Terms of Reference for Annual Assessment

**Strengthening Child Protection System in Cox’s Bazar District**

**January 2023**

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# Project Summary

|  |  |
| --- | --- |
| Type of study | Annual Assessment (through external consultant) |
| Name of the project | Strengthening Child Protection Systems in Cox’s Bazar District |
| Project Start and End dates | March 2021 to March 2024 |
| Project duration | 36 months |
| Project locations | Eidgaon, Cox’s Bazar Sadar Upazila and Ukhiya Upazila under the Cox’s Bazar District |
| Thematic areas | Child Protection |
| Sub themes | Appropriate Care, Protection of Children from violence and Child protection systems |
| Donor | JMoFA and Save the Children Japan |
| Estimated beneficiaries | The estimated total direct beneficiary of this project is  43,421 (Girls: 2,745, Boys: 2,635, Female: 22,517, Male 15,524) |
| Overall objective of the project | Children are protected from all forms of violence, including  abuse, neglect, and exploitation in Ukhiya and Cox’s Bazar sadar  upazilas, Eidgaon in Cox’s Bazar district |

# Introduction

This document provides the Terms of Reference for the Annual Assessment of Strengthening Child Protection System in Cox’s Bazar District. This project is aimed at strengthening child protection system in Eidgaon, Cox’s Bazar Sadar Upazila and Ukhiya Upazila of Cox’s Bazar district by enhancing community-based child protection mechanisms, capacity building of the relevant governmental staff and formation of relevant committees.

The project background, assessment scope, key questions, intended methodology, reporting and governance, key deliverables and timeframes for its implementation are provided in the sections that follow.

# BAckground and context

Save the Children has been working for child protection in Bangladesh from the 1970s. Through its program Save the Children is both working directly at community level with the end beneficiaries and working for strengthening child protection system and legal framework. Bangladesh has enacted the Children Act 2013 to ensure the rights and protection of the children in line with the UN Convention on the Rights of the Child. Children Act 2013 has provided a structure of Child Protection System in Bangladesh.

The population of the People's Republic of Bangladesh (hereinafter, Bangladesh) is 164.69 million[[1]](#footnote-2), of which about 40% are children under the age of 18[[2]](#footnote-3). The country ratified the “Convention on the Rights of the Child (CRC)” in 1989, when it was adopted by the United Nations, and enacted the “Children's Act 2013” in 2013. The law specified the measures necessary for the implementation of the CRC. In the field of child welfare, the Department of Social Services[[3]](#footnote-4) is required to play a central role. However, the rules regarding the law are still in the process of being developed and have not been enforced. According to the Multi-Index Cluster Survey (MICS) conducted in Bangladesh in 2019 by the Bangladesh Statistics Bureau and the United Nations Children's Fund (UNICEF), 88.8% of children between the ages of 1 to 14 have experienced physical/mental violence by their caregivers in the past month[[4]](#footnote-5). 6.8% of children aged 5-17 are involved in child labor and 51.4% of women aged 20-24 are married for the first time under the age of 18[[5]](#footnote-6). As detailed below, although there are laws and regulations regarding systems to respond to the issues of child protection, the systems are not functioning well, and children are at risk of abuse and child marriage.

Cox's Bazar District, Chattogram Division, the southeastern part of the country, has a long coast, a well-developed tourism and fishing industry, and a population of about 2.65 million[[6]](#footnote-7). The population of Cox's Bazar Sadar and Eidgaon Upazilas is 517,149, and the population of Ukhia Upazila is 241,140[[7]](#footnote-8). About 884,000 refugees who have fled the violence in Rakhine State, Myanmar, live in Ukhia and Teknaf upazilas in the district[[8]](#footnote-9).

Support activities are being carried out for these refugees and people in the refugee receiving area (host community) by government organizations and support groups concentrated in Cox's Bazar District. The large influx of refugees since 2017 has had various social and economic implications for the host community. A preliminary survey conducted by the Save the Children in November 2019 jointly with the Department of Social Services of Bangladesh[[9]](#footnote-10)(hereinafter, the preliminary survey), found that the child protection system was not fully functioning in the project area, and response to the issue of child protection was inadequate. The details are as follows.

**Existence of diverse child protection issues:**

As mentioned above, Cox's Bazar District is strongly affected by the influx of refugees. The district is also an area where various child protection issues such as child abuse, child marriage and child labor existed. According to the 2019 Multi-Index Cluster Survey (MICS), 35% of people in entire Bangladesh think that "corporal punishment for children is necessary", compared to 42.1% in Chattogram Division[[10]](#footnote-11). The preliminary survey also confirmed that the child protection risks were increasing after the influx of refugees. Furthermore, it is pointed out that child protection concerns and risks have been deteriorating due to the socio-economic impacts by the COVID-19 expansion since the early 2020.

As mentioned above, the issues related to the child protection are diverse, and the issues are often related to each other. In addition, since one child may face multiple issues and risks, building a child protection system that comprehensively responds to child protection issues rather than responding to specific issues is required.

**Child Protection System**

Regarding the child protection system, the main elements that consists of the system are 1) legal framework, 2) national strategy, 3) coordination function of related government institutions, 4) strengthening of social welfare-related staff, 5) input of sufficient resources 6) data collection systems, 7) prevention and response to community issues, 8) awareness and customs regarding child protection[[11]](#footnote-12).

Particularly in this project, needs and background are described focusing on the following projects. These are high priority and high feasibility at the district/upazila level, 3) coordination function of related government institutions, 4) strengthening of social welfare-related staff, 7) prevention and response of community issues, 8) awareness and customs regarding child protection.

**Lack of coordination and association with related government institutions in correspondence with child protection issues (Related to the above “3) coordination function of related government institutions”) :** Based on the "Children's Act 2013" mentioned above, the Child Welfare Board is established at both the district and the upazila level, and government staff from various sectors involved in child support is supposed to be participated in the meeting[[12]](#footnote-13). It turned out through a preliminary investigation that although regular meetings are held in the target upazilas, the purpose and role of the meetings and their values are not fully recognized by the members of the meetings and other organizations involved in the protection of children. Training and support for holding coordination meetings were conducted for the member of the Child Welfare Board during the 1st year, and the technical support and follow-up were continued in the 2nd year as well. The procedure and flow of case management, which provides individualized support through the process of identifying children at risk for protection, developing case plans, support, follow-up, and closing cases, cannot be said to be fully functional yet. Currently, the Department of Social Services is finalizing the Standard Operational Procedures (SOP) for case management at the national level in order to clarify the procedure, and SC is supporting this task during the 1st year and 2nd year project period. It is necessary to review the developed SOP based on actual practices in the field, and keep strengthening tie with relevant agencies contentiously.

**Insufficient number of personnel involved in child protection support (related to "4) Strengthening of social welfare-related staff" above) :** As mentioned above, the "Children's Act 2013" stipulates the establishment of a system for child protection, such as the appointment of volunteer probation officers and the holding of the Child Welfare Board, but the number of personnel is currently insufficient. 17 Union/Municipality Facilitators were selected and received training for capacity development in the 1st year. It is necessary to continues their activities and focus on developing Union/Municipality Facilitators’ capacity based on needs in the field.

**Insufficient capacity of personnel involved in child protection support (related to "4) Strengthening of social welfare-related staff" above):** Union Social Workers are responsible for identifying on child protection issue, responding to, and following up in the union of the Upazila. At present, the most of their work is to assist the staff of the Department of Social Services, whose work is tight due to lack of staff. Most of them are not fully devoted to identifying and responding to children's issues, and their practical experience is insufficient. The Department of Social Services has the National Social Services Academy, at national level, which is strengthening the capacity of the staff of the Department of Social Services, but the training content, especially regarding case management, has not been fully determined. Therefore, training for the staff of the Department of Social Services and the other staff engaged in Child Protection, were conducted after reviewing the training program of the National Social Services Academy. The 2nd year project focused on learning from and challenge identified in the 1st year for further capacity development.

**Lack of child protection system at the community resident level (related to the above "7) Prevention and response to community issues" and "8) Awareness and customs regarding child protection":** The draft rules of the “Children's Act 2013” stipulate the formation of Child Protection Committees (CPCs) in the community[[13]](#footnote-14). However, in Cox's Bazar District, they are being formed only in some areas very close to refugee camps. The 1st year project supported establishments of 16 CPCs. The 2nd year project continuously supported 16 CPCs establishments and develop capacities of CPCs to fully function for response to and prevention from child protection concerns.

**Lack of support bases for child protection (related to the above "7) Prevention and response to community issues):** Even if the above-mentioned community child protection committee is formed, it is difficult to secure a place to hold the meeting, and to discuss cases that require individual response while ensuring privacy. Also, there is no space to safely store ddocuments and teaching materials used for activities, and those situation makes difficult to carry out activities. There is no place in the project area where community children, including members of the community children's group, can have equal access and discuss children’s rights and protection. Regarding schools, there are children who cannot use school facilities with peace of mind, including children who do not go to school, and the available time is limited. Moreover, the use of facilities may be suddenly restricted by the judgment of educators/school officials. Taking consideration of those factors, it is difficult and inappropriate to use it as a base to promote child protection. It is important that all actors of children, homes, and communities work together to comprehensively tackle child protection issues such as abuse. We need a child support center where everyone can access equally and can use for a lengthy period.

**Lack of information on child support (related to the above "8) Awareness and customs regarding child protection"):** The baseline survey conducted in the 1st year revealed the following points. Children in the project areas are facing various child protection concerns and risks, and the child protection systems is not functioning adequately. Approximately 30% of the interviewed children answered that they had received violence including physical violence, mental violence, sexual violence, neglect, exploitation, and maltreatment. The half of the affected children have not taken any measure to respond to these child protection issues. Around 20% of adult respondents admitted that punishment was required, while the actual rate of punishment against children might be higher than this figure. Also, many parents accepted to engage their children in informal laboring to support their household incomes. It is essential for the project to promote increasing awareness of the entire community about child protection.

On the other hand, Child Welfare Board and Community Based Child Protection Committees (CBCPCs) are not conducting a meeting on a regular basis, not functioning adequately to respond to cases regarding child protection in the communities. It is required to establish and strengthen a child protection system by which children can seek necessary support in a timely manner. The Department of Social Service (DSS) at each Upazila cannot address increased needs for a wide range of social support, overloaded with less amount of budget and human resources allocation. Securing the required budget and developing the staff capacities are one of the major challenges.

The sessions to increase awareness about child protection among community people was planned to take place in the 1st year. However, the duration of the 1st year project was limited and it is required to continue efforts to increase awareness, while ensuring that children in need can receive appropriate support.

In response to the above issues, the Bangladesh government is aiming to establish a child protection system led by the Department of Social Services. While the government has begun to develop the draft rules of the "Children's Act", sufficient efforts have not been made to improve the case management system and strengthen the capacity and cooperation of staff and related organizations. It is necessary to provide continuous support for capacity building and system strengthening.

In this context, the Child Protection Sector of Save the Children has designed a pilot project named ‘Strengthening Child Protection Systems in Cox’s Bazar District’ with the support of Save the Children Japan. This is a 3 years’ project which has started from the 2nd quarter of 2021 with the funding support of the Ministry of Foreign Affairs of the Government of Japan. This project will be implemented in three Upazilas of Cox’s Bazar Sadar, Eidgaon and Ukhiya. It is planned to be implemented with the support of a national NGO named Breaking the Silence and in strategic partnership with the Department of Social Services under the Ministry of Social Welfare of the Government of Bangladesh. The estimated total direct beneficiary of this project is 43,421 (Girls: 2,745, Boys: 2,635, Female: 22,517, Male 15,524.

The project has the following three strategic outcomes:

**Outcome 1:** Community-based child protection mechanism is well functioning to prevent and respond to any child protection concerns.

**Outcome 2:** Government child protection system is well functioning to prevent and respond to any case on child protection.

**Outcome 3:** Policymakers endorsed learning and good practices of the project as model for district level child protection system.

# Scope of Assessment

## Purpose, Objectives and Scope

**Specific objectives:**

The specific objectives of this assessment are to:

* Assess the children protection situations in the project area.
* Assess to what extent project outcomes have been achieved in Second year working location.
* Assess whether Community-based child protection mechanism is well functioning to prevent and respond to any child protection concerns.
* Measure whether Government child protection system is well functioning to prevent and respond to any cases on child protection.
* Assess whether/how the project were collaborating/coordinating with DSS and other government organization.
* Assess to what extent the project has been contributing to longer-term results and sustainability.
* Capture the lesson learned and accountability (including children) mechanism and how they are contributing to programming and management decision.

## Scope

The Assessment will include a contextual analysis, document review, focus group discussions, key informant interviews, and quantitative data analysis. Major tasks/deliverables to be covered under the assignment are:

* An inception report including the full methodology, approach, and quality control mechanism, and study design matrix (study objective, potential questions, target respondents/ source of information, methods to be followed, and tools to be used)
* A start-up briefing meeting with program focal point for sectors and MEAL
* A document review (e.g., proposals, log frame, project reports, annual reports etc.)
* Data analysis using national and sector surveys to understand trends of key achievements and other relevant issues
* Field visits and data collection at project sites for lessons learnt, key achievements and challenges, including key informant interviews and focus group discussions with key stakeholders, community groups, and targeted project participants
* A draft and final Assessment report (see annex for outline of the Assessment report) along with brief PPT (8 slides; highlighting the: methodology and purpose -1 slide, key findings 5 slides, challenge 1 slide, and recommendation 1 slide)

## Intended Audience and Use of the Study

Primary intended audience of the study are

|  |  |
| --- | --- |
| **Stakeholder** | **Further information** |
| Project donor | JMoFA and Save the Children Japan |
| Primary implementing organisation | Save the Children |
| Implementing partners | Breaking the Silence |
| Government stakeholders | Department of Social Services (DSS), Department of Women Affairs (DWA) |
| Community groups | Children/Adolescents clubs, Parents/Caregivers groups, Community based Child Protection Committees (CBCPCs) |
| Beneficiaries | Children and adults involved in the program/project/s and the Assessment |
| International development/humanitarian research community | Child Protection Subsector SAG (Sector Advisory Group), Case Management Working Group (CMWG), Cash Transfer Working Groups, Inter Sector Coordination Group, Health Sector, Education sector |

## Key Study Questions

The below Assessment questions are tentative and will be developed further during the inception phase (and included in the Inception Report) in consultation with key users of the Assessment.

1. Relevance:

To what extent was the intervention adapted to the local child protection situation/context, the target population, and their needs?

1. Effectiveness:

* Are the objectives of the project being achieved?
* Did the project achieve its intended outcomes? Were there any unintended outcomes?

1. Efficiency:

* Were objectives achieved on time? (and budget)

1. Coherence

* Does the intervention support beneficial synergies and linkages with other interventions carried out by Save the Children and other actors in the community?

1. Sustainability

* To what extent are stakeholders confident that the benefits of the project will endure - and why?
* What good practices and innovations used in this project may be continued in future? What practices should be avoided?
* How were affected populations included in the design and implementation of this project activities to ensure they have an ongoing voice and ownership over the assistance they receive?

1. Impact

* What is the effect of the intervention on the outcome for the beneficiary population (in comparison with non-beneficiary groups)?

1. Accountability

* How has the project approached accountability to children and the wider community?

1. Child Participation

* How have the children been consulted for project design, and how have they held the project accountable?
* How were children supported to meaningfully and ethically participate in the project?

The study team will be required to undertake consultation with the SC Study Project Manager and the Study Working Group at the commencement of the project in order to further refine the study questions.

# Study Methodology

## Study Design

A baseline survey was conducted for the project in March, 2022 following a quasi-experimental design covering both project participants and non-participants (who are closest comparison to the participant group). It is expected that the same design (specifically, Difference-in-Difference (DID)) will be proposed for the current assessment to allow measuring impact of the project. The consultant team will also propose an appropriate sample selection approach (*please note that while the sample size can be the same as the baseline sample, the sampling approach can be different if needed to improve the strength of the quantitative design using appropriate power calculation*). Data should be collected from both children, adolescent boys and girls, and caregivers focusing on issues including abuse, neglect, exploitation and any form of violence.

For the qualitative part, Key informant interviews (KII) with key stakeholders, Focus Group Discussions (FGDs) and In-depth interviews with children and caregivers, local government, local administration and service providers will be used to provide context and meaning to the quantitative data. The consultant will also be required to develop a few Case Stories. All the tools will be field-tested prior to the use in data collection. Tools will be translated to Bangla prior to use and the translations will also be quality-tested within the SC Bangladesh office.

## Sampling

**Sampling Strategy and sample size:**

The assessment should cover both intervention areas- Cox’s Bazar Sadar, Eidgaon and Ukhiya upazilas and non-intervention areas- Teknaf and Ramu upazilas. Please note that for the baseline, the total quantitative sample was 896 (non-intervention 448+ intervention 448). As mentioned in section 5.1, while the sample size for the current survey can be the same as the baseline sample **(Annex 5),** the sampling approach can be different if needed to improve the strength of the quantitative design using appropriate power calculation. Respondents for the comparison group must be selected based on similar socio-demographic background as of the intervention group of the project.

For the qualitative part, the consultant team should propose appropriate number of FGDs/KIIs/IDIs, etc. considering the study objectives, key questions, target groups, and locations.

Data collection for the survey will be conducted through household survey with different groups of household members (children, adolescent boys and girls, and caregivers) from both project and comparison areas. The inclusion criterion for household survey would be households with at least one child/adolescent. In addition, a caregiver’s questionnaire is to be administered to the same households which met the inclusion criteria.

The methodology and relevant tools should be discussed during the inception phase in consultation with Save the Children, tested, and finalized before data collection. The detailed approach and methodology will be presented in the inception report. The assessment team will use a utilisation-focused approach including participatory methods to involve key users, project participants and other stakeholders in the process. The inception report will need to present the approach to this.

*NB: The consultant will propose innovative and alternative ways to conduct field visits and interviews with sampled respondents if the COVID-19 crisis continues at the time of field data collection.*

## Data Sources and Data Collection Methods/Tools

All primary data collected during the course of the Assessment must facilitate disaggregation by gender, age, disability, location etc. Data triangulation is expected for this Assessment. It will be a requirement of the Assessment team to source additional external data sources to add value to the Assessment. The Assessment will explore any personal and professional influence or potential bias among those collections or analysing data been recorded and addressed or mitigated ethically.

A range of project documentation will be made available to the Assessment team that provides information about the design and implementation. The Assessment team is required to adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies throughout all project activities.

The study team is required to adhere to the [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying](mailto:https://www.savethechildren.net/about-us/our-commitment-safeguarding); and Data Protection and Privacy policies throughout all project activities.

### Quality control mechanism

The consultant will collect the primary quantitative data applying the ODK android-based methods; s/he will recruit well-reputed enumerator (if needed) with explicit understanding as to mobile-based data collection approach and quantitative survey. The training will be conducted, and the tools will be thoroughly explained. The training should include a rigorous session on survey tools, mobile-based data collection techniques, and data processing for better understanding and minimizing the technical difficulties in the survey. The consultant must follow methodical procedures to ensure that the quality and validity of the data collected from the field is ensured to be optimum, and a robust checking mechanism in place at every critical point. For example, every day an assigned enumerator/consultant will check data during the survey and after entering the data into the tablet by data collectors.

For the qualitative semi-structured interviews and FGDs with relevant stakeholders, the consultant’s experience and expertise relevant to the subject matters will assure quality of the collected data. They will check the quality and consistency of collected data on a daily basis and take necessary steps if any deviation, discrepancy, or inconsistency is found.

Quality control mechanisms must be properly documented, and submitted along with the final report.

## Ethical considerations

It is expected that this Assessment will be:

* **Child participatory**. Where appropriate and safe, children should be supported to participate in the assessment process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, and in gathering recommendations from them to assess the effectiveness of mediums/channels used for feedback mechanism, supporting children to collect some of the data required for the assessment themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](https://resourcecentre.savethechildren.net/library/applying-9-basic-requirements-meaningful-and-ethical-child-participation-during-covid-19).
* **Inclusive**. Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
* **Ethical**: The Assessment must be guided by the following ethical considerations:
  + Safeguarding – demonstrating the highest standards of behaviour towards children
  + Sensitive – to child rights, gender, inclusion and cultural contexts
  + Openness - of information given, to the highest possible degree to all involved parties
  + Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk. [[14]](#footnote-15)
  + Public access - to the results when there are not special considerations against this
  + Broad participation - the relevant parties should be involved where possible
  + Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

* Data collection methods will be age and gender appropriate.
* Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
* A risk assessment will be conducted that includes any risks related to children’s, young people’s, or adult’s participation.
* A referral mechanism will be in place in case any child safeguarding or protection issues arise.
* Informed consent will be used where possible.

# Expected Deliverables

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The Assessment team and SC study Project Manager will agree on final milestones and deadlines at the inception phase.

**Deliverables and Tentative Timeline**

| **Deliverable/Milestones** | **Timeline** |
| --- | --- |
|  |  |
| The study Team will facilitate a **workshop** with the relevant stakeholders at the commencement of the project to develop the inception report. | By 19th February 2023 |
| The study Team will submit an **inception report\*** in line with the [provided template](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6), including:   * Study objectives, scope and key study questions * description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study questions * data analysis and reporting plan * caveats and limitations of study * risks and mitigation plan * ethical considerations including details on consent * stakeholder and children communication and engagement plan * consultation protocols for consulting with children and other vulnerable groups (if applicable) * key deliverables, responsibilities, and timelines * logistical or other support required from Save the Children * data collection tools (in line with the study matrix   Once the report is finalised and accepted, the study team must submit a request for any change in strategy or approach to the study manager or the steering committee. | By 22th February 2023 |
| **Final data collection tools (in the report language)**:   * Survey instrument * Data collection mechanism | By 28th February 2023 |
| A concise 1-page **Progress Report** is tobe submitted every week documenting progress against the Assessment plan including:   * progress over the last period * risks and issues management report * key scheduled activities and deliverables for the next period | By 9th March 2023 |
| An Interim Report/Power Point Presentation including a summary of formative findings from the study. The focus will be on:   * Summary of interim findings * Any emerging program issues or risks (if applicable) * Any changes that have had to be made to the study design (if applicable) * Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable) | By 30th March 2023 |
| **Data and analyses** including all raw data, databases and analysis outputs | By 30th March 2023 |
| A Study **Report\*** (Draft Version) including the following elements:   * Executive summary * Background description of the Program and context relevant to the Study * Scope and focus of the study * Overview of the study methodology and data collection methods, including a Study matrix * Findings aligned to each of the key Study questions * Specific caveats or methodological limitations of the Assessment * Conclusions outlining implications of the findings or learnings * Recommendations * Annexes (Project logframe, study ToR, Inception Report, Study schedule, List of people involved)   A consolidated set of feedback from key stakeholders will be provided by Save The Children within two weeks of the submission of the draft report. | By 6th April 2023 |
| **Final Study Report\*** incorporating feedback from consultation on the Draft Study Report | By 20th April 2023 |
| **Knowledge translation materials:**   * Final PowerPoint presentation of study findings- *(8 slides; highlighting the: methodology and purpose -1 slide, key findings 5 slides, challenge 1 slide, and recommendation 1 slide* * Evidence & Learning Brief\*\* | By 30th April 2023 |

*\*All reports are to use the Save the* ***Children*** [***Final Study Report template***](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6)*. Please also refer to Save the Children technical writing guide.*

*\*\* The Evidence & Learning Brief is a 2-4 pages summary of the full report and will be created using the Save the Children Evidence & Learning Brief template.*

*All documents are to be produced in MS Word format and provided electronically by email to the SC Assessment Project Manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.*

# **Study management**

**Tentative Timeline, with key deliverables in bold. The final timeline and deliverables will be agreed upon the inception phase.**

| What | Who is responsible | By when | Who else is involved |
| --- | --- | --- | --- |
| Study tender submissions due | Manager MEAL | 6th February 2023 | Project Manager, Sr. Manager MEAL, Deputy Manger-CP  Senior Program Manager- Child Protection |
| Tender review and selection of study team | Manager MEAL | 9th February 2023 | Project Manager  Sr. Manager MEAL |
| Documentation review, desk research | Manager MEAL | 13 February 2023 | Project Manager  Sr. Manager MEAL |
| Consultation | [Study team] | 19th February 2023 | [Refer to Key Stakeholders section] |
| Inception report | [Study team] | 22th February 2023 |  |
| Review of inception report | Manager MEAL | 28th February 2023 | Project Manager, Sr. Manager MEAL, Deputy Manger-CP  Senior Program Manager- Child Protection |
| Development of Data collection tools | [Study team] | 28th February 2023 | [Study Working Group,  Technical advisor] |
| Logistical arrangements | [Study team or  SC Project Manager] | 5th March 2023 | [SC Logistical support] |
| Data collection | [Study team or SC study Project Manager] | 9th March 2023 | [Enumerators] |
| Data management and analysis (coding, transcriptions, data cleaning, integration and analysis) | [Study team] | 30th March 2023 |  |
| First draft of the Final study report | [Study team] | 6th April 2023 |  |
| Review of first draft report | Manager MEAL | 20th April 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |
| Meeting with Assessment team to finalize the report | Manager MEAL | 25th April 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |
| Validation of study findings and recommendations | Manager MEAL | 27th April 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |
| Final study report and submission of data and analyses | [Study team] | 30th April 2023 |  |
| Knowledge translation materials | Manager MEAL | 10th  May 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |
| Project team meeting to develop Study Response Plan | Manager MEAL | 16th May 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |
| Study final report (together with response plan) posted on OneNet and reviewed | [SC Study Project Manager] | 25th May 2023 | Project Manager  Sr. Manager MEAL  Senior Manager – RLK |

# Dissemination plan

. The study team will be shared this report with project donor, implementing partner and within Save the Children internally through email, and also share key study findings massage with our target community groups, government stakeholders, beneficiaries through ongoing regular meeting, workshop and session.

# study team and selection criteria

Interested consultants will be required to submit an Expression of Interest in line with the provided template, which should demonstrate adherence to the following requirements.

### Understanding of Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise, and experience in:

* Designing and conducting outcome Assessments using quasi-experimental design
* Conducting studies in the field of Child protection particularly in relation to CP System strengthening
* Leading socio-economic research, Assessments or consultancy work in Rohingya host community that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity, religion and minority groups and/or other factors
* Conducting ethical and inclusive studies involving children and child participatory techniques
* Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
* Managing and coordinating a range of government, non-government, community groups and academic stakeholders
* Experience conducting study in humanitarian contexts
* Sound and proven experience in conducting evaluations based on OECD-DAC evaluation criteria, particularly utilisation and learning focused Assessments
* Extensive experience of theories of change and how they can be used to carry out Assessments
* Strong written and verbal skills in communicating technical and/or complex findings to non-specialist audiences (especially report writing and presentation skills)
* A track record of open, collaborative working with clients

There is a high expectation that:

* Members (or a proportion) of the Assessment team have a track record of working together.
* A team leader will be appointed who has the seniority and experience in leading complex study projects, and who has the ability and standing to lead a team toward a common goal.
* The team has the ability to commit to the terms of the project, and have adequate and available skilled resources to dedicate to this study over the period.
* The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

### Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role/number of days/daily rates/taxes), as well as any other applicable costs.

# Schedule of payment

The following payments will be made to the consultant using an agreed mode of payment.

* Upon approval of inception report and tools: 20%
* Upon submission of First Draft study Report: 30%
* Upon approval of final study report: 50%

# how to apply

If interested in applying for this study, please refer to the [Consultant EOI Form](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6). Through according to the tender schedule. Communicate with [marjad.kameli@savethechildren.org](mailto:marjad.kameli@savethechildren.org) If you need any technical assistance.

# technical Evaluation criteria

The organization will assign a committee composed of management and technical team to evaluate the proposals submitted by consulting firms/firms. **One representative must be from the Central PDQ MEAL team.** The selection committee will evaluate the bidders based on the criteria set below. The consulting firm/firm is expected to provide detailed information based on the given framework to ensure fair and effective comparison. The committee reserves the right to drop a competitor that scores the least. The proposals submitted will be reviewed based on the set criteria.

The technical evaluation criteria can vary but the standard practice is:

| Criteria | Score |
| --- | --- |
| Technical Proposal (Desk Review) | 40 |
| Appropriateness of the study design and elaboration for choosing the specified study design | 15 |
| Sampling strategy, data collection methods (including the data collection tools), and data quality assurance plan | 10 |
| Required expertise (skills) and experience of the personnel of consulting firm/firm to conduct the study. Testimonials will be considered while evaluating the firm. | 5 |
| Roles and responsibilities assigned in undertaking and managing the study | 5 |
| Capability of the consulting firm/firm (management, technical and financial capacity) | 5 |
| Sustainability criteria[[15]](#footnote-16) | 10 |
| Oral presentation | 10 |
| Financial Proposal | 40 |
| Total | 100 |

**Benchmark scoring point:**

Step 1: To be potential candidate to conduct the assessment, the bidder must score at least 50% in technical proposal (out of 40).

Step 2: During the Assessment technical proposal of 60% of technical score, Top Three or Five will be selected for further screening through oral presentation. The overall scoring should consider the technical proposal, the financial proposal, and oral presentation.

Step 3: Financial proposal will be reviewed and scored out of 40 of Top three or five scored at least 50% in technical proposal and the combine comparative statement will be conducted for only top three or five top scorer. Finally, Save the Children will award the Assessment with highest scorer consulting firm.

# Annexes

**Annex 1: Project Log frame**



**Annex 2: List of project documents to be consulted**



**Annex 3: SCI Evaluation Quality Scoring Criteria**

| **Category** | **Evaluation Quality Criteria** (used for internal scoring after completion) |
| --- | --- |
| **Purpose, Design and Methods** | 1. Does the Assessment report clearly identify the Assessment's purpose (including its key objectives, questions and criteria) as set out in the Assessment's Terms of Reference (ToR)? |
| 2. Are the data collection and analysis methods a clearly justified approach to addressing the Assessment's purpose and questions? (Do they provide valid, reliable and ethical data?) |
| 3. Is the methodology suitably tailored to the context and population groups to which the Assessment questions relate (e.g., re gender, disability, socio-economic status, geographic location, cultural context, ethnicity)? |
| 4. Is the size and composition of the sample in proportion to the conclusions sought by the Assessment? |
| 5. Does the Assessment build on what is already known, for example existing tried and tested frameworks and tools, existing data/evidence, and previous lessons learned? |
| 6. Are the methods used to collect and analyse data and any limitations of the quality of the data and collection methodology explained and justified? |
| 7. Has any personal and professional influence or potential bias among those collecting or analysing data been recorded and addressed or mitigated ethically? |
| **Analysis and Findings** | 8. If evaluating impact, is a point of comparison used to show that change has happened (e.g., a baseline, a counterfactual, comparison with a similar group)? |
| 9. Is the explanation of how (e.g., theory of change, logframe, activities) the intervention contributes to change explored? |
| 10. Is the data well triangulated, such as by using different data collection methods, types of data and stakeholder perspectives? |
| 11. Are alternative factors (e.g., the contribution of other actors) considered to explain the observed result alongside an intervention’s contribution? |
| 12. Are unintended and unexpected changes (positive or negative) identified and explained? |
| 13. Are the perspectives of children & communities included in the evidence, including the most deprived and marginalised? Note: For Assessments focused on young children, caregiver perspectives are adequate instead. |
| 14. Are the findings disaggregated according to sex, disability, and other relevant social differences? |
| 15. Is there a clear logical link between the data that was collected and analysed, and the conclusions and recommendations presented? |
| 16. Are conflicting findings and divergent perspectives presented and explained in the analysis and conclusions? |
| 17. Are the findings and conclusions of the assessment shared with and validated by a range of key stakeholders (e.g., communities, partners, Save the Children staff)? |
| **Communication and Use** | 18. Is the analysis and interpretation of the data well communicated through accessible language and helpful visuals (diagrams, graphs, tables as needed)? |
| 19. Are references, annexes and links included that provide additional relevant data, analysis or references (including key documents and which individuals/stakeholders were involved)? |
| 20. Is there a clear plan for how to use the results, including recommendations that are 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound) and directed toward the appropriate 'end users', a dissemination plan, and specific actions for implementing these recommendations? |

**Annex 4: SCI Child safeguarding policy**



**Annex 5: Sampling Farmwork**



|  |  |
| --- | --- |
| TOR prepared by: | Md. Marjad Mir Kameli – Manger MEAL |
| TOR endorsed by: | Lotiful Bari – Sr. Manager MEAL |
| TOR reviewed by: | Anindita Bhattacharjee- Senior Manager – Research, Learning and Knowledge |
| TOR approved by: | Mohammad Mostofa Feroz Bhuyan - Senior Manager - Child Protection |
| Date of sign off: |  |

1. 1. World Bank, Open Data Bangladesh Population 2019 (<https://data.worldbank.org/country/bangladesh>), as of 2021/9/7

   [↑](#footnote-ref-2)
2. 1. Government of Bangladesh, Bangladesh Population and Housing Census 2011

   [↑](#footnote-ref-3)
3. 1. is a bureau established in 1961 under the Ministry of Social Welfare and mainly provides support for vulnerable groups

   [↑](#footnote-ref-4)
4. 1. Bangladesh Bureau of Statistics, UNICEF, “Multiple Indicator Cluster Survey 2019”, p.18

   [↑](#footnote-ref-5)
5. 1. Bangladesh Bureau of Statistics, UNICEF, “Multiple Indicator Cluster Survey 2019”, p.18

   [↑](#footnote-ref-6)
6. 1. Inter Sector Coordination Group, “Joint Response Plan, Rohingya Humanitarian Crisis January-December 2020”, p.11. Based on the latest demographics of Bangladesh (2011) and World Bank estimates. There are 9 upazilas in Cox's Bazar. Ukhia, Cox's Bazar Sadar, Eidgaon upazilas are 3 of them. Ukhia Upazila accepts a large number of Rohingya refugees, and Cox's Bazar Sadar Upazila is the center of Cox's Bazar District, where government institutions are located.

   [↑](#footnote-ref-7)
7. 1. Inter Sector Coordination Group, “Joint Response Plan, Rohingya Humanitarian Crisis January-December 2020”, p.11. Based on the latest demographics of Bangladesh (2011) and World Bank estimates. There are "Municipality" and "Union" as government units under the upazila. There are 5 unions in Ukhia Upazila, 5 unions in Eidgaon Upazila, 1 municipality and 5 unions in Cox's Bazar Sadar Upazila. The government unit under the union is the "ward", with 9 words in 1 union and 12 wards in 1 municipality.

   [↑](#footnote-ref-8)
8. 1. Inter Sector Coordination Group, “Joint Response Plan, Rohingya Humanitarian Crisis January-December 2020”, p.11

   [↑](#footnote-ref-9)
9. 1. Inter Sector Coordination Group, “Joint Response Plan, Rohingya Humanitarian Crisis January-December 2021”, p.10

   [↑](#footnote-ref-10)
10. 1. Save the Children and the Department of Social Services jointly conducted a preliminary survey. This survey was conducted in Ukhia and Cox’s Bazar Sadar upazilas, mainly for focus group discussions on children and caregivers, and the Department of Social Services, police, teachers, and staff of other organizations that support children related to child protection issues. It was conducted through individual interviews and consultation meetings for district and upazila government staff.

    [↑](#footnote-ref-11)
11. 1. Save the Children, “Strengthening Child Protection System Guidance for Country Offices”, 2019, p.13.

    [↑](#footnote-ref-12)
12. Participants are stipulated in the Children's Act 2013. At the district level, the district commissioner, the district police manager, the recommender of the district judicial support service chairperson, the manager of the prefectural prison, district children's staff, district education staff, guardians recommended by the deputy director of the Department of Social Services, the deputy director of the Department of Social Services (secretary), etc., should be participated. At the upazila level, the upazila mayor (Upazila Nirbahi Office), upazila women's staff, upazila education staff, children's police officers, volunteer probation officers, upazila-level the Department of Social Services officers, etc. should be participated. [↑](#footnote-ref-13)
13. It stipulates the criteria for forming committees (3 committees for each union, etc.) and members (union elected representatives, teachers, health workers, religious leaders, adolescent men and women, etc.) [↑](#footnote-ref-14)
14. If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance. [↑](#footnote-ref-15)
15. Sustainability criteria should assess the social, economic and environmental aspects of a supplier’s bid. Where possible, use criteria which are measurable and can be scored objectively. If not possible, qualitative question may be asked, and evaluated by the Procurement Committee. Note- To support localisation, weighting can be added against these criteria to enhance the equity of local supplier/local sources of supply. **[Please remember to delete this footnote while finalizing the ToR.]** [↑](#footnote-ref-16)