



08/09/2021

RFP RFP/SCI/BDCO/FY-21/00021

PR No# PR-BGD-DHK-2021-00820

To

Subject Request for Proposal

Save the Children is hereby inviting Sealed Quotation/Price offer with your best price for supplying following item(s)/Services. The quoted price should meet the specification given below. Please enclose this letter with your offer in organization's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation is subject to fulfillment of the following terms and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Survey/Evaluation - Baseline Survey	ToR attached	Job	1.00		

Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 2 Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director (abdullah.faruque@savethechildren.org) / Country Director through email.
- 3 Completion Time: As per ToR.
- 4 Copyright: Only Save the Children will reserve the right of this software/research data/findings/manual resource even the awarded firm cannot use/share this resources with anyone both internally/externally.
- 5 Vendor/supplier with employee/group insurance will be preferred.
- 6 SCI may deal with COVID-19 patients and shall not be liable for vendor staff and their wellbeing. Vendor must ensure adequate quality of PPE and take necessary safety measure for the wellbeing of their staff(s).
- 7 Eligibility Criteria :The Proposer shall possess the following qualification: Organizations must provide information and documentary evidences to establish that they have a) legal establishment for a minimum of Two years overall experience in similar service/job b) Copy of updated Trade Licence c) Company profile with customer list, preferably Govt. / Semi Govt. / INGO. d) Up-to-date VAT and Tax Certificate. For Individual copy of TIN or certificate of other relevant professional degree.
- 8 Evaluation (Technical & Financial): Procurement committee will evaluate the proposal as per ToR.
- 9 Dead Line for Submission: On or before 22/09/2021 by 2:00 PM sharp.
- 10 Bid Submission: Electronic Submission - through email containing a copy of the bid:
 - a. Email should be sent to: bangladesh.etender@savethechildren.org
 - b. Email should be addressed to Senior Manager – Procurement and Supply Chain. Please note – this email box is a sealed tender box so DO NOT SEND QUESTIONS related to this tender to this email address .
 - c. The subject of the email should be "RFP/SCI/BDCO/FY-21/00021) for Baseline Survey" Bidder Response – 'Bidder Name', 'Date'
 - d. All documents should be clearly labelled so it is clear to understand what each file relates to.
 - e. Email size should not exceed 15mb – if this limit is breached bidder should split the submission into two emails.
 - f. Do not copy other SCI email addresses into the email when you submit it as this may invalidate your bid.
 - g. Technical & Financial proposal should be submitted in the separate attachment.
- 11 Scope of Work/Deliverables: As specified in the TOR.
- 12 Proposal: Technical & Financial Proposal should be submitted in separate attachment.
- 13 Payment will be made as per TOR through A/C Payee cheque/EFT within 45 days or as per payment terms mentioned in existing FWA/Contract, upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Delivery challan or service receipt acknowledgement received by Save the Children staff or their designated representative with name & signature is a mandatory document for payment.
- 14 VAT and Tax shall be deducted as per rules of GoB.
- 15 Technical Queries: For technical queries , Interested firms may contact: Mohammad Sarwar Basher, Senior Manager - MEAL, Evidence and Learning, E-mail: mohammad.basher@savethechildren.org
- 16 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

If you have any queries feel free to ask.

Thank You
For Save the Children

Prasenjit Acharjee
Procurement & Supply Chain

Terms of Reference for Baseline Study of Save the Children's Sponsorship program in Gaibandha (Rural), Bangladesh

[Sponsorship funded 'Shishuder Jonno' Program]

[September 08, 2021]

I. PROJECT SUMMARY

Type of study	Baseline study; external
Name of the project	Sponsorship funded 'Shishuder Jonno'
Project Start and End dates	01.01.2021 – 31.12.2034
Project duration	14 Years
Project locations:	Saghata upazila, Gaibandha district
Thematic areas	Early Childhood Care and Development, Basic Education, Child Protection, Adolescent Development (Child Marriage)
Sub themes	Education and Child Protection
Donor	SC-US, SC-Korea
Estimated beneficiaries	All Children, parents and caregivers, schoolteachers, other stakeholders related to education and local government. Projected Total Beneficiaries=153,260
Overall objective of the project	By 2034, all children of Saghata Upazilla of Gaibandha district are expected to have improved learning and development outcome with quality education in a Gender equitable, inclusive, and protective environment

2. INTRODUCTION

This document provides Terms of Reference for the Baseline Study of Save the Children's Sponsorship program in Gaibandha (Rural), Bangladesh.

'Shishuder Jonno' Program is a sponsorship initiative of Save the Children in Bangladesh (SCiBD) to support development of children particularly who are deprived from basic needs and services like health, education and living opportunities. The program is about to extend its implementation area to Saghata upazila of Gaibandha district under joint funding of SC-US and SC-Korea. Project implementation in the area will start from 2021 and continue till 2034. The objective of the project is to support development of children particularly who are deprived from basic needs and services like early years of development, education, and child rights. Target group of the program includes children from birth to nineteen years following a 'life cycle approach'. Corresponding community, household, families, parents of program beneficiary children, teachers and local duty bearers are also in focus for the program intervention.

The Baseline study will be conducted to collect the data before initiation of program implementation to answer the baseline questions. In addition, the baseline will also investigate additional thematic issues including- equity of outcomes, including gender dynamics, disability, coverage of the intervention, integration of programming and child participation. It will adopt both quantitative and qualitative approaches to provide a comprehensive understanding of the beneficiary population and local context in relation to the program objectives and expected outcomes.

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

3. PROJECT BACKGROUND

Save the Children International in Bangladesh (SCiBD) is a leading child right based organization, currently covering a wide range of geographical areas in the Dhaka, Khulna, Barishal, Chattogram, Rajshahi, Sylhet and Rangpur Divisions. SCiBD works in number of thematic areas, including education, child protection, policy rights and governance, health and nutrition and HIV/AIDS, child poverty and emergency.

'Shishuder Jonno' (translated 'For the children') Program is a sponsorship initiative of Save the Children in Bangladesh (SCiBD) to support development of children particularly who are deprived from basic needs and services like health, education and living opportunities. Target group of the program includes children from birth to nineteen years following a 'life cycle approach'. Corresponding community, household, families, and parents of program beneficiary children are also in focus for the program intervention. Under the program there are five core components namely: (a) Early Childhood Care & Development (ECCD) (b) Basic Education (BE) along with ICT in education (c) School Health & Nutrition (SHN) (d) Maternal, Newborn, and Child Health and Nutrition (MNCHN) & (e) Adolescent Development (AD) which include both ASRH and ASST component. There are two other non-core program components namely- (a) Child Protection (CP) and (b) Child Rights and Governance (CRG) as well as a cross-cutting component namely- Gender Equality and Community Mobilization, which is an implementation principle for all program components.

But, for Gaibandha Impact Area, program management has consciously decided to limit to three core components- (a) Early Childhood Care & Development (ECCD), (b) Basic Education (BE), c) Adolescent Development (AD) which will focus mainly Child Marriage prevention with the support of one non-core program component, and (d) Child Protection (CP). Additionally, Community Mobilization will be integrated as part of program implementation. This decision came from the program management in consultation with the donor and country management to fit with overall strategic needs and scope of Sponsorship program as a whole.

'Shishuder Jonno' program currently has two Impact Areas (IAs)- Barishal (rural) and Dhaka City (urban). Phase-out Sponsor transfer process completed from old IA Meherpur to the existing IA (Barishal) in 2019. The program had already started process of selecting the new impact area/s and assessed all 64 districts of the country based on a variety of factors such as- poverty, education, health, climate change, existence of SCl other programs, non-existence of sponsorship programs of other organizations, child protection and safety security etc. Initially the Program shortlisted 19 districts, then 6 districts and finally shortlisted 3 districts (Gaibandha, Jhalokathi and Barishal). Through a series of activities, such as a reconnaissance survey and Phase-II committee planning meeting, Saghata upazila of Gaibandha district was finally selected as the new impact area of the SJ program.

Gaibandha district is geographically different from the other districts of Bangladesh because of its vulnerability to disasters. Flood and river erosion are the major events which mostly affect the lives of char land people especially in 4 upazillas- namely Saghata, Fulchari, Gaibandha Sadar and Sundarganj. The situation is especially worse in Saghata upazila due to frequent disaster, poor livelihood opportunities, and lack of awareness of disadvantaged communities and remoteness. The aggregated population of Gaibandha district is 23,79,255 of which 11,69,127 are male and 12,10,128 are female. Indigenous community such as santal belong to this district. Child marriage is high in these areas due to lack of awareness on its consequential affects and social beliefs, taboos and attitudes (nationally highest in Rangpur & Rajshahi divisions). Dowry, violence against women and child labour are still very high in this district. Physical and humiliating punishment (PHP) is also prevalent. Though Government has passed law for banning of corporal punishment in school, in reality, there is lack of enforcement of it due to cultural practices.

Based on population, the total reach projection in the next 12 years is as follows.

Projection for Total Reach						
Age group	0 -3 years	4-5 years	6- 10 years	11- 12 years	13 – 18 years	18+ years
Impact Area Total Population	28044	14022	35055	14022	42066	153260
Year 1 (2021)	N/A ^[1]	1625	3280	2055	0 ^[2]	1331
Year 2 (2022)	N/A	3980	9600	5948	8750	5273
Year 3 (2023)	N/A	5575	26720	6680	14500	8606
Year 4 (2024)	N/A	5575	26720	6680	19500	9606
Year 5 (2025)	N/A	5575	26720	6680	19500	13606

^[1] This age group will not be covered at Saghata.

^[2] This age group will not be covered in 2021.

Projection for Total Reach						
Age group	0 -3 years	4-5 years	6- 10 years	11- 12 years	13 – 18 years	18+ years
Year 6 (2026)	N/A	5575	26720	6680	19500	13606
Year 7 (2027)	N/A	5575	26720	6680	19500	13606
Year 8 (2028)	N/A	5575	26720	6680	19500	13606
Year 9 (2029)	N/A	5575	26720	6680	19500	13606
Year 10 (2030)	N/A	5575	26720	6680	19500	13606
Year 11 (2031)	N/A	2620	12558	3140	9165	6395
Year 12 (2032)	N/A	1153	5526	1381	4033	2814
		Transition Phase				

This program will be implemented directly by SKS Foundation with the technical guidance from Save the Children Bangladesh Country Office and strategic direction of SCUS.

In 2020, a situation analysis was conducted to learn more about the context and explore program opportunities in Saghata Upazila. Based on the findings of the situation analysis, program was designed for Gaibandha impact area.

4. SCOPE OF BASELINE

4.1 Purpose and key questions

The sponsorship program will conduct a Baseline study before its program implementation within the geographic jurisdiction through a neutral and external consulting firm maintaining SC's Evaluation Policy. Based on that, the overall objectives of Gaibandha Baseline Survey are-

The main purpose of the baseline study is to prepare a pre-project/baseline information base of the target beneficiaries as per the indicators of project objectives, specific objectives and expected results specified in the project document and the project log-frame. This baseline study will document the situation regarding a) access to services, b) gaps of existing GoB and NGO services, c) challenges and prospects and d) priority needs related to Early Years Pre-Primary, Primary, Basic Education, Child Marriage and Child Protection issues within the Gaibandha Impact Area.

The specific objectives of the baseline study are the following:

- To collect the baseline benchmark figures of the Logical framework indicators
- To analyze the verifiable indicators from the project log frame to assess the relevant information of existing situation of project's targeted beneficiaries (focusing on gender, diversity and marginality), service providers, and/or related stakeholders
- To use those pre-project information as a reference point and set monitoring targets and evaluation (midterm and endline) targets of all performance indicators for the IPTT
- To gain actionable insights and recommendation for program for further refinement of the design of interventions with a view to achieve program goal and objectives at the end of the program

Key questions that the Baseline study will answer are-

- What are the baseline values of the logical framework indicators?
- What are the potential influencing factors in achieving intended outcomes of the project?
- What is the feasibility, appropriateness, and acceptability of programme?
- What would be priority for the beneficiaries and how they could be benefited from the program design?

Overall, the program intends to acquire information on the following areas from the Evaluation (baseline, midline, endline) of the SJ program in Gaibandha district-

- Assess the intended and unintended, both positive and negative, outcomes and impacts of child sponsorship programming in Impact Area.
- Learn if core programming interventions has improved the lives of children living in the impact area and beyond
- Gain actionable insights and recommendations for future child sponsorship programming to improve immediate and sustainable outcomes and impacts for children, families, and communities in current and future impact areas.

In addition to the core programming outcomes mentioned above, the complete evaluation will also investigate additional thematic issues including: equity of outcomes, including gender dynamics, coverage of the intervention, integration of programming and child protection. **Therefore, during development of methodology, the Baseline Team must consider the overall purpose of the Evaluation of the program in Gaibandha impact area, along with the purpose of the baseline study, so that in time the baseline study can contribute effectively to the overall evaluation.**

4.2 Scope

Baseline evaluation

The overall evaluation will specifically focus on four key areas of the program- Early Childhood Care and Development, Basic Education, Adolescent Development (Child Marriage) and Child Protection. As this baseline study is part of the Evaluation of SJ program in Gaibandha IA, all four components will be included in the baseline study as well, in addition to some cross-cutting areas, including gender dynamics, disability, integration of programming and child participation. Evaluation will be conducted only in the ten selected unions of Saghata Upazila of Gaibandha District. Many of these areas are remote and hard to reach 'Char' areas. Therefore, appropriate resource allocation and time allocation should be considered accordingly.

Country level indicator wise data collection

In addition to the baseline data collection, data against some indicators related with Country Strategy Plan (CSP) would be collected from same sample group while collecting Baseline data. However, there is no requirement for separate methodology for this part. Also, this data need not any analysis to be done. Only the clean raw data would be considered as deliverable for this country level indicator part. List of the indicators are given in the Annex-2.

4.3 Stakeholders/audiences

The key stakeholders/audiences for this baseline are:

Stakeholder	Further information
Project donor	SC-US, SC-Korea
Primary implementing organisation	Save the Children (Shishuder Jonno Project team)
Implementing partners	SKS Foundation

Government stakeholders	DPEO, DSHE, Department of Women and Children affairs, Department of Social Welfare, Union Parishad, Primary school teachers, AEUO, PTI instructor
Community groups	Local government, CBCPC, SMC, INGO, NGO, Mosque Committee, Char Committee (if exists)
Beneficiaries	Children and adults involved in the program/project/s and the evaluation
International development/humanitarian research community	SC-US

The Baseline team will be required to propose how the baseline findings will be shared with each of the different stakeholders in the table above, particularly outlining how reporting back to communities, beneficiaries and children will be conducted in an accessible and child-friendly manner.

4.4 Secondary Questions

In addition, the following specific questions should also be considered for the baselines-

Criteria	Secondary Questions
Gender sensitivity	<ul style="list-style-type: none"> What are the gender gaps that the program/project design has addressed and what remaining aspects need to be considered further?
Inclusion	<ul style="list-style-type: none"> Is there any specific group of people that needs to be considered i.e., consider inclusion of vulnerable groups?
Child participation	<ul style="list-style-type: none"> How have the children, their needs and desires been consulted and accounted for in programme or project design? In what ways does the children mention that they can be meaningfully involved in the program/project?
Child rights programming	<ul style="list-style-type: none"> What is the status in terms of the child rights approaches?
Child safe programming	<ul style="list-style-type: none"> What are the potential risks for children? What measures do we need to implement to reduce, remove and control these risks?
Accountability	<ul style="list-style-type: none"> What are different ways that different stakeholders including children would like to get information? What are the different mechanisms that different types of beneficiaries would like to use to provide feedback to Save the Children?

5. EVALUATION METHODOLOGY

5.1 Research design and sampling

It is expected that this evaluation will involve both quantitative and qualitative approaches, using quasi-experimental design (covering both program participant and non-participant/comparison group), including appropriate sample size based on population. Detailed design of the complete evaluation of Gaibandha is expected from the Baseline team. As this is the baseline study, both methodology of the complete evaluation (Baseline, Midline, Endline) of Gaibandha IA, and detailed methodology of the baseline study in particular is expected from the Baseline Team.

5.2 Data

All primary data collected during the evaluation must facilitate disaggregation by gender, age, disability, location or remoteness, vulnerability status (natural disaster, migration status, etc.) (as necessary by the program). Save the Children will provide guidance on tools and classification schemes.

Existing Save the Children data sources that can be drawn on in the evaluation include:

- Gaibandha Situation Analysis
- Urban Baseline Study
- Barishal Baseline Study

Save the Children will not provide enumerators to assist with primary data collection. Data triangulation is expected for this evaluation. It will be a requirement of the Baseline team to source additional external data sources to add value to the evaluation, such as national/government administrative data.

A range of project documentation will be made available to the Baseline team that provides information about the design, implementation, and operation of the Program. Documents include:

- Vision for Impact Area Presence (VIAP)
- Situation Analysis report
- Indicators of Gaibandha IA
- Program cycle of SJ

The Baseline team is required to adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies throughout all project activities. All the data, reports and other deliverables produced in this study will be treated as the property of Save the Children and information, data or deliverables related to this assignment cannot be sold, used or reproduced in any manner by the Baseline Team without prior permission from the Save the Children.

5.3 Ethical considerations

It is expected that this baseline will be:

- **Child participatory.** Children should be meaningfully involved in the evaluation as a holistic process and not only as informants. Refer to the Practice Standards in Children's Participation ([International Save the Children Alliance 2005](#)); and Global Indicator technical guidance (SCI M&E handouts Package, Volume 2).
- **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 baseline must be guided by the following ethical considerations:
 - Child safeguarding – demonstrating the highest standards of behavior 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.
 - 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 evaluation 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.
- Baseline 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 or young people's participation.
- Informed consent will be used where possible.
- The baseline will explore any personal and professional influence or potential bias among those who are collecting or analysing data and addressed or mitigated ethically.

The Baseline team will be required to obtain approval from a Human Research Ethics Committee. Save the Children will provide assistance with this process.

6. EXPECTED DELIVERABLES

The baseline deliverables and due dates (subject to the commencement date of the baseline) are outlined below. The Baseline team lead will advise SC Baseline Project Manager immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

Deliverables and Due Dates

Deliverable	Due Date
The Baseline Team is contracted and commences work	Last week of September 2021
<p>The Baseline Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the Inception report:</p> <p>The inception report will include:</p> <ul style="list-style-type: none"> ▪ Baseline objectives and key Baseline questions ▪ description of the methodology, data sources, draft data collection tools (preferably against the key Baseline questions) and sampling considerations* ▪ caveats and limitations of the baseline ▪ key deliverables, milestones and timelines ▪ risk and issue management plan ▪ a stakeholder communication and engagement plan ▪ consultation protocols for consulting with children and other vulnerable groups (if applicable) ▪ Logistical or other support required from Save the Children <p>*Methodology section will include- (a) methodology, sampling and sample size of complete evaluation study, (b) methodology, sampling and sample size of baseline study</p> <p>Once the report is finalised and accepted, the Baseline Team must submit a request for any change in strategy or approach to the baseline manager or the steering committee.</p>	1 st week of October 2021
<p>Data collection tool:</p> <ul style="list-style-type: none"> ▪ baseline tools (questionnaires, guidelines, checklists) ▪ all baseline tool translated in Bangla ▪ Data collection mechanism and workplan with timeline ▪ Detailed data analysis plan with dummy tables <p>Data collection tools will be developed by the Baseline Team with support from SC Program and Baseline Managers</p>	2 nd -3 rd week of October 2021
Ethics submission:	4 th week of October 2021

Deliverable	Due Date
<p>Should approval from a Human Research Ethics Committee be required, an ethics submission should include:</p> <ul style="list-style-type: none"> ▪ study protocols (participant recruitment, data security and storage, consent, confidentiality, etc.) ▪ considerations for consulting with children and other vulnerable groups (if applicable) ▪ participant information statement and consent forms ▪ baseline tools (questionnaires, guidelines, checklists) ▪ risk assessment (for SC-US approval) 	
<p>A concise 1-page Progress Report is to be submitted every two weeks (may vary based on stage of baseline) documenting progress against the baseline plan including:</p> <ul style="list-style-type: none"> ▪ progress over the last period ▪ risks and issues management report ▪ key scheduled activities and deliverables for the next period 	Every 2 week
<p>All data including Raw and Cleaned Datasets (Baseline and Country Level), Transcripts, Qualitative Data Matrix and Field Notes</p>	1 st week of December 2021
<p>A Baseline Report* (Draft Version) including the following elements:</p> <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the Program and context relevant to the baseline ▪ Scope and focus of the baseline ▪ Detailed methodology and data collection methods, including an evaluation matrix ▪ Findings aligned to each of the key baseline questions ▪ Specific caveats or methodological limitations of the baseline ▪ Conclusions outlining implications of the findings or learnings, including figure, facts, table, diagram that easily can capture and be used for program implementation ▪ Recommendations ▪ Annexes (Baseline TOR, Inception Report, Study schedule, List of people involved) <p>A consolidated set of feedback from key stakeholders will be provided by Save The Children within 3 weeks of the submission of the draft report.</p>	4 th week of December 2021
<p>Final Baseline Report* incorporating feedback from consultation on the Draft Baseline Report</p>	4 th week of January 2022
<p>Knowledge translation materials:</p> <ul style="list-style-type: none"> ▪ PowerPoint presentation of baseline findings ▪ Evidence to Action Brief** 	1 st week of February 2022

*All reports are to use the Save the Children Baseline Report template. Please also refer to Save the Children technical writing guide.

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

All documents are to be produced in MS Word format and provided electronically by email to the SC Baseline 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.

7. REPORTING AND BASELINE MANAGEMENT

The Baseline team lead is to provide reporting against the project plan. The following regular reporting and quality review processes will also be used:

- Verbal reporting each week to the Save the children Evaluation Project Manager by outlining progress made over the past month.
- A written Progress Report (1-page) by email to the Save the Children Baseline Project Manager every two week, documenting progress, any emerging issues to be resolved and planned activities for the next month.

The Baseline team will also attend regular Baseline Working Group (EWG) meetings. The EWG will meet every month.

The Project and Evidence & Learning Director will be accountable for approving the Final Baseline Report.

8. BASELINE TEAM

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

- Designing and conducting outcome evaluations using qualitative, quantitative and mixed method design
- Conducting research and/or evaluation in the field of Early Childhood Care and Development, Basic Education, Child Marriage and Child Protection, particularly in relation to vulnerable marginalized communities in disaster prone, remote areas
- Leading socio-economic research, evaluations or consultancy work in Bangladesh that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity, and/or other factors
- Conducting ethical and inclusive research and/or evaluation involving children and child participatory techniques
- Conducting ethical and inclusive research and/or evaluation 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
- Sound and proven experience in conducting evaluations based on OECD-DAC evaluation criteria, particularly utilisation and learning focused evaluations
- Report writing and presentation skills
- Strong skills in research design using quantitative and qualitative research approaches
- Strong management skills (planning, coordinating and organizing the work of the teams of enumerators, supervisors and qualitative researchers) so as to complete the work on schedule and to the required standard
- Experienced in managing large and complex quantitative datasets using STATA or SPSS, along with transcription and documentation of qualitative data
- Strong analytical skills in both quantitative and qualitative research

There is a high expectation that:

- Members (or a proportion) of the baseline team have a track record of working together.
- A team leader will be appointed who has the seniority and experience in leading complex evaluation 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 evaluation over the period.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

9. 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 exact technical evaluation criteria can vary but the standard practice is:

Criteria	Score
Technical Proposal +Sustainability Criteria (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	10
The bidders workforce is staffed from the local community / region. 10/10 - 75% of staff are from the local region 5/10 - 50% of staff are from the local region 0/10 - <25% of staff are from the local region	
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 50).

Step 2: During the evaluation technical proposal of 50% of technical score, Top Three scored 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 scored at least 50% in technical proposal and the combine comparative statement will be conducted for only top three scorer. Finally, Save the Children will award the baseline with highest scorer consulting firm.

10. ANNEXES

Annex 1: Project Outcomes for Baseline

Component Name	Level	Objectively Verifiable Indicators
	<p>GOAL STATEMENT: By 2034, all children of Saghata Upazilla of Gaibandha district have improved learning and development outcome with quality education in a Gender equitable, inclusive and protective environment.</p>	<p>a. Average overall IDELA score for children (4-6) (SCI) by Sex or b. Early Childhood Development Index Score by Sex by domains (MICS-TC.53) c. % of Children completed Primary School (Grade-5) with ECD experience by Sex. d. Proportion of women aged 20-24 year who were married or in union before age 15, and before age 18. (MICS-PR.4a, PR.4b) (SCI GRF-3.1.4)</p>
1. ECCD and CP	Outcome 1: Improved Children (0-8 Years) learning and development outcome.	1.1 Percentage of children in first grade of primary school with ECCD experience by sex (MICS-LN.2.1).
	ECCD Sub Outcome 1.1: Increased access of Children (0-8 Years) to quality Early Learning opportunities	1.1.1 Percentage of children age 36-59 months attending early childhood education (MICS-LN.1.1)
	ECCD Sub Outcome 1.2: Improved quality of early learning opportunities in a safe and protective environment.	1.2.1 Percentage of Preprimary/EYPP met IDELA class environment standard.
	ECCD Sub Outcome 1.3: Improved knowledge and practices on early childhood & care giving among parents.	1.3.1 Percentage of children aged 24-59 months with whom an caregiver (adult) has engaged in four or more activities to promote learning and school readiness in the last 3 days by sex. (SCI GRF-2.1.3) (MICS-TC.49a)
	ECCD Sub Outcome 1.4: Strengthen support to policy-advocacy and partnership at the local and national level	1.4.1 % of EYPP model scaled-up locally and nationally
2. BE and CP	All children (aged 6-14 years) including marginalized boys and girls, CWD and children of hard to reach have increased access to appropriate basic education, safe,	<p>2.1 Percentage of children who successfully completed three foundational reading tasks (7-14 years) (MICS-LN.22a) 2.2 Percentage of children who successfully completed four foundational number tasks (7-14 years) (MICS-LN.22d) 2.3 Proportion of children and/or adolescents</p>

Component Name	Level	Objectively Verifiable Indicators
	protective and enabling environment.	currently attending school who reported physical violence by a teacher in the past month (SCI GRF-3.1.2)
	Improved accessibility and retention to primary education of children, including alternative learning packages in special and emergency circumstances	2.1.1: % of children in catchment area completed full primary school year by sex and marginalization.
	Strengthened capacity of teachers, community volunteers to ensure quality education, safe and protective learning environment	2.2.1: % of teachers applying knowledge and skills received in the capacity development training/orientation.
	Improved knowledge and practice of parents, SMCs, UPs on quality education and positive discipline to eliminate violence against children and improve educational outcomes.	2.3.1 Proportion of children aged 1-17 years who experienced any physical punishment and/or psychological aggression by caregivers in the past month disaggregated by 1-14 year and 15-17 (SCI GRF-3.1.1) (MICS-PR.2.1) 2.3.2 % primary school which have active participation of parents, SMCs and UPs in school improvement initiatives to enhance quality of education, gender equality, inclusion and child protection.
	Strengthened coordination, collaboration and build partnership with education ministry (DPEO, PTI, URC, UEO) to sustain and expand (TLM of S) basic education achievements.	2.4.1 % of teacher and Govt. Education Officials who received required trainings on quality basic education and child protection.
3. AD and CP	Decreased Child marriage rate in Shaghata, Gaibandha.	3.1 Proportion of adolescent (female below 18 and male below 21 years) who are currently married. (MICS-PR.5)
	Improved retention of adolescent girls in secondary school, nonformal education to reduce child marriage.	3.1.1 Participation rate of youth (below 19) in formal and non-formal education and training in the previous 12 months. (GRF, GRID: UNESCO UIS)
	Strengthened employability skills and capability of adolescents who are vulnerable to child marriage.	3.2.1 % adolescent girls (15-18) engaged in income earning opportunities (non-hazardous) after getting training and material support.
	Improved knowledge of adolescents on negative consequences of child marriage.	3.3.1 % of adolescents who are aware about the negative consequences of child marriage.

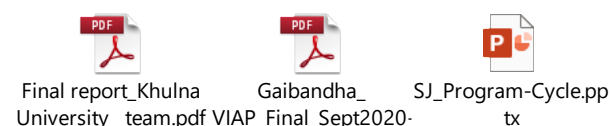
Component Name	Level	Objectively Verifiable Indicators
	Strengthened capacity of teachers, parents, duty bearers and relevant stakeholders to reduce child marriage and other forms of violence against children.	3.4.1 % of stakeholders (teachers, parents, UP bodies) are capable to taking initiatives against child marriage and other forms of violence against children. 3.4.2 % of children experienced violence, abuse and exploitation who received response and support.

Annex 2: Country Level (CSP) Indicators (this is a draft list; final list would be provided once the Evaluation team is contracted and on board.)

Theme/Area	Indicator
Health, Nutrition and HIV/AIDS	Proportion of births attended by skilled health personnel
Health, Nutrition and HIV/AIDS	Proportion of women who have postnatal contact with a health provider within 2 days of delivery
Health, Nutrition and HIV/AIDS	Proportion of newborns who have postnatal contact with health provider within 2 days of delivery
Health, Nutrition and HIV/AIDS	Proportion of women aged 15-49 years using modern methods of contraception
Health, Nutrition and HIV/AIDS	Proportion of women who received at least 4 ANC visits by trained medical provider during last pregnancy
Health, Nutrition and HIV/AIDS	Percentage of children under 5 with acute respiratory infections (ARI) symptoms in the last 2 weeks for whom advice or treatment was sought from a health facility or provider
Health, Nutrition and HIV/AIDS	Proportion of infants under 6 months of age who are exclusively breastfed
Health, Nutrition and HIV/AIDS	% of children 6-23 months of age consumed minimum acceptable diet (MAD)
Child Rights Governance	Proportion of female and male adolescents aged 13-17 who experienced sexual violence in the past 12 months, by age and sex
Child Rights Governance	% of children reintegrated into family or community placements supported by Save the Children, who can access relevant services
Child Rights Governance	% of children who report reduced incidences of violence, neglect abuse or exploitation
Child Rights Governance	Percentage of children under age 5 years by whether birth is registered with civil authorities.
Child Protection	Proportion and number of children aged 15-17 years engaged in child labor, (by sex, age, hazardous work, and worst forms of child labor)
Basic Education	Proportion of children of official primary school age enrolled in primary school

Theme/Area	Indicator
Basic Education	Proportion of teachers in primary; who have received at least the minimum organized teacher training required for teaching at the relevant level
Adolescent sexual reproductive health and rights	Proportion of youth aged 15-24 years not in education, employment or training (NEET)
Adolescent sexual reproductive health and rights	Youth Employment rate
Food security and livelihood	Percentage of household with acceptable Food Consumption Score (FCS)
Child sensitive social protection	Proportion of population covered by social protection floors and systems, distinguishing children, pregnant women, newborns, and other vulnerable groups
Food security and livelihood	Proportion of households that are below the Livelihoods Protection Threshold and/or Survival Threshold of HEA during lean season
Food security and livelihood	Proportion of households maintaining or increasing their living standards during reporting period
CCA	% of community people (disaggregated by children, adult and sex, CWD/PWD) in the targeted areas have awareness and knowledge to identify and prepare for climatic and non-climatic shocks and stress
DRR	% of community people (disaggregated by children, adult and sex) in the targeted areas have awareness and knowledge to identify local hazards and risks to prepare and respond
CCADRR	% of children participated (disaggregated by sex and CWD) in identification, planning and preparedness for shocks and stress
CCADRR	% of Children & Youths, and their communities (disaggregated by sex and CWD) can mention hazard specific coping/ adaptation mechanism (e.g. flood, cyclone, EQ, fire etc.) as per given standard.

Annex 3: Relevant Project documents



Annex 4: SCI Child safeguarding policy



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