

Terms of Reference (ToR) for hiring the consultant for conduction of the baseline survey of the 'Means to Lead (M2L) project' funded by UN Women

01. JNUS and SKUS: an overview

Jago Nari Unnayan Sangstha (JNUS) was established in 2009 as an independent, non-profit and non-political women-led Non-Government Organization (NGO) in Ramu, Cox's Bazar, Bangladesh. Since inception, JNUS has been working in both prevention and response of Gender Based Violence (GBV) especially violence against women and girls. Therefore, JNUS is committed to promote gender responsive services at the Rohingya refugee camps and host communities in Cox's Bazar.

Samaj kallayon O Unnayan sangstha (SUKS) is a non-profit, non-government and non-political voluntary women-headed development organization, has been working since 1995 to improve the socio-economic condition of the marginalized communities. The primary purpose of SKUS is to improve the overall well-being of disadvantaged and underprivileged individuals through social and economic empowerment of women by implementing programs promoting gender equality, women's rights, and economic opportunities.

02. Information details relevant to the assignment

a) Project Context

JNUS and SKUS have formed a consortium and has been awarded a project titled 'Means to Lead (M2L)' from UN Women which will be implemented during 15th February 2024 to 30th June 2024. The activities of this project will be implemented at the Rohingya Camps 3 and 5 in Ukhiya as well as Whykong union of Teknaf upazila in Cox's Bazar. It is expected that the implementation of the activities will create a positive impact on the lives of Rohingya refugees and host community women and adolescent girls including persons with disabilities.

The major challenges in the Rohingya refugee response are lack of protection and empowerment of women and girls, less sustainable livelihood opportunities and limited access to vocational skills. There also exist gaps in the provision of comprehensive services including gender-based violence (GBV) and well-being of host communities in Teknaf upazila.

Gender-based and sexual violence poses a threat to Rohingya girls and women in Cox's Bazar. Extreme vulnerability is exacerbated by the lack of adequate lighting and limited access to safe spaces within and around the camps. Early and coerced marriages pose a significant threat, especially when families perceive matrimony as a way to safeguard their daughters. Difficulties in obtaining support services for gender-based violence stemming from cultural barriers, social stigma and limited knowledge regarding the services that are accessible. Women and girls who have been forced to endure displacement, conflict, or violence may develop severe mental health issues and trauma as psychosocial consequences. Insufficient legal safeguards and accountability systems for individuals who have experienced gender-based violence result in an absence of justice on their part. The crisis is reinforcing and exacerbating the pre-existing gender inequalities and discrimination against Rohingya women and girls which restricts their mobility and access to life-saving assistance, services, information, livelihoods opportunities, control over resources and decision making.

The host community and Rohingya refugees both encounter obstacles when attempting to obtain a sustainable livelihood opportunity, which ultimately contributes to economic insecurity. The population is dependent on humanitarian assistance to meet their fundamental requirements. Strict limitations on education and skills development initiatives impede the acquisition of vital competencies required to ensure livelihood security. The absence of sufficient access to formal financial services, credit, and banking facilities poses a barrier to the growth and progress of sustainable income-generating endeavors. Limited access to vocational skills and need for enhanced protection mechanisms. Tensions are rising between Rohingya refugees and Bangladesh host communities and there is a common perception that Rohingya are an unwelcome burden. Support is needed to protect Rohingya women and girls from further harm, but also to promote longer term resilience and recovery.

In order to effectively tackle these obstacles, a holistic approach is necessary, which combines

livelihood interventions with GBV prevention and response strategies. This approach ensures that economic empowerment is advanced in combination with efforts to improve the safety and overall welfare of women and girls. The humanitarian organisations, government agencies, and local communities must work together to promote sustainable development and devise effective solutions.

b) Expected Outcomes and Outputs of the project

<p>OUTCOME</p> <p>Host community women's networks and local women rights organizations increasingly support crisis affected women and girls in host community and contribute to social cohesion, and social norms change and the advancement of gender equality within the host communities</p>
<p>OUTPUT</p> <p>More Rohingya and host community women have access to diversified livelihood opportunities and are empowered with increased social and economic security</p>

03. Purpose of the baseline study

The baseline is part of the project plan to collect relevant data values to use as a bench mark against which progress will be monitored and assess effectiveness by end of the project. This baseline survey will collect data disaggregated by age, gender, location, disability inclusion etc.

The objectives of the baseline study are

- To establish baseline values for the relevant indicators of the project in line with the intended outcomes
- To provide information and values for setting realistic and achievable targets for the next phase of the project
- To provide baseline information required for annual reporting on key performance indicators (KPIs)
- To provide evidence on key contextual factors that identify the root causes of GBV, PSEA, gender inequalities, exclusion and understanding of social, gender and environmental barriers in the project implementation.

04. Scope of work and deliverables

The scope of work will include but not limited to

- Review project documents and other necessary project-relevant documents
- Develop methodology and timeline of the baseline survey activities
- Develop, translate, field test and finalize the data collection tools
- Finalize the methodology and tools in consultation with the JNUS and UN Women
- Train the project team on data collection and quality control and provide technical guidance while gathering data from the project locations
- Administer data collection in the project locations including supervision, quality control, validation and data transcription
- Data management and analysis as per the project outcome and outputs
- Produce a draft report and share with JNUS for review
- Finalize the baseline report through incorporating the feedback of JNUS and UN Women
- Submit initial raw data sets through Kobo Toolbox and take corrective measures to provide final validated data, if needed
- Maintain regular communication with key contact person/s of JNUS throughout the assignment
- Ensure all original data collection (whether in paper or electric form), i.e., raw data, are well maintained and submitted to JNUS
- Prepare study brief or presentation for wider circulation/communication purposes

Due to the evolving start-up phase of the project, details of this ToR are subject to change until starting the study.

05. Intended usage of the baseline study findings

The baseline findings will primarily be used by the project team and relevant partner to

- Determine the baseline targets and targets of different milestones to be accomplished during the entire phase of the project
- Identify key partners and community gatekeepers both in the host community (MPWC in Teknaf) and Rohingya refugees (MPWC at Camp 3 and MPWC at Camp 5)
- Indicate a strategy how to reach out and engage them with the efforts of the project.

06. Indicators for baseline study

Data collection will be conducted for figuring out the baseline numbers of the following indicators in the table.

Sl. No.	Indicators	Levels of Disaggregation
01.	Number of Rohingya refugees and host community women and adolescent girls enrolled/registered	Host and Rohingya Women and adolescent girl
02.	Number of self-help groups formed	Host and Rohingya Women and adolescent girl
03.	Number of self-help group members	Host and Rohingya Women and adolescent girl
04.	Number of Rohingya refugees and host community women and adolescent girls have better access to psycho-social counseling	Host and Rohingya Women and adolescent girl
05.	Number of Rohingya refugees and host community women and adolescent girls have increased access to primary health care facilities	Host and Rohingya Women and adolescent girl
06.	Number of Rohingya refugees and host community women and adolescent girls have enhanced access to primary health care through referral pathways	Host and Rohingya Women and adolescent girl
07.	Number of Rohingya refugees and host community women and adolescent girls received livelihood training	Host and Rohingya Women and adolescent girl
08.	Number of Rohingya refugees and host community women and adolescent girls have enhanced access to livelihood opportunities	Host and Rohingya Women and adolescent girl
09.	Number of Rohingya refugees and host community women and adolescent girls attended literacy classes	Host and Rohingya Women and adolescent girl
10.	Number of Rohingya refugees and host community women and adolescent girls received leadership training	Host and Rohingya Women and adolescent girl

Partial Performance Measurement Framework

OUTCOME: Host community women's networks and local women rights organizations increasingly support crisis affected women and girls in host community and contribute to social cohesion, and social norms change and the advancement of gender equality within the host communities

OUTPUT	INDICATORS	BASELINE DATA	TARGETS (Include the time range where possible)	DATA SOURCES	DATA Collection METHODS	FREQUENCY	RESPONSIBILITY
More Rohingya and host community women have access to diversified livelihood opportunities and are empowered with increased social and economic security	Number of community actors sensitized on MPWC's services (including GBV case management, psychosocial services, training, life-skills, accelerated learning, etc.) under this project	00	Number of community actors sensitized on MPWC's services (including GBV case management, psychosocial services, training, life skills, accelerated learning, etc.) under this project	Quarterly progress report. Quarterly M&E report. Project evaluation report.	Feedbacks from the beneficiaries. - KII with key stakeholders. FGD	End of project	Project Manager, M&E Officer
	Number of women and adolescent girls from Rohingya refugee and host community who received holistic, multispectral support at MPWCs	00	Number of Rohingya and host community women and adolescent girls have access to basic first aid, WASH, SRHR	Quarterly progress report. Quarterly M&E report	Feedbacks from the project team. Feedbacks from the beneficiaries. KII with key stakeholders. FGD.	Quarterly	M&E Officer

	supported under the project (disaggregated by type of services: GBV case management, psychosocial counseling, basic first aid, WASH, SRHR, etc., age and location)						
	Number of Rohingya and host community women trained on leadership skills, including community level participation, conflict resolution, negotiation etc.	00	Number of Rohingya and host community women and adolescent girls have enhanced leadership skills and ability to resolution of conflicts and negotiation	Quarterly progress report. Quarterly M&E report	Feedbacks from the project team. Feedbacks from the beneficiaries. KII with key stakeholders. FGD.	Quarterly	M&E Officer
	Number of women and adolescent girls who increased their knowledge and skills through i) accessing and/or ii) completing		Number of Rohingya and host community women and adolescent girls have increased literacy, numeracy, education	Quarterly progress report. Quarterly M&E report	Feedbacks from the project team. Feedbacks from the beneficiaries. KII with key stakeholders. FGD.	Quarterly	M&E Officer

	accelerated learning programs (disaggregated by learning activity, including feminist literacy, numeracy, education for adolescent girls etc.)						
	Number of Rohingya refugee and host community women who improve their livelihoods through i) accessing and/or ii) completing pre- and vocational trainings at MPWCs supported under the project		Number of Rohingya and host community women and adolescent girls have improved livelihood skills	Quarterly progress report. Quarterly M&E report	Feedbacks from the project team. Feedbacks from the beneficiaries. KII with key stakeholders. FGD.	Quarterly	M&E Officer

07. Time frame

Total duration of this study will be 15 working days from the date of signing of the contract as mentioned below

Activities	# Days	Responsible
Baseline survey proposal, methodology and tools review and finalize	2 days	Consultant in consultation with JNUS who may consult with UN Women
Train the project team on the tools, field test and contextualization of the tools	1 days	Consultant
Data collection, scrutiny, validation	5 days	Consultant
Analysis, first draft report preparation and submission to JNUS	3 days	Consultant
Review first draft report	1 days	JNUS Team
Revise and submit final reports with PPT presentation	3 days	Consultant

Please note that this timeline may vary based on date the signing of the contract.

08. Ethics and Child Protection

JNUS is committed to ensure rights of those participating in data collection or analysis are respected and protected in accordance with the humanitarian standards and safeguarding policy. All applicants should include their proposal on how they will ensure the ethics and protection of women and adolescent girls at different stages of the survey - including data collection, consolidation, analysis and report writing. The consultant/s shall explain how appropriate, safe, and non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the vulnerable groups. The consultant/s shall also explain how the confidentiality and anonymity of participants will be guaranteed.

09. Supervision/Management of the Assignment

The consultant will require working closely with JNUS and considering feedback from UN Women. The consultant will directly be accountable to the JNUS focal person (PM-M2L project). The consultant will update the JNUS focal person about the progress time to time.

10. Expected Competencies of Consultant/Agency

It is expected that the consultant/consulting firm will have

- Solid understanding of Rohingya context, complexities and local humanitarian and development context
- Excellent knowledge and experience in GBV, PSEA, referral pathways, psycho-social, livelihood, women empowerment, issues related to adolescent girls in emergency context
- Experience of data collection, data entry, editing, analysis and report writing
- Clear understanding of the challenges of administering data collection in the project areas
- Experience in carrying out studies with adolescent girls and women on rights, protection, and livelihood, PHC
- Fluency in both English and the local language (spoken and written) is mandatory
- Strong analytical and report-writing skills
- Ability to produce high-quality work under tight timeframes
- Experience of using Kobo Toolbox
- Ability to work collaboratively with JNUS teams, host communities, FDMNs at camps and UN Women (if needed) to integrate feedback as required

11. Eligibility and Application Process

Applicants can be an individual or an organization, however, must be a registered in Bangladesh, formally constituted, recognized by and in good standing with appropriate Bangladesh authorities, and compliant with all applicable VAT/TAX registrations and clearance as per civil and fiscal regulations of Bangladesh.

The application should be submitted in two separate parts that include

- a) Technical and
- b) Financial

The **technical part of the proposal** should **not exceed 10 pages** and will contain the following

- Cover Letter
- Detailed methodology and tools of the survey (sample, sample size with scientifically estimated power of interpretation, sampling frame, data collection tools, training of project team, data quality checks and standards)
- Timelines
- Consulting team profile including CV of the team leader and key member of the research team. Account of relevant experience (consulting team profile). Applications should elaborate on the consultant's abilities to manage work within the tentative timelines along with any challenges.
- Copy of the VAT registration certificate (for consulting firm)
- Copy of the valid TIN certificate and bank account details
- Names and details of 3 references
- Full names of lead consultant, team composition with roles
- Physical address
- Telephone number(s) of the firm (if applicable) and participating consultants
- In case of firm/organization, full names of Directors/Proprietors

Financial Proposal providing a breakdown of expected costs for proposed activities, inclusive of VAT and tax. The financial part should describe the estimated cost of the study in detail and usage of the budget lines in details.

The EOI including technical and financial proposal should be submitted to procurement.JNUS@gmail.com separately with the subject line

For any technical issue related to the baseline survey, please communicate to promanager.jnus@gmail.com JNUS contact person.

12. Payment system:

Payments for the consultancy will be made in the following three installments

Installments	Percentage	Timeline
First installment	50%	Upon signing of consultancy contract
Second installment	30%	After receiving the first draft report
Final installment	20%	Upon acceptance of final report

13. Parameters for selection of firm/individual to carry out the assignment/task

The following table outlines the selection criteria

Criteria	Score
Relevant competency of team leader and team composition (experience working with Rohingyas: 10, Conducting surveys, monitoring activities: 15, Familiarity with cross-cutting and mainstreaming needs in humanitarian setting: 5)	30

<p>Appropriate methodology to address study objectives Clarity of Methodology: 10 Complete inclusion of required indicators: 20 Sufficiency of addressing cross-cutting and mainstreaming issues: 10 A logical flow of activities ensuring validity and accuracy of data, and timeliness of drafting report, finalization & submission: 10</p>	50
<p>Amount of budget and justification: Weight will be given to the Financial proposal of which proposal is shortlisted from the technical evaluation. Budget efficiency: (Minimum quoted budget/Budget of the proposal under consideration) x 10% Proper justification for the amount proposed: 10</p>	20

Total Points = Technical score x 80% + (Proper justification for the amount proposed + Budget Efficiency) x 20%.

14. Penalty clause

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining hequalityas mentioned in section 8. If the quality is not maintained as mentioned in section 8, JNUS will deduct 5%of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform JNUS in time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day ofdelay.

15. Bindings

All documents, papers and data produced during the assessment are to be treated as JNUS property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to JNUS.

16. Negotiations

Once the proposals reevaluated, JNUS may enter to a negotiation with one or more than one consultant/consulting firm for the final selection. If negotiations fail, JNUS will invite a consultant/consulting firm whose proposal was received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement, a fresh RFP (Request for Proposals) will be called.

17. Award of contract

The consultant/consulting firm is expected to commence the assignment within two weeks of signing the contract.

18. Risk Management

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk mitigation plan that covers (at minimum)

- Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified
- Contingency plans will be put in place to mitigate against any occurrence of each of the identified risks.

19. Reporting Structure

1. The baseline report should have at least the following structure
2. Title page
3. Acknowledgments
4. Executive summary
5. List of acronyms
6. Table of contents and lists of figures and tables
7. Introduction and background

8. Methodology
9. Data analysis
10. Results
11. A table of baseline value for each indicator with disaggregated data
12. References
13. Annexes: Study tools and electronic version of the database.

20. Annexes

[Annex1:JNUS PolicyforSafeguarding](#)

[Annex2:JNUS GenderPolicy](#)