

Save the Children

House- CWN (A) 35, Road- 43, Gulshan-2
Dhaka-1212. Ph: 9861690



Save the Children

Date: 22 April 2015

To

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RFP# RFP/SC/BDCO/FY-15/14

PR# PR/SCI/BDCO/FY-15/00443

Program: SHIREE

Subject: Request For Proposal for conducting Endline survey for The First 1000 Most Critical Days Project, Mollahat, Bagerhat

Save the Children (SC) is hereby inviting Sealed proposal with your best price for quality work for ensuring following service. The quoted price should meet the specification as per attached ToR. Please enclose this letter with sealed proposal in organization's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of proposal subject to fulfillment of terms and conditions.

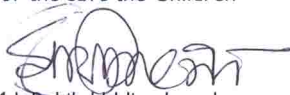
SI	Description	Specification	Unit	Req. Day	Offer Price	Amount (Tk)
1	Endline Survey for the First 1000 Most Critical Days Project, Mollahat, Bagerhat	(Please see the attached ToR for other necessary information)	As per ToR	As per ToR	To be mentioned	To be mentioned
Total Amount:						

Terms and Conditions

- The selected consultancy firm/consultant should accept the child safeguarding policy of Save the Children.
- Eligibility Criteria :** The Proposer shall possess the following qualification : Organizations/Individual must provide information and documentary evidences to establish that they have:For Organization: a) Legal establishment for a minimum of Two years overall experience in similar service
b) Copy of update Trade Lenience
c) Company profile with customer list, preferably Govt. / Semi Govt. / NGO.
d) Up-to-date VAT and Tax Certificate. For Individual copy of TIN or certificate of other relevant professional degree.
e) Bank details for Electronic fund Transfer.
- Sealed offer should be submitted to the Bid Box-2 kept in Gr. floor(Reception) at the address Save the Children, House- CWN (A) 35, Road- 43, Gulshan-2 before deadline.**
- Please mentioned on the top of the envelop **your proposed service & PR number**
- Service delivery period: As per ToR
- Please submit your proposal in two separate Envelope-(i) **Technical Proposal** and (ii) **Financial Proposal** and then **keep them into one envelope.**
- Last date of submission: 4 May, 2015, within 2.00 PM**
Pre- Bid Meeting: April 27, 2015, at 11:30am venue: Padma, ground floor, Save The Children.
- VAT & Tax shall be deducted from the Source as per GoB rules**
- Payment mode:** As per ToR
- SC reserves the right to accept or reject in part or full/one or all quotations without assigning any reason whatever.
- If you have any technical queries feel free to mail at eliza.islam@savethechildren.org**

Thank You

For the Save the Children


Md. Rakib Uddin ahmed

Manager- Procurement & Supply Chain

TERMS of REFERENCE for FINAL EVALUATION of 1000 MCDP

Project / Program: The First 1000 Most Critical Days Project, Mollahat, Bagerhat.

Consultant Name: Consultant to be hired as per Save the Children policy

Location: Mollahat, Bagerhat

Duration: Maximum 40 working days from the date of agreement

Reporting To: Kazi Eliza Islam, Programme Adviser, Signature Programme

BACKGROUND

Despite remarkable improvement in country's health and nutritional situation during the last few decades, the rate of under nutrition among children in Bangladesh is among the highest in the world. According to the latest BDHS 2011 41% children under five years of age suffer from chronic malnutrition in Bangladesh. The adverse short-term and long-term effects of stunting (a form of chronic malnutrition) on child physical and cognitive development are well established and acknowledged by the nutrition community in the world. These lifelong effects and persistently high rates of malnutrition, cost Bangladesh an estimated US\$1 billion a year in lost economic productivity¹. However, despite a decline in the national prevalence of stunting among children under five (U5) from 51% to 41% between 2004 -2011, ² the rate of decline is slowing³ and the scale of the problem remains immense as some six million children are estimated to be chronically undernourished. The first 1000 Most Critical Days project is an effort to prevent the adverse effects of stunting among children under 2 and thus help them to grow and in reaching their full potential.

The 1000 Most Critical Days (MCDP) Project aims to reduce incidence of "Stunting" among children under two years of age in Mollahat upazilla of Bagerhat district, which will be achieved through a coherent set of nutrition specific and nutrition sensitive interventions. Save the Children Bangladesh (SCiBD) is implementing MCDP in collaboration with 3 technical partners (iDE, WorldFish, and HKI) and one implementing partner (CODEC) in 7 unions of Mollahat upazila of Bagerhat district since September 2013.

The goal of the project is to reduce incidence of stunting among children under two years of age by achieving 5 inter-related objectives: (1) improving local level nutrition governance (2) enhancing climate resilient and asset base livelihood options for targeted households (3) increasing year-round production and consumption of nutritious food (4) increasing health and nutrition related knowledge, skills and practice (5) enhancing access to and utilization of health and nutritional services. Please see annex for the list of major activities under each objectives.

¹ State of Food Insecurity in the World, 2012 (FAO) www.fao.org/docrep/016/i3027e/i3027e03.pdf

² Bangladesh 2011 Demographic Health Survey

³ Ibid



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The project targets pregnant and lactating women with children under two as direct beneficiaries and covers a total of 2500 poor and moderate poor households. Since the inception the project has completed the selection of all beneficiary households using pre-defined criteria of poor and moderate poor, and has formed a total of 115 women groups, which are used as common platforms to deliver most of the project activities.

Save the Children and relevant partner staff have received Training of Trainers (ToT) on a range of technical areas that includes: Basic health and Nutrition, Hygiene and sanitation, Selection of Income generating activities (IGA) for poor and moderate poor households, Market analysis and business development, Homestead production of nutritious food that include horticulture and aquaculture, Gender relations in the perspective of nutrition. While SCiBD conducted nutrition ToT, relevant technical partners provided training on other areas. A strong partnership has also been established with key government stakeholders and related frontline workers from the Department of Health (DGHS) and Department of Agriculture (DAE) at upazilla and union level. Many of them played critical roles in providing ToT to MCDP staff members as well as beneficiaries training.

Series of courtyard sessions and home visits/individual counseling for promoting health and nutrition behavior has been completed for all selected pregnant and lactating mothers. IGA selection for all extreme poor households have been completed as start-up grant (asset transfer) has been distributed among all 1250 extreme poor households to launch income generating activities (both on farm and off farm) and/or small businesses as per selected IGA. All households (both extreme poor and moderate poor) received training on horticulture and aquaculture and all of them received critical inputs (seeds, seedlings, fingerlings and fertilizer) for homestead production of winter and summer seasons. Beneficiary households also received training on individual business plan with guidance and technical support from iDE and the partner CODEC. . A comprehensive gender module has been implemented in selected unions as pilot to promote gender awareness and equity among beneficiaries households.

The project also delivered comprehensive BCC to promote maternal and child health and nutrition behavior and practices using court yard session, mass media and other innovative communication methods and the whole families (adolescents, newlywed, mothers in law, fathers). The program also sensitized and mobilized local actors of ward/Union Parishad (UP) to make nutrition as a common agenda through activation of the standing committee at the union level and to create an enabling environment at the community/union level to take the case forward. The project supported and encouraged the targeted households to take initiatives to secure nutritious food intake through year round production of vegetables, fruits, fish & eggs etc for the consumption of the beneficiary households. They were linked with the local level input seller& service providers. Because of the intensive program activities at the ward level of each union of the Mollahat upazila, the project established link with government health, nutrition and agriculture extension workers to deliver training and services for the beneficiaries. The project also trainier 115 lead farmers and established demonstration plots to promote production of nutritious food items utilizing the available ponds and homestead land owned by the poor extreme poor or moderate poor households. These land or ponds were used to demonstrate advanced technologies for horticulture, aquaculture and homestead gardening.



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STUDY OBJECTIVE

Overall objective

The overall objective of the final evaluation is to assess the effectiveness of the project interventions in achieving project goal and objectives as described in the project proposal. The major focus will be on measuring changes in household livelihood and economic condition, as well as knowledge, attitude and practices around health and nutrition ((including IYCF) of poor and moderate poor households who were reached directly with a comprehensive set of nutrition specific and sensitive interventions. The evaluation will also focus on measuring changes in the wider community in terms of their knowledge, attitude, practices related to gender and nutrition as well as service delivery options to poor and extreme poor households. The wider community includes community leaders, a wide range government service providers, local govt actors and private sectors.

Specific Objectives

- To collect and analyze the data against all key outcome indicators of the project logical framework except nutritional status of children (anthropometric measurement).
- To understand the change in health and nutrition related knowledge, attitude, and practices including IYCF practices of the mothers and other caregivers within the targeted households
- To understand the change in knowledge, attitude, and practices of broader stakeholders particularly government service providers from (DAE, DOF and MoHFW) and local govt actors in relation to health and nutrition related services in the project areas
- To collect and analyze relevant information related to changes in household livelihood opportunities and income as well as access to productive assets, inputs, services, market, and safety nets
- To measure the changes in households and community's knowledge, awareness and attitude towards gender discrimination/inequality and its impact on nutrition
- Provide a comprehensive analysis to see the changes in socio-economic and demographic characteristics of the beneficiary households.

STUDY SITE AND SAMPLE DESIGN

The study will be conducted in Mollahat upazila of Bagerhat district covering all 7 unions. The consultant will submit a sampling design for the study that is adequately representative of the project area. Stratified sampling design will be preferred to cover representatives of both pregnant and lactating women with children under two years of age. The plan is to collect information from the representatives of the targeted 2,500 households using appropriate tools and methodologies to measure the changes in key outcomes as described above.



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SCOPE OF WORK

The consulting agency/individual consultant will accomplish the following task under this contract:

- Develop a study protocol where methodology, sampling techniques, sample size will be included
- Develop/review data collection/assessment tools for both quantitative and qualitative part and print assessment tools
- Hire enumerators
- Train enumerators
- Data collection, quality control and supervision
- Data management (coding, editing, cleaning) and analysis
- Produce preliminary findings
- Submit draft reports
- Final report with full analysis and recommendations

DELIVERABLES

- Proposed methodology document outlining study design and sampling approach including sample size calculation
- Data collection tools which shall be submitted within five days after acceptance of the methodology for review and approval by Save the Children.
- Draft study report as per the timeline mentioned in the work plan
- Presentation of the key findings to the stakeholders (project team)
- The final report which shall be submitted within 7 working days after the stakeholders' workshop and shall incorporate Save the Children and Stakeholders' input.
- Soft copy of the data in STATA, SPSS or Excel format with all the coding guideline

TIMELINE

Between 1 May 2015 to 15 June 2015. Please submit a detailed action plan.

BUDGET

Please attach a detailed budget with remuneration and field work expenses in Bangladeshi Taka.

MODE OF PAYMENT

All payments related to consultancy fees will be made through account payee cheque as per Save the Children policy. Payment will be made in 2 installments; first installment (50%) upon finalizing the design and tools and submission of the draft plan, second and final installment (50%) will be made upon satisfactory completion of the whole task and approval of all deliverables. *Income tax at source, VAT will be deducted as per government's policy at the time of payment.*



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SKILLS AND QUALIFICATIONS REQUIRED

- The team leader/lead researcher should be educated to Masters degree level in a social science subject, public health or other relevant subject
- Significant experience of collecting and analyzing quantitative data
- Able to provide evidence of producing high quality assessment/evaluation reports in English and working within tight timeframes
- Experience of working within a diverse team, remaining self-motivated, using initiative and responding appropriately to constructive feedback

TECHNICAL EVALUATION CRITERIA

Sl.	Criteria	Assigned Score
i	Demonstrate understanding of objectives and completeness of the assignment	15
ii	Methodology and implementation plan a. Details and quality of methodology proposed for the assignment; and b. Details implementation plan indicating time frame	35
iii	Proposed Team (detailed description of the proposed team: CVs [not more than 3-page for each CV] of the proposed Team Leader and other key team members)	25
iv	Organization a. Profile [including administrative and logistics facilities available], experience in similar assignment in last 10-year, client list, management control system; b. Exposure in working with Save the Children and c. Additional resources/logistics which can be made available to conduct the survey	25
	Total Points: 100 (Pass Marks 65 Points)	100

EVALUATION OF FINANCIAL PROPOSAL

A financial proposal should be included containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any) and other costs.

COMBINED EVALUATION

The Proposals will be ranked according to their combined technical and financial scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$). The organizations achieving the highest combined technical and financial score will be invited for negotiation under.

Technical Pass Marks: 65 Points

Technical weight (T): 80%

Financial Weight (P): 20%



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