

Terms of References (ToR)
for
Consultant to Conduct Focus Group Discussion as part of the Study titled “Advancing Responsiveness and Accountability through Citizen Engagement in Bangladesh”

I. BACKGROUND AND OBJECTIVE OF THE STUDY

CPD will recruit/engage a short term consultant/firm to conduct focus group discussions (FGDs) as part of its ongoing study on “**Advancing Responsiveness and Accountability through Citizen Engagement in Bangladesh**”. The project is being conducted in partnership with the UNDEF. The consultant will conduct FGDs as per the guideline mentioned below.

It is to be noted that electoral promises made by political parties before the national elections in many instances are not followed up through concrete actions. Citizens also do not give due importance to electoral pledges and holding elected representatives accountable for implementation. Since the government comes with super-majority in Bangladesh it is important that implementation process monitoring of the commitments is done based on a bottom up approach involving the participation of the broader stakeholders including the vulnerable and marginalized people: women, youth, aged, people with disability, religious minority, indigenous people. In the current context, while the electoral pledges of the newly elected government do reflect consistent national aspirations, its accountability in the delivery process is not guaranteed.

In view of the above, the Centre for Policy Dialogue (CPD) is currently implementing the above-mentioned study. The study aims to achieve enhanced civic participation in the democratic process within the framework of SDG 16 to ensure delivery of electoral pledges of the government. More specifically, taking the election pledges of the government as reference points, the research will urge for delivery of the pledges on three issues aligned with SDGs 4, 5 and 8, namely *education, gender equality and decent employment*.

II. METHODOLOGY

In order to understand citizen’s views on electoral pledges on three issues aligned with SDGs 4, 5 and 8, namely *education, gender equality and decent employment* and how these pledges are being implemented at the grassroots level, FGDs will be undertaken in five divisions of the country (except Dhaka). A total of 90 FGDs will be conducted in Chattogram, Rajshahi, Rangpur, Barishal, and Khulna divisions. Each FGD will have 10 participants from various marginalised and left behind groups, of which about half will be female. Trans-gender participants will also be encouraged to take part in the FGDs. Although collectively, the participants of the FGDs will be diverse, each individual FGD will comprise of a predominantly homogenous group of participants, as is recommended in the literature on FGD methodology. Mixed gender participants will help to assess the differences in male and female discourses on the issues of transparency, accountability and democracy. The questionnaires for the FGDs will be prepared by CPD. The Consultant will design the FGD plan with specific timeline in consultation with CPD project team.

III. GEOGRAPHIC FOCUS



The FGDs will take place in 15 districts of the 5 selected divisions on three themes of education, gender equality and decent employment in each district (3 themes × 15 districts × 2 FGDs in each district = 90).

IV. SCOPE OF WORK AND DELIVERABLES

The consultant will conduct ninety (90) FGDs with 900 marginalised individuals in 15 districts in 5 sub-national divisions on the delivery of electoral pledges on three themes.

Specific deliverables will be as follows:

- Get clear understanding from CPD about target groups, different set of questionnaires, target areas, timelines, expected outputs and modalities of coordination;
- Conduct training of the FGD teams based on the questionnaires prepared by CPD;
- Select geographical areas for undertaking FGDs in collaboration with the CPD study team;
- Identify groups in selected areas for conducting FGDs in consultation with the study team;
- Engage qualified person(s) for supporting the consultant in conducting the FGDs;
- Supervise and monitor the performance of the person(s) engaged by the consultant to ensure quality information through FGDs;
- Submit reports of each FGD containing the name and other details of participants in the FGD, issues discussed, suggestions made etc.;
- Prepare a synopsis report based on all the FGDs conducted as per the outline to be shared by CPD.

V. TIMELINE

The timeline for completing the aforementioned deliverables will be from 1 January 2021 to 10 March 2021.

VI. ELIGIBILITY

The consultant will have:

- At least 5 years of professional experience in academic, development and action research, analysis;
- At least 3 years' experience in conducting similar types of FGDs applying similar methods;
- The applicant needs to have clear understanding on the issues of the research and communication ability with the participants of the FGDs;
- The applicant needs to have adequate number of qualified human resources;
- The applicant should have competence in drafting reports in English.

VII. APPLICATION REQUIREMENT

The individual/firm must submit the following documents alongside a Technical Proposal along with survey implementation strategy and a GANTT CHART and Financial Proposal (including VAT and TAX) separately:

- Maximum 2-page profile highlighting FGD related assignment completed with client name, contract person and contact details;
- CV of the Lead Consultant (who will lead the assignment) – Maximum 2 page highlighting related assignment completed, role in the completed assignment;

- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Firm's/Individual's TIN and VAT registration etc. (required only for firm);
- Technical Proposal (maximum three to four pages) according to the ToR, task to be accomplished as well as draft survey design and plan.

VIII. FINANCIAL PROPOSAL

The financial proposal should provide cost estimates for services rendered including daily consultancy fees, accommodation and living costs, transport cost for the consultants, logistical cost needed for the consultants and expenses related to the participants who will participate FGDs, etc.

Proposed budget should be provided in the following format:

Line item	Unit	Per unit cost	Total cost
Consultant (s) to conduct 90 FGDs (2 FGDs per day; 45 days × 2 consultant = 90 days)	1		
Transportation for 90 FGDs in 15 districts in 5 divisions (50 days combined travel within districts)	Lump sum		
Per diem (accommodation, food, incidentals etc.) of 2 external consultants for FGDs (45 FGD days plus 4 extra days before and after FGDs = 49 days × 2 consultants = 98 days)	98		
Transportation support to FGD participants	90		
Logistical cost for 90 FGDs in 5 divisions (15 districts x 2 places in each district x 3 issues =90). For e.g. Venue hire, Snacks during FGDs, Stationery, Health safety equipment (Hand sanitiser, gloves and masks for participants and consultants, non-contact infrared thermometer) etc.	90		
TOTAL			

IX. FINANCE-RELATED SPECIAL NOTES

- All payments for the vendor will be made through Account Payee Cheques in favour of the vendor.
- CPD will deduct TDS from the billed amount as per Section 52AA, Income Tax Ordinance 1984.
- The vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 149/20.
- In case the vendor is unable to provide Mushak-6.3, CPD will deduct 15% VAT from the billed amount.
- The vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.



X. HEALTH MEASURES

There are health risks in conducting such FGDs during the ongoing COVID-19 pandemic. Hence, strictly following health guidelines is mandatory to avoid the risk of spread of the virus.

In view of the situation, the following information should be shared along with the proposal from potential applicants:

- The organisation's health policy;
- Specify if the applying organisation has a group health insurance or not. If yes, please share the relevant documents;
- Outline the health protocol that will be observed during travelling of the consultant(s) and also for participants travelling to FGD venues. Also specify, the health protocol for participants who may travel to the FGD area on the night before the event;
- Elaboration of how these health guidelines will be implemented
- In case of individual applicant for the task, health insurance will be needed along with the application;
- Each individual affiliated with the applicant firm/individual in conducting these FGDs, should have a minimum coverage of BDT 2 lac group or personal life insurance;
- If the individual applicant engages other human resources for the FGDs, health insurance of those human resources will also be needed;
- CPD will not be liable for any health hazard and/or accident of the consultants and/or participants of the FGDs.

Hard copies of the proposal can be sent to CPD office.

Address:

Centre for Policy Dialogue (CPD)

House-40/C, Road-11 (new)

Dhanmondi, Dhaka-1209, Bangladesh

The hard copy of the applications must be sent in a sealed envelope.

For further information, please contact:

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Application closing date: **10 December 2020.**