**Terms of Reference (ToR)**

**Formative research on life skills and positive parenting knowledge in Rohingya and Host Communities, Cox’s Bazar**

**1. Background and introduction**

Plan International is an international development and humanitarian organisation that advances children’s rights and equality for girls. Operating in Bangladesh since 1994 and globally over 70 countries, Plan International is the world's largest organisation with a specific focus on advancing equality for girls. Plan International has been operating in Bangladesh since 1994 to ensure the rights of children to education, health, safe water and sanitation, protection, youth economic empowerment and protection from climate change, environmental degradation and natural or man-made disasters. We work with children, their families, communities, wider society and governments to reach out to more than a million children and their communities in Bangladesh. Plan international Bangladesh is currently implementing its fourth country strategic plan (CSP-IV) developed for five years covering the period of 2016 to 2020 towards a longer term vision of a Bangladesh where “Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.” Achieving gender equality is a core objective of Plan’s work as an organization dedicated to child rights.

As part of it, Plan International Bangladesh is implementing “*Promoting protection and combating negative gender norms amongst adolescents from Rohingya refugee and host communities in Cox’s Bazar, Bangladesh*” in four project locations in Ukiya. This is an eight-month long project in Cox’s Bazar focusing on building life skills and resilience, creating positive gender norms amongst adolescent girls and boys aged 10-19 years and positive parenting of adolescents in line with the Protection Objective of Joint Response Plan for Rohingya Humanitarian Crisis, March to December 2018.

The project impact is expected to be:

Impact:

Strengthen the protective environment for adolescents in camps and host communities, challenge negative gender norms and reduce risk factors of GBV

The project will achieve its goal through three expected outcomes:

Outcomes:

1. Adolescents/youth (m/f) benefit from recreational activities to engage in positive peer interactions and protect them from violence, abuse, neglect, and exploitation

2. Parents and caregivers of adolescents from refugee and host communities have enhanced capacity to protect their children from violence, abuse, neglect, and exploitation.

3. Adolescents/youth (m/f) from refugee and host communities are equipped to challenge gender norms and reduce risk factors for GBV

Project activities in outcome 2 will contribute to and link with the development of Plan International’s new Global Adolescents in Crisis life skills and parenting curriculum for adolescents (10-19) in humanitarian settings, which will be piloted in the Rohingya refugee response.

In this continuation, the consultancy will contribute to the knowledge base and inform and further shape the development of the above-mentioned global curriculum for life skills and positive parenting.

**2. Broad Objectives of the research:**

The objective of this research is two-fold. First, the research aims to better understand the current needs, gaps, preferences and capacities related to life skills. Findings on this component will feed into the development of the global curriculum which is aimed to address the needs of adolescents (aged 10-19) in a holistic, context-, gender- and age-appropriate manner. Second, the research will explore the parenting practices and methods used by parents who have adolescent children, and adolescents who might be parents themselves.

Specific objectives:

1. To understand and explore the knowledge, beliefs, attitudes and practices related to positive parenting. In specific, this includes i) adolescents, ii) parents and caregivers who have adolescent children (10-14; 15-19 years) and iii) adolescents aged 15-19 who are parents themselves.
2. To understand current parenting practices such as how parents and caregivers view their own roles and that of their adolescent children, including those of young caregivers (15-19); views on disciplining methods; parenting roles; dealing with self- care, stress and conflict; challenges related to parenting; positive parenting methods and coping methods, beliefs on what constitutes good parenting and existing support networks.

To assess the needs and priorities of adolescent girls and boys themselves in relation to life skills covering various aspects of their lives including, psychosocial competencies, protection, gender, sexual and reproductive health and employability skills.

**4. Methodological guideline**

The consultant/consulting firm is expected to develop an appropriate methodology considering the specific objectives of the TOR. However, appropriate triangulation in data collection methods is anticipated in the proposed methodology as per need. The methodology and relevant instruments should be adjusted in consultation of Plan International Bangladesh and finalised before implementation. The research can be carried out either using qualitative method or can adopt both quantitative and qualitative methods. The proposed methodology should be linked with specific objectives of the research. The research should be carried out through involving relevant stakeholders of the project. The research should cover adolescent and their parents from refugee camps (camp 17, 20 and 20 extension) and host communities in Ukhiya, identified together with Plan International. The data collection and analysis of adolescent’s responses will be done separately and age and gender specific (girls 10-14, boys 10-14, girls 15-19, boys 15-19). Adolescents responses will include but not limited to young caregivers, married girls and working adolescents.

**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 outside, including but not limited to Plan conducted studies and research.
* Develop and propose a methodology, taking into account existing guidelines and tools of Plan International Bangladesh
* Administer data collection in the research 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 adolescents and child friendly data collection, communication and quality control
* Data management and analysis as per research themes in the objectives.
* Present findings in a half-day workshop; submit the report (full report with executive summary) in English.

**6. Expected competency**

Expected competency of the consultant/consulting firm includes:

* Expertise in conducting research in the area of child protection, adolescents/youth issues
* Capacity to start this assignment in May, and deliver on the objectives within the required timeframe
* Good track record 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 and should be between 25-30 pages excluding annexes (A4 paper, Font 12, single space):

* 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.
* Research instruments pretested and finalised (if required printed in Bangla/Burmese).
* Draft report containing detailed findings and in-depth analysis of findings.
* 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 (by email). The report should be delivered in quality English and Bangla. 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 research.
* All data and tools developed for the research will belong to Plan International Bangladesh.

**9. Mode of payment**

The payment will be made in three instalments:

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| --- | --- | --- |
| **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  |

**10. Criteria and scoring of evaluation**

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

**11. 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 research.
* 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 research 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 with titled “**Formative research on life skills and positive parenting knowledge in Rohingya and Host Communities – Consultancy, 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 3rd 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.

**13. 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.

**14**. **Contact person**

For any technical issue related to the project and research, please communicate, Md. Shahidul Islam, Logistics and Procurement Manager, to the following email address: 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.