**Terms of Reference**

**Endline study in the project titled “Champions of Change (CoC)”for Rohingya refugees and Host Community in Cox’s Bazar**

**1. Background and introduction**

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 mobilising children, communities and civil society organisations 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 has always has provided its humanitarian support to the children and adolescents wherever the situation created.

Since extreme violence erupted in the Rakhine State of Myanmar in 25 August 2017, an estimated 702,160 Rohingyamen, women and children have crossed the border into Cox’s Bazar, Bangladesh to find safety. Combined with pre-existing numbers of Rohingya population that fled earlier in previous years, the total Rohingya population in Cox’s Bazar amounts to approximately 914,678 as of 24 May 2018.[[1]](#footnote-1) The situation also negatively affected the host community. Cox’s Bazar is one of Bangladesh’s most vulnerable districts ranking 62nd from the bottom on the Composite Deprivation Index (CDI). The rapid and massive increase in the Rohingya population, concentrated in Ukhia and Teknaf Upazilas in the south of Cox’s Bazar district, has impacted the host community’s market access, labour competition, deforestation, and inflation, resulting in increasing discontent between host and Rohingya communities.

Plan International’s initial response focused on providing life-saving and immediate WASH and Protection needs to the most vulnerable arriving in Cox’s Bazaar, focusing in the Balukhahli Mega camp. This included the installation of gender, age and disable friendly latrines, bathing spaces and distribution of WASH and other NFI kits responding to the specific needs of boys, girls, adolescent girls, women and men. The Protection response has focused on ensuring safe spaces for children, particularly adolescent and young girls, and provision of gender and age appropriate protection services including case management, family tracing and reunification, and enhancing community-based child protection mechanisms. The response has now phased out WASH and is focusing on implementing child protection and education in emergencies programming.

In that continuation, in October 2018 Plan International Bangladesh has launched a project titled “Champions of Change” with the financial support from UNFPA. The overall outcome of the project is to reduce vulnerability of adolescent boys to protection risks and negative SRHR outcomes in Rohingya and Host communities in Bangladesh. The project therefore focusses on building life skills and resilience of adolescent boys in line with the Protection Objective of *Joint Response Plan for Rohingya Humanitarian Crisis, March to December 2018.* This will be achieved through delivering gender, SRHR, life skills, peaceful resolution and protection education, strengthening SRHR and PSS services and community based child protection mechanism while providing viable alternatives such as access to livelihood skills and promoting improved inter-personal skills for conflict resolution. The present studywill inform the outcome level achievement To conduct the endline studya consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR).

**2. Project overview**

The project will achieve its Goal through two expected outcomes:

**Outcome 1:** Adolescent boys have improved knowledge and attitudes on gender, SRHR and safe behaviours and improved access to quality adolescent friendly SRH and PSS services.

**Outcome 2:** Promote a community-based approach to the response and provide protection services to persons at heightened risk (JRP Objective).

The CoC project have plan to directly reach 8,540 Adolescent boys aged 10-19 years in 19 different sites[[2]](#footnote-2) in Ukiya and Teknaf, of which 3,416 boys aged 10-14 years and 5,124 boys aged 15-19 years. Moreover the project will target key community stakeholders (including camp leaders, religious leaders and other stakeholders) and engage Governmental and non-Governmental service providers in strengthening adolescent-friendly and sensitive services, including through existing health services.

**3. Objectives of the endline study**

The main objective of the study is to compare the indicators between baseline and endline findings to understand the achievement in different outcome level indicators.

The outcome indicators which will be considered as specific objectives where the endline study will collect information are following:

* Percentage of boys who report a reduction in risk taking behavior (no baseline data available)
* Percentage of boys who demonstrate accurate knowledge on GBV and SRHR (disaggregated by age group 10-14yrs and 15-19yrs)
* Percentage of boys who demonstrate acceptance of gender based violence (disaggregated by age group 10-14yrs and 15-19yrs)
* Percentage of boys who demonstrate acceptance of violence as a means to resolve disputes with peers (disaggregated by age group 10-14yrs and 15-19yrs)
* Percentage of boys who demonstrate knowledge on issues related trafficking, forced labour and drug abuse (disaggregated by age group 10-14yrs and 15-19yrs)
* Percentage of adolescents (disaggregated by sex and age-bracket) accessing services who are satisfied with the quality of services they receive
* Percentage of community members (disaggregated by sex and age bracket) who are aware of how to report a case of GBV and would do so (no baseline survey)

**4. Methodological guideline**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the objectives of the research. However, appropriate triangulation in data collection methods is anticipated in the proposed methodology as per need.

The baseline study for the CoC project was conducted in April 2019 in 7 camps and 2 host communities in Ukhiya, with a total sample size of 560 adolescent boys (280 boys aged 10-14 and 280 boys aged 15-19 years old). Key Informant Interviews (KII) and FGDs were used to collect qualitative data. The methodology and relevant instruments should be adjusted in consultation of Plan International Bangladesh and finalised before implementation. The study should be carried out through involving relevant stakeholders of the project. The research should cover stakeholders from refugee camps and host communities in Teknaf and Ukhiya, identified together with Plan International. The data collection and analysis of adolescent’s responses will be done separately and age specific. Separate questions will be asked to 10-14 and 15-19 years boys.

**5. Scope of work**

The assignment will preferably include, but not limited to:

* Conduct a desk review of relevant research papers available from Bangladesh and beyond. This will include review of necessary internal and external documents on gender, protection and SRHR, including government reports and project documents.
* Develop appropriate methodology and data collection instruments in consultation with Plan International Bangladesh and finalise the instruments by pretesting.
* Administer data collection in the study area that includes collection, supervision, cross validation, quality control and data transcription.
* Engage qualified enumerators who can engage with Rohingya refugees in Chittagong/Rohingya language; train them on data collection and quality control.
* Data management and analysis as per study themes in the objectives.

**6. Expected competency**

Expected competency of the consultant/consulting firm includes:

* Expertise in conducting baseline, endline study in the area of gender, youth engagement, SRHR and/or children protection and Rohingya context of Cox’s Bazar.
* Capacity to start this assignment in just after the signature of agreement, and deliver on the objectives within the required timeframe
* Good record of accomplishment and reputation of conducting similar research for reputed national and international organizations.
* Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability) and data management.

**7. Deliverables and timeframe**

Total duration of the assignment is 45 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 30 days of signing of the agreement. The final report should be submitted after 10 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

The report should have the following structure:

* Title page
* Acknowledgments
* Executive summary
* List of acronyms
* Table of contents and lists of figures and tables
* Introduction
* Background
* Methodology
* Results (it should be organised as per research objectives)
* Discussion and conclusions with recommendations.
* References
* Annexes

The consultant/consulting firm shall produce the following deliverable:

* An inception report containing final methodology and work plan within five days of signing of the agreement.
* Study instruments pretested and finalised (if required printed in in Bangla).
* Draft report containing detailed findings and in-depth analysis of findings.
* Preparation of draft report, present the key findings to different stakeholders and finalise the report based on feedback.
* Final report should be submitted in two copies with spiral binding along with soft copy in MS Word (in a CD). The report should be delivered in acceptable English. The consultant will arrange for proof reading, if required to maintain the quality.
* All data should be submitted to Plan International Bangladesh after completion of study .

**8. Mode of payment**

The payment will be made in three instalments:

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

**9. Criteria and scoring of evaluation**

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the research objectives | 35 |
| Relevant competency of team leader and team composition | 45 |
| Amount of budget and justification | 20 |

**10. Preparation of proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the study.
* 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 research .
* 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 expenditure, 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](mailto:Planbd.consultant.hiring@plan-international.org) with titled “**Endline study in Champions of Change (CoC).”** 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 **20 July 2019** 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**

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. **Contact person**

For any technical issue related to this assignment, please communicate, Md. Shahidul Islam, Logistics and Procurement Manager, to the following email address: [shahidul.islam@plan-international.org](mailto:shahidul.islam@plan-international.org)

1. **Award of contract**

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

1. **Child Protection Policy**

The consultants 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. Inter Sector Coordination Group, Situation Update: Rohingya Refugee Crisis (24 May 2018). [↑](#footnote-ref-1)
2. Locations include camps in Ukiya and Teknaf, as well as host communities [↑](#footnote-ref-2)