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TERMS OF REFERENCE

**for**

**Conduct an in-depth analysis to identify geographical locations for programme extension to address the vulnerability of adolescent and youth**

1. **Background**

Plan International strives to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, it works alongside children, young people, its supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. Plan International supports children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. The organisation drives changes in practice and policy at local, national and global levels using its reach, experience and knowledge. For over 80 years Pan has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International has been operating in Bangladesh since 1994. Presently, the organisation is developing its country strategy V. The country strategy will follow a theory of change (TOC) that is drawn from the global strategy of Plan International. The global strategy will end in 2022 with an ambition to take action together so that 100 million girls learn, lead, decide and thrive. Based on this, we have built on our current capabilities and propose further ambitious changes which will guide us to move forward with our upcoming country strategy (2020 – 2030).

The upcoming country strategy will focus more on developing capacity of adolescents and youth, especially girls and young women so that they are recognised as leaders, get better opportunities for economic empowerment and competent to take control over their bodies and lives. We understand that certain conditions are responsible to make the desire change happen. These conditions will eventually lead us to find our specific contributions over the next 10 years towards achieving the desired change. The conditions may include: capacity of adolescent and youth, particularly girls and young women to take part in collective actions and raise voices for systematic change to transformation power relation; their access to market driven skill development opportunities and decent jobs in public and private sectors; they have better life skill and confidence to manage and get control over resources; their enhanced ability to take decisions about their bodies and lives and enable social settings that keep them free from harmful practices and violence.

Against this backdrop, Plan International Bangladesh needs an in-depth analysis of various geographic locations in the country to extend its development initiatives to benefit more adolescents and youth, especially girls and young women. It will help Plan International Bangladesh to identify the locations to bring under intervention during upcoming CSP period to address the vulnerability of adolescents and youth, especially girls and young women through taking into consideration the possible conditions as mentioned earlier. To conduct the in-depth analysis a consultant/consulting firm will hired as per this terms of reference (TOR).

1. **Objectives**

The objectives of in-depth analysis are in the following.

* To map out the adolescents and youth, especially adolescent girls and young women who are deprive of getting opportunity to take part in collective actions at local and national level and raise voices to realise their rights and identify the underlying reasons.
* To identify geographical locations where lack of opportunity for the adolescents and youth, especially adolescent girls and young women to be involved in market driven skill and decent job opportunity in public and private sectors and the causes of such deprivations.
* To find out geographical locations where the adolescents and youth, especially adolescent girls and young women have lack of access to sexual and reproductive health knowledge and services[[1]](#footnote-1) and suffer from gender discrimination, gender based violence, and harmful practices of the society and the underlying causes.
* To find out development actors who are already working in these areas to address the conditions as mentioned above and nature of their interventions and geographical coverage.
* To review existing and forthcoming plans of government and private sectors and identify where are the geographical areas to consider to bring substantial improvement in the lives of adolescents and youth, especially girls and young women.
1. **User of the in-depth analysis**

Country Management Team (CMT) to take decision about selection of geographical location to work during upcoming CSP period to maximize benefit for the adolescents and youth, especially girls and young women and also the programme team to get an idea of locations those will be brought under interventions. The findings may also help to develop grant proposals, and contribute to develop communication materials in relevant areas and enhance our learning across the organisation.

1. **Methodology**

It is expected that the consultant/consulting firm will develop an appropriate methodology in detail to address the objectives of the in-depth analysis. The methodology and the instruments should be finalised in consultation with Plan International Bangladesh.

Since the assignment is focusing on different themes of adolescents and youth and Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Plan International’s Ethical MERL Framework and Child and Youth Safeguarding Policy. During conducting the analysis the consultant/consulting firm should take this into consideration.

1. **Scope of work**

The assignment will preferably include, but not limited to:

* Identify the criteria in different themes as mentioned in objectives, which will be considered to conduct the analysis to understand the gaps.
* Develop appropriate methodology and instruments to obtain information on identified criteria in consultation with Plan International Bangladesh to conduct the in-depth analysis.
* Review of necessary documents and conduct secondary analysis of existing relevant data available at national and local level.
* Collect primary data as per need by conducting ocular survey, key informant interview, focus group discussion, etc.
* Compile data collected from primary and secondary sources and organise under different themes as agreed with Plan International Bangladesh for in-depth analysis.
* Prepare in-depth analysis report in acceptable English.
* Present analysis findings to CMT and relevant staff members of Plan International Bangladesh.
1. **Expected competencies**

The consultant/consulting firm should have the following competencies.

* Clear understanding about the socio-demographic, economic and cultural factors those are relevant for the development of adolescents and youth, especially girls and young women in Bangladesh.
* Experienced in conducting similar type of in-depth analysis to support national/international development organisations to support to take strategic decision.
* Have excellent written, verbal communication, and presentation skills in both English and Bangla.
1. **Key deliverables and timeframe**

Total duration of the assignment is 60 calendar days after signing of the agreement. The themes, methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 6 weeks of signing of the agreement. Based on the feedback on first draft the final draft report should be submitted by the end of 7th week. If there is any final feedback that should be adjusted in the last week and then the final report should be submitted. The consultant/consulting firm shall produce the following deliverables.

* Inception report: The report will include final themes and the criteria for in-depth analysis, relevant methodology, work-plan and instruments. It should be submitted within seven calendar of awarding the assignment.
* Draft analysis report: The report should contain detailed findings, well blended quantitative and qualitative analysis. Expected structure of the report is given in the following. The report should not exceed 30 pages (excluding annex).
* Presentation of findings to CMT and relevant Staff members: A presentation should be given on the methodology and key findings of the analysis. It should also include recommendations based on analysis.
* Final analysis report: based on feedback received on draft report and during presentation the report should be finalised. It should be in acceptable English. If required the consultant/consultancy firm should arrange proof reading to maintain the quality.

The report should have the following structure:

* Title page
* Acknowledgement
* Table of content
* Acronyms/Glossary
* Executive summary
* Introduction and Background
* Methodology
* Findings (it should be organised as per theme in analysis)
* Discussion and conclusions
* Recommendations.
* References
* Annexes

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

1. **Evaluation criteria and scoring**

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| **Criteria** | **Score**  |
| Appropriate methodology to address the design research  | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification  | 20  |

1. **Preparation of proposal**

The proposal will be divided into two parts and should 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:

* The criteria under different themes as mentioned in the objectives, which will be considered to conduct the analysis to understand the gaps.
* Detailed methodology of the analysis by addressing the criteria.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and submission of final report).
* Account of relevant experience of the firm/consultant.
* CVs of the team leader and key members of the team which reflect relevant experiences.
* Copy of VAT registration certificate (for firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with “**Conduct an in-depth analysis to identify geographical locations for programme extension to address the vulnerability of adolescent and youth”** 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 17th July will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

1. **Penalty clause**

The consultant/consulting firm is expected to provide services within time frame as well as submit the final report maintaining the quality as mentioned in section 7. If the quality is not maintained as mentioned in section 7, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

1. **Contact person**

For any technical issue related to the project and evaluation, please communicate to Amina Mahbub (amina.mahbub1@paln-international.org)

1. **Ethical Considerations**

There will be nothing in the assignment which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information and the purpose should be clearly explained to all the respondents. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

1. **Bindings**

All documents, papers and data produced during in-depth analysis are to be treated as property of Plan International Bangladesh and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Plan International Bangladesh.

1. **Negotiations**

Once the proposal are evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiation fail, Plan International Bangladesh will invite consultant/consulting firm who is the next highest scorer to negotiate a contract. If none of the invited proposals led to an agreement, fresh Requests for Proposals (bidding document) will be called.

1. **Award of contract**

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

1. **Child Protection Policy**

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

1. This mainly include knowledge and awareness on sexual and reproductive health including age of having first child, contraception, gender based violence, STI/HIV; access to youth friendly health services provided by public and private sectors, access to comprehensive sexuality education at school and in community. [↑](#footnote-ref-1)