Terms of Reference for Baseline Survey

Cholo Shikhi Khelar Chhole Project (CSKC)

Save the Children in Bangladesh

(Only for Individual Consultant)

February 2023

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1. PROJECT SUMMARY

Type of baseline	Baseline Survey: External
Name of the project	Cholo Shikhi Khelar Chhole (CSKC) Project
Project Start and End dates	December 2022 to November 2024
Project duration	24 Months
Project locations	Gazipur Sadar and Chattogram City Corporation, Bangladesh
Thematic areas	Education
Sub themes	Early Childhood Care & Development (ECCD)
Donor	Philips-Van Heusen (PVH) Corporation.
Estimated beneficiaries	Children (0-8 years)-2300 (Girls: 1150 ; Boys: 1150) Adults (18 years and older)-2232 (Women: 1555; Men: 677)
Overall objective of the project	Improved learning and holistic development of RMG factory workers' children aged 0 to 8 years through quality ECCD program.

2. INTRODUCTION

Since December 2022 to support the needs of working parents and their children by creating safe spaces and improving access to preschool education and parenting programs, Save the Children-Cholo Shikhi Khelar Chhole (CSKC) Project has been engaged in a strategic partnership with 10 RMG factories alignment with PVH's philanthropic aspiration. This is two years comprehensive ECCD project in the urban settings of Gazipur and Chattogram city corporation. This CSKC project has intended age appropriate ECCD interventions for 0 to 8 years children namely childcare centers (0-3 years), early learning programs (4 to 5 years), pre-primary programs (5 to 6 years), remedial support (6 to 7 years), and parenting for working parents (4 to 6 years), including pregnant mothers, and as well. The project is going to initiate parenting through Mobile Apps as the social media platform.

The project intended to reach for this two year-phase is 2300 children, 900 for pre-primary and 600 early-learning classes, 200 daycare children, and 600 early grade (Grade-I & II) children for remedial support, Caregiver 40, teachers 60 and parents with children 1700, pregnant mother and expectant fathers 400. Three Project Assistants from Save the Children and 10 Focal Persons from factories positioned in the intervention areas to provide technical support to teachers/caregivers with in-service support and feedback to improve and ensure instruction quality as needed. Factories' focal persons and field monitors will play an important role in mobilizing and ensuring the participation of community stakeholders at the community level.

Major Interventions of the Project:
Save the Children-Cholo Shikhi Khelar Chhole Project will implement the following interventions of Early Childhood Care and Development under the project areas of Gazipur and Chattogram. The major interventions of the project are as follows:

- Pre-primary education (5 to 6 years children)
- Early Learning Education (3 to 5 years children)
- Factory-based childcare program (6 months to 3 years children) (Gazipur-6 factories; Chattagoram-4 factories)
- After-school remedial support (6 to 8 years children)
- Parenting session for parents (3 to 5 years)
- Sessions for pregnant mothers (pregnant mothers)

Area wise Breakdown of the Beneficiaries

Children by Interventions	Age Group	Total	Gazipur	Chattogram
Children in Day-care Center	0-3	200	120	80
Children in ECCD center (PP+EL)	4-6	1500	1200	300
After school remedial support	7-8	600	600	0
Parenting session (Mother/Father/caregivers)	>18	1500	1200	300
Session for pregmant mother/expectant father	>18	400	300	100
Teacher	>18	60	46	14
Caregivers	>18	20	12	8
SMC and CMC	>18	228 (14 GPS)	228	0
Local stakeholders	>18	45	30	15
RMG Factories	>18	36		

3. BACKGROUND AND CONTEXT

There is little doubt that women in the labor force have driven Bangladesh's successful economic growth. Nor is there any doubt that the garment sector is an important driver of the nation's economic growth or that the sector's expansion has specifically contributed to a rise in women's employment. Even though women continue to account for the majority of the workforce engaged in the Ready Made Garment (RMG) sector, they continue to face the double burden of being responsible for most household chores and childcare even as they also maintain jobs.

Although the 2013 Labor Act requires factories with more than 40 workers to provide suitable childcare facilities for workers' children up to the age of 6, quality childcare is widely absent in Bangladesh's Ready-Made Garment (RMG) sector. In the areas where we work, there are limited childcare and education support services available for female workers who mainly rely on their family to take care of their children, so that, too often, young children are deprived of proper care while their parents are at work. To exacerbate the problem, most parents in Bangladesh have limited knowledge on childcare, and female workers face additional barriers when balancing responsibilities of work and parenting. Harmful norms of violent discipline, limited access to knowledge and demand for basic services also pose threats to parental care.

To support the needs of women and children by creating safe spaces and improving access to preschool education and parenting programs, PVH Corporation and Save the Children have engaged in a strategic partnership to better the lives and livelihoods of garment workers and their children.

The Save the Children-PVH project in Bangladesh has been implementing a comprehensive Early Childhood Care and Development (ECCD) project for children 0 to 6 since 2015 with the goal of improving the quality of early childhood education by building partnerships with RMG factories. We are implementing this project in collaboration with various RMG factories across Bangladesh in alignment with PVH's philanthropic aspiration to strengthen early education programs and with Bangladesh's education policy for universal pre-primary education. From 2020 February project reached 2858 children, 4195 parents, local education authorities, local administration, government primary schools head teachers, and community leaders. During the period, a total of 32 teachers, 20 caregivers, 26 factory focal persons, and three field monitors received training in the key areas of early learning, pre-primary, and parenting issues so that they can support children in learning development.

Children of working parents of the Ready-Made Garment (RMG) factories are particularly deprived of education, proper nutrition, health, and development. They usually are not exposed to early stimulation or responsive care and often lack adult supervision. This occurs because of a lack of access to ECCD services, as well as the challenges parents face in finding childcare or other ECCD center while they are at work. Many of them are single mothers who migrate to Dhaka from rural areas in Bangladesh and are forced to live in Dhaka's slums in an unprotected and unhealthy environment. From December 2022 the project has been started with new grand fund in the name of "Cholo Shikhi Khelar Chhole (CSKC)".

4. SCOPE OF BASELINE

4.1 Purpose, Objectives and Scope

CSKC project has clearly defined its objective based on intervention. Consequently, we need to know the current status of proposed indicators. Considering the nature of the outcome, external consultant team will conduct baseline survey to figure out the benchmarks. The values will be the guiding pillars to measure the project's achievements and results towards the end. This project

will primarily be implemented by Save the Children in Bangladesh engaging with garments factories in Gazipur and Chattogram city.

The primary objective of the baseline survey is to explore the status of learning and holistic development of RMG factory workers children aged 0 to 8 years and establish baseline value of logical framework outcome level indicators.

The overall impact result, outcome, indicators of this project and potential questions are stated in the below table.

Overall Impact Result/Outcome	Indicators	Potential Questions
Overall Impact Result: Improved learning and holistic development of RMG factory workers children aged 0 to 8 years through quality ECCD program.	• Percentage of children aged birth to 8 years who are developmentally on track in the following four domains: a) Language b) Cognitive c) Physical d) Socio-emotional. • Percentage of working parents/caregivers (Female/Male) spending quality time with their children.	• What percentage of 24 to 59 months who have achieved the minimum number of milestones related to four domains: a) Language b) Cognitive c) Physical d) Socio-emotional regarding their age group (followed by ECDI 2030). • What percentage of working parent/caregivers are spending quality time per day with their children and how does it happen in the factory and home? • What is the current attendance rate of factory workers per month?
Outcome 1: 0-3 years children of RMG factories worker have increased access to quality ECCD education and demonstrate improved child development.	• Average CREDI scores of girls and boys under 3 targeted by the Building Brains CA. • Targeted male and female caregivers' average KAP scores on responsive parenting and ECCD approaches. • Service providers' KAP scores on support for responsive care and awareness on ECCD approach.	• What is the mean average of Caregiver Reported Early Development Index (CREDI) scores calculated across all girls and boys under 3 (Followed by CREDI Tool)? • What is the mean average of male and female caregivers' scores in a relevant knowledge, attitude and practice (Followed by KAP survey) on responsive parenting and stimulation of their child? • What is the KAP score who act as service providers for responsive care and awareness on ECCD approach (KAP Survey)?
Outcome 2: Children (aged 4-8 years) of RMG	• Average IDELA scores of 3–6-year-old girls and	• What is the mean average of IDELA scores calculated across all girls and

factory workers have increased access to quality education and demonstrate improved child development and learning outcomes.	boys targeted by the Ready to Learn CA. • Proportion of children aged 3 to 5 years who are attending an early childhood education programme. • Targeted male and female caregivers' average KAP scores on responsive parenting and stimulation practices with their young child. • Proportion of children aged 6 to 8 years (who have learning gap) improved functional literacy and numeracy skills. • Proportion of pre-primary teachers using inclusive playing and learning materials adapted to support different children's learning needs and abilities	boys 3-6 targeted by the Ready to Learn project (IDELA assessment)? • What proportion of children aged 36-59 months who are attending an early childhood education programme? • What is the mean average of male and female caregivers' scores in a relevant knowledge, attitude and practice (KAP) survey on practice in responsive parenting and stimulation of their young child? • What is the current status of children aged 6 to 8 years (who have learning gap) functional literacy and numeracy skills? • What is the current status of pre-primary teachers using inclusive playing and learning materials adapted to support different children's learning needs and abilities?
Outcome 3: Best practice consolidated, evidence generated, and used for improved programming & advocacy related to holistic development of children of RMG factory workers	• Number of cases where the reports (Survey, Evaluation etc.) and information from best practices and evidences are is used for programming and advocacy	• What possible factors identify to make advocacy related to holistic development of children of RMG factory workers? • What can be better and innovative strategies to make advocacy on ECCD issues?

The survey will be conducted externally to achieve the following specific objectives.

The specific objectives are:

- To assess the children aged birth to 8 years who are developmentally on track in the following four domains: a) Language b) Cognitive c) Physical d) Socio-emotional.
- To explore the status of parent/caregivers who are spending quality time per day with their children.
- To measure the access of 0-3 years children of RMG factories worker to quality ECCD education and demonstrate child development.
- To determine the access of Children (aged 4-8 years) of RMG factory workers to quality education and demonstrate child development and learning outcomes.
- To get reflections of government education officials and factory officials for improved programming & advocacy related to holistic development of children of RMG factory workers.

4.2   Intended Audience and Use of the Baseline

Primary intended audience of the baseline are:

Stakeholder	Further information
Project donor	Phillips Van Heusen (PVH) Corporation
Primary implementing organisation	Save the Children [(Project team; E&L team)]
Implementing partners	10 RMG factories are strategic implementing partners
Government stakeholders	Government Primary Schools, SMCs, RMG Factories, Upazila Education Office, DPEO, UNO office, Local Government Body (City Corporation, Counsellor, Union Parishad)
Community groups	Children, Parents, Teachers of Govt. Primary Schools, SMCs, RMG Factories.
Beneficiaries	Children and adults involved in the program/project/s and the baseline survey

The project team will be responsible for disseminating the findings to the above key stakeholders including Save the Children and partner staff. Save the Children will organize the findings dissemination workshop, and also prepare evidence & learning brief for sharing with relevant stakeholders.

4.3   Secondary Questions

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

Criteria	Secondary Questions
Gender sensitivity	▪ What are the gender gaps that the program/project addressed and what remaining aspects need to be considered further?
Inclusion	▪ Is there any specific group of people that needs to be considered i.e. consider inclusion of vulnerable groups?

Child participation	▪ What is the current picture of children's participation and association at community level?
Child safe programming	▪ What are the potential risks for children? What measures do we need to implement to reduce, remove and control these risks?
Accountability	▪ What are different ways that different stakeholders including children would like to get information? ▪ What are the different mechanisms that different types of beneficiaries would like to provide feedback to Save the Children?

5. BASELINE METHODOLOGY

5.1 Baseline Design and Sampling

The consultant is expected to develop appropriate methodology to meet the objectives of the said baseline survey. The assessment criteria, checklist and methodologies should be proposed by the consultant. The methodology and relevant instruments should be adjusted and finalized in consultation with Save the Children before implementation. The study should be carried out through involving different stakeholders. The consultant should also prepare and share a comprehensive work plan. It is expected that this baseline will involve mixed methods. To meet the study objectives, the consultant will draw statistically significant sample size with the appropriate sampling method for quantitative sampling and purposive sampling method will be used for qualitative sample. The possible tools and assessment process are briefed for idea generation.

5.1.1 Children Assessment:

Consultant team will develop children assessment tool regarding development four domains a) Language b) Cognitive c) Physical d) Socio-emotional (using ECDI 2030 milestone questions) of children for 24 to 59 months. Additionally, CREDI tool will be used for 0 to 3 years children, and IDELA will be used for 3 to 6 years children and functional literacy and numeracy tool will be considered for 6 to 8 years children. ECCD facilitators and CSKC Assistants will ensure overall support to consultant team.

5.1.2 KAP Survey for Parents/Caregivers:

Consultant team will propose standard sample size from the targeted parents/caregiver (consider all age group children) to measure the current knowledge level on responsive parenting and stimulation of their young child and how they are spending quality time per day with their children.

5.1.4 KAP Survey for Service Providers:

Consultant team will also propose standard sample size from the service providers to measure the current knowledge level on responsive care and awareness on ECCD approach.

5.1.5 Inclusive Practice Assessment for Pre-primary Teachers:

Consultant team will also propose standard sample size for pre-primary teachers who are using inclusive playing and learning materials adapted to support different children's learning needs and abilities.

5.1.6 RMG Factories, Govt. Officials, and other relevant Stakeholders Reflections:

Consultant team will meet with respective RMG Factories, govt. officials and other stakeholders to know their current reflections to participate in project initiatives and explore what can be better and innovative *strategies* to make advocacy on ECCD issues.

5.1.7 Factory visit and Documents review:

Consultant team will also visit the respective factories purposively, and review and consider the following matters:

- Observe the day care centre
- Review Day Care register
- Current attendance rate of factory workers per month.
- Review the factory attendance register.

5.2 Data Sources and Data Collection Methods/Tools

All primary data collected during the course of the study must facilitate disaggregation by gender, age, disability, location or remoteness, vulnerability status. Save the Children will provide technical guidance on assessment tools and measurement process.

Save the Children and respective Assistant will provide support to primary data collection. Data triangulation is expected for this study. Study team will use additional external data sources to add value to the assessment, such as government administrative data. A range of project documentation will be made available to the study team that provides information about the design, implementation and operation of the Program. The consultant team is responsible to collect quantitative and qualitative data and analysis both data (qualitative & quantitative).

Collected data will be processed using the statistical data analysis software. Draft findings will be presented with project team and key partners to validate. The Baseline team is required to adhere to the Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying; and Data Protection and Privacy [include it as an annex] policies throughout all project activities. Finally, the consultant will be responsible to produce study report and two pager evidence brief.

5.3 Ethical considerations

It is expected that this baseline will be:

- **Child participatory**. Children should be meaningfully involved in the baseline as a holistic process and not only as informants. 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 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.

- o Public access - to the results when there are not special considerations against this
- o Broad participation - the relevant parties should be involved where possible
- o 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.

The study team will not be required to obtain approval from a Human Research Ethics Committee.

5.5 Known limitations.

As the strategic partners RMG Factories have been implementing these interventions in Gazipur and Chattogram city corporation who are busy with their business that is why we need to have pre-fix the time for meeting or interview. And all these interventions are located in the scattered area of Gazipur and Chattogram City Corporation and there is no and partner organization who can provide rigorous support. On the other hand, sometimes higher education authority shows negative attitude for such type of research by NGO/INGO.

6. EXPECTED DELIVERABLES

The baseline deliverables and due dates (subject to the commencement date of the baseline) are outlined below. The study team lead will advise SC Baseline Project Manager 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
The Baseline Team is contracted and commences work	20 February
The Baseline Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the **Inception report:** The inception report will include: - baseline objectives and key baseline questions - description of the methodology, data sources, draft data collection tools (preferably against the key baseline questions) and sampling considerations - data analysis and reporting plan - caveats and limitations of baseline - risks and mitigation plan - stakeholder and children communication and engagement plan - consultation protocols for consulting with children and other vulnerable groups (if applicable)	23 February

▪ key deliverables, responsibilities, and timelines ▪ logistical or other support required from Save the Children 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.	
A concise 1-page **Progress Report** is to be submitted every week documenting progress against the baseline plan including: ▪ progress over the last period ▪ risks and issues management report ▪ key scheduled activities and deliverables for the next period	Every week
Data collection tool ▪ Assessment instrument ▪ Data collection mechanism Consultant will develop all assessment tool. SCI will assist to develop children assessment tool.	23-28 February
Data Collection and Analyses including all raw data, databases and analysis outputs	1-7 March
An **Interim Report*** including a summary of formative findings from the baseline. The focus will be on: ▪ Summary of interim findings ▪ Any emerging program issues or risks (if applicable) ▪ Key tasks for the next stage of the baseline and any proposed refinements or changes to methodology (if applicable)	10 March
An **Baseline Report*** (Draft Version) including the following elements: ▪ Executive summary ▪ Scope and focus of the baseline ▪ Overview of the baseline methodology and data collection methods, including an baseline matrix ▪ Findings aligned to each of the key baseline questions ▪ Specific caveats or methodological limitations of the baseline ▪ Conclusions outlining implications of the findings or learnings ▪ Recommendations ▪ Annexes (Project log frame, Baseline TOR, Inception Report, Database for children with learning gaps, Database for vulnerability mapping etc. Study schedule, List of people involved) A consolidated set of feedback from key stakeholders will be provided by Save The Children within four weeks of the submission of the draft report.	15 March
Final Baseline Report* incorporating feedback from consultation on the Draft Baseline Report	20 March
Knowledge translation materials: ▪ PowerPoint presentation of baseline findings ▪ Evidence to Action Brief**	30 March

*All reports are to use the Save the Children Baseline report template. Please also refer to Save the Children technical writing guide.

** 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 are to be produced in MS Word format and provided electronically by email to the SC Baseline 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.

7. REPORTING AND GOVERNANCE

The consultant team lead is to provide reporting to the project plan. The following regular reporting and quality review processes will also be used:

- A written progress report by mail in each week to the Save the children study Project Manager by outlining progress made over the past month.

The Project Donor/PDQ Director will be accountable for approving the Final Study Report.

8. BASELINE MANAGEMENT

Baseline Tentative Timeline, with key deliverables in bold. The final timeline and deliverables will be agreed upon at the inception phase.

What	Who is responsible	By when	Who else is involved
Baseline tender submissions due	Study proponents	5 Feb	HR team
Tender review and selection of baseline team	SC tender review panel	15 Feb	HR & E&L Team
Documentation review, desk research	Consultant team	20 Feb	Refer to Key Stakeholders section, Project team
Consultation	Consultant team	20 Feb	E&L team, Project team
Inception report	Consultant team	23 February	E&L team
Review of inception report	SC Study Project Manager	24 February	E&L team, Project team
Development of **Data collection tools** and orientation	Consultant team	23 to 28 Feb	E&L team, Project team
Logistical arrangements	Consultant team	28 Feb	E&L team, Project team
Data collection	Consultant team	1-7 March	E&L team, Project team
Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)	Consultant team	7-10 March	E&L team
First draft of the Final baseline report	Consultant team	15 March	E&L team, Member
Review of first draft report	SC study Project Manager	20 March	E&L team

What	Who is responsible	By when	Who else is involved
Meeting with consultant and baseline team to finalize the report	SC study Project Manager	21 March	E&L team and Education advisor
Validation of baseline findings and recommendations	Consultant team	22 March	SC study Project Manager
Final baseline report and submission of **data and analyses**	Consultant team	25 March	SC study Project Manager
Knowledge translation materials	Consultant team	30 March	SC study Project Manager
Project team meeting to develop Baseline Response Plan	SC Study Project Manager	5 April	E&L team and Education advisor
Baseline final report (together with response plan) posted on OneNet and reviewed	SC Study Project Manager	10 April	E&L team

9. DISSEMINATION PLAN

Study findings will be shared with respective internal and external stakeholders in findings dissemination workshop arranged by the project. A study brief will share with Evidence and Learning (E&L) team of SCI to create scope for showcasing evidence. Consultant team will make draft of study brief.

10. BASELINE TEAM AND SELECTION CRITERIA

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

- Designing and conducting baselines using experimental design.
- Conducting research and/or baseline in the field of education, particularly in relation to early childcare and development education.
- Leading socio-economic research, baselines or consultancy work in Bangladesh that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity, religion and minority groups and/or other factors.
- 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
- Managing and coordinating a range of government, non-government, community groups and academic stakeholders
- Experience conducting research/baseline in humanitarian contexts.
- Sound and proven experience in conducting baselines based on OECD-DAC criteria, particularly utilisation and learning focused baselines.

- Extensive experience of theories of change and how they can be used to carry out baselines
- 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.

11. ANNEXES

Annex 1: Project Logframe

1.6.22 CSKS
Logframe_v2.xlsx

Annex 2: List of project documents to be consulted

[insert content]

Annex 3: SC Steering Committee Roles and Responsibilities

[insert content]

Annex 4: SC Child Safeguarding Policy

[insert content]

TOR prepared by:	Md. Shahinujjaman, Manager-MEAL, E&L
TOR endorsed by:	Shahin Islam, Project Director-Education
TOR reviewed by:	Anindita Bhattacharjee, Senior Manager-Research, Learning and Knowledge, E&L
TOR approved by:	Nasirul Islam, Technical Director-E&L
Date of sign off:	6.02.23

SELECTION CRITERIA GUIDANCE

Essential criteria

Understanding of requirements and proposal
1) Demonstrate your understanding of the study requirements and provide your proposal for how you would approach the research/evaluation. Your proposal will be assessed on whether the approach and methodology

are robust, appropriate (actionable, sensitive, responsible) and indicates that it will achieve the study requirements.

2) Demonstrate your understanding of the deliverables and activities to be implemented, by:

a) Describing your proposed approach to project management and track record of delivering on time and on budget.

b) Providing a project plan with indicative timeline and defined roles and responsibilities of team members.

Capability criteria

Demonstrated Experience

3) Demonstrate your experience and track record in conducting [large/medium/small scale]:

a. [Applied, intervention, action, exploratory, longitudinal etc.] research [or needs assessment/situational analyses etc.]

4) Demonstrate your experience and track record in conducting research and/or evaluation in the field of [Education], particularly in relation to [ECCD]

5) Demonstrate your experience and track record of leading socio-economic research, evaluations, or consultancy work in [Bangladesh] that is sensitive to the local context and culture, particularly [select all that apply: child rights, gender equality, ethnicity, religion and minority groups and/or other factors]

6) Demonstrate your experience and track record in conducting ethical, inclusive and participatory research and/or evaluations involving a) children and b) marginalised, deprived and/or vulnerable groups

Bidder capacity

7) Describe the Project lead's coordination experience in leading consultancy work, research and/or evaluations of similar scale, and managing a team of diverse team of specialists.

8) Nominate the key personnel and resource pool who will perform the work in relation to this contract. Your response will be assessed on whether the skills and experience of key personnel adequately covers all areas of expertise and experience required, and your combined team resources (number of members) as required to implement the activities within the set timeframe. Please indicate the 'personnel type' for each key personnel using the types outlined in the table below for the next question.

Financial criteria

This personnel profile, schedule of rates and cost elements will be used for the purposes of assessing cost effectiveness, as well as managing and negotiating the agreed cost of deliverables, or agreed scope variations if required.

Personnel allocations

9) Use and adapt the table below to outline how much time has been allocated for the proposed team members to complete the required activities and deliverables. Indicate the type and number of personnel allocated, for example 1x5 days (one individual for 12 days = 12 days) or 3x10 days (three individuals for 10 days each = 30 days).

Activity/ Deliverable	[Project personnel]	[Project personnel]	[Project personnel]	[Project personnel]	[Add columns as needed]
Stage 1					
Sub Total					
Stage 2					

Sub Total					
Stage 3					
Sub Total					
TOTAL (All Stages)					

Personnel Rates

10) Please detail the daily rates for key categories of project personnel in the schedule below.

	Expected number of days	Daily Rate	Taxes	TOTAL
[Project personnel]				
[Project personnel]				
[Project personnel]				
[Project personnel]				
[Add rows as needed]				
TOTAL				

Cost elements

11) Please specify all non-personnel related cost-elements that are budgeted for in this proposal.

Element	Budget allocated	Taxes	TOTAL
Inputs (please specify)			
Outputs (please specify)			
Travel (please specify)			
Support costs (please specify)			
Other disbursements (please specify)			

Interested individual consultant, may submit their technical and financial proposal along with CV, NID copy, and acknowledgement copy of income tax return for the most recent year to the following email address: prosanta.roy@savethechildren.org. Application closing date: February 16, 2023.