



## Terms of Reference (ToR) for the Baseline Study of Lifting Healthy, Empowered And Protected Girls And Women In Cox's Bazar (LEAP) Project

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### 1. About Plan International

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 mobilizing children, communities and civil society organizations to claim the rights of children, especially girls 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 works in fifty-two developing countries across Africa, Asia and South America, and twenty-one countries raise funds to support these efforts.

#### 1.1 About Plan International Bangladesh:

Plan's vision is of a world in which all children realize their full potential in societies that respect people's rights and dignity, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International has been operating in Bangladesh since 1993. Plan International Bangladesh's Country Strategy (2020-2030) is designed to empower adolescent girls and young women, to be heard, to live without fear of violence and to achieve their rights. In doing so, Plan international Bangladesh (PIB) will

- a) empower children and young people as drivers of systemic change to gender norms and power relationships;
- b) promote an enabling environment for girls and young women to realize their sexual and reproductive health and rights and to live free from violence;
- c) raise public and private sector support for young women to access decent work opportunities in the twenty- first century labour market and have control over resources.

Plan International Bangladesh (PIB) has the country office in Dhaka, from where we are operating projects in Dhaka, Rangpur, Barisal and Chittagong divisions. Since 2017, we have a strong presence at Cox's Bazar district under Chittagong division. Along with our main office at Cox's Bazar, we have two more field offices i.e. Ukhiya and Teknaf. As part of the current Disaster Preparedness Process (DPP) <sup>4</sup>, PIB supports both the Rohingya and host communities through different projects.

### 2. Project Details

#### 2.1 Project Context

Cox's Bazar is one of 20 districts in Bangladesh, lagging behind on development indicators, with approximately 33% of the population of 2.29 million (2011) living below the poverty line compared to the national average of 31.5%. The influx of Rohingya refugees since 2017 have brought new and compounding challenges to the already weak local health and protection

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<sup>1</sup> Disaster Preparedness Process (DPP) 4, Plan International Bangladesh, 2021



systems. Approximately **949,000** people live in host communities (**49.6% women and girls**) and **920,000** Rohingya refugees live in camps (**51.7% women and girls**), most of whom face deteriorating situations in sexual and reproductive health and rights (SRHR) and protection from Gender Based Violence (GBV). Families, especially women and girls, are vulnerable to trafficking, violence, child abuse and neglect and child, early and forced marriage (CEFM). There are gaps in the outreach of safe and quality and refugee-friendly gender-based violence (GBV) services (like health and legal services and safe accommodation) and referral mechanisms. Mental health and psychosocial support (MHPSS) services are non-existent.

**Project Objective:** To respond to the interrelated barriers, Plan International's LEAP (Lifting Healthy, Empowered and Protected Girls and Women) project aims to advance the realization of SRHR and protection from SGBV of the most vulnerable adolescent girls and young women (AGYW) ages 15-24 years in all their diversity in refugee camps (Ukhiya) and host communities, in partnership with four local partner NGOs: 1) Partners in Health and Development (PHD); 2) Samaj Kalyan O Unnayan Sangstha (SKUS); 3) Mukti Cox's Bazar; and 4) HOPE Foundation. This ultimate outcome is aligned with the 2020 Joint Response Plan (JRP), emphasizing building the capacity of both Rohingya refugee and host communities in Cox's Bazar District. Specifically, pillar 3 of the protection framework for the humanitarian response, guiding the 2020 JRP, focuses on fostering the wellbeing of host communities in Ukhiya and Teknaf Upazilas and refugee camps to promote alternatives to negative coping mechanisms and promotes peaceful co-existence. The duration of the project is March 2022-2025.

LEAP will employ a rights-based, gender-transformative (GT) and three-pronged strategy to achieve the following results<sup>2</sup>:

**Ultimate Outcome – 1000:** Advance the realization of sexual and reproductive health and rights (SRHR) and prevention of sexual and gender based violence (SGBV) among diverse groups of adolescent girls and young women (AGYW) in Cox's Bazar host communities and refugee camps.

<p><b>Intermediate Outcome – 1100:</b> Improved individual and collective agency and resilience of adolescent girls and young women to exercise their SRHR and protection from SGBV</p>	<p><b>Intermediate Outcome – 1200:</b> Strengthened health systems to provide gender- and adolescent-responsive and inclusive (GARI) SRH, SGBV and MHPSS services to adolescents and young people, particularly girls and young women</p>	<p><b>Intermediate Outcome – 1300:</b> Enhanced capacity of local stakeholders to advocate for evidence-based and accountable GARI SRH and SGBV services and policies.</p>
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**Immediate Outcomes**

<p><b>1110:</b> AGYW are empowered with knowledge and skills to overcome social and structural barriers related to GE, SRHR, SGBV prevention and protection, MHPSS and autonomous decision-</p>	<p><b>1120:</b> Adolescent girls and women are empowered through increased social capital to overcome gender, cultural and intersectional barriers to SRHR, mental</p>	<p><b>1210:</b> Enhanced capacity of community and facility-based service providers and government decision-makers to deliver GARI SRH, SGBV and MHPSS services to</p>	<p><b>1220:</b> Improved availability of appropriately resourced facilities to provide GARI SRH, SGBV and MHPSS services.</p>	<p><b>1310:</b> Enhanced capacity of Women's Rights Organizations (WROs) and Youth Led Organizations (YLDs) to conduct evidence-based advocacy to improve SRHR,</p>	<p><b>1320:</b> Enhanced availability and use of quality, age- and sex-disaggregated data for decision-making, accountability and learning.</p>	<p><b>1330:</b> Communities in Cox's Bazar benefit from strengthened ISCG coordination mechanisms dedicated to humanitarian/d development nexus interventions, by leveraging the experience</p>
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<sup>2</sup> The project log frame is still under review and may see some minor changes. The detailed Performance Measurement Framework (PMF) along with all other relevant project details will be shared with the selected consultant during after the contract has been signed.



making capacities to make informed choices.	health and SGBV.	adolescent girls and women		SGBV and mental health services.		and perspective of international and national NGOs.
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### Targeted Project participants and Location

Table 1: Adolescent Girls and Young Women (AGYW) LEAP Direct Reach

Beneficiary	Ukhiya	Teknaf	Cox's Bazar	Ramu	Total
Adolescent girls and young women 15-24 years (refugee communities)	6809	N/A	N/A	N/A	6809
Adolscent girls 15-24 years (Host communities)	10592	10592	3026	3026	27236

The Project will directly reach a total of 79,373 people in host and refugee communities (including 47,624 females) in four Unions in Ukhiya and Teknaf sub-districts, seven Unions in Ramu Sub-district and seven Unions in Cox's Bazar Sadar Sub-district and three camps in Ukhiya. For host communities, LEAP will reach 63,498 people (including 38,099 females) and will also reach 15,875 people (including 9,525 females) in three Rohingya refugee camps.

The Project will indirectly reach 185,000 people, including 148,000 people in host communities (including 88,800 female) and 37,000 in camps (including 22,200 females) through various community sensitisation activities and health facilities.

### 3. Purpose of the baseline

The LEAP project intends to conduct a baseline study that will collect relevant data to be used as a benchmark against which to monitor and assess the project's progress and effectiveness during implementation and at the end. This baseline study will collect data disaggregated by age, marital status, geographical location and other intersectional factors as appropriate and in line with GAC's Gender Based Analysis + framework which assesses how diverse groups of AGYW have different experiences to policies and programming. The objectives are:

- To establish baseline values for the approved indicators of the project's intended outcomes.
- To provide information for setting realistic and achievable targets for the 3-year project.
- To provide information for annual reporting on GAC key performance indicators (KPIs).
- To provide evidence on key contextual factors that identify the root causes of gender inequalities and exclusion and verify Plan International's understanding of the social and gender barriers faced by AGYW in the project implementation area of Cox's Bazar.
- To inform Plan's partners and stakeholders on AGYW's empowerment status vis-à-vis their SRHR, using Plan International's five-domain analytical framework on gender equality and inclusion, which focuses on social and gender norms, roles and responsibilities, decision making and participation, access to and control over resources and institutional responsiveness.

### 3.1 Baseline Study questions

Table 2: Draft Performance Management Framework (PMF) indicators to be confirmed by the baseline inception

Indicators	Levels of Disaggregation	Data sources respondents
<b>Ultimate outcome</b>		
<b>Average score of the Women and Girls Empowerment Index (WGEI)</b>	Sub-district Age Marital status Refugee and host communities	HH survey AGYW
<b>Intermediate outcome</b>		
<b>1100.1 % of adolescent girls and young women who state that they have a right to say no to sexual activity (disaggregated by age and marital status)</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW
<b>1100.2 % of adolescent girls and young women with adequate decision-making regarding SRH services, including modern methods of contraception (disaggregated by age and by marital status)</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW
<b>1100.3 Extent to which adolescent girls and young women receive support from family members for the exercise of their SRHR (disaggregated by age, marital status)</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW
<b>1200.4 % adolescent girls and young women reporting they have access to SRHR information and services</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW
<b>Immediate Outcome</b>		
<b>1110. 1 % of adolescent girls and young women who perceive women/girls as equal to men/boys</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW
<b>1110.2 % adolescent girls young women who have adequate knowledge about SRHR/SGBV prevention and protection</b>	Sub-district Age Marital status Refugee and Host community	HH survey AGYW

### 3.2 Intended Users of the Baseline study

The baseline findings will be primarily used:

- By the project team including partners for setting targets, project monitoring, and comparative analysis with the end-line status.



- To inform the qualitative Gender Equality and Inclusion Assessment (GEIA) which will be conducted by PIB so address emerging issues highlighted by the baseline and help identifying gaps/challenges/opportunities need to be prioritized in the GEIA.
- To inform to the development of the implementation plan for the three-year project.
- To demonstrate accountability to the donor for the funding received
- By the grants, communication department and program staff to contribute to wider learning within the sector.

### 3.3 Methodology

This study will employ quantitative evaluation methods focusing on adolescent girls (15-19 years) and young women (20-24 years) in the targetted areas of Cox's Bazar. PIB and Plan International Canada (CNO) will provide all draft tools to the selected consultant/firm. The consultant/firm will be responsible for reviewing, refining, translating, field testing and preparing the final tools as part of the design of the complete study inception as described in this document. The quantitative tools to be shared by PIB will also include a detailed indicator analysis and reporting framework to combine data from different sources and provide ratings. The consultant/firm will also be responsible for refining the analysis and reporting framework based on survey results during the data analysis and reporting phase of the consultancy.

The consultant/firm will be expected to help finalize the methodology, sampling approach, data collection tools, and analysis approach in close collaboration with PIB and CNO technical advisors during the inception phase. The final approved inception document will then replace the methods, scope and approaches described in these ToRs and the contract as the final agreement between PIB and the consultant.

To capture various dimensions of empowerment, Plan will use its Women and Girls Empowerment Index (WGEI) at the ultimate outcome level. The index is intended to measure changes directly associated with the root causes of gender inequality and will focus on measuring change in three domains: (1) roles and responsibilities; (2) access to and control over resources; and (3) participation and decision making. Plan will provide modules containing key questions that relate directly to the WGEI, which must be incorporated into the baseline study tools. Plan will provide all necessary guidance and tools for the calibration.

#### Household Survey Sampling

The Consultant(s) are expected to suggest a robust sampling strategy that outlines sufficiently powered sample for each of the following age sub-groups:

- Targeted AGYW ages 15-19
- Targeted AGYW ages 20-24

PIB recommends a stratified random sampling with equal probability for selection of eligible girls or young women will be employed. Unions will constitute the first strata. The 2<sup>nd</sup> strata will be villages. The final stage will be households.

The consultant/firm can take the following list of parameters into consideration and undertake a sample size calculation to verify or propose an alternative to the indicative sample size given in the table below. In so doing, they are expected to present the sampling formulae and any additional considerations leading to sample size determinations, as this will be a factor in proposal evaluation.



Sample size parameters<sup>3</sup>:

- 95% confidence level ( $\alpha = 0.05$ )
- 80% power ( $(\beta = 0.84)$ )
- An estimated baseline (P1) of 50%
- Ability to detect an 10% increase in relevant indicator
- A design effect of 2 for clustering effect
- A non-response rate of at least 15%

We estimate that a sample size of 457 per age cohort is required. The consultant can provide and suggest alternative sampling methodologies with reasonable justification.

Table 3 : Sample Size for Quantitative Adolescent Survey Questionnaire

Target Population	Sample Size scenario 1 <sup>4</sup>	Expected Length of Survey
Adolescent girls aged 15-19 years	457	45-50 minutes
Young women aged 20-24 years	457	45-50 minutes
Total # of adolescent girls and young women and men interviewed	914	

### Inclusion criteria and screening

All adolescent girls and young women (15-24) in randomly sampled households are candidates for interviews. To ensure that all AGYW within the age bracket are properly included in the sample, the survey administration will build a screening questionnaire. Each randomly sampled HH will be approached with the screening questionnaire, which includes a list of HH members and their age and sex, by interviewing the head of the HH. This is irrespective of whether AGYW exist in the HH or not. Enumerators will not be allowed to decide without filling out the screening questionnaire. Once a screening questionnaire is completed, if there is an eligible HH member, the enumerators will proceed to asking the HH head to allow them to interview the eligible candidate for the interview.

All AGYW identified in that HH will be considered in the target sample and included in the interview. They will be given a unique ID to pursue further steps to include them in the interview.

### Addressing the non-response challenge

In this survey, the nature of the age group as well as the location of respondents will make it difficult to minimize systematic non-response based on a single visit to the HH; it is highly likely that AGYW who are not present at the time of the visit will represent a unique category of the target respondent category. These groups will likely represent those who are in school or at work. Leaving this group out of the sample would result in a bias towards those who are out of school, unemployed or stay-at-home.

To minimize this systematic non-response, the survey will first administer the screening questionnaire. Based on the screening questionnaire, AGYW who meet the inclusion criteria and are present at the time would immediately be interviewed. For those who met the inclusion criteria but are not present at home at the time of the screening, an appointment should be arranged based on their availability, and they should be interviewed at the time of their convenience. These interviews will be tracked vis-à-vis unique IDs given to eligible AGYW identified during the screening questionnaire. Overall non-response should be calculated based on the screening questionnaire and should not exceed the extra 15% included in the sample size; therefore, achieved sample size will fulfil the powered sample size by age group.

<sup>3</sup> Consultant is encouraged to suggest adjustments to the parameters, particularly related to the indicators. The desire to achieve 80% power and 95% confidence level for AGYW samples for each age group is non-negotiable; hence, the consultant should demonstrate how these are achieved in the proposed sampling strategy.

<sup>4</sup> Scenario powered for adolescent girls by region.





This means the consultant must ensure minimum sample size per cluster is achieved before concluding data collection at the cluster level. Non-response should be counted after two failed attempts to hold subsequent interviews with AGYW not at home at the initial screening. The consultant should propose alternative and efficient ways to handle this process and achieve minimal non-response. In case of high non-response per cluster beyond 15%, replacement sampling must be practiced.

The following could be considerations for planning follow up visits:

- Late afternoon repeat visits of the HHs with AGYW who would return back to home after school or work
- Repeat visit during weekends for those who are working or studying
- Other alternatives that are context appropriate and efficient to be proposed by consultant

### 3.4 Data collection and management

The consultant/firm should provide details on data collection time, personnel (enumerators, supervisors) platforms and tools (digital platform preferably) with adequate tablets. The adolescent girls and young women data is preferably collected by qualified and experienced female enumerators to enable cultural sensitivity. In addition, the consultant may need to consider having interpreters when interviewing refugee communities. The consultancy proposal should outline the number and qualifications of enumerators to be deployed. Informed consent from parents/caregivers of children (less than 18) must be sought. Finally, the consultant/consulting firm should propose methodology considering the COVID-19 situation, i.e., remote data collection or data collection through physical visits. The data collection approach should be reflected in the proposed budget as well. PIB will facilitate in providing services and contacts of relevant service providers to ensure that respondents during the survey have access to trauma support.

### 3.5 Data Analysis

The consultant will be responsible for analysing all the data collected as part of this baseline study, which includes:

- **Indicator calculations:** Baseline values for every indicator listed in the final PMF coming from the survey must be calculated by the consultant, using agreed upon definitions. PIB will provide a detailed indicator analysis and reporting framework, along with the tools. The consultant will be responsible for refining the data collection tools, and during the data analysis and reporting of results to align with the analysis and reporting framework as provided by Plan International.
- **Descriptive statistics:** Summary statistics to describe the characteristics of the data set should be calculated as a first step in the analysis. This includes univariate analysis on frequency and percentage response distributions, as well as measures of central tendency and dispersion.
- **Inferential analysis:** Besides calculating PMF indicators and summary statistics to describe the dataset, the consultant must also perform inferential analysis based on appropriate methods (e.g., t-tests, correlations, regression, factor analysis).
- **Reliability tests:** The consultant should run appropriate reliability tests (such as Cronbach alpha, ICC or coefficient Omega) to assess the reliability of constructs indicated in the PMF indicators. In doing so the consultant should filter out items that demonstrated weak reliability (or loading poorly on the construct) in forming the constructs for all the indexed indicators.

The consultant is expected to ensure that all data collection tools and methodologies respond appropriately to the gender and age dynamics (challenges, availability, norms)



within targeted communities and that the data collectors are provided adequate orientation to collect all data in a gender and age sensitive manner.

### 3.7 Risk Management

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

- Key assumptions underpinning the successful completion of the baseline study, anticipated challenges and estimates of the level of risk for each risk identified.
- Contingency plans that will be put in place to mitigate against any occurrence of each of the identified risks.
- Specific child and young people safeguarding risks and mitigating strategies.

### 3.8 Data Quality Assurance and Limitations

The consultant is required to submit a quality assurance plan that sets out the systems and processes for ensuring the quality of all key deliverables from the start to end of this consultancy. This should include the proposed approaches to:

- Piloting of all tools in non-selected communities
- Training of enumerators, field supervisors, interviewers, and data entry teams including in safeguarding and research ethics. The consultant is required to facilitate background checks for all participants of the baseline as required by PIB
- Logistical and management planning of the study
- Field work protocols and data verification, including back-checking and quality control by supervisors
- Data cleaning and editing before analysis with detailed code books describing the analysis plan

### 3.9 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 Convention on the Rights of the Child, 1951 Refugee Convention and Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and protection of children and adolescents at different stages of the study- including recruitment and training of enumerators, data collection and analysis, report writing

Specifically, the consultant(s) shall explain how appropriate, safe, 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 consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed. The consultant must coordinate with PIB to obtain and adhere to approval processes from a relevant authorized body before commencement of data collection.

## 4. Deliverables

The scope of work will preferably include, but not limited to:

- Review of project documents and other necessary project relevant documents
- Develop appropriate methodology, data collection instruments in consultation with Plan International Bangladesh, translate, pilot and finalize the instruments.
- Prepare an inception report
- 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.
- Submit initial, cleaned data sets and take corrective actions to provide final validated data
- Prepare draft primary data collection findings
- Produce draft report and share with Plan International Bangladesh for feedback.
- Finalize study report by addressing feedback of team members.
- Maintain regular communication with the key contact person(s) of Plan International Bangladesh throughout the assignment period.
- Ensure all original data collection (whether in paper or electric form), i.e. raw data, are maintained and submitted to PIB
- Prepare study brief or presentation for wider circulation/communication purposes

Due to the evolving start-up phase of this project, the details of this ToR, including the study design and timeline, are subject to change (in consultation with the consultant) until the end of the start-up phase. Therefore, the methods and scope of the study as outlined in the final approved inception document will replace those described in these ToRs and the contract as the final agreement between PIB and the consultant.

## 5. Time frame

The total duration of this study will be 90 calendar days from the date of the agreement signing with an expectation that the finalised report is available by the 26th September,2022 and presentation briefs shared in the first week of October.

#	Activity	Due Date-2022	Responsible	Specific team member
1	Consultancy selection completed	June	Procurement team	TBD
2	Expectations discussions	June	Procurement team/ Consultant	TBD
3	Contract signed	June	Procurement team/ Consultant	TBD
4	Initial meeting /briefing with consultant on project details	June	Project Team	TBD
5	Draft Inception	June	Consultant	TBD
6	Feedback on inception	June	MEL	TBD
7	Final Inception	June	Consultant	TBD
8	Final inception approved by PIT and Plan International Canada	June	TBD	TBD
9	Field preparation and enumerator recruitment	July	Consultant	TBD
10	Enumerator training and field test	July	Consultant & PIB	TBD
11	Data collection	July	Consultant & PIB	TBD
12	Preliminary tables and PMF indicator benchmarks	July	Consultant	TBD
13	Complete first draft report with clean data sets and reproducible analysis plan in SPSS or excel <sup>5</sup>	August	Consultant	TBD
14	Feedback on first draft	August	PIB and Plan International Canada	TBD
15	Second draft	Sept	Consultant	TBD

<sup>5</sup> Reproducible analysis plan includes analysis code by indicator provided in excel sheet demonstrating all the steps of the analysis and all syntax associated with analysis.



#	Activity	Due Date-2022	Responsible	Specific team member
16	Feedback on second draft	Sept	PIB and Plan International Canada	TBD
17	Final Report including clean final data sets	Sept	Consultant	TBD
18	Other Communication Products for Dissemination	October	Consultant	

Owing to the start up phase of the project these timeliunes could change.

## 6. Supervision/Management of Assignment

The consultant will be required to work closely with PIB and Plan Internal Canada (CNO),(as appropriate). The consultant will be directly accountable to the PIB focal person. The consultant will keep the focal person continually informed on the progress of the assignment updates via email.

## 7. Expected Competencies of Consultant/Agency

It is expected that the competency of the contracted organization/consultant will include:

- Solid understanding on Rohingya context, complexities and local dialect.
- The evaluation team at minimum should include people with professional background and demonstrated experience in conducting research and evaluation on GARI SRH, SGBV and MHPSS in humanitarian and development context.
- Has an experienced human resource for data collection, data entry, editing, analysis and report writing.
- Should have clear understanding on the challenges of administering data collection within the project area Cox's Bazar.
- Experience in carrying out data collection in studies with children and adolescents on child rights, and protection.
- Has experience of working with children and adolescent with no history of violation of child rights.
- Fluency in both English and local language (spoken and written) is mandatory
- Strong analytical and report writing skills.
- Ability to produce high quality work under tight timeframes
- Experience with mobile data collection
- Ability to work collaboratively with PIB and CNO and integrate feedback as required

## 8. Application process

The application should be submitted into two parts that includes a) technical and b) financial.

The **technical part of the proposal** should not exceed 10 pages and will contain the following:

- Detailed methodology of the study (sampling, data collection, enumerator training, data quality checks and standards -see section 7 for application details).
- Timelines as stated in the ToR Account of relevant experience (consulting team profile). Applications should elaborate the consultant's abilities to manage work within the tentative timelines shared in this ToR along with any challenges.



- Consulting team profile including 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.
- 2 examples of previous and relevant work
- Names and details of 3 references

**The consulting team profile should contain:**

- The full names of all participating consultants and their roles, including technical expertise
- Physical address of the consultancy firm.
- Telephone number(s) of the firm (if applicable) and participating consultants
- Full name and contact information of the contact person within the consulting team
- Full names of Directors/Proprietors

The **financial proposal** should clearly identify, item wise summary of the cost for the assignment with a detailed 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 Government of Bangladesh rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal should contain:

- Itemized consultancy fees/costs
- Itemized field data collection expenses
- Itemized administrative expenses
- Validity period of quotations

The financial part will describe the estimated cost for the study in detail. It should be given in a separate sealed envelope. Please mention the preferred mode of payment.

The application package that includes the technical and financial proposal should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with the title **“Baseline study of Lifting Healthy, Empowered And Protected Girls And Women In Cox’s Bazar (LEAP)” by 26 May 2022**. Two separate 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. Proposal submitted to any other email account except this or in any other form disqualified. Submissions after the deadline will be treated as disqualified.

For any technical issue related to the project and study, please communicate to **Samiha Yunus, Research and Knowledge Management Specialist** at [samiha.yunus@plan-international.org](mailto:samiha.yunus@plan-international.org)

The payment for consultancy will be made in three instalments

<b>Instalments</b>	<b>Percentage</b>	<b>Timeline</b>
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.
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## 9. Parameters for selection of firm/individual to carry out the assignment/task

The following table outlines the selection criteria:

Criteria	Score
Appropriate methodology to address the study objectives	40
Relevant competency of team leader and relevant team composition	40
Amount of budget and justification	20

## 10. Penalty clause

The consultant/consulting firm is expected to provide services within the 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 the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay.

## 11. 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 Plan International Bangladesh.

## 12. Negotiations

Once the proposals are evaluated, Plan International Bangladesh may enter into a negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite a consultant/ consulting firm whose proposal was 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.

## 13. Award of contract

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

## ANNEXES

### **Annex 1: Plan International Global Policy for Safeguarding children and young people**



Global Policy  
Safeguarding Childr

### **Annex 2: Baseline report Structure**

The report should have at least the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables
- Introduction and Background
- Methodology
- Data analysis
- Results (it should be organized as per study objectives)
- References
- Annexes

Endorsed by:

Approved by:

Head, MERL  
Plan International Bangladesh

Director Program Development and Learning  
Plan International Bangladesh