

# **Terms of Reference (TOR) Consultant for Endline Survey**

**Submission deadline: 19<sup>th</sup> August 2024**

## Save the Children, Bhutan Country Office

### Term of Reference for Technical Assistance for conducting endline study for “Empowering Communities to Address Violence against Children in Bhutan” Project

## 1. BACKGROUND

This document provides Terms of Reference for implementing “Endline Survey” for project Empowering Communities to Address Violence against Children in Bhutan” which is being piloted in three districts: Thimphu, Dagana, and Zhemgang. Save the Children Bhutan Country Office in partnership with Ministry of Education and Skills Development (MoESD) and National Commission for Women and Children (NCWC) jointly implemented the three-year project from 2022- 2024. The project aimed to address violence against children by empowering parents, and teachers to adopt positive parenting approaches, establish community-based child protection mechanisms to enhance the protection and wellbeing of children. An impact evaluation using Randomized Control Trial (RCT) approach longitudinal study was designed to assess the project's impact. Before the project implementation, a baseline survey was conducted in three districts (Thimphu, Dagana, and Zhemgang). Primary data (quantitative) was collected from the following study participants through in person interviews.

- Students aged 10 to 13 years who at the time of baseline survey were studying in classes IV to VII in schools in the three districts (Thimphu, Dagana, and Zhemgang);
- Parents or caregivers of the target students aged 10-13 years.
- Teachers teaching in classes IV to VI of the sampled schools in the three districts.

The baseline survey covered 29 selected schools from the three districts with a sample size of 909 children, 909 parents, and 361 teachers. The endline survey is expected to reach the same participants who were interviewed in the baseline.

## 2. PURPOSE

The purpose of the consultancy is to technically support in conducting an end line survey, performing data analysis, and preparing the final report.

## SCOPE OF THE WORK

### 2.1. SURVEY DESIGN AND PLANNING

The study team (consultant) will:

- Review the baseline survey design, methodology, baseline survey report, and project log frame indicators **thoroughly** to inform the end-line survey design and planning;
- Develop a detailed endline survey plan, including baseline sampling frame to ensure the same respondents from the baseline are interviewed; and

- Update the survey questionnaire using KOBO to capture endline data in close consultation with SC project and MEAL team, and government implementing partners.

## **2.2. FIELD DATA COLLECTION**

The study team (consultant) will:

- Hire and train enumerators on the survey tools and data collection protocols.
- Prepare field data collection schedule for enumerators.
- Ensure that enumerators arrange a courtesy call with Dasho Dzungdag/Thrompon through the District/Thromde Education Office before visiting schools for data collection.
- Implement field survey in Dagana, Thimphu, and Zhemgang; in the selected schools, conduct survey interviews with selected students, parents and caregivers and teachers who were part of the baseline survey.
- Ensure data quality through regular remote and onsite monitoring and spot-checks; and
- Share weekly data collection updates including challenges with the SC project and MEAL team for information and support, if required.

## **2.3. DATA ANALYSIS AND REPORTING**

The study team (consultant) will:

- Clean and merge baseline and endline datasets for analysis.
- Apply appropriate impact evaluation techniques referring the baseline study design such as difference in difference method, propensity score matching to measure changes in key impact indicators.
- Prepare a comprehensive endline survey report, including findings, conclusions, and recommendations disaggregated by sex, location and as appropriate considering the impact evaluation design.
- Prepare and present the endline findings in a PowerPoint presentation to SC and project implementing partners.
- Develop knowledge products (one pager impact brief based on the final endline study report).
- Incorporate feedback and comments into the report and submit the final report to SC including all the final datasets and STATA .dofiles

## **3. EXPECTED DELIVERABLES**

The technical support will require estimated of 51 days spread between August 23<sup>rd</sup> to December 20<sup>th</sup> 2024. The endline survey deliverables and tentative timeline (subject to the commencement date of the survey) are outlined below. The study team (consultant) lead, and SC team (Project and MEAL) will agree on final milestones and deadlines at the inception phase.

## Deliverables and Tentative Timeline

	Deliverable / Milestones	Timeline (Date)	Estimated No. of Days
1	The study team is contracted and commences work. (understanding of the ToR, scope of work)	August 23 <sup>rd</sup>	1
2	The Study Team (Consultant) will, first, review the baseline survey design, and baseline report in consultation with SC project and MEAL team to inform the development of the inception report for the endline survey.	August 24 <sup>th</sup>	1
3	<p>The Study Team will submit an <b>inception report*</b> in line with the provided template, including:</p> <ul style="list-style-type: none"> <li>▪ Study objectives, scope and key study questions</li> <li>▪ Description of the methodology, including study design, data collection methods, sampling strategy.</li> <li>▪ Survey instrument</li> <li>▪ Data analysis and reporting plan</li> <li>▪ Caveats and limitations of study</li> <li>▪ Risks and mitigation plan</li> <li>▪ Ethical considerations including details on consent</li> <li>▪ Stakeholder and children communication and engagement plan</li> <li>▪ Key deliverables, responsibilities, and timelines</li> </ul> <p>Once the report is finalised and accepted, the evaluator/researcher study team must submit a request for any change in strategy or approach to the working group.</p>	August 30 <sup>th</sup>	5
4	<b>Endline Survey Implementation Including Training of Enumerators</b>	October	20
5	<b>Data Cleaning , analyses and Tabulation.</b>	November	12
	<p>A <b>Study Report*</b> (Draft Version - <a href="#">template available</a>)</p> <p>Executive summary</p> <ul style="list-style-type: none"> <li>▪ Background description of the Program and context relevant to the Study</li> <li>▪ Scope and focus of the study</li> <li>▪ Overview of the study methodology and data collection methods, including a Study matrix</li> <li>▪ Findings aligned to each of the key study questions</li> <li>▪ Specific caveats or methodological limitations of the evaluation</li> <li>▪ Conclusions outlining implications of the findings or learnings</li> <li>▪ Recommendations</li> <li>▪ Annexes (Project log frame, study ToR, Inception Report, Study schedule, List of people involved)</li> </ul> <p>A consolidated set of feedback from key stakeholders will be provided by Save The Children within one week of the submission of the draft report.</p>	November	8
6	<b>Final Study Report*</b> incorporating feedback from consultation on the Draft Study Report	December 17 <sup>th</sup>	3
7	<p><b>Knowledge translation materials:</b></p> <ul style="list-style-type: none"> <li>▪ PowerPoint presentation of Study findings</li> </ul> <p>Evidence to Action Brief**</p>	December 20 <sup>th</sup> .	1
	<b>Total Estimated Days</b>		<b>51</b>

\*All reports are to use the Save the Children format including font, and other branding requirements.

## 4. REPORTING AND GOVERNANCE

SC Bhutan will form a Working Group for the endline survey with representatives from Women and Children Division (WCD), Scouts and Sport Division, Department of Education Programs (DEP), MoESD, and SC to provide technical support and to facilitate the process. The study team (consultant) will report to the Working Group jointly led by the WCD and SSD, DEP, MoESD, and SC. The working group will be responsible for approving all the deliverables. The Working Group will meet at least once and provide feedback remotely as and when required. The lead consultant is to provide reporting against the project plan. The following regular reporting and quality review processes will also be used:

A written progress update by email to the WCD and SSD, DEP, MoESD, and SC every fortnight, documenting progress, any emerging issues to be resolved, and planned activities for the next month.

## 5. STUDY MANAGEMENT

The expected consultancy period is for **51 days spread between August 23<sup>rd</sup> to December 20<sup>th</sup>, 2024**. Survey Tentative Timeline, with key deliverables, are highlighted in bold in the table below. The final timeline and deliverables will be agreed upon in the inception phase.

What	Who is responsible	By when	Who else is involved
Call for quotations	HR & Admin Manager/ IT & Logistics Coordinator	August first week	Child Protection Team
Study tender submissions due	(Interested consultants/firms)	August 16 <sup>th</sup> (TBD)	HR & Admin Manager/ IT & Logistics Coordinator
Tender review and selection of Study Team	SC Tender Review Panel	August 20 <sup>th</sup>	
Consultative meeting understanding of the ToR and reporting requirements	SC, MoESD, NCWC & Consultant	August 23 <sup>rd</sup>	
Document review (baseline study design, baseline study report)	Study Team (Consultant)	August 24 <sup>th</sup>	
<b>Inception report</b>	Study Team (Consultant)	August 30 <sup>th</sup>	
Review of inception report	SC, WCD, DEP, MoESD	August 31 <sup>st</sup>	
Reviewing and updating <b>Data collection tools</b>	Study Team (Consultant)	September 1-6 <sup>th</sup>	SC & MoESD
<b>Ethics submission</b>	MEAL, SC	September 1-6	
Logistical arrangements (Informing the districts)	CP Team, SC & MoESD	September 9 <sup>th</sup>	
Hiring and training of enumerators	Study Team (Consultant)	September 16- 20 <sup>th</sup>	Study Team's enumerators
File data collection in selected schools in three districts.	Study Team (Consultant)	September 21 <sup>st</sup> - October 15 <sup>th</sup>	Study Team's enumerators

<b>Data management and analysis</b> (data cleaning, merging, tabulation)	Study Team (Consultant)	October 16- October 31 <sup>st</sup>	
<b>First draft of the Final study report</b>	Study Team (Consultant)	November 8	ACCM, SC
Review of first draft report	SC & MoESD	November 12	
<b>Final study report and submission of data and analysis files</b>	Study Team (Consultant)	December 17 <sup>th</sup> .	
<b>Knowledge translation materials</b>	Study Team (Consultant)	December 20 <sup>th</sup>	ACCM Coordinator, SC
Project team meeting to develop Study Response Plan	SC & MoESD	TBD	ACCM Coordinator, SC
Presentation on findings by consultant to MoESD and other stakeholders	SC & MoESD	TBD	ACCM Coordinator, SC

## 6. EXPECTED SKILLS/KNOWLEDGE REQUIREMENT

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

- Designing and conducting baseline, midline, and endline surveys/assessments for development projects.
- Conducting studies in the field of Child Protection, particularly in relation to addressing violence against children.
- Leading socio-economic research, evaluations or consultancy work in Bhutanese context that is sensitive to the local context and culture.
- Conducting ethical and inclusive studies involving children and child-participatory techniques.
- Managing and coordinating a range of government, non-government, community groups and academic stakeholders.
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills);
- A track record of open, collaborative working with clients.
- A university degree in statistics, economics, demography.
- Experience in handling huge survey data, data management, cleaning, merging and troubleshooting using application such as STATA.

There is a high expectation that:

- Members (or a proportion) of the study team have a track record of previously working together.
- A team leader will be appointed who has the seniority and experience in leading complex study 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 study over the period;
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

## 7. ETHICAL CONSIDERATIONS

It is expected that this study will be:

- **Child participatory.** Any child participation, whether consultative, collaborative or child-led, must abide by the 9 Basic Requirements for meaningful and ethical child participation.
- **Inclusive.** Ensure that children from different backgrounds have the chance to participate, as well as children with disabilities.
- **Ethical:** The study must be guided by the following ethical considerations:
  - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
  - 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<sup>1</sup> ;
  - Public access - to the results when there are not special considerations against this;
  - Broad participation - the relevant parties should be involved where possible; and
  - Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy.

Additionally, it is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding, or protection issues arise; and
- Informed consent will be used where possible.

## 8. METHODS/PROCESS

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<sup>1</sup> If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

A range of project documentation, including the baseline study design, report, data collection tools, and an After-Action Review (ARR) brief report for field data collection, will be made available to the study team (consultant). The study 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 policies throughout the endline survey process.

## 9. 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.

## 10. SCHEDULE OF PAYMENT:

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

- Upon approval of inception report and tools: [60%]
- Upon submission of First Draft study Report: [20%]
- Upon approval of final study report: [20%]



## Proposal Form

<Insert Consultancy Title Here>

Submission Date: .....

1. **Covering Letter**
2. **Basic Information (1 page)**

Consultant's name and full address:	
Consultant's date of birth in dd/mm/yyyy:	
Landline No.:	
Mobile No:	
Email address:	
Post Box No:	
Fax No:	
TPN No:	

3. **List the relevant work experience of the Consultant.**
4. **Express your understanding of the Terms of Reference for this consultancy.**
5. **Technical Proposal: Explain how you propose to undertake this assignment with clear methodology and timeline. (The technical proposal should be submitted in a separate sealed envelope clearly titled as "Technical Proposal for <add title of the consultancy assignment>".**
6. **Financial Proposal: Provide a clear breakdown of your proposed consultancy fees in Bhutanese Ngultrums only chargeable to Save the Children on a monthly Basis. The proposed cost should be inclusive of taxes. (The financial proposal should be submitted in a separate sealed envelope clearly titled as "Financial Proposal for <add title of the consultancy assignment>".**
7. **Supporting documents mandatorily required:**
  - 7.1. TPN numbers
  - 7.2. ID copy of the Consultant
  - 7.3. Individual Bank Account Number of Individual Consultants
  - 7.4. Latest CV of the Consultant with Name and Contact details of at least Three professional Referees.
  - 7.5. Address and contact details.