

AHP Bangladesh Consortium Multi-Year Program

**Terms of Reference (ToR)**

of

Understanding the impact of DFAT-AHP consortium project's gender transformative interventions in the project areas in camps and host communities in Cox's Bazar.

**1. About Plan International:**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilizing children, communities and civil society organizations to claim the rights of children and achieve agreed upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan International is independent, with no religious, political or governmental affiliations, and with a vision of a world in which all children realize their full potential, in societies that respect people's rights and dignity. Plan International's stated Global Strategic Goal is to reach as many children as possible, particularly those who are excluded or marginalized, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International Bangladesh began operations in Cox's Bazar in September of 2017 following the latest and unprecedented influx of refugees from Myanmar to the area. Through its surge capacity, Plan International Bangladesh was able to set up a 7.5 million EUR response focusing on delivering life-saving protection and WASH and increasingly education in emergencies (EiE). The whole response has a strong emphasis on meeting the specific needs of adolescent girls and boys and promote the inclusion of their voices in decision-making and tailored support appropriate for this group. Plan International Bangladesh is implementing different projects targeting both Rohingya refugee and host communities through a combination of community-based and mobile approaches for reaching targeted beneficiaries in Cox's Bazar.

**2. Project overview**

Project Name	AHP Bangladesh Consortium Multi-Year Program
Funded by	DFAT- Australian Humanitarian Partnership (AHP)
Project Location	Camp# 1 E, 3, 4, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 20 Ext, 21, 22, 23, 24, 25, 26 and 27 Host Community# <b>Holdiya Palong</b> , Jaliya Palong, Palongkhali, Raja Palong, Ratna Palong under Ukhiya Upazila and Teknaf Poursava, Teknaf Union, Baharchara and Hnilla Union under Teknaf Upazila.
Project duration	01 July 2020 to 30 June 2023

Implementing agency	Plan International Bangladesh, CARE Bangladesh, Oxfam, Save the Children, World Vision, CAN DO (EKOTA) and their local partners
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The Rohingya crisis is the largest and most complex humanitarian crisis in the Indo-Pacific region, with over 1.3 million people needing humanitarian assistance in Cox's Bazar, Bangladesh. This project is a three-year program of the Australian Humanitarian Partnership (AHP) Bangladesh Consortium that will "contribute to international efforts to meet humanitarian and protection needs and increase resilience and self-reliance of Rohingya and host populations in Bangladesh" through the delivery of a well-coordinated and inclusive program in strong partnership with national and local partners. The AHP Bangladesh Consortium draws on the experience and operational capacity of six AHP partners and their networks to enable broader geographic reach, better coordination of and with the key stakeholders, and improved collective response to the needs of Rohingya and host communities affected by the crisis. The AHP Bangladesh Consortium supports Australia's wider efforts to assist crisis-affected people where gender is the cross-cutting issues across the consortium.

The AHP Bangladesh Consortium program seeks to equally address the specific needs of women, girls, boys and men, and members of sexual and gender minority groups. Gender equality and women's empowerment is strongly reflected across the program, in particular ending violence against women and girls and promoting women's economic empowerment. These strongly align with the objectives of DFAT's Gender Equality and Women's Empowerment Strategy (2016). Across the program, women and girls will be supported to make and influence decisions affecting their and their children's lives and futures.

Project framework:

If,

- ✓ Women and girls, men and boys, people with disabilities and other vulnerable populations have equal access, decision-making and participation at individual, household, community and society levels;
- ✓ Systems are equal, fair and inclusive at individual, household, community and society levels;
- ✓ The most vulnerable have enhanced well-being;

Then,

- ✓ Individuals are empowered to achieve agency, voice and full potential;
- ✓ Households have equity, fairness, shared care work responsibility and balanced relations;
- ✓ Communities engage in collective action, mobilization and resilience;
- ✓ Societies establish transformational systems change.

Thus,

- ✓ Women, men, girls, boys and other diverse population of the community experience life with equitable well-being

## **Expected related outcome from this project:**

### **Outcome 1: Basic needs**

Rohingya and host communities are safer and live in dignity, with more equitable access to protection and humanitarian assistance.

### **Outcome 2: Self-reliance**

Rohingya and host communities are more self-reliant, with safe and equitable access to education, skills, justice and freedom

### **Outcome 3: Resilience**

Rohingya and host communities are more socially cohesive and resilient to emerging disasters and shocks

### **Outcome 4: Reform**

Humanitarian system better meets the needs of the affected population

## **3. Objectives of the Study:**

The overall objective of this impact study is to measure the outcome of the gender transformative interventions in the project areas among the project's targetted communities.

### **Specific objectives of the study:**

- To understand the impact of project interventions in terms of influence of gender norms
- To understand the impact of the project interventions in terms of strengthening girls' and young women's agency over the decisions that affect them
- To understand the knowledge, confidence, skills and access to and control over resources of girls and young women
- To understand the impact of the project in terms of embracing positive masculinities and promoting gender equality by boys, young men and men
- To understand the improvement of conditions and social position of girls and young women brought by the project interventions
- To understand how the project contributed to consider girls, boys, young women and young men in all their diversity when identifying and responding to their needs and interests.
- To understand the impact of project interventions in ensuring enabling environment where all stakeholders work together to support beneficiaries on their journey towards gender equality

## **4. Intended users of the Impact study**

The DFAT-AHP consortium partners, sector actors and donor office will use the study findings for setting targets, project monitoring, capacity building, fund allocation and comparative analysis with the baseline status. Also to use as evidence in designing other programs or projects. The study findings will help to develop the implementation plan for the next phase of intervention. At the same time, the findings also can be used by the grants, communication department and programme staffs for their

monitoring, or contribute to wider learning within the sector. The consortium partner can also look at the study findings to further improve their intervention modalities.

## 5. Methodology

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the impact study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. Since the study will largely deal with women, men, girls, boys and other diverse groups (People with disabilities, , Transgender, sex workers, LGBTQ) the methodology should consider ethical issues in line with that. The instruments to be used in the study should be child and gender friendly and sensitive enough for the different group of peoples.

**Study Location:** The project location at Camp# 1 E, 3, 4, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 20 Ext, 21, 22, 23, 24, 25, 26 and 27 and at Host Community# Holdiya Palong, Jaliya Palong, Palongkhali, Raja Palong, Ratna Palong under Ukhiya Upazila and Teknaf Pourasava, Teknaf Union, Baharchara and Hnilla Union under Teknaf Upazila.

This study will be conducted in the different Rohingya Camps and host community among those locations which will be selcted according to study methodology.

**Study population:** The study population will be the beneficiaries of the project. The project targeted the most vulnerable and marginalized influx-affected populations in the sub-district of Ukhiya and Teknaf and different Rohingya camps. Key populaton groups include: women-men (18+ years), girls-boys (12-17 years) and other diverse groups (People with disabilities,Transgender, sex workers, LGBTQI++). The details of target direct beneficiaries list from Rohingya and Host communities will be selected according to the sample size.

## 6. Scope of work

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

- Review of project documents and other necessary documents i.e. relevant documents of the government of Bangladesh, programme and Influencing Strategy of Plan International and rest of the consortium agencies, Relevant Strategy of Plan International including consortium members and DFAT-AHP's available study on relevant issues, including government reports and project documents of Plan International Bangladesh and DFAT- AHP consortium.
- Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh, pre-test and finalize the instruments.
- Engage qualified enumerators; train them on data collection and quality control.
- Administer gender disaggregated data collection in the study area that includes supervision, cross-validation, quality control and data transcription.
- Data management and analysis using the gender lens as per study themes in the objectives.
- Produce a draft report and share with Plan International Bangladesh and DFAT-AHP Consortium partners for feedback. Finalization of the report by addressing the feedback. the report should be written in acceptable English. Present the key findings to Plan International

staff members and DFAT-AHP Consortium partners including stakeholders in a validation workshop

- Prepare a study brief in both Bangla and English in consultation with Plan International Bangladesh.
- Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.

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

- An inception report containing the final methodology and work plan.
- Study tools development and translation
- Study instruments pre-tested, finalized and in Bangla.
- Study report<sup>1</sup> in acceptable English. If required, the consultant/Consulting firm will arrange for proofreading to maintain the quality. The report should contain detailed findings a well-blended qualitative and quantitative analysis of findings. The draft report should be shared with Plan International Bangladesh for review. By addressing the feedback, the report should be finalized.
- Presentation of the key findings to the staff members of consortium partners including Plan International Bangladesh and different relevant stakeholders.
- A policy brief/summery based on the findings of the data
- The final report in soft copy in MS Word and PDF format.
- All field notes, quantitative data sets (in SPSS) and other relevant materials in one folder.

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

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

- Have a good understanding of the Rohingya context, complexities and local dialect.
- Demonstrated experience in conducting research, need assessment, situation analysis, baseline study and end-line surveys, mid-term reviews, impact study on Gender, Gender Based Violence in Emergencies (GBViE), Protection and multi-sectoral program in humanitarian context.
- Has a team of experienced human resource in data collection, data entry, editing and gender analysis
- Understanding Rohingya dialect would be an asset. Experience in carrying out data collection in studies with women, men, girls, boys and other diversified group of people on their protection.
- Has experience of working with children and adolescent with no history of violation of child rights.
- Strong analytical and report writing skills.
- A gender specialist in the team or experience in the gender based research and analysis

**8. Time frame**

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<sup>1</sup> As per report structure mentioned in Annexe 2  
Plan International Bangladesh

The consultant /organization will submit an inception report including detail methodology, timeframe, workplan 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 60 calendar days of signing of the contract. 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 beforehand.

Activity	No of days
Inception report including the tools	10 days
Data collection and analysis	15 days
First Draft report	10 days
Feedback in draft report (PIB, Consortium Partners)	5 days
Second Draft report	5
Feedback in draft report (PIB, Consortium Partners)	5
Final report	9 days
Finding sharing in the dissemination workshop	1
Total	60 days

## 9. Parameters for selection of firm/individual to carry out the assignment/task

The following table outlines the selection criteria<sup>2</sup>:

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

## 10. 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 'Understanding the impact of DFAT-AHP consortium project's gender transformative interventions in the projectas areas in camps and host communities in Cox's Bazar' as the 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 cover letter. The proposals should be submitted in pdf format.

## 11. Contact person

For any technical issue related to the assignment, please communicate to Iffat Ara Arna–Gender Advisor, AHP Consortium at: [Iffat.Arna@plan-international.org](mailto:Iffat.Arna@plan-international.org)

<sup>2</sup> Please see Annexe 1 for detail

## 12. 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.

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 organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget that is consistent with the technical proposal.

## 13. Ethical Considerations

There will be nothing in the study which may be harmful to 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.

## 14. Supervision/Management of Assignment

The consultant/organization will be required to work closely with the "DFAT-AHP" 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 close communication with the Gender Advisor/Senior Project Manager and continually informed on the progress of the assignment through updates via email and Skype conferences.

### 15. 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.

### 16. Payment Schedule

The payment will be made in three instalments as follows:

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

### 17. 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.

### 18. Safeguarding, PSHEA, Data Privacy and Code of Conduct:

The consultant/consulting shall comply with the Plan International Global Policy Safeguarding, PSHEA and Data Privacy policy are fully embedded following the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibilities. This includes, but is not limited to, ensuring consultant/consulting shall aware of and understand their responsibilities under these policies and Plan Internationals' Code of Conduct (CoC), relevance to their area of work. Any violation/deviation in complying with above policies 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 Plan's Policies.

### 19. Disclaimer

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

### 20. 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 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.

### 21. 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 Plan International Bangladesh before the final payment.

## 22. Negotiations


Once the proposals are evaluated, Plan International Bangladesh may enter into a 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.

## 23. 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

Endorsed by:



Gita Rani Adhikary  
Gender and Inclusion Advisor

Plan International Bangladesh

Approved by:

Jolly Nur Haque  
Director Programme Development and Learning

Plan International Bangladesh

## Annexe 1:



Approved\_Consultant assessment form.

## **Annex 2: Structure of the report**

The report should have at least 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 organized as per study objectives),  
recommendation based on the findings
- References
- Annexes