

# Terms of Reference (ToR) to Conduct End line Evaluation of COVID-19 Emergency Responses to Reduce Digital Divide in Bogura, Bangladesh Project.

## Background:

This Terms of Reference serves as a formal request for proposals from Research organizations and/or Consultancy Firms, who are interested in conducting an evaluation of the COVID-19 Emergency Responses to Reduce Digital Divide in Bogura, Bangladesh Project. Details regarding the content of proposals and submission procedures are explained herein.

SOS Children's Villages International is a child-centred development organization that has been active in the field of child care and children's rights and is committed to children's needs and concerns without religious and political affiliations. The mission of SOS Children's Villages International (SOS CVI) is to build families for children in need, help them shape their own futures and share in the development of their communities. As the largest, non-political, non-denominational child welfare organization in the world, SOS CV offers effective alternative care through its services in the Family like Care (FLC) program and Family Strengthening Program (FSP) in 138 countries. It is working towards the provision of family-like alternative care and strengthening families for the children who are deprived of parental care or at the risk of losing parental care and living in vulnerable circumstances. SOS Children's Villages International's 2030 Strategy, primarily focuses on seven broad key areas to ensure innovative and creative approaches to achieve sustainable goals through practical measures such as:

1. Innovative Alternative Child Care
2. Strengthen Families
3. Empower Young People
4. Advocate for Children
5. Create a movement by mobilizing people for quality childcare
6. Simplify SOS
7. Invest for Funding Growth

According to the UN Convention on the Rights of the Child, children have the right to get care and protection even when their own families cannot care for them. Our first priority is strengthening vulnerable families' capacity so that parents and children can stay together. However, when this is not in the child's best interests or when there is no family to care for them, SOS Children's Villages offers a range of care options to meet best the individual needs of each child or young person.

Children who have lost parental care are placed under Family-like Care. In this long-term care, parental care is ensured by SOS mothers. SOS families live in family homes within the premises of SOS Children's Villages. Six SOS Children's Villages have been established in Dhaka, Rajshahi, Khulna, Chattogram, Bogura, and Sylhet to give the children a chance to grow with love, respect, and security in a loving family and set them on the path towards self-dependent by ensuring education and training. A total of 2741 children have been admitted to the programme of SOS Children's Villages Bangladesh.

SOS Children's Villages Bangladesh started Family Strengthening Programme (FSP) in 2007. By July 2022, more than 28,500 children and caregivers are individually getting benefits from Family Strengthening Program in SOS Children's Villages Bangladesh. Family Strengthening Program (FSP) is a nationally and internationally recognized parenting and family strengthening program for high-risk and general population families. Our target group of FSP is the children and young people who live in families at risk of child family separation.

In FS programme Caregivers provide quality care to children and young people. To do so we raised awareness and training for Caregivers. They received training for quality care, i.e, Child rights and child development, Child safeguarding, Parenting and life skills, Positive parenting techniques, Understanding and addressing "challenging behaviours" among children and young people, and Child safeguarding including adverse effects of neglect and harsh parenting, Child and youth participation in decision-making, Gender equality competences, Household management skills, Family planning, reproductive, sexual health and Digital skills.

We work to empower families towards self-reliance, which means achieving the following three main desired outcomes for each family that are Caregivers provide quality care to children and young people, Families make use of essential supporting services to meet children's development needs and Families have, or access, the financial and material resources required to ensure their children's rights and needs are met.

We also empower communities through partnerships and close cooperation with local stakeholders, we contribute to strong and resilient communities that are able to support and empower families on a sustainable basis, including in humanitarian and emergency situations.

The COVID-19 Emergency Responses to Reduce Digital Divide in Bogura, Bangladesh Project is under The Humanitarian Action (HA) Programme of SOS Children's Villages international. This project has focused on bridging the digital divide that has exacerbated the lack of outreach and quality of education for the vulnerable and marginalized children who also form the target group whom SOS Children's Villages work within Bogura (Bangladesh). The project will be implemented for 18 months. The project started in July 2021 and will end on December 2022.

The project's direct beneficiaries are 621 children under the Family Strengthening Programme-FSP (from class five onwards), 139 children and youths under Family-Like Care (FLC) and 25 school teachers. The approximate number of indirect beneficiaries are around 1350. These 1350 indirect beneficiaries include 1000 students from nearby and district level schools, 50 teachers from nearby and district level schools and 300 members from the community and other development organisations.

## Objectives of the study

### Broad Objective

The overall objective of the End-Line evaluation is to assess the level of progress/changes made by the programme and capture project achievements, challenges and best practices to inform future similar programming.

### Specific Objectives

1. To assess the performance of the direct beneficiaries and caregivers regarding education and capacity development ;
2. To assess the improved and good performance of children in digital education by using the digital devices (tab) and the internet;
3. To assess the improved capacity of school teachers to conduct digital sessions;
4. To review the changes and impacts that are brought by the programme intervention among the beneficiaries' target groups and community.
5. To assess the improved capacity of SOS Hermann Gmeiner College Bogura and government-funded community schools to operationalize digital education;
6. To assess the status of SOS Hermann Gmeiner College Bogura was established as a resource centre to strengthen ICT based education system.
7. To assess the enhanced ownership of local and national government authorities on ICT-based education in targeted schools;
8. To assess the gaps in the services offered by the programme and suggest filling these gaps.

### The expected outcome of the study:

1. Analyze the overall program design, results chain, and strategy and methodology used
2. Critically examine the logical framework and indicators found in the program plan and provide current indicator values along with a narrative explaining the reasons for under/over performance
3. A recommendation detailing the barrier of the digital divide, which will lead to improved access to digital education opportunities for vulnerable and marginalized children in Bangladesh;
4. A recommendation detailing new ideas and projects for the other targeted beneficiaries to gain knowledge and change their habits to provide quality care to their children and young people through ICT4D or using digital technology.
5. Draw conclusions, make recommendations, and areas of improvements in implementation of the program on the following five aspects: Effectiveness, Relevance, Efficiency, Sustainability and Impact

### Study Area

The study area will be the FS location of Bogura, SOS Children's Village Bogura, SOS Youths Village Bogura, SOS Hermann Gmeiner College, Sikerpur Kispur High School Bogura, Joshopara High School Bogura and other two or three Community Schools.

## Population

The total population of the study will be 785 (Seven hundred eighty-five) **Direct beneficiaries** and **Indirect beneficiaries** of the mentioned locations by standard sampling methods.

### **Direct beneficiaries (785):**

- 621 children and youths in the FSP Programme
- 67 Children under Family Like Care Programme
- 72 youths under Youth Care Programme

25 teachers (15 teachers from SOS Hermann Gmeiner College Bogura and the remaining 10 teachers are from the 2 local schools named Shikarpur Krishnopur Uchcho Biddaloy, and Zoshupara Uchcho Biddaloy located in the FSP community.

### **Indirect beneficiaries:**

- Students from nearby and district-level schools - approximately 1,000
- Teachers from nearby and district-level schools - approximately 50
- Community members and representatives of other development organizations – approximately 300

The unit of analysis of the study will be

- I. FS Children, Youth and Caregivers of the FS Programme, Children and Youth of FLC and selected School Teacher.
- II. 05-10% indirect beneficiaries of the project.
- III. Community People ( teacher, Immam, LGI representative, GO and NGO representative)

## Expected Duration

The expected duration is 02 months, with an expected start date of **01 October 2022**.

## Process and Deadline of Proposal Submission

To facilitate the submission of proposals, duly stamped and signed proposals (technical & financial) can be submitted either in hard copy to SOS Children Villages Bangladesh's National Office at 01, Shamoli, Mirpur Road, Dhaka-1207 or electronically in PDF format through email to [national.office@sos-bangladesh.org](mailto:national.office@sos-bangladesh.org) by **10 September 2022**.

## Submission package

1. Cover letter
2. CV of the consultant and any other individuals who will contribute to the study;
3. A financial proposal;
4. A technical proposal;
5. Legal document of company registration (applicable for research organization only)
6. An example (abstract) of a recent/relevant evaluation report;
7. Three references (at least two of them must be familiar with your work).

## **The signing of the contract**

SOS Children's Villages Bangladesh will inform the successful consulting firm electronically and will send the contract form within one week after the closure of the proposal submission deadline. The successful consulting firm shall sign the contract, and return it to SOS Children's Villages Bangladesh within seven calendar days of receipt of the contract. After the contract is signed by the two parties, the successful consulting firm shall deliver the services in accordance with the delivery schedule outlined in the proposal or the newly developed schedule by both parties.

## **Evaluation of Proposals**

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Consulting firms may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages Bangladesh on the proposed services.

## **Expected deliverables:**

1. Documentation of activities (e.g. interviews) carried out
2. First draft of the final report in English
3. Presentation of preliminary results to SOS Children's Villages Bangladesh
4. Final report

## **Logistical arrangements**

When at the programme location, accommodation and transport to the field will be organized by the Researcher. National or location level staff (SOS) will be available to help organize the interviews including contacting SOS, announcing and local preparation of evaluation, and linking to community duty bearers and national authorities if required.

## **Child safeguarding / Protection Policy**

This assignment may require the agency/individual to sign and adhere to SOS Children's Villages Bangladesh Child Safeguarding / Child Protection Policy and Code of Conduct, which are mandatory.

## **Duration of the contract and terms of payment**

Payment will be made only upon SOS Children's Village International in Bangladesh's acceptance of the work performed in accordance with the above-described deliverables. Financial proposals should include proposed stage payments. Payment will be effected by bank transfer in the currency of billing and is due within 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The Researchers will be paid by SOS Children's Village International in Bangladesh as follows:

25% on the submission and approval of the inception report

25% on completion of the draft report

50% on completion of the final report

**VAT and Tax will be applicable at the time of payment as per Government rules from this amount.**

### **Copyright and other propriety rights**

SOS Children's Villages Bangladesh shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages Bangladesh under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages Bangladesh.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages Bangladesh and shall be treated as confidential, and shall be delivered only to SOS Children's Villages Bangladesh authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the evaluation to SOS Children's Villages Bangladesh.

### **Termination**

SOS Children's Village International in Bangladesh reserves the right to terminate without cause this contract at any time upon ten (10) days prior to written notice to the Contractor, in which case SOS Children's Village International in Bangladesh shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Village International in Bangladesh reserves the right to terminate the contract with financial obligations in case the contractor is not meeting the following provisions without any prior notice:

- agreed time schedule (within 02 months including the final report)
- withdrawal or replacement of key personnel without obtaining written consent from SOS Children's Village International in Bangladesh
- the deliverables do not comply with the requirements of the ToR and evaluation guide.

### **Annex: SOS Children's Villages child protection policy and code of conduct**