

# **Terms of Reference for CSP Baseline Study**

**September 2, 2021**

# 1.SUMMARY

<b>Type of baseline</b>	<b>Internal</b>
<b>Name of the Study</b>	CSP Baseline 2022-2024, Save the Children Bangladesh
<b>Study Start and End dates</b>	October 2021 to December 2021
<b>Study locations</b>	Dhaka, Barisal, Sylhet, Cox's Bazar and Gaibandha
<b>Thematic areas</b>	Health, Education, Child Poverty, Child Protection and Child Right Governments, Humanitarian
<b>Overall objective of study</b>	To capture and document the status of the children and their families on selected outcomes that are logically aligned with the goals of the new CSP (2022-2024)

## Introduction

Save the Children (SC) visions a world in which every child attains the right to survival, protection, development, and participation. Having this vision, SC determines its mission to inspire breakthroughs (survive, learn, and be protected) in the way the world treats children and to achieve immediate and lasting changes in their lives. For properly carrying out its activities, SC develops Country Strategy Plan (CSP) for every three years for each of the countries where it has operations.

In line with UNCRC, SDGs, CHS and other international and national instruments, standards and frameworks, Save the Children in Bangladesh (SCiBD) works across six sectors- Education, Health, Nutrition and HIV/AIDS (HNHIV), Child Protection (CP), Child Poverty (CPov), Child Rights Governance (CRG) and Humanitarian (DRR/CCA and Response). The last CSP for Save the Children in Bangladesh (SCiBD) was developed for 2019 to 2021 under which the country programs/projects have been implemented. Currently, the Country Office (CO) is finalizing its next CSP for the period of 2022 to 2024.

SCiBD seeks to remain relevant for children and youth towards ambition 2030 and has chosen four (4) strategic goals for the next 3-year period (2022-2024). These goals give increased emphasis to longstanding and growing challenges facing the children and youth of Bangladesh, including inadequate quality of education, deficiencies in health services, high rates of malnutrition, persistent vulnerabilities to natural and man-made disasters and shocks, lack of decent employment opportunities, increasing social inequalities, high rates of violence, as well as a lack of institutional accountability for children and a weak culture of child rights.

Goals for the CSP 2022-2024-

- 1) All under-five children (both Bangladeshi and Rohingya Refugees) experience a healthy start and grow to their full potential with proper nutrition, healthcare, early stimulation, foundational skills, protection and care, and family support.

- 2) All children from 4-12 years have access to quality learning and development support in a safe, inclusive, and violence-free environment in all settings. Specific focus will be given to ensure that children in Bangladesh will get back into school and we address the COVID learning gap.
- 3) Adolescents and youth from 10-24 years have necessary knowledge, skills, tools, technology, and collective voice to make and influence decisions that affect their lives. Focus will be on ensuring gainful employment in a sustainable manner.
- 4) Households impacted by inequality with children, such as tea-workers, ethnic minorities, ship breaking communities, people living in flood displacement areas, etc. have secured and sustainable livelihood opportunities while Rohingya Refugee households have adequate living conditions, and they all receive appropriate support to withstand climatic and other shocks and invest in child wellbeing.

SCiBD further broke down these goals into several outcomes (given in the Annex). To achieve these goals, SCiBD will operate its programs and projects across the six sectors in the following five geographical areas- Dhaka, Sylhet, Barishal, Gaibandha and Cox's Bazar.

In this context, SCiBD plans to conduct a baseline study to capture and document the status of the children and their families on selected outcomes that are logically aligned with the goals of the new CSP. This baseline status will be used as a reference to track the progress and evaluate the country operations at the end of 2024.

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

## 2. BACKGROUND AND CONTEXT

In 1919 Eglantyne Jebb, a British social reformer and former teacher, founded Save the Children Fund in London in a bid to alleviate the sufferings of children during World War I who were starving and unable to access food or other supplies because of allied blockades. She campaigned for the rights and wellbeing of children and demanded the world take notice creating the first global movement for children. Armed with ideas ahead of her time, Jebb changed the course of history when she declared that all children should have rights and drafted the historic Declaration of the Rights of the Child, which was adopted by the then League of Nations in 1924. This six-point charter formed the basis for the UN Convention on the Rights of the Child in 1989 - the most universally accepted and ratified human rights treaty ever.

In Bangladesh, Save the Children started our journey 51 years ago in 1970 to respond to the devastating cyclone that hit Bhola island, by helping children and their families receive emergency food supplies and medical assistance. Since then, the organization has been actively working across the country with the government, civil society organisations, businesses, and other actors to give children the opportunities they deserve- to grow up healthy, to learn and to be safe. When crisis strikes, SCI is always among the first to stand beside and support children and the last to leave. With 1200 dedicated staff, and over 850 volunteers across the country, SCI responds to major emergencies, deliver innovative development programmes, and ensure children's voices are heard through its campaigning to build a better future for and with children

As mentioned earlier, to achieve the organizational vision, Save the Children in Bangladesh usually develops Country Strategy Plan for a three year period. The current CSP period (2019-2021) is going to end on 31 December, 2021 and the new CSP period (2022-2024) is going to start from January 1, 2022. To enable the CO to better design its actions based on evidence and improve tracking of progress, Save the Children in Bangladesh is going to conduct a baseline study to determine the

baseline value against proposed indicators so that organizational contribution can be planned based on evidence and properly measured.

## 3. SCOPE OF BASELINE

### 3.1 Purpose, Objectives and Scope

The baseline study for the CSP 2022-2024 will be initiated from October 2021 and will be completed in December 2021. The purpose, objectives, and scope of the study are given below.

#### Purpose of the Baseline Study:

The key purpose of the baseline survey is to

- Generate baseline values on defined indicators set out to measure the progress of CSP goal and Strategic objectives/outcomes. The baseline value of the CSP indicators will be the guiding pillars to measure goals and Strategic objectives/outcomes throughout the CSP period.
- Collect the relevant information to help devise appropriate monitoring tools for monitoring and evaluating the results of the CSP.

#### Objectives of the Baseline Study:

The overall objective of the Baseline Study is to generate baseline value against the proposed indicators (quantitative) of CSP 2022-2024, which can be used later for tracking organizational progress and evaluating outcome/impact accordingly. These baseline values for the next CSP (2022-2024) can also be considered as the end line values for relevant indicators and milestones for the current CSP (2019-2021). The specific objectives of this baseline study are to:

- Set out the baseline value against impact and outcome indicators of Country Strategy 2022-2024 stipulated in the country and global results framework that will reveal the current situation of the children living in the selected communities.
- Determine district-specific value against the indicators so that the organization can develop projects/interventions considering the local situation and needs.
- *Define organizational contribution in respective to districts in the relevant indicators of sustainable development goals.*

#### Scope of the Baseline Study

- Extensively review all relevant documents including the Country Strategy Plan 2022-2024, Country and Global Results Framework
- Submit comprehensive inception report including agreed methodology, appropriate data collection tools<sup>1</sup>, and detailed study implementation plan.
- Recruit experienced enumerators and conduct comprehensive training for the enumerators on digital data collection process (Kobo/ODK, etc.), field testing the tools for appropriateness, and data collection from the selected locations
- Data cleaning and sharing of dataset in preferred file format (SPSS).
- Address feedbacks of Save the Children related to dataset

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<sup>1</sup> Draft questions related to the indicators of interest will be provided by SCI. The consultant team will be responsible for developing detailed survey questionnaire based on these draft questions and review of relevant documents. The team will finalize the questionnaire based on consultation with the SCI team.

- Analyse baseline data using relevant data analysis software (SPSS) in line with the study objectives and prepare baseline report<sup>2</sup>

## 3.2 Intended Audience and Use of the Baseline

The key stakeholders/audiences for this baseline are:

Stakeholder	Further information
Primary implementing organisation	Save the Children (Sector(s): Child Protection and Child Rights Governance, Child Poverty, Health, Nutrition & HIV, Education, Humanitarian, PDQ and Emergency Program-RR)
Member Countries	All member countries
Implementing partners	All existing and new partners (for the new CSP period)
Government stakeholders	Ministry of Social Welfare, MoWCA, DSS and Local Government, Ministry of Health and Family Welfare, Ministry of Education, Ministry of Disaster and Relief,
Community groups	CBCPC, Child Group, Community People, Parents, and service providers
Beneficiaries	Different groups of children and adults that various SCI programs/projects work with

The baseline findings will be used as evidence for service improvement, adaptive programming, accountability, to justify the expansion of the program/project/s and will be used to measure the organizational contribution.

## 3.3 Key Study Questions

Considering the quantitative data collection methodology, the baseline study will answer the following key questions

- What specific variation is there in district level value of the measured indicators?
- *What is the deviation from national indicators and proposed CSP indicators (where applicable)?*

## 3.4 Secondary Questions

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

Criteria	Secondary Questions
Gender sensitivity	<ul style="list-style-type: none"> <li>▪ What kind of gender gaps are present in terms of the different indicators of interest? What aspects need to be considered for reducing the gender gaps (if any)?</li> </ul>
Inclusion	<ul style="list-style-type: none"> <li>▪ Is there any specific group of people that needs to be considered i.e., consider inclusion of vulnerable groups?</li> </ul>
Child rights programming	<ul style="list-style-type: none"> <li>▪ What is the status in terms of the child rights approaches?</li> </ul>

<sup>2</sup> Baseline data analysis and report writing will be conducted by the SCI team.

Criteria	Secondary Questions
Child safe programming	<ul style="list-style-type: none"> <li>What are the potential risks for children? What measures do we need to implement to reduce, remove and control these risks?</li> </ul>

## 4. BASELINE METHODOLOGY

### 4.1 Baseline Design and Sampling

The baseline study shall adopt a quantitative data collection approach to collect data from the defined location (division/district/sub-districts). It is also expected that consulting firms will propose a comprehensive study design and representative sample size covering the following areas- Dhaka (Dhaka district), Sylhet (Sylhet, Moulvibazar and Habiganj districts), Barishal (Barishal district), Gaibandha (Gaibandha district) and Cox's Bazar (Cox's Bazar and parts of Bandarban). The following issues must be considered for the study design and sample size determination.

- The study will identify baseline values of pre-determined indicators of all sectors that are given in annexes
- Primary data will be collected from the beneficiaries from the proposed locations using appropriate methodology.
- Representative sample size will be selected for each of the five areas mentioned above (not less than 384 sample per area). The consultant team must ensure that the procedure of sample design causes the least sampling error and helps to control the systematic bias in an efficient way.
- Literature review from the secondary source.
- The study design, data collection, and analysis should be done in a way that is able to generate findings consistent with the study objectives.

### 4.2 Data Sources and Data Collection Methods/Tools

All primary data collected during the baseline must facilitate disaggregation by gender, age, disability, and location. Save the Children will guide tools and classification schemes for this minimum dataset.

The consultant team/firm will propose the most appropriate data collection methods and tools, which will be discussed, reviewed, and agreed upon with Save the Children before commencing the study. SCI will provide draft questions related to each indicator of interest. The consultant team/firm will use these along with other resources to develop the questionnaire, and will finalize it thorough consultation with SCI. The consultant team will adopt the appropriate sampling method that will allow correct conclusions about the survey population.

All the relevant documents of Country Strategy 2022-2024 will be made available to the consultant team that provides information about the Country Strategy, Results framework, and Sector-specific indicators list/table. During this assignment, the consultant team will strictly follow the Child Safeguarding, Data Protection and Privacy policies of Save the Children.

### 4.3 Ethical considerations

It is expected that this study will be:

- **Child participatory.** Children should be meaningfully involved in the baseline as a holistic process as respondents. 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 baseline 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.
- A referral mechanism will be in place in case any child safeguarding, or protection issues arise.
- Informed consent will be used where possible.

## 5. EXPECTED DELIVERABLES

The baseline deliverables and due dates (subject to the commencement date of the baseline) are outlined below. The lead consultant will communicate with [SC Baseline focal](#) immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

### Deliverables and Tentative Timeline

Deliverable	Timeline	Remarks
The Baseline Team is contracted and commences work	October 25, 2021	
The Baseline Team will facilitate a workshop with the relevant stakeholders to develop the <b>Inception report</b> : The inception report will include: <ul style="list-style-type: none"> <li>▪ baseline objectives and key baseline questions</li> <li>▪ description of the methodology, data sources, draft data collection tools (preferably against the key baseline questions) and sampling considerations</li> <li>▪ data analysis (reporting plan: Not required)</li> <li>▪ caveats and limitations of baseline</li> <li>▪ risks and mitigation plan</li> <li>▪ stakeholder and children communication and engagement plan</li> <li>▪ consultation protocols for consulting with children and other vulnerable groups (if applicable)</li> <li>▪ key deliverables, responsibilities, and timelines</li> </ul>	October 28, 2021	

Deliverable	Timeline	Remarks
<ul style="list-style-type: none"> <li>logistical or other support required from Save the Children</li> </ul> <p>Once the report is finalised and accepted, the evaluator/baseline team must submit a request for any change in strategy or approach to the baseline manager or the steering committee.</p>		
<b>Submit Inception report including tools:</b> <ul style="list-style-type: none"> <li><i>Survey instrument</i></li> <li><i>Data collection mechanism</i></li> </ul>	October 30, 2021	
Review of inception report and finalized inception report including tools	November-06, 2021	
Training for the enumerators	November 7-9, 2021	
Data collection by consultants' team (Quantitative)	November 10-30, 2021	
<p>A Progress Report is to be submitted every week documenting progress against the baseline plan including:</p> <ul style="list-style-type: none"> <li>progress over the last period</li> <li>risks and issues management report</li> <li>key scheduled activities and deliverables for the next period</li> </ul>	Every week	
Data cleaning and Submission of dataset (both raw and clean datasets in SPSS format) to SCI	December 15, 2021	
<p>An <b>Interim Report*</b> including a summary of formative findings from the baseline. The focus will be on:</p> <ul style="list-style-type: none"> <li>Summary of interim findings</li> <li>Any emerging program issues or risks (if applicable)</li> <li>Key tasks for the next stage of the baseline and any proposed refinements or changes to methodology (if applicable)</li> </ul>		Will be prepared by SC
<p>A <b>Baseline Report*</b> (Draft Version) including the following elements:</p> <ul style="list-style-type: none"> <li>Executive summary</li> <li>Background description of the Program and context relevant to the baseline</li> <li>Scope and focus of the baseline</li> <li>Overview of the baseline methodology and data collection methods, including an baseline matrix</li> <li>Findings aligned to each of the key baseline questions</li> <li>Specific caveats or methodological limitations of the baseline</li> <li>Conclusions outlining implications of the findings or learnings</li> <li>Recommendations</li> <li>Annexes (Baseline TOR, Inception Report, Study schedule, List of people involved)</li> </ul>		Will be prepared by SC
<b>Final Baseline Report*</b> incorporating feedbacks on the Draft Baseline Report		Will be prepared by SC
<p><b>Knowledge translation materials:</b></p> <ul style="list-style-type: none"> <li>PowerPoint presentation of baseline findings</li> <li>Evidence to Action Brief**</li> </ul>		Will be prepared by SC

\*\*\* 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 (except the dataset) are to be produced in MS Excel/Word format and provided electronically by email to the SC Baseline Focal. The dataset must be provided to SCI in SPSS file format.

## 6. REPORTING AND GOVERNANCE

The study team will lead the reporting process against the plan. The following regular reporting and quality review processes will also be applied

- Verbal reporting each week to the Save the children Baseline Focal on progress.
- A written Progress Report (1-page) by email to the Save the Children Baseline Project Manager every month, documenting progress, any emerging issues to be resolved and planned activities for the next month. During data collection, SC E&L team will also make monitoring visit to check the data quality, and also provide necessary support so that process can be completed effectively.
- All raw data or dataset should be submitted to Save the Children in Bangladesh in electronic versions (in SPSS format). The ownership and copyright of the report for publication rests with Save the Children in Bangladesh. All the data and the reports including the findings and recommendations will remain the property of Save the Children in Bangladesh and must not be published or shared with a third party by the consulting agency. Any changes in the agreed-on deliverables must be approved by Save the Children in Bangladesh.
- The Baseline team will also attend regular Baseline Working Group meetings. The BWG will meet every fortnight.
- Director-E&L will be responsible for final report preparation and Director-PDQ will be accountable for approving the Final Report.

## 7. BASELINE TEAM AND SELECTION CRITERIA

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

- Country strategy Evaluation/Conducting research and/or baseline in the field of Child Protection, Education, Health and Nutrition, Child Poverty, Food Security and livelihood, Humanitarian Program
- The team must have a combination of advance university degree in social science, statistics, and research background.
- At least 5 years of hands-on relevant experience to conduct baseline and/or end line survey/studies for social development projects. Prior experience of conducting CSP baseline and end-line will add value.
- Has experience to conduct survey with most marginalized group of children.
- Excellent proven experience and understanding of program cycle, implementation, and M&E procedures.
- Excellent proven skills and understanding of social science methodologies (both qualitative and quantitative), and sampling procedures for marginalized and hard to reach population
- Willingness to comply with Save the Children's Child Safeguarding Policy.
- *Conducting ethical and inclusive research and/or baseline involving children and child-participatory techniques*

- Conducting ethical and inclusive research and/or baseline involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
- Report writing and presentation skills

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 baseline 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 baseline 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.

## 8. 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 E&L 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
<b>Technical Proposal +Sustainability Criteria (Desk Review)</b>	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
<b>Sustainability Criteria</b> The agency demonstrates activities. (e.g. paperless offices, community outreach programs, policies, training programs).  10/10 - bidder demonstrates multiple sustainable business practices 0/10 - bidder demonstrates no sustainable business practices	10

<b>Oral presentation</b>	10
<b>Financial Proposal</b>	40
<b>Total</b>	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 baseline technical proposal of 50% of technical score, Top Three 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 or five top scorer. Finally, Save the Children will award the Baseline with highest scorer consulting firm.

## **9.SCHEDULE OF PAYMENT**

All payment will be made through bank checks/S2B in favour of the awarded firm. TAX and VAT will be deducted at a rate suggested by the regulatory authority of the GoB and appropriate receipt will be provided on amounts to be deducted at source. After signing the contract, the following mode will be used for payments

- Upon approval of inception report: 20%
- Upon submission of final data collection tools: 30%
- Upon submission of full dataset: 50%