

## Terms of Reference (ToR)

For Consultant to Conduct Midline Study of

### **Project: Improving Young People's Access to Sexual and Reproductive Health and Rights (SRHR) through a Community-Based Approach and Cooperation with State Institutions**

#### **(A-EMPOWER)**

#### **Introduction**

DASCOH Foundation is a national non-governmental development organization working to improve the lives of marginalized and vulnerable communities in Bangladesh. Through a rights-based and inclusive approach, DASCOH promotes health, adolescent and youth development, gender equality, education, climate resilience, sustainable livelihoods, and good governance. The organization works closely with communities, government institutions, and development partners to empower people, strengthen local systems, and ensure equitable access to opportunities and services for all.

#### **Project Summary**

|                                   |  |
|-----------------------------------|--|
| <b>Project Title</b>              | Improving Young People's Access to Sexual and Reproductive Health and Rights (SRH) through a Community-Based Approach and Cooperation with State Institutions.   |
| <b>Project Duration</b>           | July 1, 2024 – December 31, 2028   |
| <b>Implementing Organizations</b> | DASCOH Foundation  |
| <b>Funding agency</b>             | German Doctors e.V. with financing from BMZ  |
| <b>Location</b>                   | 25 Unions in Rajshahi, Chapainawabganj, and Naogaon Districts, Bangladesh  |
| <b>Direct Participants</b>        | A total of 62,861 young people between the ages of 10-19 in the 3 project districts.   |
| <b>Institutional participants</b> | 25 selected Model Union Health and Family Welfare Centre and 50 schools and relevant department of Government under Rajshahi, Naogaon and Chapainawabganj districts.   |
| <b>Indirect Participants</b>      | Approximately 400,000 people of the project area   |
| <b>Main Objective</b>             | Contribute to improving the sexual and reproductive health and rights of 62,861 adolescents in Rajshahi, Chapainawabganj and Naogaon Districts of Rajshahi Division, Bangladesh in line with SDG 3.7 "Ensure universal access to sexual and reproductive health services, including family planning, information and education, and mainstream reproductive health into national policies and programmes |
| <b>Sub objectives</b>             | <ul style="list-style-type: none"> <li>● Empower Adolescents with Knowledge and Resources</li> <li>● Strengthen Institutional Capacity</li> <li>● Promote Policy and Social Environment Change</li> </ul>  |

### **Key Objectives of this midline evaluation**

- Assess project progress by comparing the current status of each output and outcome indicator with the baseline values, and review the logical framework matrix and indicators to determine their appropriateness for monitoring project performance.
- Evaluate the effectiveness of the project in terms of its approaches, implementation strategies, and quality of interventions. This includes assessing whether the intervention logic is contributing to the achievement of intended outcomes, examining the effectiveness of ongoing interventions, and determining how the overall program design has facilitated or hindered the achievement of results.
- Identify implementation gaps, challenges, lessons learned, and best practices to inform recommendations for strengthening implementation, revising or re-planning project activities where necessary, and guiding the overall programmatic direction for future collaboration and scale-up opportunities.

### **Specific Tasks**

- Review all relevant project documents including the baseline report, project proposal, logical framework, National Strategy for Adolescent Health 2017–2030, National Plan of Action for Adolescent Health 2017–2030, previous monitoring reports, and other relevant resources. Conduct an inception meeting with the project team and submit an inception report for approval before fieldwork begins.
- Review and adapt the baseline methodology for the midline study, incorporating both quantitative and qualitative research methods to ensure comparability with baseline data. Develop a detailed sampling strategy ensuring adequate representation across all target communities, disaggregated by sex, age, geographic location, and other equity markers.
- Revise data collection tools for consistency with baseline instruments.
- Orient the field team on ethical standards, child safeguarding protocols, informed consent and assent procedures, and data confidentiality requirements before fieldwork begins.
- Conduct extensive fieldwork in target communities to gather midline data.
- Conduct thorough data cleaning, validation, and quality checks on all collected data. Manage and store data securely in line with the approved data management plan.
- Analyse data to measure change in indicator values against baseline, assess project progress, and identify enabling factors and barriers.
- Share findings and recommendations to project stakeholders.
- Update tools and methods of monitoring with a specific schedule/plan as per the revised indicator values.
- Prepare a comprehensive midline study report including comparative analysis with baseline findings, equity analysis, key findings, conclusions, and recommendations.

### **Ethical Considerations**

- Informed consent and assent procedures must be followed.
- Confidentiality and anonymity of respondents must be maintained.
- Child safeguarding principles must be strictly adhered to.
- The consultant must comply with all relevant national research ethics standards.

## Methodology

The study will combine both qualitative and quantitative approaches. The methods will incorporate both qualitative and quantitative data collection. IDI or case studies may be collected to explain local issues in depth and highlight the best practices. The evaluator should provide an appropriate methodology but may consist of the following:

- **Quantitative Methods:** By using a structured questionnaire to collect data about areas associated with communities and mentioned in the objective and scope of work. The survey will use a random sampling technique to ensure that the sample is representative of the target population. All data set both raw and clean need to be handed over to DASCOH to preserve and archived as per policy.
- **Qualitative Methods:** The survey will use key informant interviews (KII), In-depth Interviews (IDI), and focus group discussions (FGDs) to collect qualitative data from government service providers, communities, and other relevant stakeholders. Significant IDIs should be used to develop some case studies to reflect the best practices. All recording, field notes and standard transcripts need to be handed over to DASCOH to preserve and archived as per policy.
- **Comparative Data Analysis:** The survey data will be analysed using appropriate statistical software, and the qualitative data will be analysed using thematic analysis methods either manually or using any standard software. The survey team will triangulate the quantitative and qualitative data to provide a comparative analysis with the baseline data. The evaluator will provide the analysis based on gender, age group, and geographical location. The survey team will also provide a summary of the survey findings and recommendations for effectively implementing the project's interventions for the remaining time.

## Duration of the Assignment

The assignment is expected to be completed within **8 weeks** from the date of signing the contract, with the following proposed work schedule:

| Week     | Activities   |
|----------|--|
| Week 1   | Inception meeting, document review, methodology finalization, tool adaptation      |
| Week 2   | Tool pre-testing, training of enumerators and field supervisors                    |
| Week 3-5 | Fieldwork and data collection across all 25 Upazilas                               |
| Week 6   | Data entry, cleaning, quality assurance, and analysis                              |
| Week 7   | Draft report writing and stakeholder validation workshop                           |
| Week 8   | Finalization of report, updated monitoring framework, and stakeholder presentation |

## Deliverables

- An inception report including an indicative work plan, detailed methodology, data collection tools in both English and Bangla should be submitted within 7 working days from the date of agreement.
- Data set (SPSS), field notes, qualitative analysis, case stories, photographs, consent/assent form and other relevant documents should be submitted along with final report.
- A comprehensive analytical report highlighting the key results of the process, progress, and realistic recommendations for improving the project (in soft and hard copy). A PowerPoint presentation of the key findings and suggestions also should be submitted.

## Qualification Required

The consultant must meet the following criteria:

- Advanced degree in social sciences, public health, anthropology, statistics, development studies, or a related field
- At least 10 years of proven experience in conducting baseline, midline, endline, or similar evaluation studies, preferably within the health and family planning sector in Bangladesh. The applicant must have completed a minimum of five relevant studies during the stated experience period.
- Demonstrated experience in conducting comparative (pre-post) studies
- Expertise in both quantitative and qualitative research methods
- Experience working with adolescent health programs in Bangladesh
- Familiarity with community-based SRHR interventions and child-sensitive, gender-responsive research methods
- Knowledge of DGFP systems and UH&FWC service delivery context
- Strong data analysis skills, including proficiency with relevant software (SPSS, STATA, or similar)
- Excellent communication skills, including ability to present complex data clearly
- Familiarity with the context of SRHR and cooperation with state institutions in Bangladesh, especially the Directorate General of Health and Family Planning

## Payment Modality:

The payment will be made to the consultant/team through account pay check/BEFTN/RTGS. VAT and Tax will be applicable as per government rules. DASCOH Foundation will make the payment according to the following time frame/arrangement:

| Instalment                 | Amoun                   | Timeline  |
|----------------------------|-------------------------|---|
| 1 <sup>st</sup> instalment | 25% of the total amount | After the inception meeting and sharing the inception report with detailed methodology, tools, and work plan. |
| 2 <sup>nd</sup> instalment | 75% of the total amount | Incorporation of feedback satisfactory completion, validation, and submission of the final report.            |

## Security Issues including data security

- The security of community members, staff, and partner organizations should be of primary consideration in conducting the study, particularly considering the sensitivity of some of the issues that may be covered.
- Ensure consent (in written) from the survey participants for all the information shared and images taken.
- Information gathered in surveys and interviews is personal and potentially sensitive and not to be disclosed to outside parties or personnel.

## Copyright and Ownership of Data

DASCOH Foundation reserves the copyright of all information, findings, and the final report produced through this review process.

### **Penalty Clause**

- In case of delayed submission of the deliverables up to one-month delay, 50% of the contract amount will be deducted.
- Any delay exceeding one month beyond the agreed timeline will result in the automatic termination of the contract. In such cases, the remaining contract value will be forfeited, and the consultant/firm shall be liable to refund the first instalment payment received from DASCOH Foundation.

### **Disclaimer**

DASCOH Foundation reserves the right to accept or reject any or all proposals/applications without assigning any reason whatsoever.

### **Reporting**

The consultant will report directly to the Project Director and work closely with the project team, especially the Monitoring Officer and Project coordinator throughout the assignment. The consultant will also have access to the Chief Executive Officer of the organization for guidance.

### **Submission of Proposal**

Interested consultant/firm are required to submit:

- A cover letter detailing relevant experience and specific approach to conducting the midline study.
- A detailed CV with photographs and relevant certificates (Educational, Experience, VAT/BIN (if any), Tax Return Acknowledgement, and NID) to Chief Executive Officer, DASCOH Foundation, Lutheran Mission Complex, Dingadoba, Rajshahi-6201 or e-mail to [recruit@dascoh.org](mailto:recruit@dascoh.org)
- A detail technical proposal (not more than 3 pages).
- Financial proposal must cover VAT and Tax issues.
- Contact information of two professional referees.

For any other detail or queries related to proposal submission please communicate with the below email: [pc.a-empower@dascoh.org](mailto:pc.a-empower@dascoh.org) and [nnahershoma@dascoh.org](mailto:nnahershoma@dascoh.org)

**Submission Deadline: 10 July 2026**