

## Terms of Reference (ToR) for Consultancy: Data Analysis and Report Production for Household Census under the PRLC Project

<b>Type of Assignment</b>	<b>Data Analysis and Report Production for Household Census under the PRLC Project</b>
<b>Overall Purpose</b>	To analyze the HH census data, clean and reshape the data, and produce a detailed report that will guide the PRLC project' in taking strategic decisions
<b>Project Title</b>	<b>Partnership for Resilient Livelihoods in CHT Region (PRLC)</b>
<b>Project Goal</b>	To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT) districts of Bangladesh
<b>Component Highlights</b>	The project consists of four main components: resilient livelihoods, nutrition, social protection, and advocacy.
<b>Project Locations</b>	Rangamati, Khagrachari and Bandarban districts
<b>Project Duration</b>	January 2023-December 2026
<b>Technical and Financial Proposal submission date</b>	29 September 2024
<b>Duration of Assignment</b>	45 Days
<b>Start &amp; End Date</b>	05 October and 20 December
<b>Report Recipient</b>	Manusher Jonno Foundation
<b>Development Partner</b>	The European Union

## 1. Background:

Manusher Jonno Foundation (MJF) is one of Bangladesh's largest national grant-making organisations, providing funding and strengthening capacity for human rights and governance activities. MJF managed partnerships with 400 grassroots organisations in the last 20 years to assist poor and marginalised population in Bangladesh to empower them for raising their voices to claim their rights. Additionally, MJF collaborates with public institutions to foster their responsiveness to the needs of marginalised individuals.

The Chittagong Hill Tracts (CHT) region of Bangladesh, home to a diverse population including several indigenous communities, faces significant challenges. The three districts of Rangamati, Bandarban, and Khagrachari suffer from high poverty rates, above-average neonatal death rates, seasonal food shortages lasting up to six months, and inadequate water and sanitation, leading to preventable diseases in children. In response, MJF has been implementing a comprehensive project titled **Partnership for Resilient Livelihoods in the CHT Region (PRLC)** since 2023, funded by the European Union. The primary focus of the project is to alleviate poverty and improve the livelihoods of extremely low-income households in the CHT. It aims to provide market access, promote climate-resilient agriculture, improve nutritional status, establish social safety nets, and enhance the well-being of marginalized people, with a particular emphasis on gender equality, women's empowerment, and accessibility for individuals with disabilities. The project aims to benefit the poor and marginalized households, with a focus on improving the well-being of the poor and marginalized in 8 Upazilas and 26 Unions of the CHT through partnership of 9 CHT based NGOs.<sup>1</sup>

As part of the project's results framework, the household census conducted under the PRLC project is critical for creating a comprehensive beneficiary database to support evidence-based decision-making and precise intervention targeting. By assessing the initial conditions and challenges households face, the census will enable effective resource allocation and facilitate monitoring of the project's progress and impact. Data from 20,000 households was collected using the kOBO Toolbox, and to ensure its optimal utilization, the project plans to engage a third-party consultant to analyze the data, produce a comprehensive report, clean the dataset, and develop a user-friendly beneficiary database.

## 2. Objective of the Assignment:

The primary objective of this assignment is to analyze the HH census data, clean and reshape the data, and produce a detailed report that will guide the PRLC project in taking strategic decisions. Additionally, the consultant will develop a user-friendly beneficiary database to facilitate easy access and management of the data.

## 3. Scope of Work:

The consultant is expected to undertake the following tasks:

### 3.1 Data Cleaning and Validation:

- Review the collected HH census data for completeness and accuracy.
- Identify and rectify any inconsistencies, missing data, or errors.
- Standardize data formats and coding structures where necessary.

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<sup>1</sup> Project detail is in annex

### 3.2 Data Analysis:

- Conduct descriptive and inferential statistical analyses to identify trends, patterns, and key insights from the data.
- Segment data according to relevant demographic, geographic, and socioeconomic variables.
- Generate visualizations (graphs, charts, tables) that effectively communicate the findings.

### 3.3 Database Development:

- Design and develop a user-friendly database for the PRLC project's beneficiaries, ensuring it is accessible and easy to navigate.
- Ensure the database includes features for filtering, searching, and generating reports.
- Provide training to relevant PRLC project staff on how to use the database effectively.

### 3.4 Report Production:

- Prepare a comprehensive report that includes an executive summary, detailed analysis, findings, and actionable recommendations.
- Ensure the report is structured logically with clear sections, including an introduction, methodology, results, discussion, and conclusion.
- Include annexes with raw data, technical notes, and any additional relevant documentation.

### 3.5 Quality Assurance:

- Conduct a thorough review of the final outputs to ensure accuracy, consistency, and compliance with the project's standards.
- Work closely with the PRLC project team to incorporate feedback and make necessary revisions.

## 4. Deliverables:

The consultant is expected to deliver the following:

1. An inception report with a detailed work plan with a description of methodology
2. A cleaned and validated dataset.
3. A user-friendly beneficiary database with user manual.
4. A comprehensive analytical report with key findings and recommendations.
5. A short version of report within 5-7 pages for sharing with the stakeholders
6. A presentation by the consultant team

## 5. Duration of the Assignment:

The assignment is expected to be completed within 45 days from the date of contract signing. A detailed timeline with key milestones should be submitted by the consultant within the first week of the assignment.

## 6. Qualifications:

The consultant or consulting firm should possess the following qualifications:

- The consultant team must include a **lead consultant** with:
  - Expertise in **poverty analysis**, particularly in the **Chittagong Hill Tracts (CHT)** region.

- Relevant experience in conducting similar assignments, preferably in the Chittagong Hill Tracts (CHT).
- A strong understanding of the **socioeconomic dynamics** in the CHT, particularly on livelihoods, Nutrition and Social Protection issues.
- Strong communication skills and the ability to present complex data in an understandable manner.
- The team should include data analysts proficient in:
  - **Statistical tools** (e.g., SPSS, Stata, R) for data cleaning and analysis.
  - **Database development** to design a user-friendly interface.
  - **Experience using platforms like the KOBO Toolbox is required.**
- The consultant team/ firm must demonstrate the ability to generate actionable insights from large datasets.

### 7. Submission Requirements:

Interested consultants/firms should submit the following:

- A technical proposal detailing the approach and methodology to be used in carrying out the assignment.
- A financial proposal with a detailed budget breakdown.
- CVs of key personnel involved in the project.
- Samples of previous work or references from similar assignments.
- A proposed timeline for the completion of the assignment.

### 8. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Technical expertise and experience.
- Understanding of the scope of work and proposed methodology.
- Cost-effectiveness of the financial proposal.
- Ability to meet the proposed timeline.

### 9. Payment modalities:

The payment will be made for the consultant/team through cheque. Vat and Tax will be deducted at source as per government rules. MJF will make the payment excluding TAX and VAT and through an account-payee check according to the following time frame/arrangement:

Tranche	Amount	Timeline
1st Tranche	30% of the total amount	After the inception meeting and sharing the inception report with detailed methodology, tools and work plan.
2nd Tranche	40% of the total amount	After submission of the draft report and incorporating comments from MJF.
3rd Tranche	30% of the total amount	Satisfactory completion, validation and submission of the final report on the PNGOs to MJF along with relevant documents.

### 10. Proposal Submission:

The agency/consultant will submit a detailed proposal for the assignment. The proposal must reflect the methodology, tools and analysis plan in detail. The proposal should be divided into two parts i.e. technical and financial.

The technical part will contain the following sections.

- Background
- Understanding and conceptualizing the assignment
- Detailed process including a proposed framework
- Detailed timeframe (including dates for submission of the first draft and final report).
- Detailed CV of the team members containing experience on relevant issues and/or profile of the organisation (in case of organisation).
- Sample of previous works of a similar nature undertaken.
- A consulting firm profile (if applicable) and TIN certificate.

The financial part will describe the estimated cost in detail. It should be given in a separate worksheet.

**The consultant firm or individual interested in applying should submit electronic copies of both the technical and financial proposals to [shahriar@manusher.org](mailto:shahriar@manusher.org) no later than September 29, 2024.**

#### **11. Security Issues (including data security):**

- The **security** of community members, staff of MJF and partner organisations should be of primary consideration in conducting the study, particularly considering the sensitivity of some of the issues, which may be covered.
- Information gathered in surveys and interviews is personal and potentially sensitive and not to disclose to outside parties or personnel.
- Respondents should be reassured that the information provided will be kept anonymous and will be confidential.
- Consider security aspects of data gathering and storage, including who will have access to the data and the results.
- Only collect and/or store data, which will be of use to inform the project.

#### **12. General Terms and Conditions:**

- i. The individual consultant/firm will not be permitted any of his duties or obligations made under this contract to be performed or carried out by any other person, or reassign its interest in a contract without first obtaining consent in writing from MJF.
- ii. In the event that the consultant requires additional time to complete the contract, over and above that previously agreed to, but without MJF changing the scope of work, MJF's prior written concurrence to the same is necessary.
- iii. MJF may make general changes, in writing within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for the performance of any part of the work under the contract, MJF shall make equitable adjustments in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.

- iv. In the event of failure on the consultant's part to meet the agreed deadline, MJF reserves the right to penalize the consultant or his/her Firm.
- v. Notwithstanding anything contained in the agreement or these conditions, MJF may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against MJF by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

### **13. Penalty Clause:**

If the agreed deadline and/or deliverables are not adhered to by the consultant/team, financial penalties will be imposed upon the consultant/team in terms of payment. This is specified as follows:

- i. In case of delayed submission of the deliverables up to one-month delay, 30% of the contract amount will be deducted.
- ii. Delay of more than one month, will result in the auto cancellation of the contract and forfeit of the remaining 50% of the contract value.
- iii. Confidentiality of all aspects of the assignment is to be assured by the consultant/team at all times.

### **14. Disclosure of Information:**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorised in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

### **15. Disclaimer:**

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/ application without assigning any reason whatsoever.

### **16. Safeguarding/Protection/Gender Policy:**

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and Child Protection policy. Any violation /deviation in complying with MJF's Policy on Child Protection and safeguarding will not only result in termination of the agreement but also MJF will initiate appropriate action to make good the damages/losses caused due to non-compliance with MJF's safeguarding policy.

## Annex-1: Project Outline

### Background of PRLC project

The Chittagong Hill Tracts (CHT) is a region of Bangladesh with a diverse culture and geography, featuring steep hills and narrow valleys that are often remote and inaccessible. Unfortunately, Rangamati, Bandarban, and Khagrachari, the three districts, experience significant poverty rates, above-average neonatal death rates, seasonal food shortages lasting up to six months, and poor water and sanitation leading to preventable diseases in children. These conditions make climate-resilient livelihood development and watershed management crucial in the CHT in order to address climate change and natural resource degradation. To alleviate poverty and improve the livelihoods of extremely low-income households in the CHT, MJF and UNDP have collaborated on the "Partnership for Resilient Livelihoods in the CHT Region" project since January 2023, with funding from the European Union. Its top priorities include market access, climate-resilient agriculture, social safety nets, and the well-being of marginalized people, with a particular focus on gender equality, women's empowerment, and accessibility for individuals with disabilities. The project also employs the UNDP's Integrated Farm Management-Farmer Field School (IFM-FFS) model for livelihood promotion, which has been implemented in the three hill districts since 2017 through the Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) project.

The project aimed to reach 20,000 households and approximately 98,000 people focusing on improving the well-being of the poor and marginalized in 8 Upazilas and 26 Unions of the CHT.

**Intervention Areas:** 8 Upazilas and 26 unions under three hill districts, Rangamati, Bandarban, and Khagrachari.

#### **Overall Objective:**

To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT) districts of Bangladesh

#### **Outcome:**

- Sustained livelihoods and income generation amongst the target households in the CHT districts
- Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region
- Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in the CHT districts
- Strengthened implementation of pro-poor policies, especially for the CHT areas.