



Terms of Reference

Assignment:

1. Background

1.1. Introduction of the programme

The programme “*Our lives, our health, our futures: empowering adolescent girls and young women in Chittagong Hill Tracts of Bangladesh to live with dignity and without violence*” is a 5-year multi-partner programme that aims to empower girls and young women from ethnic groups in the CHT. This programme is supported and financed by the European Union. The Our Lives, Our Health, Our Futures programme (hereafter ‘Our LHF’) is a joint initiative of Simavi and BNPS in close collaboration with 10 local partners (civil society organizations) in Chittagong Hill Tracts.

The programme runs from January 2019 until December 2023 and will be implemented in three CHT districts (Bandarban, Khagrachori and Rangamati). The forgotten conflict in CHT affects the lives of ethnic Jummas. Traditional patriarchal structures severely disadvantage women and girls, and restrict their bodily and sexual autonomy. Together with the protracted conflict, this increases the exposure of women and girls, mainly ethnic, to gender based violence (GBV) and sexual violence. Local civil society organisations (CSOs) are key stakeholders who have the role and responsibility to defend and promote girls and women’s rights.

In this context, strategic partners Simavi and BNPS have designed this programme to holistically support the empowerment of young women and adolescent girls from ethnic groups (main target group), and target key gatekeepers, service providers and local authorities in order to foster a supporting environment for the young women and girls. This will be done by providing financial and technical support to 10 local CSOs, who will implement the programme activities in three CHT Districts. The expected impact of the action is to enable and support young women and adolescent girls from ethnic groups in the Chittagong Hill Tracts of Bangladesh to transition into adult womanhood with dignity, and bodily and sexual autonomy, without violence, coercion and/or discrimination.

The objectives of the programme are:

- 1) Local CSOs have strengthened their technical, methodological, financial and administrative capacity to effectively respond to the sexual and reproductive health and rights (SRHR) needs of young women and adolescent girls and foster their rights to live free from violence, coercion and discrimination.
- 2) Young women and adolescent girls from ethnic groups are empowered to make free and informed decisions about their SRHR (and are supported to do so), free of violence, coercion and discrimination.

The core interventions of the programme are designed to empower young women and girls to make free and informed decisions about their SRHR, increase their social and human capital, and create a supportive and understanding environment which reduces risk of isolation following acts of violence, harassment, rape and defilement within this highly sensitive context.

Girls’ clubs will be established for 12,000 girls in three age groups (10-14, 15-20, 21-25) that support girls in making informed decisions and claiming their sexual and reproductive health and rights. In these girls clubs (running from 2020-2023) , girls will receive information on SRHR and GBV and





identify their priorities/challenges and develop creative projects to advocate and voice their needs and rights. Other community members (community leaders, mothers, fathers, husbands and boys) will be engaged in dialogue to re-evaluate norms and practices that affect girls’ SRHR and safety and will be engaged to support the priorities identified by the women and girls. Community members and school representatives will be trained on menstrual health and MHM friendly and safe toilets. Girls and women will also be trained on the development of re-usable sanitary pads. In addition, (health, SRHR, GBV) service providers will be trained on women-friendly quality service provision, providing age appropriate guidance and GBV clinical and psychosocial response.

2. Objectives of the assignment

2.1. Overall baseline study objectives

The primary purpose of the this survey is to assess the baseline characteristics and the levels of knowledge and use of specific indicators (as outlined in Table 1 below) among the 12,000 beneficiaries, disaggregated by age groups 10-14, 15-20 and 21-25 before the ‘OurLHF’ programme is implemented. This will be done through an interviewer-administered structured questionnaire among girls and young women aged between 10-25 years residing in Rangamati, Bandarban and Khagrachori. This will be a girls club based survey as opposed to a household one. The respondents for the survey will be selected from girls clubs and the fieldworkers can conduct interviews at this location. Simultaneous interviews may be conducted by multiple fieldworkers at these girls clubs.

2.2. Indicator measurement

In addition to background characteristics of interviewees such as age, ethnicity/tribe and education, the survey tools should address the following indicators:

Table 1: List of Indicators

| | |
|---|----------------------------|
| A. Proportion/Number of women who were married or in a union before age 15 and before age 18 in the Chittagong Hill Tracts. (SDG 5.3.1) (amongst programme target group) | Survey ex-ante and ex-post |
| B. Proportion/Number of women aged 10-25 ¹ years who make their own informed decisions regarding sexual relations, contraceptive use and reproductive health care in the Chittagong Hill Tracts (SDG 5.6.1) (amongst programme target group) | Survey ex-ante and ex-post |
| 2A) % of girls that report using MHM friendly toilets | Survey ex-ante and ex-post |
| 2B) % of girls that report using re-usable sanitary pads | Survey ex-ante and ex-post |

¹ Formal age group in SDG indicator is 15-49, but since primary target group of this programme is 10-25, the survey data should provide indicator values specifically for the programme age group





| | |
|---|----------------------------|
| 2C) % of girls that experience improved support from their environment (reduced isolation, greater social and human capital and reduced stigma) | Survey ex-ante and ex-post |
| 2D) % of girls that experience improved safety & security | Survey ex-ante and ex-post |
| 2E) # of actions taken by mothers / men / boys / community leaders to respond to the advocacy priorities from the girls clubs | Survey ex-ante and ex-post |
| 2F) Number of reported incidents of GBV | Survey ex-ante and ex-post |
| 2G) % of women and girls that report having used SRHR services in the past 6 months | Survey ex-ante and ex-post |

3. Scope of work and timeframe

The geographical focus of the programme is on selected Unions in three districts in the Chittagong Hills Tracts; Khagrachori, Bandarban and Rangamati. Geographical and language differences, ethnic minorities, different age groups and proximity to health services should be taken into account in data collection in the three districts. The fieldwork is expected to commence in early June 2020.

Timeline

| Phase II Baseline | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|
| | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Methodology & draft data collection plan Phase II | | | | | | | | |
| Draft data collection tools | | | | | | | | |
| Final data collection tools | | | | | | | | |
| Final sampling & data collection plan | | | | | | | | |
| Signed contract with local survey firm / data collection team, including qualifications of data collection team | | | | | | | | |
| Training of local data collection team Phase II | | | | | | | | |
| Pilot test report | | | | | | | | |
| Primary data collection in CHT | | | | | | | | |
| Data collection report | | | | | | | | |
| Generating frequencies and data tables | | | | | | | | |
| Submission of cleaned data set | | | | | | | | |

Timeline for phase II will be further specified after firm selection





4. Approach

4.1 Methodology & process Phase II

Methodology & tool development

The selected firm will work closely with the evaluation team on developing a carefully crafted questionnaire on sensitive topics that is culturally suitable for administering to young girls in the Chittagong Hill Tracts. The questionnaire will need to be translated into English, Bangla and/or ethnic languages spoken in CHT.

The firm will ensure full compliance with ethical research standards in Bangladesh and take complete responsibility for all Institutional Approval Board applications and clearance.

The following considerations must be made during fieldwork – voluntary participation and informed consent, privacy, confidentiality and anonymity including respect for CHT cultural traditions and customs, a no harm policy and child safeguarding policy. Survey staff will need to be trained on the ethical issues surrounding human subjects research during the training for survey fieldwork and on interacting with minors.

Firms must demonstrate how they plan to seek consent for participation from the respondents (or their guardians) many of whom will be minors (girls aged 12-17). In this case, consent will need to be sought from their guardians. The selected firm will be consulted on whether verbal consent is more appropriate than written consent in the context of CHT, as previous studies suggest that indigenous communities in the CHT have trust issues regarding signing documents due to negative past experiences with land acquisition².

4.2 Data Quality Control & Monitoring

The evaluation team commissioning the survey will appoint a 2-member survey monitoring team in Bangladesh to work closely with the selected firm on design, fieldwork and data processing. They will make spot visits during fieldwork and provide feedback to field teams as needed.

4.3 Data Processing

The selected firm will be responsible for all data processing in close collaboration with the evaluation team. In addition to producing the frequency distributions of the data set, the firm will generate tables, including providing assistance in calculating the baseline values for programme indicators specified in Table 1.

4.4 Sampling strategy and sample size

A multi-stage sampling technique is proposed for the baseline. In the first stage the population (N=12,000) is divided into three groups or strata – Rangamati, Bandarban and Khagrachori. Assuming

² Akter, S., Rich, J.L., Davies, K., & Inder, K.J. (2019). Access to maternal healthcare services among Indigenous women in the Chittagong Hill Tracts, Bangladesh: A cross-sectional study. *BMJ Open*, 9, e033224.





the variance of the parameters of the survey in the three districts (strata) are different, all three strata are going to be selected for the survey.

The primary sampling unit (PSU, in this instance girls) will be under the supervision of 300 mentors at girls clubs. Considering that the performance of girls might vary from mentor to mentor and from club to club, the PSUs will then be selected from each club comprising 40 girls. Approximately, 3 PSUs shall be selected from each mentor/girls' club.

Calculation of sample size

$$n_0 = \frac{z^2 \hat{p} (1-\hat{p})}{e^2}$$

Where, z is the z-score value of the predefined level of significance α .

\hat{p} is the estimated sample proportion of the indicator of the survey.

e stands for the predefined highest allowable error margin.

Here, we are going to put $z=1.96$ (z-score for $\alpha=5\%$), $\hat{p} = 0.5$ and allowable error (e) = 0.03.

The above considerations given us $n_0=1067$.

Using the finite population correction,

$$n = \frac{n_0}{1 + \frac{n_0-1}{N}}$$

for N = 12000, the sample size n stands at **979**.

Using the proportional allocation formula $n = \frac{N_h}{N} n$, the sample size of Bandarban and Khagrachari districts will be 294 each and 391 of Rangamati district.

Table 2: Sample size

| Districts | Total number of girls in project areas | Sample size |
|--------------|--|-------------|
| Rangamati | 4800 | 391 |
| Bandarban | 3600 | 294 |
| Khagrachori | 3600 | 294 |
| Total | 12000 | 979 |

We propose that each fieldworker conducts 6 interviews per day. The interviewees who will be selected girls at the girls clubs can be interviewed at the club premises. In order to minimize the duration of fieldwork, it is preferable that fieldwork is conducted simultaneously in the three districts of CHT.

4.5 Activities and Responsibilities of the Firm

The successful applicant will be responsible for the following activities:

- To recruit and train the female field work team (who must speak local CHT languages);
- To provide the required ethics/human subject protection training to all staff involved in survey activities;
- To organize and conduct pilot interviews;
- To produce a pilot data collection report;
- To print final questionnaires;
- To organize field work activities;
- To conduct field work with appropriate supervisory and quality check activities, in collaboration with a survey monitoring team provided by the evaluation team;
- To conduct data entry and management;
- To conduct appropriate quality checks during data entry and data management process;





- To produce frequency distributions for the data sets;
- To prepare preliminary and final datasets with appropriate documentation on set deadlines;
- To draft a report describing all data collection and data management procedures, supervisor observations/comments, and limitations/problems encountered.

5. Deliverables

The selected firm will be expected to produce the following deliverables:

1. Detailed workplan and timeline of activities
2. Pilot data collection report
3. Final questionnaires (individual) in Bangla and English and ethnic languages
4. Interviewer's manual
5. Regular reports on field work preparations and progress to key persons of Simavi and the evaluation team
6. Regular reports on data entry and management progress, including reports of quality check results to key persons of Simavi and the evaluation team
7. Reports on supervisor observations/comments, and limitations/problems encountered
8. Frequency distributions for survey data (hard copy and on a disc; data may also be submitted electronically)
9. Cleaned and fully labelled survey data (on disc and submitted electronically) in STATA or other agreed upon software
10. A copy of the codebook and any other data documentation
11. Provision of secured storage of all completed questionnaires (if paper copies used)

6. Recruitment and Appointment

Organizations wishing to serve as the local implementing partner for the 'OurLHF' baseline survey should submit: 1) cover letter; 2) a technical proposal; 3) an organizational description demonstrating the capacity to serve this role; 4) a detailed budget and budget narrative, 5) 3 References. The application should include:

1. A Cover Letter that clearly identifies the application as responding to this RFP and stating the applicant organization's name, address, phone numbers, URL, and main email address. There should be a contact person listed for any purpose related to this RFP.
2. Technical Proposal
The applicant should describe in detail their approach to addressing the technical and logistical requirements to conduct a survey of the type and magnitude described above. This section should describe in detail how the organization will address the responsibilities and activities outlined in the sections above. The applicant should include a description of its available resources that will be used to carry out the required tasks. The applicant should also present a detailed workplan and timeline for all activities. A Gantt Chart could be used for that purpose.
3. Organizational description and experience
The applicant should provide a brief description of the overall governance structure of their organization. The applicant should present the proposed organization and governance structure for the implementation of the OurLHF Baseline Survey. The applicant should describe the number and roles/responsibilities of the staff that will implement the survey. The applicant should name the key technical and administrative/financial personnel that will be





involved in the activities. It should name at least a Principal Investigator and a Chief Administrative/Financial Officer who will serve as the main technical and financial liaison persons with the OurLHF Baseline Survey and Simavi. CVs of key staff should be included in the application.

The applicant should describe their organization's past experience in successfully organizing and conducting household and community surveys in Bangladesh. The applicant should provide a description of past projects (up to 5, with no more than 1 page description per project; these pages will not count to overall length of the application). The demonstrated capacity to do high quality work will be a crucial consideration. Preference will be given to those organizations that have either an institutional review board (IRB) of reference or a Federal Wide Assurance (FWA) formalizing the institution's commitment to protect human subjects in the course of research.

4. Budget (in Excel) and Budget Narrative (in Word). Max budget for this assignment is 22,000 EUR (inclusive of VAT / all taxes).

A detailed line-item budget should be prepared based on the tasks/responsibilities described above. They should be presented in Bangladesh Taka and Euros. It should include, but not be limited to:

Personnel cost: List number, daily rate and number of workdays for each category of staff (e.g. interviewer, supervisor, data entry clerk, statistician, drivers). Please provide justification and a description of responsibilities for each category of staff.

Per diem: List daily rate and number of workdays for each category of staff (e.g., interviewer, supervisor, data entry clerk, statistician, driver).

Transport: List number of vehicles and number of days needed, estimated mileage and fuel cost per mile, vehicle maintenance and/or rental, if necessary.

Materials: Questionnaire production (Unit cost per questionnaire * number of printed copies); interviewers' equipment; other equipment and material used for data collection and management.

Indirect costs: If relevant, provide justification and how indirect costs are calculated.

Miscellaneous: List any other costs.

Budgets can be supplied in a separate spreadsheet and must be accompanied by a detailed budget narrative (in Word) justifying the line items in the budget spreadsheet.

5. References: The applicant should provide 3 references if prior assignments of similar scope and content. Please provide names and contact details. All references will be checked before completion of the selection procedure.

[6.1 Application Parameters](#)

The application should be no more than 10 pages. Curriculum vitae, descriptions of past projects, and the budget will not count against page limits. CVs should not be longer than 2 pages per person.

[6.2 RFP Questions and Answers](#)

Questions about this RFP may be submitted to Simavi via email at Mahbuba.KumKum@Simavi.nl and Karin.vandenbelt@simavi.nl in English or Bangla, till 27th of February 2020, 11:59pm GMT+1 Time.





Answers will be provided via email to each declared/intended bidder by close of business on 28 February, 2020, 5:00 p.m. GMT+1.

6.3 Proposal Review

Applications will be reviewed in terms of their technical soundness, organization's past experience, quality of key staff, and financial competitiveness. Simavi will inform the successful applicant (and notify the organizations not selected). The process of developing a sub-agreement with the successful applicant will then begin. References submitted will be checked before any contract is signed.

6.4 Deadline

Proposals must be submitted electronically to Mahbuba.KumKum@simavi.nl and Karin.vandenbelt@simavi.nl by 11.59pm (GMT+1) on 10 March, 2020. The submission should include all materials related to the application.

