Baseline Study Terms of Reference (ToR)

Speak up! Empowering CSOS to protect children and youth's freedom of expression by capitalising on the opportunities and addressing the challenges of the digital space in Bangladesh.

1. Introduction to TdH NL

Terre des Hommes Netherlands (TdH NL) is an international development organisation based in the Netherlands and registered with the NGO Affairs Bureau of the Government in Bangladesh. TdH NL is a child rights-based organisation that works to prevent child exploitation, remove children from exploitative situations, and ensure these children's development in a safe environment. TdH NL is a member of the Terre des Hommes International Federation, a network of organisations working for children's rights and promoting equitable development. To tackle child exploitation globally, TdH NL supports programming and advocacy under three thematic areas, including ending child labour, the sexual exploitation of children, and child exploitation in humanitarian action.

Our Vision
Children can flourish in a world free of all forms of exploitation.

Our Mission
Protect children by preventing and stopping child exploitation. And by empowering children to make their voices count.

2. Project Background

2.1. Project Profile:

Country(ies)	*Bangladesh*
Project Number and Title	Speak up! Empowering CSOs to protect children and youth's freedom of expression by capitalising on the opportunities and addressing the challenges of the digital space in Bangladesh.
Total Budget (Euros)	1,000,000 (One Million)
Donor(s)	European Commission
Project Duration:	*36 Month*
Period Start Date:	1st March 2025
Project End Date:	29th February 2028

Thematic programme	Sexual Exploitation of Children (SEC)
Location(s)	Gazipur, Bagerhat, Satkhira, and Dhaka districts in Bangladesh
Lead partner	Terre des Hommes Netherlands Bangladesh
Implementing partner(s)	Ain o Salish Kendra (ASK), Breaking The Silence (BTS), and INCIDIN Bangladesh

2.2. Overview of the Project

The Speak UP project will combat Sexual Exploitation of Children (SEC) by focusing on addressing harassment and violence including cyberbullying, but particularly online sexual exploitation and abuse (OSEA) faced by the girls, boys, and gender-diverse children and youth who face discrimination based on various factors and the action will support them in maintaining a rights-based public debate. The CSOs will support young people in safely participating online and equip them with responsible actors' knowledge, skills, and support to report and prevent (OSEA) and counter misinformation/disinformation.

The target groups of the project are children, i.e., adolescents (15-17 yrs), and older voting-age youth (18-24 yrs) who resorted to the internet for education and social opportunities during the COVID pandemic and faced increased online harassment. Up to 32% of children were identified by UNICEF as victims of online violence[1]. Adolescents, as rapid adopters of technology, are highly active online but lack digital literacy and awareness of online safety practices, making them vulnerable to online risks.

Older youth are more vocal and actively engage in public discourse and online spaces. With higher rates of digital literacy, they still underestimate certain online threats. For both groups, the anonymity provided in online spaces can be liberating in allowing them to speak out on topics/rights that were previously denied to them. This is particularly true of gender-diverse (SOGIESC[2]) youth who may mask or be denied expression of their identity 'offline'. Socially, discussion of topics such as education and career opportunities online is endorsed. However, young people face social and political backlash when they express opinions on issues of politics, gender, sexual and reproductive health, or orientation issues, social, cultural, and gender norms, government policies and laws, human rights violations, religious issues, corruption, social injustice, and rights violations. Consequently, 71.5% of youth said they do not feel safe expressing their opinions publicly[3]. Gender discrimination is acute online, with abuse, harassment, and exploitation frequently experienced by girls and women (63.51% of

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[1] https://www.unicef.org/bangladesh/en/press-releases/unicef-calls-concerted-action-prevent-bullying-and-harassment-32-cent-children

[2] Finding 1https://www.iri.org/resources/iri-conducts-innovative-mixed-method-lgbti-study-in-bangladesh/

[3] 71.5% of youth feel unsafe expressing their opinions in public platforms | The Business Standard

women in the 2022 SANEM/Action Aid study[4]) and younger women in particular (70% of women experiencing abuse in Dhaka aged 15-25, Cybercrime Tribunal). The offline realities of discriminatory or harmful gender norms are accentuated online, increasing the hesitancy of girls and young women to speak up without facing harassment (Fear of Violence Report, November 2021). Gender-diverse SOGIESC youth experience these anxieties acutely, unwilling to express themselves freely (World Bank). Mis- or disinformation is also prevalent online and is used to accelerate fear and division between groups - for example, after the 8th of August 2024, BBC[5] monitoring highlighted the rapid global spread of false or misinterpreted reports of attacks on religious minorities. Digital technologies can amplify discrimination, abuse, and violence. Young people recognise these risks and during consultations, they prioritised digital safety education, mental health support, parental guidance, responsible adult support, and anonymous reporting mechanisms. Online abuse has serious offline consequences, including domestic violence, mental health issues, and self-harm, especially among girls and women. Gender-responsive, child-friendly, and trauma-informed care is essential to address these harms.

2.3. Target Groups and Stakeholders:

Target Group (TG) 1: 50 CSOs, 30 at district level: (10) Bagerhat - INCIDIN, (10) Gazipur - ASK, (10) Satkhira - BTS, 20 CSOs selected from the CSO networks (e.g, ATSEC, CSA Prevention, and other local networks) - INCIDIN.

TG2: Children and Youth (2,000) 1,500 children (under 18) and 500 youth (18-24). This target group includes girls and boys, young women and men, and 'gender-diverse' 10 children and youth who experience specific threats related to their online freedom of expression or OSEA.

TG 3: Family and Community members (10,000): including children and youth's family members, community leaders, local elite, religious leaders, teachers,

TG 4: Government representatives (150): government officials at national and local levels. This group still needs awareness and capacity building on their roles in ensuring a safe digital space, especially at the local level.

TG 5: Protection Committees and Systems (12): 6 Child Welfare Boards (CWB) and 6 Community-Based Child Protection Committees (CBCPC) and District Legal Aid Committees at Upazila & district levels comprising 100 members

TG 6: Private Sectors Representatives (50): from ISPAB, telecommunication companies (i.e., Grameenphone, Robi, Axiata, Banglalink), internet service providers, and popular platforms (i.e., Google, Facebook, YouTube, Twitter, and Instagram).

TG 7: Law Enforcement Agencies (50): representatives from local and national level police

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[4] https://actionaidbd.org/storage/app/media/Research%20Findings_Online%20Violence%20Against%20Women.pdf

[5] https://www.bbc.co.uk/news/articles/cx2n8pzk7gzo

stations, BPCCU, Child Affairs Police officers, Police Cyber Support for Women (PCSW), lawyers, and judicial bodies.

TG 8: Independent Media Actors (50): Representatives will be selected from independent media actors from print and electronic media, local media associations/press clubs, and reporters/journalists forums.

2.4. Project Results (Goals, Outcomes, and Outputs):

Overall Objective/Impact: Civil Society (including women, youth, and child rights) organizations to be empowered to promote the rights of girls, boys, and gender-diverse children and youth, ensuring their freedom of expression in public discourse and digital spaces.

Outcomes and Outputs:

Outcomes	Outputs
Outcome 1: Civil society organisations, including human rights defenders, are well equipped to support children and youth's safe use of digital technologies to speak up about their rights and protect themselves online.	**Output 1 related to Outcome 1:** CSOs are trained, organized, and supported for enhanced organizational capacity to promote children and youth's safe use of digital technology to advocate for their rights.
	Output 2 related to Outcome 1: CSOs can promote online safety and monitor and report online sexual exploitation and abuse, and rights violations.
	Output 3 related to Outcome 1: Strengthened coordination among CSOs, government, and private providers for specialised service provision to children and youth survivors of online sexual exploitation and abuse (OSEA) and rights violations.
Outcome 2: Children and youth in all their diversity express their opinions in a safe online environment and participate in political, cultural, and social actions.	**Output 1 related to Outcome 2:** Girls, boys, and gender-diverse children and youth have the knowledge and skills to safely use online platforms to express their opinions.
	Output 2 related to Outcome 2: Strengthened community protection committees and systems promote the online safety of diverse categories of children and youth in their political, cultural, and social lives.
	Output 1 related to Outcome 3: CSOs have access to survivor-informed evidence to inform advocacy for

Outcome 3: Civil society actors are motivated and proactively engaged to advocate for gender transformative policy and legal-institutional reform to prioritize the protection of children and youth's rights in the digital space.	policy reforms and gender-responsive strategies for the protection of children and youth from exploitation, abuse, and rights violations.
	Output 2 related to Outcome 3: Civil society actors have increased their advocacy for policy-legal-institutional reform to ensure children and youth's safe use of digital technologies to speak up about their rights and protect themselves online

2.5. Geographic Location of the Study:

The Baseline Study of the project will be conducted in the Dhaka, Gazipur, Satkhira, and Bagerhat districts in Bangladesh. The consultant/consultancy firms are requested to take sampling by considering the following Upazilas of the four districts.

Districts	Upazila/Police Station (Sub-districts)
Dhaka	Mirpur
	Mohammadpur
Gazipur	Gazipur Sadar
Satkhira	Satkhira Sadar
Bagerhat	Mollarhat

3. Rationale of the Baseline Survey:

The baseline study intends to provide the project personnel with the detailed baseline data on key project indicators indicated in the Result Framework to identify changes in target beneficiaries and stakeholders that can be measured throughout the project. The data will be both qualitative and quantitative and will include information gathered based on the outcome and output indicators. The baseline study will synthesize the existing level of knowledge and resources remaining among the beneficiaries, CSOs, children, and the community. The results of the baseline study will further help to respond to the needs of the children, CSOs, and community, and empower them to speak up for their rights and protection, and strengthen their capacity through developing modules and mobilizing resources with necessary ToTs to meet the expectations to bring expected impacts. At the end of the project cycle, another endline evaluation will be conducted to measure its impact to synthesize the intended impact made at the end.

Further, the baseline study will gauge different types of data following the project design, focusing on the existing level of knowledge among the community, children, and society. The baseline survey will assess the level of capacity of the CSOs, and it will help to assess the needs of CSOs to strengthen their capacity, identify the priorities of advocacy areas through generating evidence-based documentation, gathering stories and quotations from persons of lived experience to ensure that our advocacy is evidence-informed and foregrounds the voices of children, in line with TdH NL's commitment.

Finally, the baseline data will be used to identify the training needs and priorities of the CSOs, community people, and children that will be used to develop tailored training modules and other forms of capacity strengthening programs to beneficiaries and stakeholders and will support achieving intended results and impact at the end.

Therefore, Terre des Hommes Netherlands is looking for a consultant/consultancy firm to carry out the project's baseline survey.

4. Objectives of the Baseline Study

The overall objective of the baseline study is to collect information and analyse it to synthesise a baseline report as per indicators set in a logical framework with the target groups in the working locations. The baseline study will gather disaggregated data(age, gender, and disability) by developing the questionnaire following the indicators set in the project documents. At the end of the project cycle, an evaluation will be conducted to assess its impacts as part of project cycle management to measure the changes made through the project. The baseline study will serve as a reference point for the indicators in the project document.

Specifically, the baseline study will serve to:

1. **Establish baseline data for project indicators.** The baseline study will collect data that will be the starting point for change measurement, confirming baseline values for all outcome indicators.
2. **It provides an opportunity to refine indicators.** The baseline study will help to refine indicators to track progress toward achieving desired outcomes. This may be through determining the extent to which certain indicators can be easily measured.
3. **Inform intervention phasing.** The baseline study provides data that guides the phasing and targeting of project interventions.

The purpose of the baseline study is to synthesize the existing level of knowledge and resources remaining among the beneficiaries, CSOs, children, and the community. The results of the baseline study will further help to respond to the needs of the children, CSOs, and

community, and empower them to speak up for their rights and protection and strengthen their capacity through developing modules and mobilizing resources with necessary ToTs to meet the expectation to bring expected impacts.

The baseline will directly synthesise the data from the field based on the set indicators and project design. The overall objective of the survey is to collect baseline data on the indicators of the intended goal, outcomes, and outputs of the project as set in the Result Framework, following the table.

Description	Indicators	Baseline Value and Reference Year
Goal: Civil Society (including women, youth, and child rights) organisations are empowered to promote the rights of girls, boys, and gender-diverse children and youth, ensuring their freedom of expression in public discourse and digital spaces.	**Impact Indicator 1**: % of CSOs with strengthened organisational capacity to advance children and youth's rights and ensure their freedom of expression in public discourse and digital spaces, disaggregated by types of CSOs.	**To be confirmed in 2025**
	Impact Indicator 2. % of children and youth who demonstrate self-confidence to advance their rights and freedom of expression in public discourse and digital spaces, disaggregated by sex, gender, and diversity	**To be confirmed in 2025**
	Impact Indicator 3: Evidence of CSOs consulting with and taking into consideration the decisions, opinions, and views of children and youth in their access to rights and advanced freedom of expression in public discourse and digital spaces.	Currently children and youth have inadequate engagement in relation to access to their rights and advance freedom of expression (in 2025)
Outcome 1: Civil society organisations, including human rights defenders,	**1.1 – Indicator 1 to Outcome 1:** % of CSO staff demonstrating improved knowledge and skills to mobilise and engage children	To be confirmed in 2025

are equipped to support children and youth's safe use of digital technologies to speak up about their rights and protect themselves online	and youth to use digital technologies safely and speak up about their rights and freedom of expression, disaggregated	
	1.2 – Indicator 2 to Outcome 1: # of actions taken by CSOs at local and national levels to identify, prevent, and protect children and youth from violations of their freedom of expression in public discourse and digital spaces.	Zero (0)
	1.3 – Indicator 3 to Outcome 1: # of cases of violations of children and youth's freedom of expression in public discourse and digital spaces that are monitored, reported, and responded to by the CSO representatives.	Zero (0)
Outcome 2: Children and youth express their opinions in a safe online environment and participate in political, cultural, and social actions.	**2.1 – Indicator 1 to outcome 2:** % of children and youth demonstrating improved knowledge and skills to advocate for their rights and express their opinions safely in online environments, disaggregated by sex, gender and diversity.	To be confirmed in 2025
	2.2 – Indicator 2 to outcome 2: % of children and youth who reported they are confident to express their opinions related to political, cultural, and social norms in a safe online environment, disaggregated by sex, gender, and diversity.	To be confirmed in 2025
	2.3 – Indicator 3 to outcome 2: % of children and youth who took action in response to violations of their rights to freedom of expression in public discourse and digital spaces, disaggregated by sex, gender, and diversity.	To be confirmed in 2025
Outcome 3: Civil society actors are motivated and proactively engaged to	**3.1 – Indicator 1 to Outcome 3:** % of CSOs who take action in monitoring and advocating for gender transformative	To be confirmed in 2025

advocate for gender transformative policy and legal-institutional reform to prioritize the protection of children and youth's rights in the digital space.	policy and legal-institutional reform to protect children and youth from online abuse, harassment, and exploitation, disaggregated by types of CSOs.	
	3.2 – Indicator 2 to Outcome 3: # of gender transformative laws/ policies/ regulations/ code of conduct/ national plans developed/ revised/ drafted by CSOs that ensure children and youth's safety when exercising their rights to freedom of expression in digital spaces.	Zero (0)
	3.3 – Indicator 3 to Outcome 3: Private companies (ISPs, mobile companies) have and implement a code of conduct along with the government's policies and procedures that ensure children's safety when exercising their rights to freedom of expression in digital spaces.	To be confirmed)will be confirmed in the baseline study 2025 (but data refer to implementation in 2024)
Output 1 related to Outcome 1: CSOs are trained, organized, and supported for enhanced organizational capacity to promote children and youth's safe use of digital technology to advocate for their rights.	**1.1.1 Indicator 1 to Output 1:** # of CSOs representatives reached by capacity building sessions and supported to enhance their organisational capacity, disaggregated by sex, gender, and diversity.	Zero (0)
	1.1.2 Indicator 2 to Output 1: # of CSO representatives trained on the safe use of digital technology for the protection of children and youth's rights to freedom of expression in public discourse and digital spaces, disaggregated by sex, gender and diversity.	Zero (0)
	1.1.3 Indicator 3 to Output 1: # of initiatives developed and implemented by CSOs to promote children and youth's safe use of digital technology to ensure their freedom of expression in digital	Zero (0)

	spaces and public discourse.	
Output 2, related to Outcome 1: CSOs can promote online safety and monitor and report online sexual exploitation and abuse and rights violations.	**1.2.1. Indicator 1 to Output 2:** # of CSO representatives regularly monitor and report online sexual exploitation and abuse (OSEA) and rights violation cases and support children and youth to receive required services, disaggregated by sex, gender, and diversity.	Zero (0)
	1.2.2. Indicator 2 to Output 2: # of actions/initiatives undertaken by CSOs to promote online safety and report/respond to online sexual exploitation and abuse and rights violations, disaggregated by types of CSOs.	Zero (0)
Output 3 related to Outcome 1: Strengthened coordination among CSOs, government, and private providers for specialised service provision to children and youth survivors of online sexual exploitation and abuse (OSEA) and rights violations.	**1.3.1 Indicator 1 to Output 3:** # of new standard child-friendly case management operating procedures/guidelines and referral protocols developed/reviewed to respond to the violation of children and youth's protection and freedom of expression in online spaces/platforms	Zero (0)
	1.3.2. Indicator 2 to Output 3: of children and youth survivors affected by online sexual exploitation and abuse received appropriate services through referral and linkages, disaggregated by sex, gender, and diversity	Zero (0)
	1.3.3 Indicator 2 to Output 3: # of national and sub-national coordination meetings held between CSOs and key stakeholders for preventing and responding to online sexual exploitation and abuse, and specialized service provisions to children and youth.	Zero (0)
Output 1 related to Outcome 2: Girls, boys,	**2.1.1 Indicator 1 to Output 1:** # of children and youth reached by capacity building	Zero (0)

	sessions and supported to safely use online platforms to exercise their freedom of expression, disaggregated by sex, gender, and diversity.	
and gender-diverse children and youth have the knowledge and skills to safely use online platforms to express their opinions.	**2.1.2 Indicator 2 to Output 1:** # of children and youth engaged as change agents for taking actions to protect their rights to safety and freedom of expression in digital/online platforms, disaggregated by sex, gender, and diversity.	Zero (0)
Output 2 related to Outcome 2: Strengthened community protection committees and systems promote the online safety of diverse categories of children and youth in their political, cultural, and social life.	**2.2.1 Indicator 1 to Output 2:** # of community-based child protection committees (CBCPC), Child Welfare Boards (CWB), and District Legal Aid Committees at Upazila and district levels engaged to prevent and respond to the violation of children and youth's protection and freedom of expression in online spaces/platforms.	Zero (0)
	2.2.2 Indicator 2 to Output 2: # of members of community-based child protection committees (CBCPC), Child Welfare Boards (CWBs), and law-enforcing agencies trained on child rights and protection mechanisms, online abuse, exploitation, and safety mechanisms.	Zero (0)
	2.2.3 Indicator 3 to Output 2: # of Family and community members engaged in supporting children and youth to safety and freely use online platforms and digital technologies to exercise their freedom of expression, disaggregated by sex, gender and diversity.	Zero (0)
Output 1 related to Outcome 3: CSOs have access to survivor-	**3.1.1. Indicator 1 to Output 1:** # of CSOs carry out evidence-based policy advocacy efforts that centre the voices of	Zero (0)

informed evidence to inform advocacy for policy reforms and gender-responsive strategies for the protection of children and youth from exploitation, abuse, and rights violations.	children and youth at local and national levels with relevant stakeholders, disaggregated by types of CSOs.	
	3.1.2. Indicator 2 to Output 1: # of efforts. child or youth-friendly reports/policy briefs/advocacy plans/strategy/ evidence generated by the CSOs used in lobbying and advocacy to influence the government	Zero (0)
	3.1.3. Indicator 3 to Output 1: # of CSOs involved in research studies that meaningfully consult children and youth for evidence-based policy advocacy.	Zero (0)
Output 2 related to Outcome 3: Civil society actors have increased their advocacy for policy-legal-institutional reform to ensure children and youth's safe use of digital technologies to speak up about their rights and protect themselves online	**3.2.1 Indicator 1 to Output 2:** # of governments, media, and the private sector with evidence of positive response in prioritising online safety and promoting freedom of expression of children and youth through lobbying and advocacy by CSOs.	Zero (0)
	3.2.2. Indicator 2 to Output 2: # CSOs supported in developing/ reviewing Code of Conduct to effectively operationalise by ISPAB, mobile companies, and BTRC, ensuring online safety and freedom of expression of children and youth	Zero (0)
	3.2.3. Indicator 3 to Output 2: # of CSO and media organisation representatives participating in the development/ amendment of laws and policies that protect children and youth's freedom of expression and access to information, with support from the intervention, disaggregated by sex, gender, and diversity	Zero (0)

5. Baseline Study Scope

The focus of this study will be restricted to the project outcome indicators as contained in the project logical framework. It shall be conducted among the targeted communities that include CSOs, Children and Youth, Families and Communities, Government representatives, Protection Committees and Systems, Private sector representatives, Law Enforcement Agencies, and Independent Media Actors. The entire assignment should be delivered within a maximum of 40 working days, including planning, data collection, and analysis, as well as submission of the final report and other deliverables related to the task. This baseline study shall be conducted in the Dhaka, Gazipur, Bagerhat, and Satkhira districts of Bangladesh.

Note: The following tasks for the consultant will need to focus on the above-mentioned aspects; however, they are not limited to them. Other associated tasks and subtasks may and should be undertaken based on discussion and need.

6. Methodology and Approach

The baseline survey should adopt a mixed-methods approach, integrating quantitative and qualitative methods to achieve the baseline objectives. The consultant/consultancy firm will propose a detailed methodology that allows for multi-stakeholder involvement and meaningful participation of CSOs, children and their families, and communities, and other stakeholders as per target groups. The consultant/firm will use different methods, such as desk review, observation, face-to-face interviews, KIIs, IDI, and FGD,s to collect data from the community and institution levels, including child-centred and participatory research methods with children and youth. The consultant is expected to propose an appropriate methodology with the required number of samples for both quantitative and qualitative surveys, considering the survey prerequisites. However, all data collection methodologies and determination of sample size should be considered in line with the discussion and agreement between the survey team and TdH NL. It is expected that the survey will be conducted by taking into consideration ethical and child safeguarding standards regarding the gathering of data from children, their parents and communities, CSOs, government officials, employers, and other relevant stakeholders. If needed, the consultant/consultancy firm will be asked to participate in training on research ethics and child safeguarding that will be provided by the TdH NL Head Office. Moreover, the consultant/consultancy firm will describe the child safeguarding and ethical consideration issues in the inception report.

The consultant/firms need to follow Gender emerges strongly in all of the program indicators and ensure Inclusive practices are mainstreamed through a comprehensive, gender responsive, and culturally sensitive approach that ensures the participation of children and youth in all their diversity, including those with different SOGIESC. Specific actions in inclusion and the accessibility of different groups are proposed, including marginalized groups, such as hijras (intersex), children with disabilities, and excluded communities.

The consultant/firm will also use disaggregated data (age, gender, disability) to effectively monitor and ensure inclusion throughout the project. In line with EC principles, gender equality is promoted throughout the project and needs to be considered during the study.

7. Stakeholders to be involved in the baseline study process:

Beneficiaries and the project's key stakeholders will be involved in this baseline study by participating as respondents and discussing providing authentic data and information to the survey team, along with the following stakeholders. The key stakeholders and beneficiaries will be selected based on the appropriate methodology proposed by the consultant/firm after the selection process, and they need to follow the principles of gender and inclusion of marginalized groups.

Stakeholder Name	Main roles in the Baseline study
Project Team and CO	TdH NL Bangladesh country office teams (project and MEAL) will: ● Develop ToR ● Recruit the consultant(s) ● Provide the consultants with templates of the Inception Report and Baseline Study Report. ● Provide the consultant with relevant documents such as the project proposal, log frame, and other related documents. ● Produce mission letters if required. ● Coordinate with partners for field data collection. ● Coordinate and work with NGO partners and Global Teams to review the Inception Report, Baseline Study Report, and Slide presentation. ● Will provide guidance and orientation on child safeguarding and ethics, project background, and context. ● Coordinate the assessment of the quality of the consultancy service deliveries.
Global Teams (MEAL, PDQ, REI, Programme)	The Global Teams, including MEAL, PDQ, REI, and/ or Programme, will: ● Involved in the recruitment of the consultant if needed ● Provide relevant technical support ● Review and approve the ToR ● Review and approve the Inception Report and relevant data collection tools ● Review and approve the Baseline Study Report
Consultant(s)	The consultant/firm will follow the ToR to conduct a baseline study and ensure deliverables are as expected in those working areas, following the indicators set and synthesis of specific data and report as stated: ● Develop an inception report following the template provided by TdH NL, including data collection tools and a work plan ● Develop a data analysis plan as mentioned in the inception report template. ● Recruit qualified data collection teams and provide training to them.

	● Translate data collection tools into the local language(s) and conduct field tests. ● Carry out quantitative and qualitative data collection and ensure the quality of the collected data. ● Carry out data processing, including data cleaning. ● Develop data entry tools/ online data collection tools, ● Analyse data based on the disaggregation of each indicator in the provided log frame. ● Provide a preliminary finding presentation to the TdH NL for feedback. ● Produce a draft report based on the provided template. ● Produce the final baseline study following the TdH NL format by addressing all comments from TdH NL. ● Develop a comprehensive slide presentation of the baseline study and provide a presentation in the dissemination workshop. ● All reports, data collection tools, and slide presentations are required to be submitted to TdH NL for review and approval. The consultant is responsible for addressing all the comments and submitting them back for final review and approval.
Partners	Partners are to extend all field support to conduct the baseline study, with the selection of target group,s and organize FGD and KII as relevant to complete the baseline study in the working locations, and provide inputs to the data collection tools and baseline study report

8. Timeline and Deliverables

The entire assignment should be delivered within a maximum of 40 working days, including planning, data collection, and analysis, as well as submission of the final report and other deliverables related to the task. Following the timetable, the consultant evaluator(s) will produce and provide to TdH NL within the specified dates the following:

#	Deliverables	Deadline
1	Participate in the inception meeting to present and discuss project details, the goal of the baseline study and to receive from the project team the required information and documents needed to perform the baseline study.	1st week
2	Inception report including the study design, work plan, final data collection tools in English and local language, methodology, and data analysis plan (template of the report will be provided)	2nd week
3	Gain ethical approval or any other approval needed to collect data (as required based on data and context)	3rd week
4	Training materials for data collectors, including data collection and quality assurance mechanisms/instruction/guidelines/ protocol.	3rd week
5	Online data collection forms in KOBO or other effective mobile data collection applications, if used.	4th week
6	Field report after completion of the data collection.	5th week
7	Participate in a reflection workshop with TdH NL staff and partners to present and discuss findings.	6th week
8	Final completed baseline study report in English addressing all comments/feedback from TdH NL and/or partners (template of the report will be provided)	7th week
9	Final comprehensive slide presentation of the baseline study results.	7th week
10	Raw data: - All completed questionnaires and consent forms (if hard copies are used). - Raw quantitative/ qualitative data (transcript, data entry in Excel, English translation) - Final clean data used for data analysis. - Final data analysis outputs (in table, graph…) used for the report and slide presentation (including data analysis by indicator)	8th week

The TdH NL project team will oversee the process and maintain responsibility for accountability and guidance throughout all phases of execution and approval of all deliverables.

9. Management and Supervision

The evaluator(s) will report directly to the Country Director or other assigned member of TdH NL staff and work closely with the **Project Coordinator: Mykal Mondol, EU Project, and Mohammad Nurul Kabir, Programme Coordinator-PME & Fundraising, along with others.**

Nazrul Islam   *Heng Kun, MEAL Advisor*
Country Manager   *The Asia Regional Office*
Country Office Bangladesh

The consultant is expected to use the TdH NL study report templates that include the Baseline Study Report template and Inception Report template, and can be requested through *m.mondol@tdh.nl* or *m.nurulkabir@tdh.nl*

10. Child Safeguarding Measures

The consultant must adhere to the TdH NL Safeguarding Policy; therefore as a condition of entering into a consultancy agreement, the individual/firm must:
- Read and sign the TdH NL Safeguarding Policy and abide by the terms and conditions therein.
- Read and Sign the TDH NL Code of Conduct

Additionally (as also be stated in the contract):
- It is the responsibility of the consultant or consultancy firm to safely recruit, train, and manage any subcontractors (such as researchers, enumerators, translators, etc.) while safeguarding.
- Safeguarding of subcontracted staff during the baseline study is the responsibility of the consultant.
- The consultant is responsible of conducting safeguarding training (using the Safeguarding and Ethical Evaluation presentation) for any subcontracted staff

Any violation /deviation of complying with TdH NL's said policy will result in the termination of the agreement.

11. Ethics and Conflict of Interest

The consultant must ensure that no one is forced to provide information. The baseline study objectives will be clearly explained to all respondents before collecting data, with

written consent and/or assent forms signed by respondents or guardians. The consultant must commit to maintaining confidentiality and unbiased data collection.

12. Quality Assessment of the Baseline Report:

The quality of the baseline study process and outputs will be assessed based on:

- Design and methodology
- Analysis of findings based on facts and data for reliability
- Structure and clarity of the report

13. Selection criteria of the applicants for the interview

Expression of Interest, including a technical and financial proposal for the baseline survey, will be requested through open bidding. The consultant/consulting firm for the assignment will be primarily selected based on the relevant experience of the consultant and technical and financial proposals, which will be compared among the applicants.

- Quality of baseline proposal
- Experience and knowledge of the consultant
- Schedule
- Budget

Shortlisted proposals/applicants will be subject to an interview, including a presentation of their proposal, clarifying questions on the proposal, and validation of information. The final selection will be made based on the interview and by the project. The technical proposal will carry 35% marks for the relevant experience of the consultant, 50% marks for adequacy of methodology and work plan, and 15% marks for the financial proposal during the proposal assessment.

14. Budget
The consultant will include a financial proposal that outlines a detailed breakdown of all costs required to complete the baseline study.

15. Payment Schedule

- 40% on submission of inception report (with work plan, data collection tools)
- 30% on submission of the 1st draft of the baseline report
- 30% on submission of the approved final report and slides of findings

The consultant/consulting firm is expected to provide deliverables within the stipulated period as well as submit the final report, maintaining the quality. If, for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform TdH NL in time with a valid and acceptable explanation. Failing to do this may result in a late payment on time. Please note that all VAT and tax amounts will be deducted from the total amount at the source (i.e., TdH NL) as per government regulations.

16. Consultant (s) Skills, Competencies, Experience, Requirements

The consultant (s) engaged to undertake the assignment must fulfil the following requirements:

- Minimum of 10 years' experience in performing survey/ assessment/ review/ evaluation and sound understanding of survey concepts, methodologies, and tools.
- The lead consultant and the relevant members of the team should have an excellent research background and have a proven track record in conducting a similar type of assignment.
- Knowledge and experience in child protection, child abuse and exploitation, skill training, freedom of expression, and digital spaces.
- Ability to work collaboratively with multiple individuals, groups, and teams.
- Demonstrable expertise in both quantitative and qualitative data analysis.
- Excellent data interpretation and report writing skills with high-quality English and presentation.
- High professional level of writing reports and using advanced statistical analysis programs such as SPSS, Stata, Kobo, etc.
- Experience in providing training to data collection teams.
- Evidence of having undertaken similar assignments.

17. How to Apply: Application Process

TdH NL **Bangladesh Country Office** invites interested individuals and agencies to submit the following application documents:

1. Technical proposal (max. 10 pages) outlining their motivation for the application, the methodological approach, and the resources required (documents, survey questions, FGD and KII checklists, etc).
2. A proposed activity schedule/work plan with a time frame.
3. CVs of the lead consultant and the team members.
4. Two recent reports were written by the Lead Consultant.
5. Financial proposal detailing evaluators' itemised fees, data collection, and administrative costs.

Interested individuals/organizations are requested to submit the proposal with the above-mentioned documents to **bangladesh@tdh.nl** on or before **10th May 2025 by 5:00 PM** with "**EoI on Baseline Survey EU Speak Up Project**" as the subject line. Different files, i.e., technical, financial, and a cover letter, need to be attached to the email in the name of each file. The proposals (both financial and technical), including CVs, are requested to be submitted in PDF format.