

Terms of Reference for Process Documentation

Strategic Partnership Agreement (SPA)

October 2021

1. PROJECT SUMMARY

Type of evaluation	Process and Lessons Learned Documentation
Name of the project	Strategic Partnership Agreement
Project Start and End dates	1.1.2018 to 31.12.2021
Project duration	4 years
Project locations	Dhaka City Corporations and Satkhira
Thematic areas	Child Poverty
Sub themes	ASST/Education for Youth Empowerment Program
Donor	Danida
Estimated beneficiaries	7,000 youths and 8,000 parents, employers and community
Overall objective of the project	Deprived adolescent and youth in targeted urban and rural areas of Bangladesh have improved their economic, social and political status with active support from strengthened CSOs

2. INTRODUCTION

This document provides Terms of Reference for making a process documentation of the implementation interventions as well as documenting the lesson learned through the implementation period. With funding support from Danida, the Strategic Partnership Agreement (SPA) project works on two levels: it supports the transition from school to work and it ensures that out-of-school youth find skilled, safe and secure jobs that qualify as “decent work”, according to the definition by the International Labour Organization. The project aims to provide social and life skills support to deprived adolescent and youth in targeted urban and rural areas of Bangladesh to improve their economic, social and political status with active support from strengthened CSOs. The projects target is to reach 7,000 deprived adolescents and youth aged between 15-24 years and 8,000 parents/caregivers, community, local govt & employers in rural and urban areas starting from January 2018 to December 2021.

The overall objective of the project is: Deprived adolescent and youth in targeted urban and rural areas of Bangladesh have improved their economic, social and political status with active support from strengthened CSOs. The main outcomes to reach the objective are:

- Deprived adolescent and youth demonstrate employability skills by gaining employment
- Deprived adolescent and youth have improved capacity and opportunities for local duty bearers to address their needs & concerns
- Targeted Civil Society Platforms have improved outreach, ability and performance to take actions for promoting rights of deprived adolescents and youths together with youth associations.

Implementation of SPA project has been started in January 2018 and will be ended in December 2021. By now, a number of good practices have been identified in the project through addressing the improved employability, life skills and job linkage support in promoting economic and social empowerment of the target deprived adolescents and youths. The knowledge on the good practices is sometime in tacit form and it is important to capture and document them for better understanding of effective operational processes and positive changes in the community. A detail process documentation is needed to document the processes of these good practices, which is important from a communication point of view with donor, affiliated Save the Children member country and at the same time with wider audiences including policymakers for further replication and scale up.

3. BACKGROUND AND CONTEXT

Bangladesh could be a perfect case of ‘demographic dividend’ with half the population below 24 years old - approximately 30% below 14 years and 20% between 15 and 24 years. The country boasts of a steady economic growth rate currently at 6.5% (World Bank 2020). Youth with proper skills, attitudes and values can shape the future of the society and nation. Civil Society Organisations (CSOs), including child rights groups, can play a greater role in advancing this youth development agenda. However, on one hand, CSOs in this country have a long and proud history of grassroots movement and activism while also establishing replicable development models; but on the other, it is observed that the CSOs seem fragmented lacking shared vision, collective purposeful actions and most importantly, dynamic leadership at the next tier. It is more so with regards to promoting the rights of children, adolescents, and youth. Even the child and youth focused or led CSOs are also not united with a clear strategic

vision and mission on what changes they foresee after 5 to 10 years in promoting and realizing the rights of children and youth.

According to the child rights situation analysis conducted in 2014 in Bangladesh, gender, diversity and adolescence programming are areas that are not yet getting enough attention, violence and physical punishment remain high for all age groups, lack of education opportunity, high dropout rates and poor quality of teaching and learning and limited participation of adolescents and youth at decision making level at family and in other areas in life. Children Act 2013 has given more awareness to children's issues in general, but implementation is still slow going. Furthermore, different change models have been developed jointly with CSO partners here, including on private sector engagement, supporting youth's economic empowerment, life skills training, youth resilience, and engagement of children and youth in local governance and advocacy for public investment in children.

Considering the above context, SPA project has been designed to transform the life outcomes of working and vulnerable adolescents and youth aged 15-24 years in urban and rural Bangladesh. It not only focuses on preparing young people for decent work and active citizenship, but also on preparing the workplace and community for young people to enjoy an enabling environment. It is a comprehensive program model for getting adolescents and youth into education or decent employment, enabling them to influence decisions that affect their lives and advocate for their rights. The project is focusing on the following interventions:

TVET system: SPA will facilitate improvement in economic status of the deprived adolescents and youth through strengthening TVET system in four areas: i) update curricula, capacity building of trainers and upgrading training centre; ii) introducing flexible vocational training to meet the need and challenges of the deprived adolescents and youth; iii) linkages between employers, employment support service providers and training providers and iv) updating job information system and job availability for the deprived adolescents and youth.

Adolescents and youth clubs: SPA will invest in formation and functioning of adolescents and youth clubs in the following areas: i) customization of youth resilience module and build the capacity of master trainers on the module; ii) capacity building of peer to peer leaders on transferable life skills, occupational health and safety, career counselling, youth resilience and CFLG approach; iii) awareness raising campaign and meeting with the parents and caregivers on rights realization of adolescents and youth and iv) youth led initiatives to mobilize community and prepare supportive environment for promoting the rights of adolescents and youth.

Partnerships: The project will invest in developing partnership among CSOs including youth-led CSOs, private sectors, training providers and Government in the following areas: i) forming a national platform of CSO by the expansion of Together With Civil Society (TWC) and finalization of its strategy paper; ii) capacity building of CSOs to increase their understanding on internal governance, constituency engagement, advocacy and responsive programming; iii) organizing annual partners' conference for facilitating knowledge management; iv) technical assistance to follow up on Organizational Development (OD) and civil society engagement plan and v) capacity building of targeted CSO including TWC to pursue evidence-based advocacy with government and private sectors for promoting economic, social and political rights of adolescents and youth.

4. SCOPE OF DOCUMENTATION

4.1 Purpose, Objectives and Scope

The overall objective of the process documentation is to take stock of the overall process of the project, as well as document the good practices and lessons learnt.

The specific objectives of the assignment are as follows:

- Documentation of overall project operational process.
- Documentation of good practices and case stories from the field
- Documentation of lessons learnt from the project

Through this assignment, a detailed description with clear analysis should be provided in each area mentioned above considering how particular issue is started, what are the steps followed/what actions taken and when, how things were adopted or contextualized in project locations/communities, chronological learnings and challenges and respective decisions and measures taken in program implementation.

4.2 Intended Audience and Use of the Documentation

Primary intended audience of the study are:

Stakeholder	Further information
Project donor	Danida
Primary implementing organisation	Save the Children (EYE Program team; CP/CRG team and Partnership team)
Implementing partners	CPD, SEEP, SUF and BTS
Government stakeholders	Ministry of Labour and Employment, Upazila and District Administration, Local Govt., City Corporation (Ward Commissioners)
Community groups	Youth groups, parents, and community
Beneficiaries	Deprived adolescents and youths, parents/caregivers, employers, and community
Development community	Danida, World Bank, Govt. and corporate donors

4.3 Key Study Questions

- What mechanisms/approaches worked well, and can you explain the achievement or inadequate achievement of the project results? Which did not work well and why?
- Do you think that SCI's COVID-19 programming framework is adequate/effective/helpful for implementing the SPA project during the pandemic? Please explain?
- How the project worked at the field level to response to emergency during the COVID-19 pandemic?
- Will the project work in a different context considering like COVID-19 pandemic situation?
- Do you think that the relationship among all the stakeholders like youths, partners, SciBD as well as SCD is effective to ensure the quality of the program? if the relationship is good, then what are the main strengths of the relationship? If not good, what are the main weaknesses?

- How has the project approached accountability to children and the wider community?
- How can the implementation of the program be improved in terms of coordination?
- Have MEAL activities been implemented as planned? Were they relevant and appropriate? How could they be improved?
- What is the impact of the project in proportion to the overall situation of the target group or those affected?

5. STUDY METHODOLOGY

5.1 Study Design

The documentation study is suggested to use qualitative method, e.g. Key Informant Interview (KII), Focus Group Discussion (FGD) and stakeholder consultation, etc. as appropriate. Data will be collected from the relevant key stakeholders. Besides the desk review (review literature) and background project related materials, the consultant will prepare required tools for collecting qualitative information through conducting interviews involving key project stakeholders.

The consultant is expected to prepare methodology and appropriate tools to meet the objectives of the study. The methodology and relevant tools should be adjusted in consultation with Save the Children and finalized before data collection. The detailed methodological approach will be designed by the consultant in the inception report. Project documentation will be made available for selected consultant that provides information about the design and implementation. The consultant is required to adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies throughout all activities. The consultant will propose alternative ways to conduct the interview with sampled respondents if physical access is not possible due to COVID-19 crisis.

To generate required evidence of assignment, the following tasks need to be carried out by the consultant.

- Review the project proposal, result framework, project annual report, existing case stories and other relevant documents
- Consultation with Save the Children project team and partners' staff
- Determine appropriate methodology
- Develop appropriate tools and interview/focus groups questionnaires (guides); the process should be participatory to the extent possible and should involve all stakeholders in the project including staff
- Conduct data collection, verification, processing and analysis through interviews and FGDs with programme participants and other key stakeholders, including partners and project staff and use tools as necessary.
- Documente the good practices of how the project addressed the need of the target groups

5.2 Data Sources and Data Collection Methods/Tools

. Data collection techniques must consider the COVID-19 context. It will be a requirement of the study team to source additional external data sources to add value to the documentation process. The consultant will explore any personal and professional influence or potential bias among those collections or analyzing data been recorded and addressed or mitigated ethically.

5.3 Ethical considerations

It is expected that this evaluation will be:

- **Child participatory.** Where appropriate and safe, adolescents and youths should be supported to participate in the documentation process beyond simply being respondents.
- **Inclusive.** Ensure that youths 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 process documentation must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children
 - Sensitive – to child rights, gender, inclusion and cultural contexts
 - Openness - of information given, to the highest possible degree to all involved parties
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible
 - Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

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

6. EXPECTED DELIVERABLES

The process documentation deliverables and tentative timeline are outlined below. The study team and SC project team will agree on final milestones and deadlines at the inception phase.

Deliverables and Tentative Timeline

Deliverable/Milestones	Timeline
The study team will submit an inception report in line with the provided template, including: <ul style="list-style-type: none"> ▪ Process documentation objectives and scope ▪ description of the methodology including design and data collection methods ▪ data analysis and reporting plan ▪ key deliverables, responsibilities, and timelines ▪ logistical or other support required from Save the Children 	15 Oct
Final data collection tools (in the report language): <ul style="list-style-type: none"> ▪ Survey methodology and instrument 	25 Oct

Deliverable/Milestones	Timeline
<ul style="list-style-type: none"> ▪ Data collection mechanism 	
Produce a draft process documentation report including the following elements: <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the project and context relevant to the report ▪ Scope and focus of the process documentation ▪ Overview of the study methodology and data collection methods ▪ Findings aligned to each of the key questions ▪ Case stories with photographs ▪ Recommendations ▪ Annexes 	25 Nov
Present the draft report to SC team and partner organizations in workshop and solicit feedback on the draft document from the project team	5 Dec
Final Report incorporating feedback from consultation on the Draft Report	10 Dec
Present in the dissemination workshop of the final process documentation to the other stakeholders at national level	15 Dec

7. STUDY MANAGEMENT

The full process documentation will be supervised and coordinated by Deputy Director-Education for Youth Empowerment (EYE) under the guidance of Director of Child Poverty. Data collection tools development and key consultations will be facilitated by SPA project team in close support from SC MEAL team. SC Denmark will provide technical support in finalizing the tools and report. The duration of contract with the consultant shall be for a maximum of 14 working days after signing the contract. The outline of the timeline is as follows:

What	Who is responsible	By when	Who else is involved
Process Documentation tender submissions	SC SPA project team	15 Sep	SC HR
Tender review, selection of the consultant and contract signing	Selection committee	5 Oct	SC SPA project team
Documentation review, desk research	Consultant	10 Oct	
Submission of draft Inception report including tools	Consultant	15 Oct	
Development of Data collection tools	Consultant	25 Oct	
Consultation	Consultant, SC and partners	10 Nov	Project stakeholders
Prepare and submission of the first draft report	Consultant	25 Nov	
Review of first draft report	SC project team	30 Nov	MEAL, Learning & Evidence team, SC Denmark
Validation of study findings and recommendations	SC project team	5 Dec	
Final study report and submission of data and analyses	Consultant	10 Dec	
Study findings dissemination through a workshop	Consultant	15 Dec	SC project team

8. DISSEMINATION PLAN

The final process documentation report will be shared with the project participants, SC other sectors, duty bearers, civil society organizations, donors, media, other like-minded organizations and private sector corporations. The findings will be used for service improvement, adaptive programming, accountability as well as draw recommendations for future program interventions.

9. SELECTION CRITERIA

The consultant will lead the process documentation development. Save the Children and PNGO staff will also provide necessary support to the consultant. The consultant will be responsible for overall management Page 3 of 3 of the completing the process documentation development as per these Terms of Reference. The consultant's profile should include the following:

- A higher degree (Master) in Sociology/development studies/statistics or social science related subjects
- Proven experience in process documentation of Development Programmes in different country and with different donors funded project
- Proven experience on the development context of Bangladesh and child rights issues
- Demonstrated experiences and skills in facilitating stakeholder consultations
- Proven experience in conducting process documentation development and participatory approaches
- Proven experience on child protection issues
- Good understanding of youth empowerment, skills training and youth rights issues
- Excellent report writing skills in English

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: **October 16, 2021**.
