

Terms of Reference (TOR) Consultant for LGBT+ research

Submission deadline: 28th August 2024

Save the Children, Bhutan Country Office

Term of Reference for Technical Assistance for supporting data collection, analysis and reporting.

A. Background

This document provides Terms of Reference for supporting data collection and analysis of a small research on Addressing Unmet Mental Health & Psychosocial Support needs of LGBTQI+ Children and Youth in Bhutan. The research will focus on understanding the mental health challenges faced by LGBTQI+ children and young people, going beyond normative considerations to explore system-level challenges and key barriers in service and help-seeking mechanisms. The specific objectives of the research are:

- To assess the Knowledge, Attitudes, and Practices (KAP) of LGBTQI+ children and youth regarding mental health service-seeking behavior.
- To understand the challenges faced by LGBTQI+ children and young people in seeking mental health services.

The research will utilize mixed methods both qualitative and quantitative. The research will conduct online survey with around 120 LGBTQI+ individuals and conduct In-depth Interviews (IDI), with 20 LGBTQI+ individuals and five Key Informant Interviews (KIIs) with health care service providers.

B. Purpose

The purpose of the assignment is to support SC Bhutan to finalize the quantitative and qualitative tools, digitize survey tools using KOBO platform, data processing and analysis of both the survey and the qualitative data and writing of the report.

C. Scope of the work

1. The consultancy firm will support in finalizing the survey and qualitative tools and digitization.
2. Conduct quantitative data analysis and report writing.
3. Process qualitative data, analysis and reporting. (use appropriate method)
4. Produce draft consolidated report
5. Incorporate feedback and produce a final report

D. Activities, Timeline and Deliverables

The technical support will require estimated 25 days spread between September 2024-October 2024. Activities and timeline are indicated below:

	Activity	Day/Date	Deliverables
1	Finalize the tools and digitization of survey tools	1	Final tools in KOBO

2	Supervise the quantitative survey when rolled out	2	
3	Quantitative data processing and analysis	6	Draft report with all the tabulations (tables, charts & narrative)
4	Finalize the questions for the IDI and KII	1	Finalized questions.
5	Supervise the Qualitative interviews when rolled out	2	
6	Qualitative data processing and analysis	6	Draft qualitative report.
7	Draft reports qualitative & survey and presentation.	3	Final draft report (qualitative and quantitative)
8	Facilitate the validation workshop	1	2 pager report
9	Consolidated report incorporating feedback from the stakeholders	3	Consolidated Final Report
	Total engagement days	25	

E. Expected skills/knowledge requirement

- A university degree in Statistics/Research
- Demonstrated previous work experience in programming for Tabb applications using KOBO or any other applications.
- Experience in survey and qualitative data processing and analysis.
- Knowledge in using statistical packages
- Candidates from the LGBT+ communities are strongly encouraged to apply.

F. Methods/Process

The consultant will be provided with the final draft data collection tools, raw survey data after the completion of the online survey and transcriptions of all qualitative data.

G. Focal Officers for this Consultancy:

The resource person will work closely with Advocacy and Comms and MEAL team.

H. Coverage:

Most of the consultancy work will be home based and done in Thimphu. There is no travel requirement.

I. Remuneration:

Save the Children-Bhutan Country Office will pay the consultancy fees which is in line with Save the Children's hiring policy.

ANNEXURE 4: Proposal Form Template

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.
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.
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
 - 7.5.Three professional Referees.
 - 7.6.Address and contact details.

Proposal for the assignment should be submitted either in softcopy to ugyen.dorji@savethechildren.org or in hard copy no later than 5.00 PM, 28th August 2024 addressed to the:

The National Director
Save the Children, Bhutan Country Office
Chang Geydaphu, Thimphu
Telephone: 323419/325599