

**Terms of Reference (ToR)****: Hiring a consultant for Baseline Study of “Girls Get Equal 2.0: Realising rights and building resilience”**

## **About Plan International**

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. The organization strive for a just world, working together with children, young people, its supporters and partners. Plan International works with children and girls in over 80 countries to help create a world where all are all equal.

Since 1992, Plan International Bangladesh (PIB) has aspired to create positive change by promoting girls’ and young women’s leadership and is determined to support them to become drivers of change. The Plan International has been working in Bangladesh since 1993. Plan International Bangladesh (PIB) has the Country office in Dhaka, from where it is operating projects in Dhaka, Rangpur, Barisal and Chittagong divisions. Since 2017, PIB has a strong presence at Cox's Bazar.

At the core of PIB’s work, integrates gender equality and inclusion to help create a just world where all are all equal. Plan International Bangladesh form multi-stakeholder partnerships to implement gender transformative programmes. Influencing, building resilience and humanitarian excellence are central to achieving our goals. Plan International Bangladesh Country Strategy (2020-2030) set its vision partnering to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. In doing so, Plan International Bangladesh will empower children and young people as drivers of systemic change to gender norms and power relationships; promote an enabling environment for girls and young women to realise their sexual and reproductive health and rights and to live free from violence; raise public and private sector support for young women to access decent work opportunities in the 21st century labour market and have control over resources.

1. **About the project**

Norwegian Agency for Development Cooperation/Norad- Girls Get Equal 2.0: Realising rights and building resilience is a project aiming adolescent girls and young women aged 10-24 are empowered, resilient and exercise their rights. The project integrates gender transformative change, inclusion, climate resilience and youth-centeredness in all objectives and outlines potential interventions and strategies to tackle the various challenges faced by girls in accessing and staying in education in Bangladesh. It suggests actions such as providing financial support, improving infrastructure and security, raising awareness, offering career guidance, and enhancing educational quality to promote girls' as well as boys’ education and empowerment. This approach is tailored to support the empowerment of young people and the protection of Children, Adolescents and Youth (CAY) from gender-based violence, ensure their bodily autonomy, and make them active citizens. This project will strengthen access to education, protection, sexual and reproductive rights and economic empowerment with a special focus on adolescent girls and young women. The civil society organisations, particularly youth-led and women-led local organizations and CBOs, community-based organisations and government entities at various levels will be empowered through training, consultations, and orientation on various rights, protection, SRHR, and GBV issues to ensure context-specific interventions, local ownership and sustainability. This will enable them to advocate for the rights of children, adolescents, and youth, bridging the gap between communities and duty bearers. The Project will be implemented in Bamna and Patharghata sub-districts of Barguna District and Teknaf sub-district of Coxs’ Bazar District in southern Bangladesh. This Project will strengthen civil society to contribute to adolescent girls and young women (aged 10–24) being empowered, resilient and exercising their rights, in contexts where gender norms, harmful practices, limited meaningful youth engagement, poverty and climate change are challenges. Plan International Norway (NNO) is the grant recipient and will oversee the entire programme in close collaboration with the Plan International Country Offices (COs).

1. **Project Objectives**

**Impact Statement**

* Adolescent girls and young women aged 10-24 are empowered, resilient and exercise their rights.

**Outcome Statements**

* **Outcome 1-Education:** Adolescents and youth, especially girls, access and complete climate-smart, inclusive, quality education.
* **Outcome 2-YEE:** Households of adolescents and youth, especially women, are economically empowered.
* **Outcome 3-Sexual and Reproductive Health and Rights (SRHR):** Adolescent and youth, especially girls, make informed decisions about SRHR, are protected from harmful practices and SGBV, and access relevant services.
* **Outcome 4-Enabling environment:** Civil society strengthened to create an enabling, gender-transformative environment for adolescents and youth.

**Output statements**

Education outputs

* **Output 1.1:** Vulnerable in- and out-of-school adolescents, especially girls, access and complete quality learning
* **Output 1.2:** Teachers and school management supported to deliver safe, inclusive and gender-transformative education
* **Output 1.3:** Schools supported to have a safe, climate resilient and inclusive learning environment.

YEE outputs

* **Output 2.1:** Household members, especially young women, have market relevant skills for sustainable livelihoods
* **Output 2.2.** Household members, especially young women, receive business development support and market linkage
* **Output 2.3:** Household members, especially young women, have access to credit and social safety nets.

SRHR outputs

* **Output 3.1:** Adolescents and youth, especially girls, have knowledge about SRHR, including protection against CEFMU and SGBV.
* **Output 3.2:** SRH and SGBV services are supported to become inclusive, of quality, and age and gender responsive.
* **Output 3.3:** Child protection systems and referral mechanisms are strengthened to prevent and support the response to violence against adolescents and youth.

Civil Society and Youth Engagement outputs:

* **Output 4.1:** Communities are mobilized for social norms change.
* **Output 4.2:** Civil society, particularly youth-led CSOs, are supported to conduct effective advocacy and programming.
* **Output 4.3** Government at local and national level are engaged for adolescents' and girls' rights

1. **Geographical Locations**

The GGE 2.0 Project will implement in two different GEO locations of Bangladesh, Barguna (Bamna and Patharghata Upazilas) and Coxs’ Bazar (Teknaf) in collaboration with local implementing partners, RDF and Mukti Cox's Bazar respectively.

|  |  |  |
| --- | --- | --- |
| **District** | **Upazila** | **Partner’s name** |
| Coxs’ Bazar | Teknaf (6 union) | Mukti Cox's Bazar |
| Barguna | Bamna (4 Unions) and Patharghata (7 Unions) | RDF |

# Study Area

The study will incorporate all working Unions of GGE2.0 Project within the Bamna and Patharghata Upazilas of Barguna district, as well as those within Teknaf Upazila of Cox’s Bazar district. These areas have been selected due to their significant relevance to the project's objectives.

1. **Study Population**

* Children, adolescents and youth (CAY) of age group 10-18 years both in-school and out of school.
* Adolescent girls and young women aged in between 19 and 24 years.
* Children and adolescents with disabilities.
* Civil society actors.
* Youth-led and women-led local organisations and CBOs
* Parents, Caregivers of CAY
* Teachers,
* Members of School Management Committees (SMC).
* Community and religious leaders.
* Households of Adolescent Girls and Youth.
* Service Providers (Health and Education).
* Local Government Bodies and Duty Bearers.
* Upazila level Livestock Officer
* Upazilla Agriculture Officer
* Youth Development Officer
* Persons related to different trade or job or local business

1. **Objectives of the study**

The primary objective of the baseline survey is to identify benchmark starting values for the project results framework indicators as mentioned in the specific objectives before the commencement of the GGE 2 Project. This survey will serve as the foundation for establishing baseline values and revising targets within the Results Framework. The baseline survey aims to ensure that the project's impact, outcome, and output indicators are measurable and aligned with the project's goal.

### Specific Objectives of the Baseline Survey

* **Capture Key Data for Missing Baseline Indicators**: Collect Baseline data only for indicators where baseline values are currently unavailable, as identified in the Results Framework (indicators marked as "TBC")
* **Leverage Existing Tools and Methodologies**: Critically assess and utilize already established tools and methodologies, especially those aligned with AOGD indicators or previously implemented programmes. Contextualize them as necessary while ensuring efficiency and consistency.
* **Document Tools and Methodologies**: Ensure clear documentation of all methodologies and tools used in the baseline survey to facilitate replication and support future data collection exercises for results reporting.
* **Establish Measurable Targets**: Determine Baseline targets for all relevant impact, outcome, and output indicators, ensuring alignment with the project’s objectives and Results Framework.
* **Align with Geographic and Population Distribution**: Gather data representative of the project's diverse geographic regions and target population groups, disaggregated by gender, age, disability, and location.
* **Validate and Adjust Results Framework**: Use baseline findings to validate the practicality of the Results Framework and revise targets where necessary.
* **Support Project Alignment and Implementation**: Provide essential data that ensures project interventions are grounded in evidence, facilitating robust monitoring, evaluation, and adaptive management.
* **Integration of Baseline Data into Results Framework:** To organize the collected data within the Results Framework template, enabling the establishment of baseline values and the refinement of targets where necessary.

# Scope of Baseline Study

The Consultant/ Firm needs to propose statistically significant sample size that represents the current situation of the overall intervention areas related to project objectives. In the baseline study, the consultant/firm will be responsible for the following tasks:

**Document Review:** Review the project proposal, Results Framework, Indicator Definition Guide (IDG) of GGE 2.0, documents of GGE 1.0 particularly the Impact Assessment Report and other relevant documents, including government reports, Plan International strategies, and available studies on related issues.

**Attain Institutional Review Board (IRB) approval:** Attain Institutional Review Board (IRB) approval from a recognized IRB within the country before commencing field data collection to ensure ethical standards are met. [No primary data will be collected before this approval is obtained]

**Methodology Development:** Develop and adapt methodologies for the baseline survey only where existing tools and methodologies from the AOGD package, previous projects, or indicator experiences are not available or applicable. Ensure a statistically significant sample size that reflects geographic distribution and the diverse, representative populations of the target areas. Contextualize existing tools as necessary while avoiding duplication of effort and documenting all adjustments for future reference.

**Data Collection:** Administer data collection in the study area, ensuring proper supervision, cross-validation, quality control, and accurate data transcription. Recruit and train qualified enumerators on data collection instruments and quality control procedures.

**Data Management and Analysis:** Manage and analyze the collected data according to the study themes and objectives, ensuring alignment with the project’s objectives. Assess the baseline values of the Results Framework indicators for the project.

**Reporting:** Prepare a draft report ***(Annex 1: Baseline Report Structure)*** following the indicators defined in the Results Framework of GGE 2.0 Project, share it with Plan International Bangladesh for feedback, and finalize the report by incorporating all feedback received. Produce a final report after addressing all feedback and ensuring all requirements are met.

**Dissemination of Findings:** Disseminate the study findings to relevant stakeholders and collect feedback from Plan International.

**Communication:** Maintain regular communication with the designated contact person(s) at Plan International Bangladesh throughout the assignment period.

# Methodology, Data and Ethical Guidelines

The consultant(s)/consulting firm will collect data following the methods outlined in the Indicator Definition Guide and Results Framework (Annex-1). However, the consultant(s)/consulting firm will propose an appropriate methodology (mix method). The methodology and relevant instruments should be adjusted in consultation with Plan International Bangladesh and finalised before implementation. Design qualitative and quantitative data collection instruments in consultation with Plan International Bangladesh, pre-test the tools, and finalize them. The right strategy for triangulation of the data collected is expected to be a part of the proposed methodology. Since the study will largely deal with young girls and boys, the methodology should consider ethical issues and it should be child friendly.

* 1. **Sample Size**

The consultant will propose appropriate sampling procedures and sample size, and respondents by assessing project target population and interventions. It is expected to select statistically significant sample size to meet the study’s objectives and assess the specified indicators, disaggregated by gender, age, disability, location and other relevant exclusion factors where applicable**.** During the sample selection consultant needs to cover a minimum level of sample (as much as available in community) from people living with disabilities. Consultant/Firm will propose distribution of sample from community and school.

* 1. **Data collection**

Data collection will take place in the Project working areas. The consultant(s)/Firm should apply face to face interview by using online/digital tools for data collection to the extent possible. The review will adhere to the ethical standards and Safeguarding of Plan International.

To save on the cost of data collection, survey the same communities where the schools have already been randomly selected for other data that year. Obtain a map of each community (for example, Google Earth) or get a map from local government or ask knowledgeable locals to hand draw the community map. Divide the community map into 10 equally sized sections. Randomly pick one section. Start random walk in that section (randomly pick starting point and use bottle spinning to determine direction of walking). You will interview 20 households. Only one person per household will be interviewed, so you will have to visit at least 20 households. The question is directed at the experience of the particular person being interviewed, not about other family members.

# Ethics and Child Protection

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected in accordance with the 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, and 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 applicants should include details on how they will ensure that their methods uphold the dignity, safety, privacy, and sensitivities for the girls and young women that they interact with. The consultant(s)/Firm shall also explain how confidentiality and anonymity of participants will be guaranteed.

# Expected Deliverables and Timelines

Baseline will take place in all two GEO Locations, and the Plan Country Office will recruit consultants locally. The timeline is from 15th May 2025 to 7th July 2025. A National Consultant(s)/firm will be recruited in April/May 2025. For Bangladesh as per CD’s approved guideline this process includes approval of TOR, Circular, proposal submission, proposal assessment and finalize the consultant. This process will take 30 days. A detailed timeline will be agreed upon during the inception phase.

Overview of some key deliverables the consultant(s)/Firm need to submit

**Startup meeting and inception Report** with detailed plan and methodology including work plan, timeframe and data collection tools (Bangla and English) presented to and agreed before startup of data collection within 7 days after contact signing. After incorporating the feedback of Country Office consultant(s)/Firm will start data collection and this process need to complete by 5 days.

**Data collection** by consultant and supported by Plan International Bangladesh Country Office.

**Draft Baseline Report**: A draft report structured according to ‘**Annex 1 reporting structure’** summarizing findings, while incorporating baseline values and updated targets for the Results Framework and a short presentation with preliminary findings and recommendationsto be presented to and discussed with PIB.

**Final Baseline Report–** A finalized report incorporating feedback from Plan International Bangladesh, A brief executive summary is mandatory (not more than 3 pages), containing key findings and recommendations for the study. Findings should focus on specific objectives of the study.

**Baseline Dataset**: Cleaned dataset and transcriptions for all relevant indicators of Results Framework of the GGE 2.0 Project, including baseline values disaggregated by gender, age, disability, location and other relevant factors. All field notes, (disaggregated by gender, age, disability and location) and other relevant documents (SPSS files, Excel or word files).

The total duration of this study will be 60 calendar days between 15st May 2025 to 7th July 2025

| Activity | Days of Work | Responsible |
| --- | --- | --- |
| Inception report and tools | 7 | Consultant |
| Review from Plan | 3 | PIB |
| Final Inception report and tools | 5 | Consultant |
| Data collection, analysis & interpretation and drafting report | 20 | Consultant |
| First Draft report | 10 | Consultant |
| Review from Plan | 5 | PIB |
| Second draft report | 3 | Consultant |
| Review from Plan | 3 | PIB |
| Final report Including a presentation | 4 | Consultant |

1. **The payment will be made in three instalments**

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

1. **Expected competencies of consultant(s)/Firm**

The consultant(s)/firm should be a qualified and experienced individual or consulting firm. The consultant profile should include:

# The proposed Team Leader should have at least five years of proven experience in program/project assessment and evaluation, particularly in gender-focused and adolescent empowerment programmes, education, protection, sexual and reproductive rights and economic empowerment within an international development context.

# A Master's degree or higher qualification in Statistics, Social Sciences, Public Health, Development Studies or other relevant fields.

1. Relevant experience and expertise in key thematic areas, particularly in gender transformative change, inclusion, climate resilience and youth-centeredness social norm change, poverty, and harmful practices.
2. The ability to independently plan, design survey and data collection tools, and conduct baseline assessments, utilizing both quantitative and qualitative research methods.
3. The consultant/firm should have experience in digital data collection and access to a local pool of enumerators for data gathering.
4. The consultant(s)/Firm should also have a strong understanding of statistics and data analysis.
5. Excellent communication and reporting skills.
6. Fluency in both Bangla and English

Interested consultants are required to submit a technical proposal with a timeline, along with a financial proposal detailing estimated working days, fees, and other associated costs

**Potential consultant(s) shall disclose any conflict of interest with ongoing project activities of the organizations.**

1. **Supervision/Management of Assignment**

The consultant will be required to work closely with Plan International Bangladesh. The consultant will be directly accountable to the Plan International Bangladesh focal person. The consultant will keep the focal person continually informed on the progress of the assignment updates via email.

1. **Parameters for selection of firm/individual to carry out the assignment/task**

The following table outlines the selection criteria:

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

# 

# Application Process

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 title**“Proposals for Baseline Study of the Girls Get Equal: Realising Rights and Building Resilience (GGE 2) Project”** as subject line. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified.

Submissions after the deadline **10 May, 2025** 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.

# 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 7 pages and will contain the following:

* Detailed methodology of the study that clearly articulates how study objectives are linked with relevant data sources and methods. Only proposal specific information should be included.
* Detailed timeframe (including dates for submission of the first draft, dissemination of findings and final report).
* Account of experience in conducting the survey and employing qualitative methods.
* CVs of the team leader and key members of the study team 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 a 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.

1. **Ethical Considerations**

There will be nothing in the study which may be harmful to respondents on legal or medical grounds. 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, the verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and the report name of the respondents should not be revealed.

1. **Supervision/Management of Assignment**

The consultant(s)/Firm will be required to work closely with the “Girls Get Equal: Realising Rights and Building Resilience (GGE 2)***”*** project team of Plan International Bangladesh. The consultant(s)/Firm will be directly accountable to the Plan International Bangladesh study focal person.

1. **Intellectual property**

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

1. **Penalty Clause**

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

1. **Child Protection and safeguarding**

The consultant/consulting shall comply with the Child Protection and safeguarding Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection and safeguarding policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child Protection Policy.

1. **Disclaimer**

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

1. **Disclosure of Information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge unless authorised in writing by Plan, any information obtained in the course of the performance of the Contract. Information will be made available for the consultants on a need‑to‑know basis. Any necessary field visits will be facilitated by Plan’s staff.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to the country office of Plan International Bangladesh before the final payment.

1. **Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into a negotiation with one or more than one consultant/ consulting firms for final selection. If negotiations fail, Plan International Bangladesh will invite consultant/consulting firm that had submitted the proposal and received the next highest score, for negotiating a contract. If none of the invited proposals led to an agreement a new Request for Proposals (bidding document) will be called for.

1. **Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans will be put in place to mitigate against any occurrence of each of the identified risks.

**Annex 1: Baseline Report Structure**

The report should have at least the following structure:

* Title page
* Table of contents and lists of figures and tables
* List of acronyms
* Acknowledgments
* Executive summary
* Introduction and Background
* Methodology
  + Study design
  + Sampling method (sampling size, sampling frame, and design effect considerations)
  + Data collection methods
  + Data analysis plan
  + Data quality assurance
  + Limitations of the study
* Results/study findings (it should be organised as per study objectives)
* Recommendations
* References
* Annexes

**Annex 2: Indicator Definition Guideline of Girls Get Equal 2.0: Realising rights and building resilience Project**



**Annex 3:** **Results Framework (RFW) of Girls Get Equal 2.0: Realising rights and building resilience Project**



**Annex 4: Plan International Global Policy for Safeguarding Children and Young People**



**Annex 5: Ethical MERL Framework**



**Annex 6: Plan International Global PSHEA Policy**

****

**Annex 7: Plan International Global Policy on Gender Equality and Inclusion**

****

**Annex 8: Plan International Conflicts of Interest Policy**

****

**Annex 9: Plan International Global Anti-Fraud Policy**



**Annex 10: Plan International Global Data Privacy Policy**



**Annex 11: Plan International Global Supplier and Consultant Code of Conduct**

