
Terms of Reference

Endline evaluation in the project titled “Strengthen the child protection prevention and response mechanisms for children at-risk to - or survivors of -violence, abuse, neglect and exploitation in Rohingya Camp” of 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 Rohingya men, 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 The situation also negatively affected the host community. 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 April 2018 Plan International Bangladesh has launched the aforementioned project with the financial support from Unicef. The overall outcome of the project is to strengthened response mechanism so that children are being protected and prevented violence, abuse, neglect and exploitation in the Rohingya camp. The project will be completed on July 2019. To extract the achievement at outcome levels an endline study will be conducted. To conduct the study a consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR).

¹ Inter Sector Coordination Group, Situation Update: Rohingya Refugee Crisis (24 May 2018).

2. Project overview

The project has been achieved its goal through following four expected outcomes:

Outcome 1: % of children protected and prevented from violence, abuse, negligence and exploitation through response mechanism in the Rohingya Camps.

Outcome 2: % of children and adolescents who report improvement in their wellbeing as a result of attendance in mobile or static safe spaces.

Outcome 3: % of adolescents participating in the life-skills program and peer groups who demonstrate positive coping mechanisms.

Outcome 4: % of UASC who report satisfaction with their alternative care arrangement

The project has been directly reached 14,000 adolescent boys aged 1-18 years in camps 17 and 20. It included host community site as well in Ukiya. Project worked with 160 leaders in camps whose age ranged from 19-24 years. Moreover, the project targets 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 broad objective of this study is to capture the achievements in outcome level indicators.

The specific objectives of the study are therefore the following:

1. To assess the change in knowledge and understanding of children and adolescents in camps and host community on key issues related to protection and prevention from violence, abuse, negligence and exploitation in the Rohingya camps and host communities.
2. To examine the performance of mobile safe spaces and static safe spaces in terms of improving the wellbeing of children and adolescents through participation in the designed activities.
3. To understand adolescents' ability who were targeted in this project to demonstrate positive coping mechanisms based on their participation in the life-skills program and peer groups.

4. To assess the functioning, contribution and impact of community based child protection committees on the protective environment
5. To assess the satisfaction of unaccompanied and separated children (UASC) who received case management services.
6. To provide project objectives specific recommendations.

4. Methodological guideline

The consultant/consulting firm is expected to develop an appropriate methodology to meet the objectives of the endline study. However, appropriate triangulation in data collection methods is anticipated in the proposed methodology as per need. It is anticipated that consultant/ consulting firm will adopt both quantitative and qualitative methods in the study. However due to lack of baseline data it is expected that consultant/ consulting firm will develop such a method that ensure the comparative analysis of the study objectives. 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 study should cover stakeholders from refugee camps and host.

5. Scope of work

The assignment will preferably include, but not limited to:

- Conduct a desk review of relevant study papers available from Bangladesh and beyond. This will include review of necessary documents on gender, child protection, baseline report.
- 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 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.
- Final report as per the study themes in English.

6. Expected competency

Expected competency of the consultant/consulting firm includes:

- Expertise in conducting study in the area of child protection, gender, case management.
- Previous experience to conduct study employing case-control study design.
- Capacity to start this assignment in July, and deliver on the objectives within the required timeframe

- Good track record and reputation of conducting similar study for reputed national and international organization.
- Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability) and data management.
- Capacity to arrange logistics, transportation and accommodation of study team.
- The consultant/consulting firm have to hire and train enumerates/study team by their own management.
- To obtain all required permission to work in camps.

7. Deliverables and timeframe

Total duration of the assignment is 30 calendar days after signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. 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 Consultant/Consulting Firm will follow the below schedule strictly.

Deliverable	Timeline
Work start	16 th June
Data collection	17 th to 20 th June
Draft report	1 st July
Final report	10 th July
Findings sharing by consultant	15 th July

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 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 final 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.
- All data and tools developed for the endline evaluation will belong to Plan International Bangladesh.

8. Mode of payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	40	Agreement signed and acceptance of inception report
Second instalment	30	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 study objectives	40
Relevant competency of team leader and team composition	40
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 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 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.

11. Submission of proposal

The technical and financial proposals should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org with titled “**Endline evaluation in the project titled “ Strengthen the child protection prevention and response mechanisms for children at-risk to - or survivors of -violence, abuse, neglect and exploitation in Rohingya Camp” of Cox’s Bazar.**” 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 **13th June 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 stipulated period 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 25% 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 10% for each day of delay.

13. Contact person

For any technical issue related to the project and study, please communicate Md.Shahidul Islam, to the following email address: shahidul.islam@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 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.

15. Bindings

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh 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 proposals 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 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.