



PLAN INTERNATIONAL BANGLADESH
COMBATTING EARLY MARRIAGE IN BANGLADESH – CEMB PROJECT
TERMS OF REFERENCES

To hire a consultant to develop the waged employment pathways and technical and vocational training opportunities for the young people in Bhola and Jhalokathi districts.

1. Background and Introduction

Plan International is an independent child rights and humanitarian organisation committed to the vision of children living a life free of poverty, violence and injustice. We focus on sustainable long-term change, but do not ignore youth and children’s immediate needs. When disasters or conflict threatens their lives and well-being, we are quick to respond.

Plan International works in 72 countries across the world. This covers 70 programme countries across Africa, Asia and the Americas supported by fundraising operations in 21 countries, 4 liaison offices (to EU in Brussels, UN in Geneva and New York and to the African Union in Addis Ababa), as well as four regional offices and Plan international headquarters in the UK.

At Plan, we focus on ensuring that children and youth who are most marginalized receive the education and protection they have a right to, and are not excluded from, services or decision-making. We do this by working in partnership with communities, local and national government, and civil society organizations. We are independent with no religious, political or governmental affiliations.

Further information on the organization will be made available on request or can be accessed via our website: <https://plan-international.org/>

2. Project Overview

Plan International Bangladesh is implementing a four and half year project named “**Combating Early Marriage in Bangladesh (CEMB)**” in Bhola and Jhalakathi districts with the aims to increased agency of adolescents, especially girls to protect themselves from harmful gender norms and practices, including Child Early and Forced Marriage (CEFM) and to access economic empowerment opportunities to end child marriage through a gender-transformative District Model. Bangladesh has the eighth largest youth population in the world with over 48 million young people between the ages of 15 and 35. Most of them are entering the job market without requisite skills and basic competencies for formal work resulting in high level of unemployment. In particular, out of school youth are facing competitive job-seeking migration, limited access to vocational training and skills development, and lack of preparedness for the actual needs of the labour market. Furthermore, young women, especially those who are poor or marginalized have additional barriers and risks that often relegate them to lower-paying jobs and lower-status work.

Taking an integrated approach, the project strategy will work at multiple levels to bring about effective and sustainable change to increased ability of marginalized adolescents, especially girls and their families to undertake adolescent appropriate, gender-sensitive, market relevant and disaster-resilient employment and entrepreneurship.

CEMB Project will work to ensure an enabling environment for equal access to private sector employment; market relevant vocational training to develop the skills needed to enter employment through training and access to internship opportunities for targeted beneficiaries.

For achieving, the economic empowerment component of the above strategic goal, stakeholder mapping, market and skills analysis will be conducted for better design and the information will be used for project implementation.

3. Objectives/purposes of the project

There are four distinct purposes of the assignment as follows:

1. To conduct a job market scan in formal and informal sectors of rural areas in Bhola and Jhalokati to identify the skills and employment opportunities in demand and opportunities open for young people to enter gender responsive, adolescent friendly, safe, dignified, and rewarding jobs.
2. Stakeholder mapping to identify the existing relevant training and certification opportunities (Government, Private, NGOs & other service providers) for the identified job opportunities. Include analysis on skills gaps for the (Technical Training Center/Registered Training Organization) training – also review quality of training centers (particularly private sector training) for quality of training, personnel, infrastructure, policies including gender responsiveness and adolescent friendliness of the training centers. Develop training pathways and document longer term employment opportunities, including length of training, cost of training, types of jobs at the end of training, location of centers and residential options to provide a clear tool for young people and families to understand formal and informal training opportunities.
3. Consultation with adolescents and families around interest/aspirations for different types of skills and employment opportunities to identify support mechanism to enter job market.
4. To understand the gender equality (GE) & child-protection (CP) situation, including GE & CP related-barriers in the wage and self-employment sectors with recommendations / strategies to improve the gender responsive, adolescent friendly, safe, dignified and rewarding jobs for the young women and men.

4. Deliverables

In order to meet the objectives of the study, the consultant will be required to produce the following four deliverables:

Deliverable 1: Labour Market Scan

- a. Provide an evidence-based analysis on the requirement of skilled workers and gaps in formal and informal sectors of selected sub district in working districts for next 3 years;
- b. Provide a list of the formal and informal sectors, small, medium and cottage industries with specific demand of skill workers in the project implementing sub districts and districts;
- c. Identify existing working conditions including labour rights situation & gender inequalities in the formal and informal sectors
- d. Provide a matrix, which matches the demand and supply for waged employment and highlights the areas that need to be strengthened or barriers that need to be addressed during implementation for this to be feasible.

Deliverable 2: Stakeholder Mapping and Engagement Strategy

- e. Mapping out and assessment of the capacities of relevant training centers and wage employment mediating organizations (e.g. job placement agencies). The map should include contact details of prospective partners, capacity in terms of training offerings, training facilities and equipment, training cost, locations, qualification requirement, accreditation by the Gov't, track record in terms of employability of male and female, youth and adult beneficiaries/clients, links with training centers and with the industries.
- f. To identify suitable vocational training modules and providers in country who complement the findings of the market assessment.
- g. Mapping of other relevant stakeholders that play an enabling role for rural poor households, especially women and girls taking up waged or self-employment.

- h. During the stakeholder analysis, make recommendations on strategies the programme should employ to engage these stakeholders, including level, type, means of engagement and specific activities needed to ensure that stakeholders are supportive of the project.

Deliverable 3: Family Aspiration and Support Mechanism

- i. Provide list of skills and employment opportunities in the formal and informal sectors with the aspirations of the adolescent and families and reasons for preference;
- j. Provide an analysis of challenges and enablers within family and in the community for women and girls' employment;
- k. Develop a support mechanism for women and girls to enter labor market for gender responsive, adolescent friendly, safe, dignified, and rewarding jobs.

Deliverable 4: Comprehensive Gender and Child Sensitive Market and Skills Analysis

- a. Provide an evidence-based analysis on the GE & CP situation in the wage employment with strategies to improve gender responsive, adolescent friendly, safe and dignified jobs for the young women and men.

5. Methodological guideline

The waged employment pathways and technical and vocational training opportunities for the young people study methodology will be participatory, combine qualitative and quantitative approaches and use secondary and primary sources of data.

A child safeguarding and risk sensitive approach to data collection analysis is required. This will include developing a gender-responsive safeguarding risk and mitigation strategy to ensure a 'do no harm' and child-safe approach to all aspects of the consultancy work including the recommendations and the fieldwork. This means including considerations around the varying identities (e.g. gender, disability, ethnicity, etc.) of children/adolescents and how these may affect the level of risk and vulnerabilities children/adolescents face.

A gender-sensitive approach to data collection analysis is required. This will include conducting sex-separated group discussion, engaging male as well as female data collectors and moderators, providing sex-disaggregated data and a gender analysis of the findings.

The methodology will consist of desk-based research and primary data collection through focus groups discussions, surveys and key informant interviews. The consultant will be required to discuss proposed methodology and tools and these will be approved by Plan International Bangladesh staff working on the project.

The project is being implemented in 7 sub districts of Jhalakati (Sadar, Kathalia, Nalchiti, Rajapur) and Bhola (Doulatkhan, Borhanuddin, Tojumuddin) districts in Bangladesh.

6. Scope of work

The assignment will preferably include, but not limited to:

- Review of project documents and other necessary documents of Plan International Bangladesh i.e. Plan's web-based market scan tools, Gender Equality & Inclusion and Child and Young People Safeguarding Policy; including government reports and documents.
- Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh and finalize the instruments.

- Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
- Engage qualified enumerators; train them on data collection and quality control.
- Data management and analysis as per study themes in the objectives.
- Report should be prepared in both Bangla and English.

7. Expected competencies

The consultant/consulting firm is expected to have the following qualifications and experience:

- Expertise in conducting research in the relevant area of economic security, livelihoods and markets.
- Experience in conducting similar studies on labour market and/or value chains and private sector employment and self-employment opportunities
- Should have clear understanding about the TVET skill development system in Bangladesh.
- Should have clear understanding on the challenges of administering data collection within the project area such as Bhola and Jhalkathi, the Southern part of Bangladesh
- Demonstrable experience of designing and leading rigorous research, including quantitative and qualitative methods and analysis;
- Excellent understanding of gender transformative programming;
- No history of violation of child rights.
- Understanding of norms, values, national laws, policies and strategies that affect Gender Equality & Child rights in waged employment;
- Adherence to Plan International's values at work, gender, SRHR and child safeguarding policies;
- Good communication skills and analytical ability;
- Evidence of producing clear, concise reports in English that are high quality

If consultant is proposing the use of data collectors, minimum requirements are:

- Degree level education or higher with demonstrated experience in undertaking research
- Demonstrated experience of data collection skills
- Good teamwork
- Commitment in promoting participation of vulnerable groups
- Commitment to child safeguarding

8. Deliverables and timeframe

Total duration of the assignment is 49 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 final draft report will be produced within 42 days of signing of the agreement. The final report should be submitted after seven 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 study 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. The contract will be signed after acceptance of the inception report.
- Study instruments finalized and printed both in Bangla and in English.
- Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.
- Preparation of draft report, present the key findings to different stakeholders and finalize the report based on feedback.
- Final report should be submitted in with soft copy in MS Word. The report should be delivered in acceptable English. If required, the consultant should arrange further proof reading, to maintain the quality.
- All field notes and the clean data set should be submitted.

9. Mode of Payment

The payment will be made in three instalments:

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

Applications for the consultancy must include the following:

1. Expression of interest demonstrating how consultant/firm meet selection criteria (1-2 pages)
2. Technical proposal for study including proposed activities schedule and work plan with timeline (max 5 pages)
3. Budget (separating core consultancy costs and rates of team members from in country data collection costs)
4. CV(s) of all proposed team members
5. A copy of at least one previous study(s) undertaken of similar nature
6. Names and contact details of at least 1 reference who can be contacted for relevant experience
7. Copy of VAT registration certificate (for firm) and TIN certificate (For individual).
8. A Consulting Firm profile (if applicable).

9. Evaluation criteria and scoring

Criteria	Score
Appropriate methodology to address the study objectives	40

Relevant competency of team leader and team composition	40
Amount of budget and justification	20

10. Preparation of proposal

The proposal should be divided into two parts and 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 relevant experience.
- 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.

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.

11. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with the title “waged employment pathways and technical and vocational training opportunities for the young people”. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline 12th September 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.

12. Penalty clause

The consultant/consulting firm is expected to provide services within agreed timeframe 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 in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

13. Contact person

For any technical issue related to the project and study, please communicate to Rashedul Karim Sazzad, Rashedul.Sazzad@plan-international.org

14. Ethical Considerations

There will be nothing in the study, which may be harmful for 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 consultant 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.

15. 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 country office of Plan International Bangladesh.

16. 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 negotiations fail, Plan International Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called.

17. Award of contract

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

18. Child Protection Policy

The 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.

Annex 1 – Indicative list of Key sectors/areas to be explored during stakeholder analysis:

Business Community

- Private sector businesses/ Small, micro and cottage industry
- Engaging with alliances and umbrella bodies, such as association, DCCI, ISC formal & informal

Government Ministries and Services

- Ministries related to labour & industries, WCA, a2i, NSDA, BTEB, BMET etc.
- Training and Employment service Centres
- Vocational Training Institutes
- Youth development centres
- Rehabilitation Centres

Civil Society:

- CSOs, NGOs

Community

- Family members
- Community Leaders
- Adolescent/Young girls & boys

Minimum standard of "gender responsive"

- Gender inclusive recruitment/hiring and training

- Compliance for the equal pay for the equal work
- Policy provision for maternity/ parental leave
- Provision of childcare
- Anti-sexual harassment policies
- Separate facilities (Toilet, light, breast-feeding corner, & services etc.)
- Provision of complain box for victims
- Having gender focal point/person

Minimum standards for “adolescent friendly”

- Policies and processes that support the rights of adolescents
- Provision of convenient hours (including welcoming drop-ins), short wait times, an accessible location, adequate space and privacy, and affordable fees
- Provision of sexual and reproductive healthcare services to adolescents
- Comfortable environments that are welcoming to both males and females and to youth of all sexual orientations
- Provision of access to information about sexual and reproductive health and right

Criteria for “safe, dignified and rewarding jobs”

- Provision of written employment contract
- Regular payment in function
- Provision of holiday in place
- Occupational Health & safety (OSH) measurement followed

Clarity on target communities for adolescent girls/boys and adults:

- 1) Household with adolescent girls (10-19 years) who, dropped out or are at risk to drop out from education or at risk of early or forced marriage
- 2) Another girl in HH has married early or divorced or separated

Income generating target (TBD)

The amount of revenue a household wants to generate for the current year through an activity /activities, for an example yearly target BDT 5000 set by a household through vegetable production.

Low literacy and numeracy capacity

Low literacy indicates person with very poor skills, where the individual may, for example, be unable to determine the correct amount of medicine to give a child from information printed in a package.

Numeracy is the ability to reason and to apply simple numerical concepts. Basic numeracy skills consist of comprehending fundamental arithmetic's like addition, subtraction, multiplication, and division.