

**Terms of Reference**

**Rapid Market Assessment**

**Project: Ensuring access to safe, equitable, inclusive learning opportunities for adolescents and youth in camps and host communities creating a pathway towards sustainable solutions to self-reliance.**



**February 2024**

**COX MEAL Team**

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# **Project Summary**

|  |  |
| --- | --- |
| Name of the project | Ensuring access to safe, equitable, inclusive learning opportunities for adolescents and youth in camps and host communities creating a pathway towards sustainable solutions to self-reliance. |
| Project Start and End dates | September 30, 2023 – September 14, 2026 |
| Project duration | 36 Months |
| Project locations | Refugee Camps: 7,9,10,15, and 21.  Host Community: Ukhiya and Teknaf Upazillas |
| Thematic areas | Education, Livelihood and Protection |
| Sub themes | Education, Livelihood and Skills Development, Protection |
| Donor | BPRM |
| Estimated beneficiaries | Direct beneficiaries: 17,012 individuals, including 10,433 refugees and 6,579 host community adults and children. Indirect beneficiaries: 42,530 including 26,083 refugees and 16,448 host community adults and children |
| Overall objective of this Project Participant Selection Guideline | To establish transparent and fair criteria for selecting individuals or entities to participate in a project |

# **introduction**

With a goal to improve the protection, wellbeing and development of adolescents and youth of Rohingya and Host communities, SC and Underprivileged Children’s Educational Programs (UCEP) Bangladesh, Young power in Social Action (YPSA) and Jagorani Chakra Foundation as implementing partners proposed a multi sectoral Education, Child Protection (CP) and Livelihood and Skill development project to address the immediate and long term needs of adolescents and youth in both Rohingya and host communities. The Bureau of Population, Refugees, and Migration (BPRM) funded aimed to develop the methods and mechanism of more interactive and engagement of the adolescents and youth to promote social cohesion through working with the families of host communities and Rohingya communities.

During its inaugural year, the project will prioritize the enrolment of new learners through various learning facilities, ensuring their access to essential protection services. Simultaneously, Year 1 will concentrate on a specific cohort of adolescents aged 16 and above who have successfully completed basic literacy and numeracy programs within Save the Children's (SC) existing learning facilities under different projects. This targeted group will then be seamlessly integrated into skills development training programs in the subsequent years 2 and 3. The project's scope will further extend to encompass youth aged 19 and above in both refugee camps and host communities who have undergone prior skills training. Ongoing support will be provided throughout the project's duration to empower these individuals in accessing income-generating and employment opportunities within both the refugee camps and host communities.

It's important to highlight that the Comprehensive Basic Learning Facilities (CBLFs) and Hosted Basic Learning Facilities (HBLFs) are designed to cater to students aged between 11 and 18 years. Those aged 16 and above within these facilities will be transferred to participate in skills training. In contrast, the project proposal underscores the commitment to providing sustained support for "Youth (aged 19 and above) who have received skills training and graduated." This specific group will undergo basic education as overaged learners at the age of 17, proceed to skills training at 18, and upon graduation at age 19, the project will actively facilitate their integration into income-generating and employment opportunities within refugee camps and host communities, adhering to the specified timeline.

# **Background and context**

## **General Information**

Since 2012, Save the Children International (SCI) has been actively directing educational initiatives for the Rohingya refugees. In 2016, child protection programs were added to complement these efforts in the two registered camps in Cox's Bazar. In response to the emergency in October 2016 and the significant influx in August 2017, SCI has expanded its assistance to encompass seven sectors: health, nutrition, child protection, shelter/NFIs, water sanitation and hygiene (WASH), education, and food security/livelihoods. This aid is directed towards both Rohingya refugees and host communities. Over the years, SC has been executing diverse multi-sectoral programs in Cox's Bazar with an integrated approach aimed at achieving comprehensive outcomes. The organization's nationwide programs are successfully carried out in collaboration with local, national, and international partners.

To optimize resource utilization and maintain coherence in Save the Children (SC) and Save the Children International (SCI)'s extensive global projects, an internal standard is upheld to prevent duplication in both geographic scope and the selection of beneficiary target groups. As an illustration, Child Protection (CP) interventions are seamlessly integrated with the Education and Livelihood and Skills sector, achieved through capacity building on the CP component and the establishment of referral mechanisms. The project aligns with the CP Minimum Standard in Humanitarian Action, Sphere, Core Humanitarian Standard protection principles, and embraces the Centrality of Protection. Emphasizing safety and the dignity of beneficiaries, the project actively works to prevent and minimize any unintended risks to avoid causing harm. Ensuring meaningful access is a priority, with special attention given to a non-discriminatory approach, addressing disability, age, and gender-related barriers.

In alignment with the Joint Response Plan (JRP) for 2023, Save the Children (SC) and its implementing partners (IPs) are proposing a comprehensive multi-sectoral initiative cantered on Education, Child Protection (CP), and Livelihoods and Skills Development. The primary objective of this project is to address the immediate and long-term needs of adolescents and youth in both Rohingya and host communities affected by the prolonged humanitarian situation in Cox's Bazar. The project is structured around three interconnected goals, aiming to enhance the protection, well-being, and overall development of the most vulnerable adolescents and youth in the region.

For the effective implementation of this project, three implementing partners will be actively involved. Underprivileged Children’s Educational Programs (UCEP) will take the lead in developing a comprehensive skill development strategy, including guidelines, training curriculum, and collaboration with entities such as the National Skills Development Authority (NSDA) and private sector employers. UCEP's activities will be specifically concentrated within host communities. Jagorani Chakra Foundation (JCF) will be responsible for managing Community-Based Learning Facilities (CBLFs) and the Peer Education Program (PEP) in both camps and host communities, focusing on the education of out-of-school adolescent groups. Young Power in Social Action (YPSA) will act as the implementing partner for skills development and livelihood activities in both camps and host communities, overseeing CP activities related to prevention in these areas.

# **Scope of Study**

## **objective of Rapid Market Assessment**

The Rapid Market Assessment (RMA) aims to:

* **Identify the key economic sectors and industries** prevalent within the communities, including both formal and informal sectors.
* **Analyze the labor market conditions**, including employment trends, wage levels, and types of available jobs suitable for adolescents and youth.
* **Assess the demand for specific skills and qualifications** within the local job market, considering both technical and soft skills required for various livelihood opportunities.
* **Explore existing entrepreneurial activities and small-scale businesses** within the communities, identifying potential areas for expansion or development.
* **Examine access to financial services and resources for entrepreneurship**, including microfinance opportunities, government departments, commercial banking services, non-banking financial institutions (NBFI) and savings mechanisms available to adolescents and youth.
* **Evaluate market linkages and opportunities** for value chain development, including potential partnerships with local businesses, suppliers, and markets.
* **Identify barriers and challenges hindering access** to economic opportunities for adolescents and youth, including socio-cultural factors, gender disparities, and legal/regulatory constraints.
* **Assess the level of competition within the local market**, including the presence of other humanitarian organizations or initiatives addressing similar objectives.
* **Identify potential opportunities for collaboration** with local stakeholders, including government agencies, non-governmental organizations, private sectors and community-based organizations, to leverage resources and maximize impact.
* **Provide recommendations for the design and implementation** of livelihood and skills development interventions within the project, based on the identified market opportunities and constraints, to ensure relevance, sustainability, and positive impact on the targeted beneficiaries.

## **Research Questions**

The RMA of this project will address the following research questions:

* What are the primary economic activities and sectors within the Rohingya and Host communities in Cox's Bazar, and what is the level of participation by adolescents and youth in these activities?
* What are the existing skills and competencies among adolescents and youth in the targeted communities, and how do they align with the demands of the local job market and potential income-generating opportunities?
* What are the barriers and challenges faced by adolescents and youth in accessing employment, entrepreneurship, and livelihood opportunities within the local and national market, including factors such as gender, age, education level, and socio-economic status?
* What are the prevailing market conditions, including wage levels, market trends, availability of resources, and access to financial services, relevant to income-generating activities for adolescents and youth in the targeted communities?
* What are the existing support mechanisms and initiatives available within the local and national market ecosystem to facilitate the integration of adolescents and youth into income-generating activities and employment opportunities, and how effective are these mechanisms in addressing the specific needs of the targeted beneficiaries?

## **Intended Audience and Use of the Study**

The key stakeholders/audiences for this market assessment are:

|  |  |
| --- | --- |
| Stakeholder | Further information |
| Project donor | PRM |
| Primary implementing organisation | Save the Children (Child Protection, Food Security & Livelihoods (FSL) and Education in Emergency (EiE), and MEAL team) |
| Implementing partners | UCEP, Jagorani Chakra Foundation, YPSA |
| Government stakeholders | Ministry of Social Welfare, MoWCA, DSS, NSDA and Local Government. |
| Community groups | Community-based Child Protection Committee (CBCPC) Children’s and Adolescents’ Groups, Parents/Caregivers Community People, and service providers |
| Beneficiaries | Youths and adults involved in the project |

This study will be conducted by an external consultant and will be shared with implementers of similar project activities in Cox’s Bazar. The key findings of this market assessment will be translated into local language(s), made child-friendly, and shared with the key stakeholders by SC Bangladesh and the local partners UCEP, Jagorani Chakra Foundation, YPSA.

# **Evaluation Methodology**

## **Overall Evaluation Approach**

The overall approach requires the assessment team (consultant with the support of the technical working group and implementing partner) to design, plan and conduct a comprehensive market assessment. Overall evaluation approach for this rapid survey assessment is like utilizing mixed-methods data collection, including surveys, interviews, and focus group discussions, to gather quantitative and qualitative insights on market conditions, opportunities, and challenges within a short timeframe, enabling rapid analysis and decision-making.

## **Study design**

The assessment will adopt both primary and secondary data collection approaches. During the inception phase, a comprehensive literature review will be carried out to provide information on the situation and progress against outputs and ideally map out projected outcomes of the key interventions. Throughout the implementation of the project, key reports, studies and documentation of processes and case studies have been undertaken and this will be explored as secondary data through a literature review framework to inform the assessment.

At the data collection phase, primary data will be collected across a sample of the locations covered by the project. The data will be collected through surveys and Key Informant Interviews (KII). The target group will comprise of boys, girls, women and men from targeted host community and the implementing organizations staff including the local partners. Observation as a means of data collection will be utilized to collect information related to establishment of infrastructure (health facility and training centres) and their compliance to key standards prioritized through the program.

Through the approach, triangulation will be integrated to provide comparative analysis on key findings from different target respondents. This will ensure that the quality of the findings is enhanced and streamlined towards the objectives of the assessment.

The consultant will work closely with the project MEAL Team, Project Manager, and field program staff to develop the inception report and design key tools that will be utilized to run the assessment. The key tools will be guided by the adapted specific objectives for the market assessment.

## **Sampling**

The market assessment for this project will explore on adopting a representative sample which will be drawn from refugee camps and Ukhiya and Teknaf Upazilas in which the project is being implemented. This will be conducted as part of the inception putting into focus the development of a sample that provides effective representation of the different contexts. The consultant in coordination with the project MEAL team will review the context and develop a sampling frame and justification for the sample. For the secondary data, the consultant will outline a literature review matrix based on relevant available literature, data and reports on child protection, health, and livelihood. The project will provide critical project data relating to target locations based on the updated activity matrix through which sampling will be based. The external consultant in close coordination with Save the Children MEAL team will review the sample for consistency and a practical plan developed based on the accessibility and other contextual factors in consultation with the implementing partners (UCEP, Jagorani Chakra Foundation, YPSA).

## 5.**4 Data Collection Management**

Save the Children Bangladesh will recruit an external consultant to undertake the evaluation including tools design, primary and secondary data collection and writing the report. The midline primary data collection and management will utilize the SCI-KOBO Toolbox. Any personally identifiable information (PII) will be anonymized to ensure protection of beneficiary data and will not be subjected to analysis for the report. Additional data such as government administrative data will not be required for the evaluation with the primary focus of the evaluation being restricted to the project. The consultancy team/s and the study team will adhere to the prescribed standards i.e. [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying](mailto:https://www.savethechildren.net/about-us/our-commitment-safeguarding); and Data Protection and Privacy policies throughout all project activities.

The consultant will collect the primary quantitative data applying the ODK android-based methods; s/he will recruit well-reputed enumerators (if needed) with explicit understanding as to mobile-based data collection approach and quantitative survey. The training will be conducted, and the tools will be thoroughly explained. The training should include a rigorous session on survey tools, mobile-based data collection techniques, and data processing for better understanding and minimizing the technical difficulties in the survey. The consultant must follow methodical procedures to ensure that the quality and validity of the data collected from the field is ensured to be optimum, and a robust checking mechanism in place at every critical point. For example, every day an assigned enumerator/consultant will check the data during the survey and after entering the data into the tablet by data collectors.

For the qualitative semi-structured interviews and Focus Group Discussions (FGDs) with relevant stakeholders, the consultant’s experience, and expertise relevant to the subject matters will assure quality of the collected data. They will check the quality and consistency of collected data on a daily basis and take necessary steps if any deviation, discrepancy, or inconsistency is found.

Quality control mechanisms must be properly documented and submitted along with the final report.

## 5.**5 Ethical Considerations**

It is expected that this market assessment will be:

* **Child participatory**. Where appropriate and safe, children should be supported to participate in the market assessment process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, and in gathering recommendations from them to assess the effectiveness of mediums/channels used for feedback mechanism, supporting children to collect some of the data required for the market assessment themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](https://resourcecentre.savethechildren.net/library/applying-9-basic-requirements-meaningful-and-ethical-child-participation-during-covid-19).
* **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 market assessment must be guided by the following ethical considerations:
* 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 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 market 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.

## **Evaluation Limitations**

* Limited access to some of the locations which would affect the selected sample; the project will intend to conduct a risk mapping for all the sites selected for the sample and identify access risks in advance and the mitigation approaches.
* Bias on the evaluation data; there is a likelihood of bias in the evaluation sample and data. The design will explore ensuring a comprehensive sample, while the use of mixed methods in data collection will provide triangulation mechanisms.

# **EXPECTED DELIVERABLES**

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The market assessment team and SC Project Manager along with the representative of implementing partners UCEP, Jagorani Chakra Foundation and YPSA will agree on final milestones and deadlines at the inception phase.

Draft Evaluation Timelines

|  |  |
| --- | --- |
| Deliverable/Milestones | Timeline |
| * SCI will conduct an inception meeting with consultant regarding the market assessment objectives, procedures, and deliverables. * The study team will facilitate a meeting with the relevant stakeholders at the commencement of the project in the inception report. | By 19 March 2024 |
| The consultant team will submit an inception report\* in line with the [provided template](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6), including:   * Study objectives, scope, and key study questions * description of the methodology, including design, data collection methods, sampling strategy, data sources, quality control, and study design matrix (objective of the study, question to be asked, methods to be used, tools to be applied, stakeholders) against the key study questions. * data analysis and reporting plan * caveats and limitations of study * risks and mitigation plan * ethical considerations including details on consent. * stakeholder and children communication and engagement plan * consultation protocols for consulting with children and other vulnerable groups (if applicable) * key deliverables, responsibilities, and timelines * logistical or other support required from Save the Children * data collection tools (in line with the study matrix)   Once the report is finalized and accepted, the study team must submit a request for any change in strategy or approach to the study manager or the steering committee. | By 24 March 2024 |
| Finalize data collection tools (in the report language):   * Survey instrument * Data collection mechanism | By 9 April 2024 |
| A concise 1-page Progress Report is to be submitted every week documenting progress against the market assessment plan including:   * Progress over the last period * Risks and issues management report * key scheduled activities and deliverables for the next period | By 11 April 2024 |
| The study report/Power Point Presentation including a summary of formative findings from the study. The focus will be on:   * Summary of interim findings * Any emerging program issues or risks (if applicable) * Any changes that have had to be made to the study design (if applicable) * Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable) | By 12 April 2024 |
| Data analysis including all raw data, databases, and analysis outputs | By 14 April 2024 |
| A Study Report\* (Draft Version) including the following elements:   * Executive summary * Background description of the program and context relevant to the Study * Scope and focus of the study. * Overview of the study methodology and data collection methods, including a Study matrix * Findings aligned to each of the key study questions. * Specific caveats or methodological limitations of the market assessment * Conclusions outlining implications of the findings or learnings. * Recommendations * Annexes (Project Proposal, Beneficiary Selection Guideline)   A consolidated set of feedback from key stakeholders will be provided by Save The Children within two weeks of the submission of the draft report. | By 17 April 2024 |
| Final Study Report\* incorporating feedback from consultation on the Draft Study Report | By 24 April 2024 |
| Knowledge translation materials:   * Final PowerPoint presentation of study findings- (8 slides; highlighting the: methodology and purpose -1 slide, key findings 5 slides, challenge 1 slide, and recommendation 1 slide * Evidence & Learning Brief\*\* * A two pager on research/study brief in a nut-shell which includes key findings, recommendations and way-forward. | By 29 April 2024 |

\*All reports are to use the [market Assessment Report template](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6). Please also refer to Save the Children technical writing guide.

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

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

# **STUDY MANAGEMENT**

The study will be managed by a steering committee to which the consultant(s) will be reporting to. The steering committee will be composed of:

1. Subrata Mallick (Manager-MEAL); Technical lead & coordinator of the evaluation. Will coordinate all technical aspects of the evaluation including supervising the consultant.
2. Md. Mahabub Hassan (Senior Manager-BPRM Project); provide all needed programmatic support including the contact to the three partner organizations UCEP, Jagorani Chakra Foundation and YPSA, following up on budget approvals, report review, and finalization.
3. Sumi Tambuly (Technical Specialist-MEAL & MIS) will also support the technical aspect of data analysis and report.
4. Md Lotiful Bari (Senior Manager-MEAL) will provide overall leadership to entire evaluation, analysis and report writing.

# **Study TEAM Working Schedule**

| What | Who is responsible | By when | Who else is involved |
| --- | --- | --- | --- |
| Study tender submissions due | Manager MEAL | 12 March 2024 | Project Manager, Sr. Manager MEAL, Sector Representative |
| Tender review and selection of study team | Manager MEAL | 14 March 2024 | Project Manager  Sr. Manager MEAL |
| Documentation review, desk research | Manager MEAL | 17 March 2024 | Project Sr. Manager  Sr. Manager MEAL |
| Consultation | [Study team] | 19 March 2024 | [Refer to Key Stakeholders section] |
| Inception report | [Study team] | 24 March 2024 | Project Manager  Sr. Manager MEAL |
| Review of inception report | Manager MEAL | 25 March 2024 | Project Manager, Sr. Manager MEAL, Sector focal person |
| Development of Data collection tools | [Study team] | 28 March 2024 | [Study Working Group,  Technical advisor] |
| Logistical arrangements | [Study team or  SC Project Manager] | 4 April 2024 | [SC Logistical support] |
| Data collection | [Study team or SC study Project Manager] | 9 April 2024 | [Enumerators] |
| Data management and analysis (coding, transcriptions, data cleaning, integration and analysis) | [Study team] | 11 April 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| First draft of the Final study report | [Study team] | 15 April 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Review of first draft report | Manager MEAL | 17 April 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Meeting with market  assessment team to finalize the report | Manager MEAL | 18 April 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Validation of study findings and recommendations | Manager MEAL | 21 April 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Final study report and submission of data and analyses | [Study team] | 24 April 2024 |  |
| Knowledge translation materials | Manager MEAL | 25 May 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Project team meeting to develop Study Response Plan | Manager MEAL | 27 May 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |
| Study final report (together with response plan) posted on OneNet and reviewed | [SC Study Project Manager] | 29 May 2024 | Project Manager  Sr. Manager MEAL  Sector focal person |

# **SCHEDULE OF PAYMENT**

The following payments will be made to the consultant using an agreed mode of payment.

* Upon approval of inception report and tools: 30%
* Upon submission of first draft of the Report: 30%
* Upon approval of final study report: 40%

# **Selection Criteria**

1. The evaluation consultant should have a minimum of postgraduate degree in Law, Public Policy, Social Sciences, or related fields.
2. Experience in the use of mixed-research methods evaluation with similar context and thematic areas.
3. Technical expertise in market research, private sector engagement, TVET livelihood, education and child protection.
4. Previous experience of Monitoring & Evaluation in , TVET, livelihood, and child protection projects including conducting market assessment for large-scale integrated projects.
5. Experience and knowledge of market, value chain, livelihood and child protection programming and evaluations in the context of Bangladesh.
6. Technical human resources and having strong staff; written, spoken, communication and facilitation skills.
7. Experience of working directly with children and commitment to meaningful child participation.
8. Submission of a sample of previous work or writing that is relevant to this assignment.
9. Experience of using participatory techniques in data collection and child-friendly participatory techniques (preferred).
10. Companies with prior experience in Bangladesh context are strongly preferred.
11. Work license and bank account mandatory.
12. Ability to deliver the report in its final state with excellent English, grammar, and sentence structure (proof-reader will be at consultants’ own cost).
13. Consultant will be managing the data collectors and other logistical costs as well. He/she will provide a specific budget breakdown including all costs.

**Expressions of Interest**

Expressions of interest are requested from suitably qualified candidates and addressing the following:

1. An outline of the proposed methodology to complete the assignment.
2. Response to the criteria as set out in the `selection criteria´.
3. Consultant daily rate.
4. Examples of at least one similar reports or studies produced in English, and for which the consultant is sole or lead author.
5. Details of three professional referees.
6. Consultant qualifications.

# **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 technical evaluation criteria can vary but the standard practice is:

| Criteria | Score |
| --- | --- |
| Technical Proposal (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  The bidder demonstrates activities OR has processes in place within their organization, aimed at improving sustainability. (e.g., paperless offices,green technology in offices, policies, training programs, community outreach programs, waste management etc). (10 Points)   * 10 Points for 3 and above sustainable business practices * 07 Points for 2 sustainable business practices * 05 Points for 1 sustainable business practice * 0 Points for no sustainable business practices. | 10 |
| 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 40).

Step 2: During the Assessment technical proposal of 60% of technical score, Top Three or Five 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 or five 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 Assessment with highest scorer consulting firm.

# **ANNEXES (for Evaluation Report)**

**Annex 1: Project Proposal and Beneficiary Selection Guideline**

 

**Annex 2: SCI rapid market assessment Quality Scoring Criteria**

| **Category** | **Market assessment Quality Criteria** (used for internal scoring after completion) |
| --- | --- |
| **Purpose, Design and Methods** | 1. Does the market assessment report clearly identify the market assessment' purpose (including its key objectives, questions, and criteria) as set out in the market assessments’ Terms of Reference (ToR)? |
| 2. Are the data collection and analysis methods a clearly justified approach to addressing the market assessment's purpose and questions? (Do they provide valid, reliable, and ethical data?) |
| 3. Is the methodology suitably tailored to the context and population groups to which the market assessment questions relate (e.g. gender, disability, socio-economic status, geographic location, cultural context, ethnicity)? |
| 4. Is the size and composition of the sample in proportion to the conclusions sought by the market assessment? |
| 5. Does the market assessment build on what is already known, for example existing tried and tested frameworks and tools, existing data/evidence, and previous lessons learned? |
| 6. Are the methods used to collect and analyze data and any limitations of the quality of the data and collection methodology explained and justified? |
| 7. Has any personal and professional influence or potential bias among those collecting or analyzing data been recorded and addressed or mitigated ethically? |
| **Analysis and Findings** | 8. If evaluating impact, is a point of comparison used to show that change has happened (e.g., a baseline, a counterfactual, comparison with a similar group)? |
| 9. Is the explanation of how (e.g., theory of change, logframe, activities) the intervention contributes to change explored? |
| 10. Is the data well triangulated, such as by using different data collection methods, types of data and stakeholder perspectives? |
| 11. Are alternative factors (e.g., the contribution of other actors) considered to explain the observed result alongside an intervention’s contribution? |
| 12. Are unintended and unexpected changes (positive or negative) identified and explained? |
| 13. Are the perspectives of children & communities included in the evidence, including the most deprived and marginalized? Note: For market assessment’s focused on young children, caregiver perspectives are adequate instead. |
| 14. Are the findings disaggregated according to sex, disability, and other relevant social differences? |
| 15. Is there a clear logical link between the data that was collected and analyzed, and the conclusions and recommendations presented? |
| 16. Are conflicting findings and divergent perspectives presented and explained in the analysis and conclusions? |
| 17. Are the findings and conclusions of the market assessment shared with and validated by a range of key stakeholders (e.g., communities, partners, Save the Children staff)? |
| **Communication and Use** | 18. Is the analysis and interpretation of the data well communicated through accessible language and helpful visuals (diagrams, graphs, tables as needed)? |
| 19. Are references, annexes and links included that provide additional relevant data, analysis or references (including key documents and which individuals/stakeholders were involved)? |
| 20. Is there a clear plan for how to use the results, including recommendations that are 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound) and directed toward the appropriate 'end users', a dissemination plan, and specific actions for implementing these recommendations? |

**Annex 3: SCI Child safeguarding policy**



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| --- | --- |
| TOR prepared by: | Sumi Tambuly; Technical Specialist- MEAL & MIS |
| TOR endorsed by: | Subrata Mallick; Manager MEAL |
| TOR reviewed by: | Md. Lotiful Bari – Sr. Manager MEAL |
| TOR approved by: | Muhammad Nasirul Islam – Technical Director – Evidence and Learning |
| Date of sign off: | 17th February 2024 |

**Who can I contact if I have a question or comment about this document?**

If interested in applying for this study, please refer to the [Consultant EOI Form](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6). Through according to the tender schedule. Communicate with [subrata.mallick@savethechildren.org](mailto:subrata.mallick@savethechildren.org) if you need any technical assistance.