**TERMS OF REFERENCE**

**for**

 **National Consultant**

To develop a study protocol to guide and design a baseline study that aims to assess the target population’s level of knowledge on the causes and consequences of gender- based violence (GBV) across UNFPA priority districts.

|  |
| --- |
| **TERMS OF REFERENCE (to be completed by Hiring Office)** |
| Hiring Office: | Gender Unit, UNFPA Country Office, Bangladesh |
| Background: | Gender equality and women’s empowerment is one of the key programmatic areas of UNFPA Bangladesh’s 10th Country Programme Document (2022- 2026). The overall objective of the Gender programme is to achieve gender-equitable social norms, an enabling non-discriminatory legal and policy environment and a strengthened system to prevent and respond to gender-based violence and harmful practices in development and humanitarian settings. At present, there is no baseline, therefore, under the Gender’s 10th Country Programme Output 1, the Gender Programme intends to conduct a baseline survey to understand the level of knowledge on the key causes and consequences of GBV, among the participants of community mobilization initiatives in CP10 Gender priority districts. This will measure a change in knowledge and understanding which is a precursor to change in attitudes and ultimately in social and gender norms in UNFPA supported 10 districts.The baseline study report will be used as a measurement to measure a change in knowledge and understanding which is a precursor to change in attitudes and ultimately in social and gender norms in UNFPA supported 10 districts over the course of the 10CP implementation. This targets to see an 80% increase from the baseline over the CP10 period (2022-2026). In this context, a national consultant will be recruited to develop a study protocol for this baseline study which will be managed by the Gender Unit.  |
| Overall purpose: | The overall purpose of the assignment is to develop a study protocol that will guide to conduct a baseline study. The baseline study will generate evidence for the indicator given below to measure changes in the level of knowledge about the key causes and consequences of gender based violence (GBV), among the target population across selective priority districts, disaggregated by men and boys, women and girls. Indicator for which baseline data will be collected: * Percentage increase of the target population with knowledge of key causes and consequences of gender- based violence among participants of community mobilization initiatives in priority districts, disaggregated by men and boys, women and girls

**Target groups** arethe participants of community mobilization initiatives in the CP10 Gender priority districts (Cox’s Bazar, Noakhali, Dhaka, Sirajganj, Gaibandha, Jamalpur, Patuakhali, Barguna, and Bagrehat). **Disaggregated across age groups:**  * Boys and girls: 12 to 18 years
* Men and women: above 18 -59 years
 |
| Scope of work:*(Description of services, activities, or outputs)* | The national consultant is expected to develop a detailed study protocol for the baseline study that would capture participants’ level of knowledge about the key causes and consequences of gender-based violence in the study area as the baseline evidence.The protocol will be considered as the overall guideline and design of the baseline study. The protocol will include details of study methodology including sample size requirements, data collection procedures, data collection tools, guidelines, analysis plan, ethical considerations, format of the appropriate consent form, duration and timeline of the baseline study, the name of the key institutions/organizations (including government and non-government organizations, CBOs, CSOs, Women led NGOs, and institutions) aligned/associated with the gender programme that need to be engaged/interviewed/captured with the baseline data collection process, outline of the baseline report, and materials for training of data collectors.  The scope of work of the consultancy will be as follows;1. Review UNFPA’s 10th Country Programme Document (CPD-10) including its gender programme ToC, M&E Framework, meta data and other relevant documents to understand the assignment.
2. Develop and submit a well-designed detailed study protocol.
3. Prepare a quality assurance report based on his/her monitoring/observations during data collection by the external research institution.
4. Review and provide comments on the draft baseline survey report prepared by the external research institution.
 |
| Methodology: | The consultant will develop and finalise the detailed methodology for the study to collect baseline data in an ethical manner for specific Gender programme indicator in consultation with the UNFPA team following the CP10 RRF, Gender programme Theory of Change (ToC), and detailed M&E Framework. The study area will be selected based on UNFPA CP10 Gender priority districts. A sound and scientific sampling strategy will be used to determine the sample size to collect primary data from programme participants of community mobilization initiatives in priority districts and respondents will be selected in such a way to avoid any sampling biases. Additionally, it includes specific methods of qualitative data collection from programme participants and stakeholders. Beyond the primary data collection, the consultant will be required to review secondary data sources, as relevant. The methodology will clearly guide the quality data collection of both quantitative and qualitative data simultaneously and the development of baseline survey data collection tools.The methodology will suggest that the confidentiality of the data will be ensured and propose a mechanism that will allow UNFPA to approve tools and process. Confidentiality will be maintained at all times throughout the training of interviewers, including the definition of confidentiality and ways to maintain confidentiali­ty during and after data collection.The design of the methodology and data collection tools for baseline should take into consideration the COVID-19 pandemic protocol and therefore consultant also has to plan for scenarios if COVID-19 strikes that time.  |
| Duration and working schedule: | 40 working days over a period of 4 months starting from August to November 2022.  |
| Deliverables: | The consultant will submit the following deliverables:

|  |  |
| --- | --- |
| **Deliverables** | **Timeframe** |
| Inception report that includes a detailed methodology of the study protocol, details of data collection instruments, quality assurance mechanism of data /information collection, deliverables, work plan (timeframe)  | 3 days  |
| Study protocol to be approved by UNFPA. This includes at least- background of the protocol, study overview, methodology, data collection procedures, data collection tools, guidelines, data analysis plan, workplan, the name of the key institutions/organizations to be interviewed for data collection, outline of the baseline report, materials for training of data collectors and Consent form,  | 25 days |
| A quality assurance report based on monitoring/observations during data collection by the external research institution | 7 days |
| Baseline survey report reviewed and comments provided | 5 days  |

Consultant will submit electronic and hard copies of all the reports.  |
| Place where services are to be delivered: | Gender Unit, UNFPA Bangladesh Country Office, Dhaka.  |
|  |  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | All the documents prepared during the assignment are the property of UNFPA Bangladesh. The documents or any part cannot be sold, used and/or reproduced in any manner without prior written approval of UNFPA. During the consultancy, if additional time is required to complete the assignment beyond the time previously agreed, UNFPA’s written approval will be required. The consultant will have access to all relevant available written/web-based background information necessary for this assignment. The consultant will also have the possibility to organize regular meetings with the UNFPA management and if necessary, with other relevant stakeholders. |
| Supervisory arrangements:  | Day to day supervision: National Programme Officer-GenderTechnical Guidance: National Programme Officer-M&EOverall guidance: Unit Chief - Gender, UNFPA |
| Expected travel: | The consultant will be expected to travel within UNFPA programme districts which will not bear any cost in relation to travel and organize consultation meetings. |
| Required expertise, qualifications and competencies, including language requirements: | The consultant must offer the following demonstrated experience:**Academic qualification:** A advance degree in demography, statistics, social science, gender studies, development and social studies, communication for development, human rights, and gender or any related field **Work experience:** * A minimum of 10 years of professional technical experience in conducting studies/ surveys particularly community perception survey.
* Proven record of previous publications/reports related to community perception survey.
* Prior experience developing study protocol for similar studies.
* Education, Gender and community participation knowledge is an asset.
* Good experience in socio-cultural, geopolitical and economic country context, as well gender equality principles is a strong asset.

**Technical skills and knowledge:*** Excellent communication and writing skills in English and interpersonal skills
* Fluency in local languages is an asset
* Ability to work independently and accurately
* Ability to work effectively in teams and in a multicultural environment
* High sense of integrity and results oriented
* Computer skills, including internet navigation, and various office applications

**Competencies:*** Knowledge and ability to deliver quality work output in high stress or short deadline situations.
* Strong interpersonal skills, ability to coordinate and synchronize work with people of diverse cultural backgrounds, consensus building, team working and consortium dynamics.
* Excellent written and spoken English communication skills.
* Demonstrated ability to assess and analyse complex situations in order to develop a funding proposal.
* Excellent facilitation and diplomatic skills with the ability to facilitate mutual understanding and cooperation from senior national / international stakeholders in a highly political environment.
* Strong ability to guide a team with technical assistance as required.
* Flexible and responsive to changes as part of the review and feedback process.
 |
| Inputs / services to be provided by UNFPA or implementing partner  | The consultant shall maintain close contact with both National Programme Officer-Gender and Chief of the Gender unit. The Consultant will bring/use her/his own laptop computer. |
| Payment Instruction :  | 1st instalment: 30% payment upon the delivery of inception report 2nd instalment: 50% payment upon the delivery of submission of final baseline survey protocolFinal instalment: 20% payment upon completion of review of the Baseline survey report reviewed |
| Level of the Consultant:   | Will be determined by operations |
| Application instruction: | Applicants with the required qualifications and experience stated above (Required expertise, qualifications, and competencies, including language requirements) should submit a copy of curriculum vitae (CV)with a cover letter. Please submit your application electronically to the following email ID: naziat@unfpa.org. In the subject of the email mention the name of the position.Note: Only shortlisted candidates will be contacted for further consideration.The application deadline is 15 August 2022Female candidates are encouraged to apply. |