policy of Plan International.
* Produce a draft report and share it with Plan International Bangladesh and its stakeholder for feedback. Finalization of the report by addressing the feedback.
* The consultant will organize a 3 days dissemination and program designing workshop at the national level consulting with Plan International Bangladesh
* Present the key findings to Plan International staff members and stakeholders.
* Prepare a study briefly in English in consultation with Plan International Bangladesh.
* Maintain regular communication and coordination with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

**Competency and the expected requirements:**

Expected competency of the consultant/consulting firm includes:

* Lead Consultant must have adequate knowledge and skills in Gender and ECD.
* Expertise in conducting quantitative and qualitative studies, especially in the area of projects related to gender issues, behavior analysi,s and ECD.
* Demonstrated experience in getting approval from the Institutional Review Board (IRB) or Ethical Review Committee (ERC) from any institution in Bangladesh.
* Demonstrated experience in training, facilitation, and supervising enumerators and data entry operators to collect and enter data as per high-quality standards.
* Have relevant research experience in, Bangladesh
* Demonstrated experience in organizing research finding sharing dissemination workshops at the national level in Bangladesh
* Demonstrated experience in program designing
* An awareness of the current country context in Bangladesh.
* Adequate knowledge on the issue of child rights and child protection, gender, and social norms (including religious aspects, local level culture, and customs).
* Excellent command of both written and verbal English.
* No history of violation of child rights.

# Expected deliverables:

# The consultant/consulting firm shall produce the following deliverables:

# An inception report containing methodology and instruments, a detailed work plan of data collection, data analysis, and a timeline for producing the report. The consultant has to submit the modality and budget for the 3 days dissemination and project designing workshop in their proposal.

# Study instruments pretested, finalized, and printed both in Bangla & English.

# Draft report (not more than 30 pages excluding annex) containing detailed findings and graphically well-presented data with qualitative analysis of findings.

# Presentation of the key findings to Plan and partner staff. Provide a PowerPoint presentation to PIB.

# A study brief in both Bangla and English

# Final report should be through incorporating the feedback received from the Plan and partner staff.

# The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proofreading to maintain the quality.

# All field notes, (disaggregated by gender, age, disability, and location) and other relevant documents (SPSS files, Excel, or Word files) should be submitted.

# After the finalization of the report, the consultant will organize a 3 days dissemination and program designing workshops at national level consulting with Plan International Bangladesh and other stakeholders. The workshop will be detailed up with a “three days long schedule” where relevant stakeholders from Barguna, Dhaka and AustralianDonorsr can able to join (Father-4, Mother-4, grand parents-4, Youths-4, Teacher-4, Religious Leaders-4, Union Parishad Members-2, Project Staffs-10, Plan Staffs-5, Other like-minded NGO colleagues-5, Government Staffs-,5 and consultant own team members.

# This workshop will be held in Dhaka & the consultant will ensure the standard quality of venue and accommodation for participants. The preferred location of the venue for the workshop is Gulshan/Banani or any other suitable places which is close to Plan International Bangladesh.

# The purpose of the workshop would be “to identify the appropriate program intervention for engaging men as primary caregivers of 0-8 years children meaningfully” and the modality of the workshop face to-face but some participants can be added virtually.

**Time frame:**

Total duration of the assignment is 74 days after the 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 50 days after the signing of the agreement. The final report should be submitted after 5 daysthe national-levelevel dissemination program designing workshop. Follow-up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

The following relevant activities might be undertaken for the study during the period agreement is signed.:

| Activity  | Days of Work  | Responsible  |
| --- | --- | --- |
| Inception report and tools | 5 | Consultant |
| Approval from IRB/ERC | 15 | Consultant |
| Data collectors training, pretesting of tools & Finalization of tools | 5 | Consultant |
| Data collection | 15 | Consultant |
| Preparation & submission of First Draft report (report structure is given in Annex 1) | 10 | Consultant |
| Presentation of report | 1 | Consultant |
| Review from Plan | 5 | Plan |
| Incorporate feedback and submission of the second draft report | 3 | Consultant |
| 3 days of National level dissemination with program designing workshop  | 10 |  Consultant |
| Final report submission  | 5 | Consultant |

**Mode of Payment**

The payment will be made in three installments:

|  |  |  |
| --- | --- | --- |
| **Installments** | **Percentage** | **Timeline** |
| First installment | 30 | After approving the inception report  |
| Second installment | 30 | After receiving the draft report |
| Final installment | 40 | Upon approval of the final report  |

**Evaluation criteria and scoring:**

The following table outlines the selection criteria:

|  |  |
| --- | --- |
| **Criteria** | **Score**  |
| Appropriate methodology to address study objectives  | 35 |
| Relevant competency of the team leader and team composition | 40 |
| Amount of budget and justification | 25 |

# Penalty Clause

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the quality mentioned above. If for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

# 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 are linked with relevant data sources 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 previous and relevant works.
* 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.

# Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with title**“Proppsals for Research of Understanding the challenges and potential for engaging male parents and primary caregivers in Gender Transformative Early Childhood Development (GeTECD) processes”** as subject**.**

Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline on **11 July, 2022** before at 4:00 pmwill 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.

“***Any direct or indirect pressure/persuasion/harassment to any Plan staff shall disqualify shortlisted vendors’***

# Contact person

For any further queries, please communicate with Mr. Enamul Haque, Supply & Procurement Specialist, E-mail: enamul.haque@plan-international.org

# Ethical Considerations

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

The consultant(s) should be aware that 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.

# 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.

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.

**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.

**Negotiations**

Once the proposal is 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.

# Award of contract

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

# 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.

**Safeguarding Children and Young People**

The consultant or consultancy firm acknowledges that it has received a copy of and has read and understood Plan’s Global Policy on Safeguarding Children and Young People and supporting and briefing materials describing Plan's commitment to child protection including the Safeguarding Code of Conduct and Whistle Blowing Policy as attached.

The consultant or consultancy firm shall (and shall ensure that its employees, agents, sub-contractors and any other party engaged in the performance of Services) at all times and in all circumstances to abide the Safeguarding Children and Young People Policy for the period of this Agreement.

The consultant or consultancy firm represents and warrants that neither the consultant or consultancy firm nor any of its employees, agents, sub-contractors and any party involved or likely to be involved in the performance of the Services is suspected of involvement or has been suspected of such involvement in an incident of abuse of a child or children and Young People whether as described in the Safeguarding Children and Young People Policy or otherwise in such a way that compromised or compromises the safety of children and Young People.

If at any time during the performance of this Agreement, it comes to the attention of Plan (or any of its officers, employees, agents, sub-contractors or any other party engaged in the performance of Services) that the consultant or consultancy firm or any of its officers, employees, agents, sub-contractors or any other party engaged in the performance of Services was or is suspected of involvement or has been suspected of such involvement in an incident of abuse of a child or children, whether as described in the Safeguarding Children and Young People Policy or otherwise in such a way that compromised or compromises the safety of children and young people, the consultant or consultancy firm shall:

* 1. immediately cease from performing the Services and or remove any such officer, employee, agent, sub-contractor or other party engaged in the performance of Services from the provision of the Services or any aspect connected or related to the provision of the Services; and
	2. immediately report such incident or suspicion to Plan’s Contact and in any event within 24 hours of such information coming to the attention of Plan; and;

Any breach of this clause and or the Safeguarding Children and Young People Policy shall constitute a material breach and shall entitle Plan (in its absolute discretion) immediately terminate this Agreement without notice and or take such other appropriate action as Plan shall in its absolute discretion determine including requesting the removal from the provision of the Services of any suspected officer, employee or other party of the consultant or consultancy firm (if applicable); reporting any incident of abuse to the police or instituting legal proceedings for a claim for damages against the consultant or consultancy firm.

The individuals shall as well comply with the child and youth safeguarding, gender and conflict of interest 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.

**Gender Equality**

All parties agree to abide by the basic principles of gender equality and comply with the provisions of existing gender-related international and national conventions. Specifically, the parties shall ensure that no gender-based discriminations, bullying, and harassment such as sexual harassment takes place in the course and as part of this engagement (this includes, but is not limited to, physical, verbal, other forms analogous to the foregoing, the use of gender sensitive language in promotional materials, recordings and publications).

Importantly, parties behave in accordance, demonstrate compliance to, and support of prevailing policies and procedures related, be aware of the issues of harassment, bullying and discrimination and the forms it can take and of the damage it can do to individuals and to Plan International, Inc. Parties also agree to report potential breaches, speak out and fully comply confidentially with any investigation and importantly contribute to building an environment advocating and promoting gender equality and free from harassment, bullying and discrimination. An orientation on Plan’s gender equality principle shall be provided by Plan Bangladesh to the CONSULTANT as requested and/or as deemed necessary.

**Child rights, gender and inclusion**

Plan International Bangladesh is committed to the wellbeing of children together with Gender Equality and does not tolerate child abuse and sexual harassment. Plan International projects apply gender and inclusion sensitive approaches and explicitly aim for results that improve the rights of children and young people as well as gender equality. Thus, all of Plan International Bangladesh’s assessments promote the equal participation of all age groups and especially of children, equal gender participation and inclusion of person with disabilities and all marginalized people. How those groups will be included must be reflected in the methodology proposed by the consultant.

**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.

# Disclaimer

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

**Annex 1**

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 and findings (it should be organised as per study objectives)
* Recommendations
* References
* Annexes

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1. Reports of Sesame Workshop Bangladesh. [↑](#footnote-ref-1)
2. The Base Line study of GeTECD project, 2020, Plan International Bangladesh [↑](#footnote-ref-2)
3. Plan International (2017), Synthesis Report: Research into Gender Equality and ECD in Eleven Countries in Asia [↑](#footnote-ref-3)