**Terms of Reference (ToR)**

Research to gather evidences on parenting education and Gender and Crisis Sensitive Planning, management and Coordination (system strengthening) processes, and to ensure programme related documentation and dissemination of findings.

1. **Background**

**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 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 Bangladesh as partner of UNESCO started working to ensure quality learning of host community and Rohingya learners through parenting education as well as will contribute in the areas of capacity building on crisis sensitive planning in Cox’s bazar. Plan’s work cover emergency response areas across the globe.

**Crisis Context in Cox’s Bazar**

In August 2017, the Myanmar army responded with large-scale operations to insurgent attacks in Rakhine State, Myanmar, resulting in widespread violence, mass displacement of civilians and the suspension of most aid activities. Since this large-scale outbreak of violence, over 738,000 Rohingya refugees, 55% children, have crossed the border into Bangladesh to find safety. They have suffered extreme violence, sexual abuse and rape, as well as the loss of family members, relatives and property following the violence in Rakhine state. Combined with the pre-existing Rohingya refugees in the country, the total refugee population that remains displaced (in formal and informal camps around Cox’s Bazar) amounts to approximately 907,199 (52% women and girls). The concentration of refugees in Cox’s Bazar is amongst the densest in the world and refugees are living in camps and settlements that are highly vulnerable to cyclones, rain and fire. The large-scale influx of refugees has also placed significant pressure on host communities in Cox’s Bazar further compounding existing vulnerabilities. The delivery of assistance remains uneven and ad hoc, and access to basic services, particularly in more remote areas such as Teknaf, is insufficient. Serious safety concerns prevail due to the congestion and conditions in the camps and urban areas, while restrictions on movement, limited access to education, clean water, hygiene facilities and healthcare, camp conditions, food insecurity and fear of violence continue to impact acutely on adolescent girls.

Around one in every three crisis affected girls and boys aged 3-14 in Cox’s Bazar are not accessing any learning opportunities, while over 90 per cent of youth aged 15-24 are in need immediate educational support. In addition, 52 per cent of the displaced population are women and girls and 67 per cent of the estimated 58,700 pregnant women will need support to ensure their children are given the best possible start in life. Parents and caregivers need to be supported to increase their awareness on child development, the nutritional value of local foods, good hygiene practices and how to support their children’s learning through every day play activities. It is also important to strengthen capacities in gender and crisis-sensitive education planning, management and coordination at the national, district and local levels to prepare for emergencies, build resilience and enhance the sustainability of development processes. In response to this, a UN joint programme titled “Cox’s Bazar Education Support Programme” is being implemented by UNESCO, UNHCR and UNICEF. Plan International Bangladesh is the Implementing Partner (IP) of UNESCO for implementation of “Community Engagement through parenting education” and “System Strengthening”. By the end of 2018 under these two components, efforts are undertaking with partners to strengthen the community-based parenting education for 1,000 parents and caregivers, including adolescents and youth in Rohingya and host communities, and strengthen the capacity of 180 education actors on gender and crisis sensitive planning, management and coordination, in order to ensure quality learning in both Rohingya and host communities. Plan International Bangladesh, has longstanding experience of working with government at primary and secondary level education including technical partnerships with relevant organisations for system strengthening. It has national level experience of working with the ministries and central level education offices. As a key player in the educator sector, Plan will also utilise its experience, skills and expertise of global and country level on community-based and inclusive parenting education models in the crisis-affected areas.

1. **Project overview**

Plan International Bangladesh’s education in emergencies programme is aligned with the education objectives of the 2019 Joint Response Plan (JRP) aimed at improving equitable access, the quality of teaching and learning and increasing community participation and engagement in education. Plan is actively participating in and contributing to the JRP process in 2019. The joint UN programme titled “Cox’s Bazar Education Support” has been designed to contribute to overall JRP. The proposed action under this joint UN programme is in line with the priorities and objectives of the 2019 JRP, specifically objective 3: Increase refugee and host community participation and engagement in the education of children and youth. Furthermore, Plan is the Implementation Partner of UNESCO for implementation of “Community Engagement through parenting education” and “System Strengthening” components of “Cox’s Bazar Education Support Programme”.

The programme is focused on the capacity development and strengthening of community stakeholders and providers for 1) the provision parenting education and for 2) gender and crisis sensitive planning, management and coordination. Through the review, development, adaptation and contextualisation of tools and resources—specifically the facilitator’s handbook and parenting education guidebook under objective 1; and the Guidebook and training packages on gender and crisis sensitive planning, management and coordination under objective 2—Plan International’s education team will support the capacities of parents/caregivers, teachers and other education personnel, education managers, planners and officials to better respond to children’s education needs in Rohingya and host communities. The tools and resources developed will be shared with and validated by the main education stakeholders including relevant UN agencies, government education authorities, and the education sector. Targeted Rohingya and host communities will be consulted, and their gender responsive participation and involvement will be ensured throughout the implementation. The project builds on Plan International’s education response and programming in Cox’s Bazar District by strengthening the role and capacities of parents and caregivers (including adolescent and young mothers) and by taking into account the specific needs of Rohingya and host community children, in particular girls and children with disabilities, in education planning, management and coordination. In addition, through this programme, Plan International will support the knowledge and skills development of adolescents and youth who will be trained to deliver parenting education for parents and caregivers within the Rohingya community. The project will ensure innovative and multilevel monitoring and evaluation through regular real-time data collection and responsive, child friendly feedback and accountability mechanisms.

The proposed research is an attempt to investigate the relevance of the contextualised parenting modules for community and education stakeholders. It will also seek to understand how education planners, managers and officials plan to support the implementation of education in emergencies that is meaningful, gender responsive and supports adolescents and youth affected by crisis in Cox’s Bazar. The research will also ensure that evidence on the impact of the programme is gathered and documented and findings will be disseminated.

1. **Objectives of the research**

The research will be conducted to gather evidences on parenting education and gender and crisis sensitive planning, management and coordination (system strengthening) processes, and to ensure programme related documentation and dissemination of key findings. The research will be conducted with community and education stakeholders from the Rohingya and host communities, as well as education planners, managers and officials at national, district and local levels.

The consultant/consultancy firm and associated team will follow the implementation of the parenting modules and gender and crisis sensitive planning, management and coordination, to evaluate the following;

* Whether the modules meet objectives, including changes required to achieve the full intended result;
* Whether contents of the parenting education guidebook and facilitator’s handbook are relevant and meaningful and if there are any identifiable gaps or demands for new/additional content;
* How education planners, managers and officials plan to support the implementation of education in emergencies that is meaningful, gender responsive and supports adolescents and youth affected by crisis in Cox’s Bazar.

Based on this research, the consultant/consultancy firm will make specific recommendations to further enhance the effectiveness of the parenting modules. As part of the research quarterly reflection sessions will also be held with master trainers, teachers and facilitators to strengthen the engagement of targeted stakeholders. Similarly, the consultant/consultancy firm will make specific recommendations to further enhance the effectiveness of the gender and crisis sensitive planning, management and coordination Guidebook and training packages. The consultant/consultancy firm will conduct learning sharing workshops upon completion of the research.

Alongside the research, Plan International will engage both Rohingya and host communities in awareness raising events and these will be conducted jointly with both communities where possible (but always in consideration of ‘do no harm’ principles) to strengthen community engagement and cohesion.

Target groups:

Camp settings

* Government/camp officials, education sector organisations working in camps and community leaders, among others;
* 30 Rohingya parenting facilitators;
* 500 parents/caregivers (particularly adolescents, youth and pregnant mothers and including 100 males) with children both in or out of education and children with disabilities.

Host communities

* District Primary Education Officer, District Education Officer, Upazila Primary Education Officer, Assistant Upazila Education Officers, Upazila Resource Center Instructors, representatives from the organisations supporting education in host community and community leaders, among others;
* 35 primary school teachers;
* 500 marginalized parents/caregivers (particularly adolescents, youth, pregnant mothers and including 100 males) with children both in or out of school and children with disabilities.

Target groups for the gender and crisis sensitive planning, management and coordination:

**Camp Setting**

* + 60 government officials, representatives from education sector organisations, camp level appointed leaders and other community stakeholders

**Host Community**

* + 70 government officials and education personnel including teachers and heads of education institutions at primary and secondary level

**National Level**

* + 50 government officials and representatives from education sector organisations
1. **Methodological guideline**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the objectives of the study. 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 with UNESCO and Plan International Bangladesh and finalised before research is carried out. The study should be carried out with the involvement of stakeholders of the programme.

1. **Scope of work**

The assignment will preferably include, but is not limited to the following activities:

* Operational research report (mandatory);
* Review of documentation from Plan International and previous activities conducted under the programme;
* Review documents and improve understanding on gender and inclusion policies adhered to by Plan International and UNESCO;
* Review adaption and validation workshops reports to understand the full scope of research and involvement of stakeholders;
* Develop appropriate methodology and data collection instruments in consultation with UNESCO and Plan International Bangladesh and finalise the instruments through pretesting (research should include but not be limited to key informant interviews with education planners, managers, officials, representatives of education sector organisations and community leaders, quarterly reflection sessions with master trainers, teachers and facilitators and focus group discussions with education and community stakeholders including parents/caregivers and community leaders of both from camps and host community);
* Administer data collection in the study area, including supervision, cross validation, quality control and data transcription;
* Engage qualified enumerators and train on data collection and quality control;
* Manage data and conduct analysis as per study objectives;
* Prepare a study brief both in Bangla and English and make specific recommendations to further enhance the effectiveness of the parenting modules and crisis sensitive training packages;
* Conduct learning sharing workshops upon completion of the research.

Strong coordination mechanisms will be established between consultant/consulting firm, and teams from UNESCO and Plan International who will work together closely to implement the programme. Strong collaboration is expected from all parties. Activities will be jointly organised with respective government department.

1. **Expected competency**

Expected competency of the consultant/consulting firm includes:

* Expertise in conducting research in the area of education and education in emergencies;
* A clear understanding on the challenges of administering data collection among camps in Cox’s Bazar;
* Experience conducting similar studies for reputed national and international organisations;
* Ability to manage their own human resources as required to achieve set-out objectives
* Capacity to provide necessary training to human resource for carrying out data collection, quality control (reliability) and data management;
* Capacity to start assignment in June and deliver on the objectives within the required timeframe.
1. **Deliverables and timeframe**

The total duration of the assignment is 66 working days over a period from June – November 2019. The methodology and work plan will be reviewed and approved by Plan International Bangladesh and UNESCO. It is anticipated that the first draft report will be produced by **15 May 2019.** The final report should be submitted 5 days after receiving feedback on first draft. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh and UNESCO.

The research 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 in English containing final methodology and work plan within 10 days of signing of the agreement;
* Study instruments pretested and finalised;
* Draft report in English containing detailed findings and in-depth analysis of findings;
* Presentation of 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 (and submitted in a CD). The report should be delivered in good English. The consultant/consulting firm will arrange for proof reading to maintain the quality of the report;
* All data should be submitted to Plan International Bangladesh after completion of the study.
1. **Mode of payment**

The payment will be made in three instalments:

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

1. **Criteria and scoring of evaluation**

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| **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  |

1. **Preparation of proposal**

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

* Detailed methodology of the assignment;
* Detailed timeframe (including dates for submission of first work-plan, dissemination of findings and final report);
* CVs of the team leader and key members of the team linked with this assignment;
* Copy of VAT registration certificate (for consulting firm);
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify the item wise summary of the costs for the assignment with a detailed cost breakdown. The budget should not contain income tax as a separate heading; this should be combined with the other expenditures as it will be deducted from the source. Income tax and VAT can be included 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 with the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal.

1. **Submission of proposal**

The technical and financial proposal should be submitted electronically to the email address: Planbd.consultant.hiring@plan-international.org titled “**Research on Parenting Education and** **System Strengthening for the Crisis Context in Cox’s Bazar”** as subject line. Proposal submitted to any other email account and in hard copy will be disqualified. Submissions received after **15 May 2019** will be disqualified. Two different folders (technical and financial), with narrative documents saved in pdf format, should be submitted in one zip folder along with a covering letter.

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 issues related to the project and the assignment please contact Md.Shahidul Islam: shahidul.islam@plan-international.org

1. **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.

1. **Intended users of evaluation**

UNESCO and Plan International will use the study findings and learnings to ensure handbooks, guides, orientations and trainings are appropriately contextualized, education systems are strengthened through gender and crisis sensitive planning, management and coordination and inclusive and quality learning opportunities are expanded for Rohingya and host communities in Cox’s Bazar. It will also contribute to wider learning within the sector.

1. **Intellectual property**

All documents, papers and data produced during the assignment are to be treated as UNESCO and Plan International Bangladesh property and restricted for public use. The contracted consultant/consulting firm will submit all original documents, materials and data to Plan International Bangladesh.

1. **Award of contract**

The consultant/consulting firm are expected to commence the assignment within one week of signing the contract. Expected start date is June 2019.

1. **Child Protection Policy**

The consultant/consulting firm 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 Plan will also initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child Protection Policy.