

Terms of Reference
of
Final evaluation of the project titled “Empowerment of Working Children of Bangladesh - Jagoron”

1. Background

The Empowerment of Working Children of Bangladesh project (Jagoron) is funded by Save the Children Korea. The project duration is July 2012 – November 2015. The Overall objective of this project is to prevent labour exploitation of children and ensure rights of the working children by making families, communities and employers responsible and accountable. The project had six immediate objectives and each immediate objective have some expected outputs. The immediate objective were:

1. **Improved access to basic services:** By 2015, 60% of working children of the working areas have access to basic services through linkages with available Government and NGO services
2. **Safe work environments and improved work conditions:** At least 7,500 ¹working children work in safe workplaces, with better pay and other working conditions
3. **Socio-economic empowerment through access to education and vocational training:** At least 40% working children registered at the Learning and Recreational Centers are socio-economically empowered through linkages with educational and vocational institutes
4. **Improved family and community capacity to prevent exploitative child labour:** At least 30-40% of parents of the target communities sensitized and capacity built to prevent hazardous child labour, unsafe migration work and child trafficking for sexual and labour exploitation
5. **Community-based child protection mechanisms:** By 2015, community based child protection mechanisms established and/or strengthened the working communities to prevent and respond to all forms of abuse and exploitation faced by working children and other children in the children
6. **Advocacy and policy change:** Coordinate and mobilize actors to comply existing legal frameworks, laws and policies with necessary amendments, especially roll out and enactment of NCLEP-10, CP-2010 and CA-11 as well as allocate resources for NPA implementation.

Expected number of beneficiaries: The expected final beneficiaries of this project are

The project targets:

- 7,500 working children and other highly vulnerable children under 18 years of age

¹ Amended target 7500, in the original program document it was 15,000 children.



- 5000 parents of targeted children
- 13000 community people living in the working areas
- 30 business associations employed children in the works
- 30 Local government representatives
- 100 GoB officials and national level decision makers

The project has four implementing partners: Prodipon, Bangladesh Development Service Centre (BDSC), Assistance for Slum Dwellers (ASD) and Bright Bangladesh Forum (BBF).

2. Purpose of the evaluation

After three years of implementation, a rigorous evaluation is needed to assess the appropriateness and effectiveness of the approaches used in the project. A rigorous evaluation of the project, focused on measuring change in the lives of children and families targeted by the project and the impact of interventions over the life of the project period, will serve to strengthen the evidence base and demonstrate what has worked, and which strategies are less effective, in a child poverty context. This learning and evidence will be extremely valuable for informing future work of Save the Children in Bangladesh.

3. Objectives

The evaluation has six major objectives:

- To measure the extent to which the Jagoron project has met its six core immediate objectives and expected result (listed above) over the last three years of intervention.
- To assess which interventions and strategies have proved to be most effective and least effective, assess the quality and sustainability of these interventions. *e.g – access of working children and their families to different services, admission of working children to vocational and mainstream education.*
- To explore and identify good practices/initiatives/process that led to bring positive changes for children and their families. *e.g - Code of Conduct, Community Declaration.*
- To document the key lessons learned to improve future programming. *e.g- How current case management being effectively used in documenting children need and following up actions?*
- To provide evidence-based recommendations of what further effort is required to maintain and sustain the positive changes made by the project.
- To explore the strategies and interventions that need to be considered for future programming by identifying the needs of working children and their families.

4. Scope of

1. Develop proposal/inception note for the evaluation study. This will include a timeline, methodology and workflow. The inception note should include details on methodology with data collection tools attached.
2. Participate in briefing and consultative meetings on the assignment at Save the Children in Bangladesh.
3. Review extensively Country Strategy Plan (2016-2018) of Save the Children, all relevant reports, studies and baseline report of Jagoron project as well as documents related to the situation of working children in Bangladesh. This should include but not be limited to documents provided by Save the Children.



4. Develop appropriate data collection tools following the proper methodology (mixed method is preferable) and share the concept note with Save the Children key contact for further development/modification (if required).
5. Collect data from different stakeholders
6. Analyse the data and prepare draft report
7. Generate final evaluation report (after incorporating feedback from Save the Children) with progress till to date, future programming needs and recommendations for possible interventions and strategies

5. Evaluation design and methodology

- The study shall adopt both qualitative and quantitative methods to collect information from both primary and secondary source. This study will focus on participatory method that actively engages all stakeholders. It is envisaged that the following method will be applied:
- Conduct a primary survey with the beneficiaries using appropriate methodology using both quantitative and qualitative method.
- The sample size for study will be appropriately selected. The consultant must ensure that the procedure of sample design causes the least sampling error and helps to control the systematic bias in an efficient way.
- Whatever methodology is used, the study design, the data collection and analysis should be done in a way that is able to generate findings consistent with the study objectives.
- Key informant interview (KII) with key stakeholders (local and national organization who work with working children), FGD etc will apply to get the data
- Method/tool also should focus on some child participation tools to get the appropriate data from the working children.

Based on the above recommendations and experience from conducting similar studies, the consultant shall propose the most appropriate data collection method which will be discussed and agreed upon with the Save the Children prior to commencing the study. The consultant shall adopt the appropriate sampling method that will allow correct conclusions about the study population.

6. Roles and responsibilities

Save the Children

The core support team for the evaluation will comprise of the Director- Child Protection, Senior Manager-Working Children program, Monitoring and Evaluation Manager of the Child Protection sector . This team will be responsible for developing, reviewing and approval of the terms of reference (ToR), identification of the consultant and overall quality assurance of this task. The consultant will be managed by Senior Manager-Working Children program.

Consultant

Consultant will take the lead in conducting the study as well as responsible for the report preparation. He/she will share the tools, methodology, analysis plan etc, prior to commencing the evaluation.



7. Timeline

The final evaluation is scheduled to take place over the months of August-September 2015. The assignment will be completed within 60 days (including feedback time) and the final report must be submitted by 30 September 2015.

Activity	Timeline
1. Meeting with Save the Children management	1 day
2. Review of documents and discussion with key select staff , produce inception report to share with Save the Children	10 days
3. Develop detailed plan and tools to be used in primary survey	
4. Share detailed plan with project management and revise if necessary	2 days
5. Conduct primary field survey	10 days
6. Analysis and preparation of presentation and draft report	10 days
7. Presentation to senior management of Save the Children's Child Protection program	1 day
8. Submit draft report to Save the Children	By September 15
9. Save the Children to review draft report and provide feedback	By September 22
10. Final report preparation and submission	By September 28
11. Workshop on study findings sharing with selected stakeholders	By September 30

8. Plan for dissemination:

The consultant will be responsible to disseminate the findings to key stakeholders including the SC staff and partners. He/she will develop a strategy to disseminate the findings with selected key stakeholders.

9. Deliverables

A comprehensive report, structured according to the agreed outline, including an Executive Summary and a power point presentation including recommendations, will be produced. To keep the report readable, supplementary information, data collection tools (used for semi-structured interviews and FGDs), analysis, references etc, should be included as annexes. The report should be provided in both hard and soft copy to Save the Children.

10. Ethical Considerations

The evaluation team will make clear to all participating stakeholders that they are under no obligation to participate in the evaluation study. All participants will be assured that there will be no negative consequences if they choose not to participate. The team will obtain informed consent from the participants. Evaluation team will have to receive prior permission for taking and use of visual still/ moving images for specific purposes. The team will assure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purpose only.

11. Point of Contact

The contact person for this assignment is **Lutful Kabir**, Senior Manager, Working Children Program, Child Protection.



Technical and Financial Proposal evaluation criteria for Final Evaluation of Jagoron Project

Sl#	Evaluation criteria	Assigned Score	Justification/ remarks
	Individual/organizational capacity review (30)		
1.	Individual/organizational previous experience of final evaluation study for any working children project/program (in both quantitative and qualitative areas).	15	
2.	Knowledge about child protection/child labor context in Bangladesh	08	
3.	Applicant's team composition, team members' skill and qualification.	07	
	2. Technical section (40)		
4.	Proposal reflects applicant's conceptual clarity and understanding on different aspects and factors of the child labor programming and final evaluation study to be conducted as per ToR.	15	
5.	Clear explanation of study methodology is well planned and briefly mentioned.	15	
6.	Intensive literature review on rights of working children, particularly children involved in the hazardous situation and protecting them from harmful child labor. (both national and international context)	10	

	Evaluation criteria	Assigned Score	Justification/ remarks
1.	Financial Proposal Reflects Applicant's realistic financial estimation based on experience and volume of work	30	

Technical Proposal	Financial Proposal	Score obligation (For Technical)
70	30	55