**Terms of Reference**

**for hiring consultant/firm to develop and pilot Participatory Social Inclusion Analysis Tool (PSIAT) to understand the situation of Children those impacted by inequality and discrimination in hard-to-reach Area in Gaibandha, Bangladesh.**

**Shishuder Jonno Program**

**Save the Children in Bangladesh**

**Project** : Sponsorship funded ‘Shishuder Jonno (SJ)’ Program

**Location** : Gaibandha Impact Area

**Duration :** 60 working days, 23 June 2022 to 30 October 2022

**Background:**

Save the Children is the world's leading independent organization for children. Our vision is a world in which every child attains the right to survival, protection, development, and participation. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives. Save the Children in Bangladesh has been working relentlessly since 1970 for the betterment of the children and their families. In Bangladesh, Save the Children works in six thematic areas, namely Education, Child Poverty, Child Protection, Child Rights Governance, Health and Nutrition and HIV/AIDS, and Humanitarian.  Save the Children’s ‘Shishuder Jonno’ Sponsorship program in Saghata upazila of Gaibandha is an initiative to support development of children with full potential. The main target beneficiaries of this program are children and parents deprived from basic needs and services like health, education and living opportunities. Target group of the program is children from three to eighteen years and their parents following the ‘life cycle approach’. The program has been implementing Early Childhood Care and Development (ECCD), Basic Education, Child Marriage, and Child Protection interventions.

In Gaibandha, exclusion of the children from education is a major concern as impact of social exclusion specially in hard-to-reach char areas. There is lack of awareness on children rights to education and protection, poor communication, and unequal access to education services in a safe and protective environment which affect student attendance that is below 60% while it is 88.66% at national level (Annual Primary School Census 2019). SJ initiated program component is aiming to reduce the inequalities and social inclusion of the children and community in hard-to-reach areas. Considering the situation, SJ program awarded Innovation Learning Fund for developing Participatory Social Inclusion Analysis Tool (PSIAT) to address inequalities and social inclusion by engaging Community Action Groups. These Community Action Groups will be formed from existing Village Development Committee, Credit Group, Ward Development Groups, youth clubs, or available community platforms or structures. Representatives of marginalized groups who are impacted by social exclusion will also be included in the Action Groups considering gender, disability, ethnic minority, hard-to-reach location, poverty, and other forms of marginalization. The Community Action Groups will actively involve in the Social Inclusion Analysis tool development process.

The Community Action groups will apply the PSIAT tool and generate a community agreed action plan and subsequently rolling out the action plan towards improving equalities and inclusion of children in education in a safe, protected, and resilient environment. The overall initiatives of innovation project will be documented following scientific study methods. In this connection, SJ program will hire a consultant to develop PSIAT tool with study conduction and documentation.

**Purpose of the assignment:**

The main purpose of this assignment is to develop a Participatory Social Inclusion Analysis Tool (PSIAT), capacity development of Community Action Groups on tool application for mapping children, prepare action plan and promote inclusion for the children impacted by social exclusion. During the development of PSIAT, consultant/firm will ensure participation of children with disability and tool should be child and gender friendly. In addition, conducting action study and process documentation of the innovation project will be captured through this assignment. The other purpose is to conduct the social inclusion assessment using/piloting the tool developed and prepare an analysis report with key findings and recommendations.

**The following tasks will be carried out by the consultant/firm selected for the assignment:**

The main task of this consultancy is to develop PSIAT with field testing following of scientific norms and standard, prepare administrative guideline, operational manual of the tool and capacity development initiatives to apply the PSIAT through Community Action Groups. Also prepare reports, process and video documentation during development and after applying of PSIAT.

**Tasks of the consultant/firm:** The task will be carried out in 60 working days period with certain interval in each step from its starting day from 60 working days, 23 June 2022 to 30 October 2022.

**Specific tasks:**

* Meeting with project team for idea sharing on tasks and deliverables of the assignment.
* Review relevant literatures, tools and methodologies on social inclusion and exclusion issues where particular tool has been used and worked well and this gender and child friendly.
* Prepare checklist and guideline on social inclusion analysis tool development through consultation with Community Action groups.
* Conduct 5 consultation sessions and FGDs with 30 Community Groups at 3 Unions of Saghata Upazila ( Saghata, Holdia, and Ghuridaho) for tool development (pictorial and text based)
* Develop and finalize one PSIAT tool (approximate 10-12 pages) and one application guideline through field testing and validation with Upazila level relevant stakeholders through workshop.
* Prepare necessary illustrated images (approximate 10-12) to produce pictorial tool of social inclusion analysis.
* Prepare orientation guideline and conduct 6 batches of capacity development orientation for Community Action Groups and field staff to apply of PSIAT.
* Prepare finding report with fact and figures, PPT and one pager.
* Prepare process and video documentations from beginning to end of the assignment.
* Sharing meeting with relevant team members of Shishuder Jonno and Innovation Project implementation team.
* Back translation of 3 products (PSIAT tool, administrative guideline, orientation manual, report, PPT, one pager and video clips of process documentation).
* Provide all final hard and soft copies of image/ illustrated file and documents.

**PSIAT development Methodology**

**1.1. Design and sampling**

It is expected that during tool development and field-testing consultant/firm will use both quantitative and qualitative approaches, applying appropriate sample size based on the nature of the assignment and size and character of the population. Detailed design and plan of the complete assignment is expected from the consultant/firm.

The assigned 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 assignment 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 study team without prior permission from the Save the Children.

***1.3. Ethical Considerations***

It is expected that this assignment will be:

* **Child participatory**. Children should be meaningfully involved (if applicable) in the assignment as a holistic process and not only as informants. Refer to the Practice Standards in Children’s Participation ([International Save the Children Alliance 2005](https://resourcecentre.savethechildren.net/library/international-save-children-alliance-2005-annual-report)); 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 (if applicable), as well as children with disabilities and children who may be excluded or discriminated against in their community.
* The assignment must be guided by the following 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 assignment should be trustworthy

It is expected that:

* Sample collection for tool development will be age and gender appropriate.
* Activities of the assignment 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 team will explore any personal and professional influence or potential bias among those who are collecting data and addressed or mitigated ethically.

**Expected Deliverables:**

The consultant/ firm is expected to develop and submit the following deliverables:

* Develop PSIAT tool (with necessary illustrated images to produce pictorial tool and text based) with determining scientific norms and standards.
* Develop operational guideline. orientation Manual on PSIAT tool in both standard Bangla and English version and conduct consultation sessions, FGD and orientation/training for capacity development.
* Prepare reports with key findings, recommendations of tool piloting, fact, figures and table.
* Prepare PPT and one pager of the assignment.
* Prepare process and video documents from beginning to end of assignment with its success, challenges, lesson learned and recommendation.

**Time frame**

An indicative timetable is outlined below. This will be revised according to the final starting date:

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| **Task** | **Timeline 2022** | **Responsible** | **Days required** |
| Organize meeting with project focal for getting idea on tasks, deliverables and Detail Implementation Plan must submit followed by meeting. | June | Consultant/firm & SCI | 1. days |
| Review relevant literatures, tools, and methodologies where particular tool has been used and worked well and this should be gender and child friendly. | June | Consultant/firm | 1. days |
| Prepare checklist and guideline on social inclusion analysis tool development through consultation with Community Action groups. | June-July | Consultant/firm & SCI | 1. days |
| Conduct 5 consultation sessions and FGDs with 30 Community Groups at 3 Unions of Saghata Upazila ( Saghata, Holdia, and Ghuridaho) for tool development (pictorial and text based) | July- August | Consultant/firm & SCI | 12 days |
| Develop and finalize one PSIAT tool (approximate 10-12 pages) and one application guideline through field testing and validation with Upazila level relevant stakeholders through workshop. | July-August | Consultant/firm & SCI | 5 days |
| Prepare necessary illustrated images (approximate 10-12) to produce pictorial tool of social inclusion analysis. | July-August | Consultant/firm & SCI | 10 days |
| Prepare orientation guideline and conduct 6 batches of capacity development orientation for Community Action Groups and field staff to apply of PSIAT. | August-September | Consultant/firm & SCI | 10 days |
| Prepare report with key findings, recommendations of tool piloting, fact and figures, PPT and one pager. | September | Consultant/firm | 4 days |
| Prepare process and video documentations from beginning to end of the assignment. | September-October | Consultant/firm | Within working days |
| Sharing meeting with relevant team members of Shishuder Jonno and Innovation Project implementation team. | June -October | Consultant/firm | 2 days |
| Back translation of 3 products (PSIAT tool, administrative guideline, orientation manual, report with key findings and recommendations, PPT, one pager and video clips of process documentation). | July-October | Consultant/firm & SCI team | 7 days |
| Provide all final hard and soft copies of image/ illustrated file and documents. | October | Consultant/firm | 1 day |

**Qualifications of the Consultant/firm**

The successful consultant should have the following qualifications-

* Must have experience in developing and designing social inclusion related tools, guideline and materials.
* Must have academic and research background in Education, Sociology, Anthropology, Development Studies, and Psychology field.

**Roles and responsibilities of consultant/firm**

* The consultant/firm will have to conduct meeting with project focal of SCI, update progress and need based field visits to test and development of PSIAT tool.
* Save the Children will provide necessary support during consultation, field test and study conduction in Gaibandha and introduce with partner organization.
* Save the Children will be responsible for providing project related documents, clarifications, and feedback before finalization of the products.
* The consultant/firm will be responsible for delivering the draft and final products within the deadlines as ToR (agreed on after developing the detail action plan).
* All logistics related to the assignment (transport, food, accommodation) will be arranged by consultant/firm. Save the Children will not be responsible for that.
* SCI team members will support to arrange Community level FGDs and orientation as well as Upazila level workshop. SCI will provide support food and snacks for the participants of FGDs, orientation and workshop.

**Management and Logistics**

The consultant/firm will report to Program Director-Shishuder Jonno Program, (email: [hosneara.khondker@savethechildren.org](mailto:hosneara.khondker@savethechildren.org) ) and day to day coordination with Manager-ECCD (email: [zannatun.nahar@savethechildren](mailto:zannatun.nahar@savethechildren)), Manger-CP (email:[saifur.rahman@savethechildren.org](mailto:saifur.rahman@savethechildren.org)), Shishuder Jonno Program, Save the Children Bangladesh.

**Evaluation Criteria**

**Essential Criteria:**

The bidder shall possess the following qualification:

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

1. **Legal establishment** for minimum 2 years From Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities. [Not Applicable for Individual Consultant]
2. **Updated Legal Documents**: Copy of Trade License/Registration Certificate, TIN, BIN/VAT, Certificate of Incorporation (Applicable for firm only).

Copy of TIN and VAT registration certificate [Applicable for individual consultant only].

1. **Suppliers are not any prohibited parties** or on Government debar/ Blacklisting (Firm need to submit self-declaration by their own letter head pad)
2. **Compliance with our standard policies** with the attached annexure (Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct etc)

**Evaluation Criteria for Capability, Sustainability and Commercial criteria (Out of 100 Points):**

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|  | **Evaluation criteria** | **Assigned Score** |
| **1** | **Capability Criteria** | **60** |
| 1.1 | Previous work experience with rural community groups/GO/INGO/UN/Govt. bodies/ reputed autonomous bodies Please refer the organization/client’s name with contact no/contract/MOU/Work Order copy  Each year experience will get 2 points (maximum 10 points)  Less than 2years experience will get 0 points | 10 |
| 1.2 | Consultant or Firm’s Lead and his/her Staffs profile and career portfolio (CV to be submitted):  a. Firm/company/consultant Profile with current/past client/organization list.  b. Academic background: Masters in any discipline preferably in Education, Sociology, Anthropology, Development Studies, Psychology or any other field of Social Sciences. | 10 |
| 1.3 | Experience in developing and designing **social inclusion** related tools, guideline and materials  Need to be submitted relevant Contract or PO copy.  For each contact or PO bidder will get 2.5points (Maximum 10 points) | 10 |
| 1.4 | Detailed workplan on the major deliverables | 5 |
| 1.5 | Oral presentation (applicable for only top three of above total 35score) | 15 |
| **2** | **Sustainability Criteria**  Legal establishment at Dhaka will get 10 points  Legal establishment outside Dhaka service provider will get 5 points | **10** |
| **3** | **Commercial Criteria** | **40** |
|  | **Total Points** | **100** |

**Benchmark scoring:**

Top Three scorer out of 35 (Capability Criteria 1.1-1.4) will be eligible for oral presentation. The overall scoring should consider the Capability Criteria, Sustainability, the financial proposal, and oral presentation. The combine comparative statement will be conducted for only top three scorer. Finally, Save the Children will award the highest scorer consulting firm/consultant.

**Terms of Payment:** The payment will be made in two installments considering the nature and volume of tasks. 1st installment (40%) will be made after submission of detail work plan as well as review literature, exploring tools and workshop conduction. Second installment (60%) will be provided after completion of PSIAT development with pictorial/ illustrated images, operational guideline on PSIAT application and final submission of all deliverables.

**Mode of Payment:** Payment will be made through account payee cheque/Bank transfer to the consultant, as of the recommendation of procurement section after satisfactory completion of the work. No TA/DA will provide for field testing purpose. VAT will be deducted as per government’s policy at the time of payment (All payments in Bangladesh are made in Taka and through cross checks.

**General terms and conditions:**

* SCI reserves right to accept or reject any proposal. The participating individual will be informed about the status of his/her proposal via email once scrutiny is completed.
* Developed tool, administrative guideline and orientation manual prepared during the study will be treated as the property of SCI.
* All products prepared during this assignment will become the property of Save the Children and will not be shared with third parties without permission from Save the Children.
* Tool/administrative guideline/orientation manual/documents or any part, therefore, cannot be sold, used, or reproduced in any manner without prior written approval of SCI; and
* SCI reserves the right to monitor the quality and progress of the work conducted by the consultant during the assignment period.

**Other**

* Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work. The consultant involved in this task will be required to comply with Save the Children’s Child Safeguarding Policy and sign the Code of Conduct.

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| **All Bidder must confirm compliance with the following policies and requirements:** | | | | |
| **Policy** | | **Policy / Document** | **Signature** | |
| Terms & Conditions of Bidding | |  |  | |
| Child Safeguarding Policy | |  |  | |
| Anti-Bribery & Corruption Policy | |  |  | |
| Human Trafficking & Modern Slavery Policy | |  |  | |
| Protection from Sexual Exploitation & Abuse | |  |  | |
| Anti-Harassment, Intimidation & Bullying Policy | |  |  | |
| IAPG Code of Conduct | |  |  | |