

# Terms of Reference for Research and Evaluation

SHIKHON

[13/02/2020]

## 1. PROJECT SUMMARY

‘SHIKHON-Supporting Hard to Reach Children through Non Formal Education’ project of Save the Children funded by Chevron is designed to respond to the particular education needs of those vulnerable children of targeted areas (tea garden, hill, low laying, and marsh land of Sylhet Division) where parents often delay sending children to school when they are the appropriate age because of distance to school and other natural hazards. The project is addressing issues to protect the right to basic education of vulnerable children through Early Primary Education (EPE).

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<b>Type of evaluation</b>	Tracer Study
<b>Name of the project</b>	SHIKHON-Supporting Hard to Reach Children through Non Formal Education
<b>Project Start and End dates</b>	3 months (tentative date March to May 30, 2020)
<b>Project duration</b>	Approximate 3 months
<b>Project locations:</b>	Nabigonj Upazila (Habiganj District), Sylhet Sadar Upazila (Sylhet District) and Sreemongal Upazila (Moulvibazar District) under Sylhet Division, Bangladesh.
<b>Thematic areas</b>	Education
<b>Sub themes</b>	Basic Education
<b>Donor</b>	Chevron
<b>Estimated beneficiaries</b>	Total 2244 graduate children from SHIKHON initiative will be covered (from 2011 to 2018) based on their availability and willingness to participate in the study.
<b>Overall objective of the project</b>	<p>The main objective of this study is to know the impact on the life of children of Chevron supported SHIKHON project.</p> <p>The specific objectives of the study are to:</p> <ul style="list-style-type: none"><li>• Know present status of graduated learner of SHIKHON.</li><li>• Determine factors of why some graduates are not in education anymore.</li><li>• Showcase the success and challenges of project.</li><li>• Generate evidence on effectiveness of SHIKHON model to targeted learners in hard to reach areas.</li><li>• Generate evidence on effectiveness of ten years partnership to vulnerable children through SHIKHON model.</li></ul>

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## 2. INTRODUCTION

To promote quality education for every child, SHIKHON is contributing vital role in primary education program. SHIKHON has selected as one of the 'Second Chance Education' model for national scale up by the Ministry of Primary and Mass Education of Bangladesh. Save the Children and Chevron have worked together since 2009 to deliver non-formal basic education through the program SHIKHON, which is an innovative non-formal primary education program for out-of-school vulnerable children in Bangladesh. Since, then the program directly reached 10,848 vulnerable community people including 2,244 children living in conditions of extreme poverty and 2200 children of 110 Government primary schools in Chevron plant areas. Many of the left behind children, who are mostly the first generation learner, are now able to continue their education in primary schools and secondary schools.

Based on the glorious success of two phases, Chevron and Save the Children has been successfully implementing another one-year pilot program of 'SHIKHON-Supporting Hard to Reach Children through Non Formal Education' project in Sylhet division since July 2018. The Project successfully demonstrated a cost-effective model for reaching out of school children and children who had never been enrolled in school in hard to reach areas (tea garden, hilly, low laying, and marshlands). In the targeted project areas parents often delay sending children to school when they are the appropriate age because of distance to school and other natural hazards. The project addressed the issue to protect the right to basic education of those vulnerable children.

Current phase is innovative in different aspects- Bangladesh country Chevron office and the SC Bangladesh country office are working closely with joint efforts to roll out the program. Chevron, SCI and its partner, RDRS jointly selected the areas of implementation, which is mostly concentrated considering Chevron plant areas. To identify the potential learners for Early Primary Education (EPE) centers, the team of the three organizations also surveyed the selected areas jointly with a structured survey tools and guidelines. The project is also supporting vulnerable local government and private primary schools directly to create a sound learning environment for those school learners.

The program closely works with Bangladesh government different offices and different levels (Ministry of Primary and Mass Education -MoPME, Directorate of Primary Education-DPE, Bureau of Non Formal Education-BNFE, Upazila Education Offices- UEO, local government and Government primary schools) which will be carried out with more engagement of Chevron locals. The pilot has been a success, and this proposal is to extend SHIKHON so it can run the full three years.

In the previous two phases, the project contributed to the achievement of Bangladesh's development goals and to a national basic education framework. The present project design is also in line with GoB primary education priorities as well as Sustainable Development

Goal (SDG) - 4 'Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all'.

### 3. PROJECT BACKGROUND

SHIKHON is contributing for quality primary education program. 'Second Chance Education' model has scaled up nationally by the Ministry of Primary and Mass Education of Bangladesh. Save the Children and Chevron have worked together since 2009 to deliver non-formal basic education through the program SHIKHON, for out-of-school vulnerable children in Bangladesh. Since, then the program directly contributed to the education of 5840 children living in conditions of extreme poverty and 2200 children of 110 Government primary schools. Many of the left behind children, who are mostly the first generation learner, are now able to continue their education in primary schools and secondary schools.

SHIKHON had successfully completed two phases (1<sup>st</sup> phase -January 2009 to December 2011 and 2<sup>nd</sup> phase - October 2013 to March 2018), and currently implementing 3<sup>rd</sup> phase (July 2018 to June 2021) of the project titled - 'SHIKHON-Supporting Hard to Reach Children through Non Formal Education' project in Sylhet division. The project is also supporting vulnerable local government and private primary schools directly to create a sound learning environment for those school learners beside SHIKHON schools.

In the 1st phase, the project reached 436 (Boys 212, Girls 224) out-of-school children through 15 SHIKHON school. Out of them 293 students in 10 Non Formal Primary Education (NFPE) centers completed the grade five. And 146 students completed grade four and enrolled into grade V in nearest primary schools. In the 2nd phase, 1,808 (912 girls and 896 boys) out of school children reached through 60 Early Primary Education (EPE) centers. And 2200 (In 2015=240, 2016=960, 2017=1000) children from formal primary schools reached through Community Children's Clubs (CCC). In the current phase SHIKHON is working for the education of 1,800 children through 60 Early Primary Education (EPE) centers.

In the previous two phases, the project contributed to the achievement of Bangladesh's development goals and to a national basic education framework. The present project design is also in line with GoB primary education priorities as well as Sustainable Development Goal (SDG) - 4 'Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all'.

Save the children's SHIKHON model is a cost-effective model for reaching out of school children and children who had never been enrolled in school in hard to reach areas (tea garden, hilly, low laying, and marshland). In the targeted project areas parents often delay sending children to school when they are the appropriate age because of distance to school and other natural hazards. The project addressed the issue to protect the right to basic education of those vulnerable children.

SHIKHON is a community-provided, one-classroom school with a teacher who delivers quality teaching to a group of 30-35 children. SHIKHON has developed class- and subject-specific teacher's guides to support the teacher as they work to ensure children acquire the necessary competencies. The school starts with a pre-primary class providing children with

opportunities for problem solving, creative expression, self-initiated learning and play across a broad range of developmental and content areas. This builds a strong foundation for learning and prepares the children for grades 1 through 3.

SHIKHON follows the curriculum set by the National Curriculum and Textbook Board (NCTB). Each classroom is equipped with essential teaching aids, a kit of learning materials to promote self-initiated learning and storybooks. All children in SHIKHON schools benefit from School Health and Nutrition interventions including de-worming, vision screening, vitamin A and access to safe water and a sanitary latrine.

SHIKHON teachers are selected from the community according to set criteria. SHIKHON provides teachers with a comprehensive series of pre-service and in-service training courses for each year of their service. Each school has a Center Management Committee (CMC) that provides oversight; supervises teacher and children's attendance and facilitates broader community support for children's education. Parenting sessions with participant children's to sensitize them to relevant aspects of child development, take encourage their active engagement in both their child's learning and their access to education.

The program closely works with Bangladesh government different offices and different levels (Ministry of Primary and Mass Education -MoPME, Directorate of Primary Education-DPE, Bureau of Non Formal Education-BNFE, Upazila Education Offices- UEO, local government and Government primary schools. Now the project is aiming to know the impact of the project throughout the periods.

#### **4. RATIONAL OF THE SUTDY**

Chevron and SCI has successfully completed Ten years of partnership (2009-2019) with the project SHIKHON. Throughout the project period, the project contributed to the education of hard to reach children of Bangladesh. The learners, who received support from the project were mainstreamed in the local primary and secondary schools after completed the project cycle. This study will explore to identify the learners who formerly received support from Chevron and endeavor to assess the present status of the learners in a random sample, documenting their success or challenges. The study will also explore if there any relationship between project contributions and student achievement.

The study will also create evidence on effectiveness of the model to reach out the hard to reach children with quality of education services. This research will inform future phases of the SHIKHON project, highlighting successes as well as areas in which there is room for improvement, in order to ensure the program is effective in achieving its goals. Furthermore, these findings will inform other program designs in country and globally to develop strategies in the development programs.

Disseminate success of SHIKHON project among the stakeholders including government to encourage them to scale up the model countrywide to reach every last child.

## 5. METHODOLOGY

The consultant will prepare the detail methodology of this survey. However, the following should be noted (as example) while preparing the methodology. Both qualitative and quantitative data will be collected from the stakeholders, administering various data collection tools. Data will be collected through Face-to-Face interview, Focus Group Discussions, Key Informant Interview and online survey (if applicable). A demographic comparison among the learner's status and performance will be drawn by reviewing primary and secondary data and analyzed data to generate lessons and impacts. The whole study will be completed by two steps:

### Step 1: Learners Identification

**Phase 1:** Consultant team will work with the respective primary schools and high schools / colleges and community in targeted locations to identify which children came from SHIKHON schools. **Phase 2:** Team can use database of SHIKHON to extract the learners. Snowball sampling method can be considered to extract the respective learners of phase one and two.

### Step 2: Data Collection

Based on identified children sample children will be drawn. Sample population will be 436 learners in 1<sup>st</sup> phase and 1808 learners in 2<sup>nd</sup> phase who have already graduated from SHIKHON schools from 2011 and 2018 respectively. To generic understanding the proposed sample size will be 328 (by using standard sample size calculation method) at 95% confidence level and margin of error will be 5%. For all studies, an additional 5% of children will be interviewed to measure inter-rater reliability. So final sample size will be in an around 350.

Therefore, the sample size might be varied based on the identified number of children. Data collection method wise tentative sample distribution will be:

Method	Sample Size	Respondent	Remarks
Face to face interview	350	Identified Learners of SHIKHON	Sample will be drawn from each cohort based on ratio of total sample size with total population size of respective cohort followed random / stratified sampling method.
Focus Group Discussions (FGD)	15	Parents, CMC, Community People, GPS teacher, project staff	
KII	30	Learners, SHIKHON school teacher, GPS Head teacher, CMC Chairman, Government official	
Case Analysis	6	Graduated learners (3 boys and 3 girls)	
	3	Teacher	
	3	CMC	

**The deliverables:** a tracer study report (quantitative and qualitative), a results brief, a PowerPoint presentation of results. At least six case stories (2 students from each community: Bibiyana, Moulavibazar and Jalalabad (3 boys and 3 girls) who are either enrolled in college/university or dropouts. Additional case study of parents, CMC, staff and teachers will be prepared following SCI and Chevron guideline with standard photograph.

The consultant will submit a proposal for this study. The proposal should cover the followings

- a) Technical details (sample size, methodology, quantitative and qualitative tools, checklist, etc.) for Tracer study
  - b) Financial details
  - c) Work plan / Gantt chart
  - d) Proposed table of content of the final report
  - e) Profile of the consultancy firm/ individual
- Printed copy of similar studies done previously

## 6. QUESTIONS TO BE EXPLORED

The following research question to be answered based on three level of development **during interview with sample respondents:**

Level of Development	Questions to be Answered
<b>Individual or scholar level</b>	<ul style="list-style-type: none"> <li>• <i>What are the current educational status of learners?</i></li> <li>• <i>What was their inspiration behind their achievement?</i></li> <li>• <i>How they capitalized their learning to his/her career development?</i></li> <li>• <i>Are they continuing their education? What is the commitment level of them to get higher level of degree future?</i></li> <li>• <i>Does he/she acquire new skills and knowledge from SHIKHON schools? How he/she applied these skills and knowledge to acquire hire degree?</i></li> <li>• <i>Have any awards or other professional recognition received during their career?</i></li> <li>• <i>What was the effectiveness of SHIKHON schools to build better career of a learner?</i></li> </ul>
<b>Institutional or work level</b>	<ul style="list-style-type: none"> <li>• <i>Are they are now employed in any institutions? Which type of institutions they are employed?</i></li> <li>• <i>What is their current income status?</i></li> <li>• <i>What types of job role playing now? Does his or her role expanded at the place of employment?</i></li> <li>• <i>What types of contribution made to policy, strategic, or structural changes at workplace?</i></li> <li>• <i>What was the effectiveness of SHIKHON schools to ensure professional career of a learner?</i></li> </ul>
<b>Society or country level</b>	<ul style="list-style-type: none"> <li>• <i>What is their current contribution to their family?</i></li> <li>• <i>What is their acceptance level among the family members?</i></li> <li>• <i>What is their acceptance level among the community?</i></li> <li>• <i>How they played role to participate in development of their community or society? Have any example about that?</i></li> <li>• <i>How they shared their knowledge which explored from SHIKHON</i></li> </ul>

	<p><i>to the family and community?</i></p> <ul style="list-style-type: none"> <li>• <i>Does he/she involved in development-related any volunteer work?</i></li> <li>• <i>What is their participation to ensure children rights in their community?</i></li> <li>• <i>What was the effectiveness of SHIKHON schools to increase visibility of a learner in their community?</i></li> </ul>
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## 7. TIMELINE AND WORK PLAN

The entire task will be completed within 3 months (Tentative time March to May 2020)

## 8. STUDY PARTICIPATION

Participants in the data collection for this study will be of six types: a) graduated SHIKHON learners b) Parents c) Government officers d) GPS teachers including head teacher e) CMC members f) project staff and teachers. Study team should ensure gender balance.

## 9. KEY MILESTONES

Following are the key milestones of this exercise:

- *Discussion on ToR*
- *Submission of draft proposal*
- *Finalization of the proposal*
- *Tools generation aligned with research questions in inception phase*
- *Field test, Tools finalization, Enumerators orientation and data collection*
- *First draft of the report*
- *Comments on the report from SCiBD*
- *PowerPoint presentation of the findings for SCiBD team*
- *Final study report*

## 10.FINAL DELIVERABLES

The following are the expected deliverables from the consultancy firm:

- Work plan
- Tools and survey methodology
- Protocol for data collection
- Training of the enumerators.
- Finalized data collection guideline.
- Clean data sets with detailed data documentation (variable name, variable label, value label)
- Selected children profile.
- Presentation of the key findings
- Submission of code book in English
- Final report both hard and soft copies
- PowerPoint presentation of the final report (both hard and soft copy)
- Photographs



## 11. REPORTING AND SUPERVISION

The consultant will report to Project Director- SHIKHON of Save the Children in Bangladesh. The consultant will be supervised by Deputy Manager-Research, SHIKHON project with support from Manager SHIKHON, Manager-MEAL EGE, Manager-MEAL, Education Sector and Deputy Director - MEAL, PDQ.

## 12. COMPETENCY OF THE CONSULTANT

The consultant must have technical knowledge to conduct Tracer study, research, survey, evaluation and impact assessments etc. The consultant must be able to take a collaborative approach, as s/he will work closely with project staff, partner staff, and other stakeholders including children in this process.

- Post-graduate degree (Social Science, Education, Statistics, Development Study or any other relevant discipline).
- Adequate knowledge on entire Education system in Bangladesh with special focus Non-formal Education.
- Significant professional background in conducting quantitative/qualitative study, surveys & research.
- Previous experience in conducting similar work for international NGOs and donors will be preferred.
- Strong liaison with government level stakeholders at central and field level.
- Excellent writing skills.

## 13. CONSULTANT ROLES AND RESPONSIBILITIES

- Prepare and submit a study proposal, including rationale, methodology, brief review of relevant literature, work plans and schedules for both quantitative and qualitative aspects of the assignment, review and feedback loops
- Finalizing the research tools after field/pilot test and feedback by first author; present to relevant stakeholders for technical feedback (SCiBD, SCUS, Chevron)
- Ensuring data quality and monitoring of field work.
- Conduct inception meeting and exit meeting with staff and key stakeholders at the Save the Children office.
- Prepare a pre-analysis plan before final analysis in consultation with SCI
- Presentation of initial findings and implications to select audience (SCI & Partners)

## 14. SAVE THE CHILDREN'S ROLES AND RESPONSIBILITIES

- Share relevant documents on SHIKHON, the research agenda, and previous reports or other relevant literature
- Facilitate agreements with the consultant team through the HR Unit
- Coordinate the relationship among the consultant, country office and the technical staff of SCUS and Chevron
- Monitor the process of the study from beginning to the end
- Provide comments and approve the study design including instruments, methodology and timeframe of the assignment
- Brief the consultancy firm/ consultant(s) about the purpose of the consultancy and the process
- Assist in the training of enumerators; provide technical guidance on analysing data.

- Accompany and observe the field team training session and data collection
- Review and provide feedback to the tools, methodology, tools and report.

## **15. CONFIDENTIALITY:**

All the deliverables e.g. reports, documents, information etc. produced by this exercise will be treated as the Save the Children property and the mentioned deliverables or any part of it cannot be sold, used or reproduced in any manner by the assigned organization / individual without prior permission from the Save the Children in Bangladesh.

## **16. CHILD SAFEGUARD POLICY:**

According to the policy of the Save the Children the assignee will sign the ‘Safeguard Policy’ of the organization and during the contract period consulting firm will not violate any policy. In case of any policy violation of Save the Children ‘Safeguard Policy’ (if noticed) the contract will be automatically cancelled.

## **17. WITHDRAWAL / TERMINATION:**

This agreement shall be effective between dates mentioned in agreement, unless otherwise earlier terminated. Save the Children may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to project implementation and non-compliance of any terms and conditions as agreed upon in this agreement.

In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

Interested individual consultant, may submit their technical and financial proposal along with CV and TIN certificate copy to the following email address:  
[prosanta.roy@savethechildren.org](mailto:prosanta.roy@savethechildren.org). Application closing date: **February 22, 2020**.

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