

## Terms of Reference

### **GENDER EQUALITY, INCLUSION AND CHILD PROTECTION ASSESSMENT**

#### **1. Background**

Plan International is an international humanitarian, child-centered development organization with no religious, political or government affiliations working in 78 countries across the globe with its headquarters in the UK. Plan works with over one million children, their families and communities in 50 developing countries around the world, implementing projects at the grass root and national level in health, education, water and sanitation, income generation and cross-cultural communication. Plan is registered with the United Nations following recognition in 1989 and has consultative status with the United Nations Economic and Social Council. Plan has been operating in Bangladesh since 1994.

Plan International has been implementing the lifting healthy, empowered and protected girls and women in Cox's bazar (leap) project from March 30, 2022. Plan is implementing the project in 18 union in Ukhiya, Teknaf, Ramu and 3 camp (1W, 3 and 4). The aim of the project is to advance the realization of SRHR of adolescent girls and young women in all their diversity in both the host communities and refugee camps in Cox's Bazar. The LEAP project proposes three interconnected pillars to achieve the ultimate outcome through improving the individual and collective agency and resilience of adolescent girls and young women to exercise their SRHR and protection rights; strengthening the health system to provide GARI SRH, SGBV and MHPSS services to adolescents and young people, particularly girls and young women and enhancing the capacity of local stakeholders [Women's Rights Organizations (WROs)/Girl Led Organizations (GLOs) and Youth Led Organizations (YLOs)] to advocate for evidence based and accountable GARI SRH and SGBV services and policies. The project focus on creating agency among adolescent girls and young women and also to have an enabling environment for them to exercise their rights. Keeping this in consideration, the project will conduct a Gender Equality and Inclusion (GEI) and Child protection (CP) assessment analysis with emphasis on Gender and Social norms, GBV, SRHR to identify the gaps and barriers impacting access to services and rights for adolescent girl, boy and young people.

#### **2. Purpose and objectives:**

A GEI and CP assessment will be conducted. An external consultancy will be hired to undergo a gender equality, inclusion and child protection analysis with emphasis on gender and social norms and behaviors, GBV, SRHR to identify the gaps and barriers impacting access to services and rights for adolescent girls and boys and young people (15-24 years). LEAP is a gender transformative project that aims to transform unequal power relations experienced by diverse adolescent girls and young women (AGYW) and address the root causes and gender and other social barriers that restrict their autonomy in decision making to seek SRH and protection services. AGYW are a diverse group who face diverse barriers to accessing services and participation opportunities related to multiple aspects of their identities. In the context of Ukhiya, Teknaf, Ramu and 3 camp sites, these include age, disability, economic status, education level, whether single and pregnant or with/without child, whether in-union, whether resident of host or refugee community, as well as ethnic, and religious background. **Accordingly, the GEI Assessment will prioritize the inclusion of AGYW, aged 10-14, 15-19 and 20-24, and adolescent boys (10-14, 15-19), from the lowest wealth quintiles in the above listed project sites, who are out-of-school, and/or living with a disability, and/or single and pregnant/with child and/or living in female headed households, and/or living in refugee camps and/or belonging to ethnic and religious minority groups (henceforth referred to as non-dominant AGYW and boys). The assessment will also engage powerholders and influencers who may either enable or constrain diverse AGYW's SRHR and protection rights. These include caregivers, male partners, elders, local community, traditional and religious leaders, healthcare, and protection service providers.** This prioritization is informed by a comprehensive rights-based analysis, using principles of GBA+. In this way, the GEI Assessment will provide an in-depth understanding of the power, gender and diversity dynamics specific to SRHR and Protection issues at the individual, interpersonal, family/community and institutional levels. It will assess the unique opportunities, challenges, and barriers that diverse AGYW face in relation to SRHR and protection, specifically examining the opportunities and barriers in relation to demand-side, supply-side, and accountability issues. Towards this, it will be guided by five GEI domains, as follows: roles and responsibilities, access to and control over resources, participation and decision making, gender norms, values and practices and institutional

responsiveness. Finally, the GEI assessment will provide evidence-based recommendations to inform the project design and implementation.

### 3. Overarching Goals of the GEI and CP Assessment:

1. To understand the **barriers<sup>1</sup> and enablers<sup>2</sup> to gender equality inclusion and child protection**: The GEI and CP Assessment will outline power relationships and identify barriers and enablers around diverse AGYW's SRHR and protection rights, with a focus on non-dominant AGYW. Specific objectives to help achieve this goal include:
  - a) To understand the needs and experiences of non-dominant AGYW with regards to their SRHR and protection rights.
  - b) To gather information on the knowledge, attitudes and practices of a range of stakeholders, including caregivers, leaders, partners, and peers towards SRHR and protection rights and service utilization of non-dominant AGYW.
  - c) To assess knowledge, attitudes and practices among service providers (health, protection) about how they can strengthen the gender and adolescent responsiveness and inclusiveness of SRH and protection services.
  - d) To identify the individual, socio-cultural and environmental barriers and enabling practices that impact non-dominant AGYW's ASHR & protection rights.
2. To **identify opportunities for informing the project design and implementation**: The GEI assessment will investigate how social and gender barriers are relevant to and affect the achievement of the project outcomes. Specific objectives to help achieve this goal include:
  - a) From an equity, inclusion and gender equality perspective review what measures may be needed in order for the non-dominant AGYW to equitably benefit from the project's intended outcomes.
  - b) Provide evidence-based recommendations for explicit considerations in project design and implementation including:
    - expected outcomes, outputs, and indicators; this includes specific recommendations for activities such as contextualization of the project's Champions of Change program, SBCC interventions, sensitization of security groups and traditional and religious leaders, orientation of caregivers, economic empowerment and entrepreneurship interventions for young women, capacity building of service providers and engagement with women's rights and youth led organizations;
    - choice of project stakeholders, consideration of 'inclusion of whom?' and 'how?', review of their capacities/knowledge/resources that enable their access and participation;

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<sup>1</sup> Barriers are factors that prevent a person from having full and equal access to services or participation opportunities. These can be physical (such as the presence of stairs and absence of a ramp), communication (such as only one format being used to provide information), attitudinal (negative attitudes or stigma towards groups of people), harmful social norms (shared expectations or informal rules as to how people should behave and what people believe is typical or appropriate, and there are social rewards for people who conform as well as social sanctions for those who do not) and harmful gender norms (informal rules and shared social expectations that distinguish expected behaviour on the basis of gender which are sustained through rewards and sanctions, and often times violence), or institutional barriers (such as policies that lead to systematic discrimination of groups of people).

<sup>2</sup> Enablers are factors that can help remove or overcome the effects of exclusion and discrimination to enable full and equal access and participation.

- identification of representative role models for gender equality and inclusion, including from among non-dominant AGYW;
- review of enabling environment (political, administrative, institutional, and economic, Socio-cultural) with special consideration of what would enable non-dominant AGYW whose needs are commonly invisible or overlooked.

3. **To identify the threats or risks to the project and propose mitigation measures:** These include barriers to participation by non-dominant AGYW, and to identify existing and recommend new mitigation measures to limit these risks or constraints. Key lines of exploration include (but are not limited to) SRH and protection risks affecting non-dominant AGYW, with an emphasis on SGBV:

- **Threats:** what are the major threats in the target locations for the different groups? What are the social and cultural drivers that impact (increasing vs. reducing) those threats?
- **Vulnerability:** how are the different groups vulnerable to the identified protection threats? Are there threats specific to the group of adolescent girls and young women?
- **Perception of protection risks:** how are diverse AGYWs, including victims/survivors of CEFM, those living with disabilities and those in female headed households perceiving protection risks? What are the main differences?
- **Opportunities:** what existing prevention and response mechanisms are the communities adopting? Which mitigation measures are considered socially acceptable and why? For which groups?

The assessment will specifically highlight how these four clusters are linked to the five domains of gender analysis Plan's Women and girls empowerment index (WGEI) (Roles and responsibility, Access and control over resources, Participation and decision making, Gender norms, values and practices, Institutional responsiveness). Intersectional analysis must be applied to all the above lines of explorations, in particular looking at how intersecting factors can affect perception and impact of protection risks.

**The GEI Assessment on the SRHR and protection rights of AGYW, including non-dominant (see section 2 above for definition) AGYW and ABYM, will be guided by the following five domains:**

- Roles and responsibilities
- Access and Control over resources
- Participation and decision making
- Gender norms, values and practices
- Institutional responsiveness

Domain	Key lines of exploration
Gender issues with respect to <b>normative roles, duties, responsibilities</b> of non-dominant AGYW, diverse men/boys, and other gender identities, including an exploration of the gender division of labor in productive and reproductive work within the household and the community and how these affect AGYW's SRHR and protection rights.	<p>Key lines of exploration include (but not limited to): gender norms about what non-dominant AGYW, diverse boys and men, other gender identities are expected to do in relation to their sexual and reproductive health and rights, protection rights and related rights and entitlements, and how their roles are valued or not valued.</p> <p>This will cover:</p> <ul style="list-style-type: none"> <li>• Productive roles: (continuum of paid and unpaid work, recognizing the links between financial autonomy &amp; the burden of care work)</li> <li>• Reproductive roles (domestic work, childcare, and care of the sick and elderly, exploring the links between time poverty, care work and SRHR)</li> <li>• Community participation (ex: voluntary organizing, advocacy and work for strengthening community access to SRH services and improving safety and security in the community)</li> </ul>

<p><b>Access to and control over resources/assets, services, and institutions</b> of decision-making and networks of power and authority including an assessment of access to and control over assets, resources and opportunities and local support structures related to AGYW's SRHR and protection rights.</p>	<p>Key lines of exploration include (but not limited to) who gets what and who controls what in relation to SRH and protection services and resources:</p> <ul style="list-style-type: none"> <li>• What SRHR and protection resources/ services/ opportunities do non-dominant AGYW, diverse men/boys and other gender identities have access to? And what barriers/constraints do the non-dominant groups face in accessing these resources/ services/ opportunities? How and why are these resources or barriers different within and between different groups?</li> </ul>
<p>Participation and Decision Making along the spectrum of presence/representation, ability to raise voice on SRHR and protection issues, being taken into account and leadership.</p>	<p>Key lines of exploration include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Who can participate in decisions-making related to SRHR and protection? Who can raise their voice and be heard? Who can lead?</li> <li>• Whose voices are silenced/invisible/not sought after and why? What risks are faced by whom if they speak up on SRHR, protection and related issues?</li> <li>• What barriers/constraints do non-dominant AGYW, diverse adolescent boys and men, gender identities face in effective decision-making on SRHR and protection issues? Why? What do members of these groups think would help them to be able to do so? How do they want to be helped and supported by adults/the project?</li> <li>• How and why is this different within and between different groups?</li> </ul> <p>This will cover:</p> <ul style="list-style-type: none"> <li>• Individual and interpersonal/household-level decision-making</li> <li>• Community/political level decision-making</li> </ul>
<p><b>Broader social/gender norms</b> in how people relate to each other and how their SRHR and protection rights are valued.</p>	<p>Key lines of exploration include power relationships (including SGBV/harmful traditional practices (HTPs)) and the value/position of non-dominant AGYW.</p>
<p><b>Institutional/systemic responsiveness</b> of the SRH and protection sectors</p>	<p>Measuring systemic responsiveness here refers to perceptions regarding institutional responsiveness from a user/rights- holder and service provider/duty-bearer perspective. Key lines of exploration will include the gender and inclusion specific systemic barriers faced by non-dominant AGYW, diverse men/boys and other gender identities in accessing and utilizing SRH and protection services. This includes what decision makers and service providers do or fail to do that enables gender inequality and exclusion or that promotes gender equality and inclusion.</p>

#### **Additional considerations for the GEI Assessment:**

- The GEI Assessment will examine SRHR and protection issues identified in the LEAP baseline study, the CEDAW and CRC reports and supplementary/shadow reports.

It will prioritize the inclusion of non-dominant AGYW. Context analysis, existing need assessment, beneficiary self-assessment, baseline information, service delivery monitoring, routine contact including referral and HH visit will help to identify non-dominant AGYW in the community residing in project areas. 10-24 years beneficiary will be considered and selection criteria are attached (please see annexure).

#### 4. METHODOLOGIES:

The assessment will be conducted using qualitative data. The consultant will collect data from the selected area through Focused Group Discussion (FGD) and Key Informant Interview (KII). However, literature review and analysis of most recent secondary data from reliable source and report on Camp and Host Community status will need to be accommodated in the report.

##### FGD Plan:

Target Group	Host Community		Camp	Total
	Ramu	Teknaf	Camp 1W	
Unmarried Adolescent Girls (15-19y)	1	1	2	4
Married Adolescent Girls (15-19Y)	1	1	2	4
Married Young Women (20-24y)	1	1	2	4
Unmarried Adolescent Boys (15-19y)	1	1	2	4
Male partners of AGYW	1	1	2	4
AG (10-14)	1	1	2	4
AB (10-14)	1	1	2	4
Caregiver of AG (10-19) (Female)	1	1	2	4
Caregiver of AG (10-19) (Male)	1	1	2	4
Community/religious leaders	1	1	2	4
<b>Total</b>	10	10	20	40

Each group will contain 6-8 participants.

##### KII Plan:

Target Key Informant	Total
AG (15-19) living with disability	5 (3 host, 2 camp)
YW (20-24) living with disability	5 (3 host, 2 camp)
Govt. Officials (CiC, DD- Women and Children Affairs, DD- Department of Social Service, DD- women affair, Information Service Officer)	5
UN/ Sector Representative (UNFPA, GIHA, Protection Sector, CP Subsector)	4
INGO/ NNGO Gender Focal (Camp Level)	2
Health Care Professional (facility level at camp and host community)	2
GBV/CP Case Workers (Field level)	2
Lawyer (Anti-Violence against Women and Children Court, Cox's Bazar Judge Court)	1
<b>Total</b>	26

The consultant will mention the qualitative data analysis software and details methodologies in the technical proposal based on the skills and experiences.

## 5. Expected Output and Deliverables with timeframe:

The GEI Assessment needs to be finalized within 100 calendar days from the date of signing the contract.

### Key Deliverables:

- 1) Inception report including data analysis plan
- 2) Translated Bengali version of data collection tools (Plan International will provide the English version of tools)
- 3) Orientation to the data collectors with appropriate local (and Rohingya) language
- 4) Approval from RRRC for data collection from camp
- 5) Raw data and analysis file
- 6) Final Report (page limit 60 or another agreed during inception meeting)
- 7) 2 Pager briefs on report (using PIB designed template)
- 8) Presentation slides (using PIB designed template)

Payment will be based on deliverables. It will be the consultant's responsibility to manage the number of days to complete the tasks. Travel costs will be reimbursed based on actuals and in alignment with Plan International Bangladesh travel and expenses reimbursement policy. The detail work plan of the consultant will be reviewed by both Plan International Bangladesh and Canada team and approved by Plan International Bangladesh.

Task Plan	# of Days	Tentative deadline
Contract signed with consultant	1	TBD
<b>Inception phase</b>		
Submit final inception report including data analysis plan	5	TBD
Finalize data collection tools, translated and methods finalized	8	TBD
Submit and secure ethical clearance from Plan and RRRC	10	TBD
Training/orientation of enumerators on tools, methodology and process including pre-testing of the tools	5	TBD
<b>Qualitative GEI Assessment phase</b>		
Carry out data collection and supervise data enumerators. Report weekly to Plan International Bangladesh	21	TBD
Submit raw and clean data to Plan international Bangladesh	7	TBD
Submit 1 <sup>st</sup> draft qualitative assessment report	15	TBD
Review 1 <sup>st</sup> draft report by PIB and CNO	8	TBD
Submit 2 <sup>nd</sup> draft of report	5	TBD
Submit 2 <sup>nd</sup> draft report by PIB and CNO	8	TBD
Submit 2 pager and presentation slides	5	TBD
Final report submitted	3	TBD

## 6.0: Plan International's Global Policies

All GEI Assessment primary and affiliated staff must sign the following policies and adhere to these at every stage of the research process.

### 6.1: Gender Equality and Inclusion

Plan International adopts a clear vision, direction, common language and consistent message to operationalize and communicate its commitment to the promotion of gender equality, girls' rights, and inclusion. Gender inequality and exclusion vary in their expression from place to place but, in all countries where we work, we encounter different forms of gender-based discrimination, gender stereotyping and an unequal distribution of power between women, men, girls and boys, and other genders, as well as exclusion based on multiple factors. These factors include identities such as race, class, ethnicity, ability, language, sexual orientation, and gender identity among others. We recognize that individuals have multiple identities

that shape their experiences. We believe that our work on tackling gender inequality can be strengthened by examining how these identities intersect, and by using this learning to inform programmes and influencing. Gender inequality intensifies the negative effects of all other forms of exclusion and as a result, exclusion is different and often worse for girls and women. Girls often face the most significant barriers to exercising their rights among excluded groups, which is why gender equality and girls' rights remain a distinct priority for our work. In all our work, Plan International confronts and challenges discrimination and human rights violations based on gender, including gender-based violence, and other forms of exclusion. We also challenge stereotyping and unequal power relations between women, men, boys, and girls and other gender identities to promote gender equality, girls' rights, and inclusion. We foster an organizational culture that embraces and exemplifies our commitment to gender equality, girls' rights and inclusion, while supporting staff and consultants to adopt good practice, positive attitudes and principles of gender equality and inclusion.

## **6.2: Safeguarding Children and Young People**

Plan International is committed to actively safeguarding children and youth from harm and ensuring children's rights to protection are fully realized. Plan takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child. Decisions and actions in response to safeguarding concerns will be guided by the principle of 'the best interests of the child.'

The GEI Assessment will involve conducting interviews with adolescents exploring sensitive topics, such as sexual activity and gender-based violence. The study must, therefore, ensure appropriate, safe, non-discriminatory participation; stressing all people's views regardless of background or identity markers are valued; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants. Environments and working methods should be adapted to the capacities of adolescents; time and resources should be made available to ensure that adolescent girls and boys are adequately prepared and have the confidence and opportunity to contribute their views.

**Consultants are required to provide a statement within their proposal on how they will adhere to the above-mentioned policies, including how they will ensure ethics and protection of adolescents in the different stages of the study** — including recruitment and training of enumerators.<sup>3</sup>, data collection and analysis, visits and report writing — in line with Plan International's Gender Equality and Inclusion Policy and Global Safeguarding Policy. This must also consider any risks related to the study and how these will be mitigated. Consideration must be given to:

- Safeguards to protect the confidentiality of those participating in the study.
- Data protection and secure maintenance procedures for personal information
- Caregivers' consent concerning data collection from adolescents and collation of data about adolescents.
- Age-appropriate assent processes.

Plan International will provide the content on gender equality, inclusion, child protection and safeguarding issues for the enumerators' training.

## **7.0 Mitigation of spread of Covid-19 (TO BE UPDATED BY COUNTRY OFFICE BASED ON LATEST GUIDANCE)**

The following Covid-19 guidelines must be adhered to during the data collection process.

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<sup>3</sup> Please note that if enumeration is to be sub-contracted, the consultant will be ultimately responsible for the enumerators they are subcontracting to.

- Consultation should take place in a well aerated venue or open environment that can accommodate proposed respondents while considering physical distance of at least 2-meters between respondents.
- All FGD groups should not have more than 10 participants and physical distance must be observed during the consultation.
- All data enumerators and respondents must wear facial mask during the consultation
- Alcohol based hand sanitizer must be present in all the consultation venue to be used frequently by enumerators and respondents.
- Temperature checks must be conducted for all data enumerator and respondents before the commencement of consultation/interview.
- Anyone with body temperature over 38 degree Celsius will not be allowed to participate in consultation/interview and should be referred to nearest health facility or appropriate COVID-19 referral pathway in the community.
- FDG and Interview tools must contain COVID-19 screening questions to be administered to respondents before the commencement of the actual interview.

## **8.0: Data Quality Assurance and Limitations**

The Consultant is required to submit a quality assurance plan that sets out the systems and processes for ensuring the quality of all key deliverables from the start to end of this consultancy. This should include the proposed approaches to:

- Piloting of all tools
- Training of enumerators, field supervisors, facilitators, interviewers, and note-takers including in safeguarding and research ethics. The Consultant is required to facilitate background check for all participants of the GEI Assessment as required by Plan Bangladesh.
- Quality control checks on interviews done by field team
- Logistical and management planning
- Field work protocols and data verification, including back-checking and quality control by supervisors
- Data cleaning and editing before analysis

## **9.0: Ethical Considerations**

### **9.1: Study Ethics**

The consultant must clearly articulate risks associated with the study and the required protocols to ensure that the GEI Assessment is conducted meeting all national and Global Ethical standards, such as protection of any vulnerable groups (such as adolescent girls from excluded, marginalized groups in this case). Hence, consent for participation, including parental consent for Adolescents, withdrawal from interview, unhindered equal probability for participation, anonymity, confidentiality, data security, and any other ethical issues must be discussed in the technical proposal. The GEI Assessment must also ensure strict COVID-19 protocols to be provided by Plan Bangladesh including in training, data collection process, transport and any contacts to be made during the entire period of the assessment. Data collection must be planned and arranged preferably in an open environment with the recommended distance between enumerator and respondent. The Consultant should plan and take all responsibility for purchase and supply of PPE for enumerators.

### **9.2: Ethical Approval**

The Consultant must coordinate with Plan International Bangladesh to obtain and adhere to research ethics approval processes<sup>4</sup> from a relevant authorized body before commencement of data collection. Full ethics approval will be obtained before the qualitative assessment activities commence as required.

## **10.0: Disclosure and Ownership of Information**

It is understood and agreed that the consultant shall, during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by Plan International Bangladesh, any

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<sup>4</sup> Should be communicated in case we extend the contract with DAMAX the same ethical clearance for baseline will be used for GEI Assessment



information obtained during the performance of the Contract. Information will be made available for the consultants on a need-to-know basis. All required field visits will be facilitated by Plan International Bangladesh staff.

All ownership and copyright for final data collected and report produced during the GEI Assessment is held by Plan International. The Consultant shall treat as confidential and not divulge, unless authorized in writing by Plan International Bangladesh, any information obtained during the performance and after the effective period of the contract.

Obligations regarding non-disclosure of information and intellectual property rights will be specified in the contract for this consulting mandate.

## **11. Roles, Responsibilities and Management**

The Consultant will report to designated person (MERL and GEI Technical Team) who will be responsible for overseeing the overall qualitative assessment in Plan International Bangladesh.<sup>5</sup> The Consultant will keep the respective person of PIB continually informed on the progress of the assignment through updates via in-person meetings, email and MS teams communication. The Consultant will also collaborate closely with the Plan International Canada program and technical support staff, who will support with the design of the qualitative GEI Assessment and the development of data collection tools, data quality protocols and procedures to guide data collection<sup>6</sup> and entry. Additionally, Plan International will provide guidance on data analysis, and will review and provide feedback on the draft baseline report.

The specific roles and responsibilities of the Consultant are as follows:

- Review relevant project documents, including the PMF, baseline, PIP, etc.
- Submit an inception report including a detailed overall sampling strategy and timeline for data collection at the school and community level.
- Review and refine draft data collection tools.
- Secure ethical clearance from the relevant authorized body before commencement of data collection.
- Prepare and submit regular updates to Plan International Bangladesh and work closely with Plan International Bangladesh and Plan International Canada teams to incorporate inputs and feedbacks, including conducting virtual meetings as necessary.
- Recruit translators, enumerators/data collectors and field supervisors (as necessary) and data cleaning and quality assurance operators, ensuring gender balance and representation from non-dominant groups, as appropriate including on COVID-19 protocol.
- Adapt and pilot qualitative data collection tools
- Suggest any changes required to the tools to Plan International Bangladesh, with final revisions subject to approval
- Ensure that COVID-19 protocol is strictly followed, including availability and use of PPE.
- Ensure that all data collection activities are gender focused, adolescent friendly, non-discriminatory of any group, and respect child and youth safeguarding and gender equality and inclusion principles.
- Establish data entry protocols and oversee data entry as per agreed upon software
- Prepare and conduct enumerator training, with support from Plan International Bangladesh and the project team, including co-facilitation of a gender equality, inclusion, and child protection component.<sup>7</sup>
- Develop data collection plan and agree with Plan Bangladesh and respective Government offices, various Education offices and Sampled Schools.
- Arrange its own logistics for transport of enumerators and field supervisors.

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<sup>5</sup> The focal point at Plan International Bangladesh will be confirmed when the contract is awarded.

<sup>6</sup> Protocols for enumerators will include guidelines on child safeguarding, adolescent friendliness and gender responsiveness in data collection methods and processes.

<sup>7</sup> Plan International Bangladesh staff will co-facilitate gender equality and child protection components of the enumerator training, in line with organizational policies.

- Ensure all tools are translated into local languages, are gender-responsive, youth-friendly, and inclusive in language and methodology, and piloted with adolescents of various genders, and school community (for GEI Assessment) prior to enumerator training.
- Submit an inception report and regular updates on progress in data collection.
- Oversee data collection including piloting, supervision and spot checking.
- Provide updates to Plan International on progress in data collection, including sharing raw data on a regular basis for Plan's review, or where necessary giving access to data collection server/platform.
- Review data entry to ensure data quality and consistency, and take corrective actions, where necessary.
- Prepare the transcript of FGD and KIIs and also prepare summary notes, using the templates provided by Plan International.
- Submit FGDs, KIIs and Case Studies transcripts and summary notes to Plan International Bangladesh (In English/Swahili).
- Present an intersectional gender and inclusion analysis of the findings using prescribed template from Plan Bangladesh, the gender and inclusion analysis results should be triangulated and analyzed in relation to the project baseline result. A draft should be submitted and finalized upon feedback from Plan International Bangladesh and Plan International Canada.
- Liaise with the Plan International Bangladesh and Plan International Canada offices for technical support throughout the process, and integrate feedback provided.
- Ensure all training materials and hard copies of raw data are maintained and submitted to Plan International Bangladesh, along with a softcopy of the final dataset.
- Complete risk assessment and risk measurement procedure consulting with the programme team to make sure safe programming.
- Ensure all stakeholders involved in the assessment will receive a CP&S orientation
- Ensure all process of the works are aligned with child friendly approaches
- Ensure confidentiality and child safeguarding policy in overall process of the work.

## **12: Qualifications of Consultant(S)**

- Demonstrated experience in coordinating and administering qualitative data collection and analysis studies, including gender-sensitive and inclusive data collection and entry, data management and storage, preferably for studies involving adolescent girls and young women in all their diversity, with focus on intersecting identities such as age group, level of poverty, residential status, sexual orientation, religion, ability and ethnicity.
- Understanding of the structural and intersectional impacts of oppression upon girls and women from non-dominant groups, and awareness of the exclusions and discrimination faced when serviced by the health, education and protection sectors
- Expertise in conducting participatory data collection activities, including with adolescents (10-19).
- Experience analyzing data from a diversity, equity and inclusion perspective to determine its significance and impact upon adolescent girl sexual reproductive health and rights
- Experience working with diverse groups through an equity, inclusion and gender equality lens
- Demonstrated experience in training, facilitation and supervising survey enumerators and data entry operators to collect and enter data as per high quality standards.
- Knowledge and Experience on Gender Equality, Inclusion, ASRHR, Protection or SGBV policies and services system in Bangladesh.
- Practical relevant experience of working with Rohingya community and host community in Cox's Bazar
- Having skilled team to translate English to Rohingya and local dialect.
- Having experienced team to conduct FGD with targeted groups as well as KII with respective representative of Government and other stakeholders.
- Demonstrated experience in qualitative data analysis.
- Experience developing child or adolescent-friendly data collection approaches/tools and ability to communicate effectively with this younger age group and create a safe, inclusive and empowering environment.
- A Consultant with assigned level of effort for a statistician to lead or support questionnaire review and data analysis is strongly preferred.

- Lived experience: In order to address the unique needs and structural inequities of non-dominant children/adolescents/young people, individuals who self-identify as a member of a non-dominant group are encouraged to apply.
- Fluency in both English and Local language (spoken and written) is mandatory.
- Strong writing and communication skills (English).
- Ability to produce high quality work under tight timeframes.
- Ability to work collaboratively with Plan International Bangladesh and Plan International Canada, and integrate feedback as required.
- The evaluation team composition must at minimum include people with professional background and experience in SRHR, Gender equality, DEI (Diversity, Equity, Inclusion), and statistics to ensure that the project focus and the study technical and statistical expectations are met. This should be CVs submitted as attachment to the technical proposal as well as in the ethical approval submission.

### 13. Application Process:

The application should be submitted into two parts that includes a) technical and b) financial.

The **technical part of the proposal** should not exceed 10 pages and will contain the following:

- Detailed **technical proposal** clearly demonstrating a thorough understanding of this ToR and including the following:
  - Demonstrated previous experience in coordinating and administering studies of a similar nature.
  - An outline of the overall approach to the qualitative GEI Assessment, including methodology, sample size, tools, etc.
  - Proposed plan for qualitative GEI Assessment targets, with adequate consideration for timing of assessment, travel costs per team of enumerators, supervision of enumeration teams and quality control.
  - Proposed steps to be taken for enumerator training, piloting/translation of tools, data collection, spot checking, data entry and management.
  - Details on the informed consent process from adults and adolescents, of diverse gender identities.
  - Details of how ethics and protection of adolescents in the different stages of the study will be ensured.
  - A proposed timeframe detailing activity and a schedule/work plan (including a Gantt chart) with the proposed number of enumerators, size of enumerator teams and total number of days in the field.
  - Proposed risk management plan to ensure the successful delivery of the required outputs of this consultancy, on time, within budget and of a high quality. The risk management plan should include safeguarding risk management.
  - Team composition (including sex-disaggregation and non-dominant group identity) and level of effort of each proposed team member, if applicable
  - Consulting team profile including CVs of the team leader and key members of the study team.
  - Copy of VAT registration certificate (for consulting firm).
  - Copy of valid TIN certificate and bank account detail.
  - 2 examples of previous and relevant work
  - Names and details of 3 references

**The consulting team profile should contain:**

- The full names of all participating consultants and their roles, including technical expertise
- Physical address of the consultancy 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 proposal** should clearly identify, item wise summary of the cost for the assignment with a detailed 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 Government of Bangladesh rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal should contain:

- Itemized consultancy fees/costs
- Itemized field data collection expenses
- Itemized administrative expenses
- Validity period of quotations

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.

The application package that includes the technical and financial proposal should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with the title **“LEAP: Gender Equality, Inclusion and Child Protection Assessment” by 04 February 2022.** Two separate 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. Proposal submitted to any other email account except this or in any other form disqualified. Submissions after the deadline will be treated as disqualified.

For any technical issue related to the project and study, please communicate to Md. Arifuzzaman, M&E Specialist at [md.arifuzzaman2@plan-international.org](mailto:md.arifuzzaman2@plan-international.org)

#### 14. Mode of Payment:

the mode of payment will be through account payee cheque /bank transfer in the name of the individual. After submitting the final report, he/she will make a request to Plan International Bangladesh for full payment. Plan International Bangladesh will deduct VAT and Income Tax at source as per Bangladesh Government rules and deposit to bank on behalf of the firm. The payment for consultancy will be made in three instalments:

Instalment	Stage of work	% of total
1 <sup>st</sup> Instalment	After acceptance of final inception report	30%
2 <sup>nd</sup> Instalment	After submission of draft report of evaluation	30%
3 <sup>rd</sup> Instalment	After final report accepted by the Plan International	40%

#### 15. 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	35

Amount of budget and justification	25
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## **16. Penalty clause**

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

## **17. Ethical Considerations**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by Ethical Framework and our Child and Youth Safeguarding Policy. All bidders should include details in their proposal on how they will ensure ethics and child protection in the story, video and still photo collection process. Specifically, the bidder 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, young people and other vulnerable groups. The vendor(s) shall also explain how confidentiality and anonymity of participants will be guaranteed

The vendor(s) should be aware that there will be nothing in this assignment which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the expected outputs/deliverables of this assignment. The objectives will be clearly explained to all the respondents of this assignment before gathering stories/data/photos/videos from them. The story, photos/video collectors will be abstained from collecting stories, videos and photos 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 stories, videos and photos.

## **18. Negotiations**

Once the proposal is evaluated, Plan International Bangladesh may enter into negotiation with one or more than one vendor team for final selection. If negotiations fail with one bidder, Plan International Bangladesh will invite another vendor team /consulting firm whose proposal was received and eligible for negotiation as a next choice. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be circulated.

## **19. Award of contract**

The vendor team expected to commence the assignment within 2 days of signing contract.

## **20. Risk Management**

The vendor team must take all reasonable measures to mitigate any potential risks to the delivery of the required outputs of this assignment in time meeting the expected quality, and in the context of COVID-19.

**21. Global Policy on Safeguarding Children and Young People:** The firm/individual 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.

## **22. Non-Staff engaged by Plan International Inc. (PII) Code of Conduct**

The firm/individual shall comply with the Non-Staff engaged by Plan International Inc. (PII) Code of Conduct of Plan International Bangladesh. Any violation /deviation in complying with Plan's Non-Staff engaged by Plan International Inc. (PII) Code of Conduct will result-in termination of the agreement.

### **23. Anti-Fraud, Anti-Bribery, and Corruption**

The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan's Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the agreement.

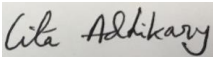
### **24. Disclaimer**

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

#### **Annexure:**



**Endorsed by:**



Gita Rani Adhikary  
Gender & Inclusion Advisor  
Plan International Bangladesh

**Approved by:**

Jolly Nur Haque  
Director-Programme Development and Learning  
Plan International Bangladesh