



Terms of Reference (ToR)

'Baseline survey' for

Sanitation Workers Rights in Bangladesh Project

(FOR INDIVIDUAL CONSULTANT/ FIRM)

Type of study	Baseline Survey
Name of the project	Sanitation Workers Rights in Bangladesh Project (SWRB)
Project Start Dates	01-02-2025
Project End dates	30-04-2025
Project locations	South & North City Corporation, Dhaka
Submitting EOI	procurement@parittran.org
Please only mention	"Baseline Survey-SWRB" in the subject line of the email
Application closing date	22/02/2025
Thematic areas	Sanitation Workers Rights
Donor	Democracy at Work Fund & Avina foundation
Website	www.parittran.org

Organizational Background

Parittran is a grassroots Development and Human Rights organization established in 1993 by a group of visionary Dalit (*caste-oppressed communities*) students. Based in Satkhira district of the South Asian country-Bangladesh, Parittran began its journey as a community-managed organization dedicated to uplifting marginalized, disadvantaged, and climate-vulnerable people. Its efforts prioritize empowering Dalits, Indigenous people, Children, Adolescents, Youth and Women ensuring their dignified and equitable lives.

Parittran has almost 31 years' experience in championing the Dalit rights movement in Bangladesh. The organization has earned a strong reputation for advancing social justice and promoting equity by developing comprehensive programs to safeguard the inherent rights of the marginalized and disadvantaged communities.

These programs encompass a wide range of critical issues, including Dalit, Indigenous and Marginalized People's Rights, Peace Building, Climate and Disaster Resilience, Early childhood development and protection, youth participation, leadership, and civic involvement and engagement, humanitarian response, gender-transformative actions, social movement and other tailor-made issues as and when needed.

Parittran is leading and nurturing a strong national network called the **"Bangladesh Dalit Parishad (BDP)"**. This network comprises one national body, eight divisional committees, 54 district committees, 216 upazila (*Sub-district*) committees, and 820 union-level (*lowest govt. administrative units*) committees, ensuring grassroots representation nationwide. Through this initiative, Parittran has prepared approximately 34,069 grassroots Dalit leaders across the country including 12,089 women (35%).

Parittran has implemented 34 impactful projects, positively affecting the life of 150,500 families. These initiatives have enabled marginalized communities to overcome poverty and lead dignified lives. Furthermore, Parittran's initiatives have significantly increased Dalit participation in local governance, empowered them to influence decision-making processes that directly impact their communities, ensured sexual and reproductive rights (SRHR), prevented child marriages, addressed Gender Based violence (GBV), and strengthened civil

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

society through evidence-based advocacy, legal assistance, and capacity building. Parittran also addressed critical areas such as COVID-19 response, RTI, disaster management, social audits, emergency response, awareness campaigns, access to safety nets, and inclusive quality education fostering opportunities for all.

Parittran actively engages in different international forums, including the Universal Periodic Review (UPR) to amplify marginalized voices and advocate for their rights on a global stage. Simultaneously, it contributes to achieving the Sustainable Development Goals (SDGs) 1 (No Poverty), 3 (Good Health), 4 (Quality Education), 5 (Gender Equality), 6 (Clean Water and Sanitation), 8 (Decent Work), 10 (Reduced Inequalities), 13 (Climate Action), 16 (Peace and Justice), and 17 (Partnerships). Through advocacy, capacity building, and sustainable solutions, Parittran empowers communities, combats inequality, and promotes climate resilience for a better future.

Parittran's advocacy efforts have been instrumental in achieving several landmark legislative milestones including: The Right to Information (RTI) Act 2009, The Domestic Violence Act 2010, Allocation for Dalits in the National Budget-2012, The Disability Act 2013, and The Anti-Discrimination Bill 2022.

Parittran's commitment to holding government duty-bearers' accountability is groundbreaking. The organization has established strong partnerships and working relationships with key local government departments and institutions, including the Social Services Department, Women's Affairs, Legal Aid Offices, Youth Development, Community Health Centers, and Upazila Health Complexes.

Through its innovative approaches and unwavering dedication, Parittran continues to drive meaningful change for the marginalized communities, advancing both equity and justice at the grassroots level.

With a steadfast dedication to equity and inclusion, Parittran wishes to champion the well-being of those in need and always welcomes partnership with development partners –national and international- in its noble journey.

Project Background

The proposed project will be implemented opportunities and rights to the disadvantaged population and restoring the rights of the rightful individuals is the constitutional responsibility of the state. Similarly, it is the duty to step forward for those who need rights and empowerment to acquire their rights and power. In the context of our country, such as Bangladesh, sanitation workers in the Dhaka City Corporation area (known as sweepers, doms, and methars) play a crucial role in keeping us safe and clean, but they are socially marginalized, discriminated against, despised, and deprived of their rights and benefits. Not only that, but they also lack permanent employment and receive no fair wages. Moreover, they are considered disrespectful, untouchable, and neglected in society.

Among the reasons for these circumstances are the following issues: they are unaware of their rights, dignity, and fair wages. They do not know how to make claims, nor do they know how to do so. There is no unity among them, and they do not know how to collectively voice their demands. Additionally, they are unaware of lobbying and advocacy. Therefore, these are the main reasons behind the lack of development for sanitation workers in Bangladesh.

The proposed project will take some innovative interventions in the Dhaka City Corporation area to increase education on rights, dignity, human rights, and fair wages, which will empower them to raise their voices and make claims. The second aspect is that the proposed project will ensure unity among sanitation workers in Bangladesh through the formation of cooperatives and will ensure savings for future development. Another point is that the proposed project will promote lobbying and advocacy to ensure the approval of anti-discrimination laws, as well as to secure sanitation workers as permanent employees with fair wages. As a result, the proposed project will ensure labor rights for sanitation workers in the Dhaka City Corporation area.

Project Location and Targeted Project Participants:

South city corporation (Mironzilla, Gopibag, Postagola, Hazaribag, Gonaktuli , Nagirabad)

North citycorporation (Mirpur, Gaptoli, Mahakhali, Kallapur)

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

Targeted Project Participants:

300 (3 hundred) Sanitation Workers

About the Assignment

This assignment is designed to conduct a comprehensive baseline study, which will collect detailed data on the living conditions (Quality of Housing- congested, access to basic utilities- electricity, water, gas, and sanitation facility), education, health, sanitation, sexual and reproductive health, maternity leave, Gender discriminatory, Retirement Allowance and workplace opportunities and facilities (Job security-pension scheme, increment, any other benefit) for the sanitation Worker community's sanitation workers. The information gathered through this study will help achieve the project's goals, raising awareness about the rights, dignity, human rights, and fair wages of Sanitation workers and improving their quality of life.

Commented [W1]: If possible, could be mentioned Social Safety Net

Purpose of the Baseline Study:

- 1. Assessment of the Social, Economic, and Environmental Status of the Target Population:**
 - o Analyzing the current social, economic, and environmental conditions of sanitation workers. This will help identify the challenges they face and the opportunities available to them.
- 2. Preserving the Rights and Dignity of the Sanitations worker Community:**
 - o Determining necessary steps and strategies to preserve the rights and dignity of the **Sanitations worker Community**. This section will identify their social position and issues related to discrimination.
- 3. Protection of Human Rights and Fair Wages:**
 - o Measures will be taken to ensure the protection of human rights and fair wages for sanitation workers. Legal steps will be taken to improve the working conditions and provide a just work environment for sanitation workers.
- 4. Protecting the Interests of Sanitation Workers:**
 - o The formation of cooperatives and organizations to establish the rights of sanitation workers, which will support their social security, health, and other fundamental rights.

Methodology of the Study:

- 1. Household Survey:**
 - o A household survey will be conducted to collect accurate quantitative data. This will gather information about workers' living conditions, financial status, and their use of basic services.
 - 2. Community Service Assessment:**
 - o The presence and effectiveness of local services will be evaluated to understand their impact and demands, which will help in future development planning.
 - 3. Stakeholder Consultation:**
 - o Consultations will be held with government and private sector partners, social workers, and community representatives. This will ensure the project's activities are more effective and relevant.
 - 4. Opportunities and Challenges for Interventions:**
 - o Detailed information will be collected regarding the current situation of sanitation workers, the opportunities available to them, and the challenges they face. This will provide a foundation for planning successful interventions.
- . Key Informant Interview with stakeholders at national and local level
 - Focus Group Discussion (FGD)/ Interactive Group Discussion (IGD) with authority / Sanitation workers/

Commented [W2]: Could be added if requires

Project Goals:

- 1. Cooperative Formation:**
 - o The establishment of cooperatives among sanitation workers to create unity. This will protect their interests and ensure financial security through savings schemes.
- 2. Approval of Anti-Discrimination Laws:**
 - o Raising awareness about anti-discrimination laws and ensuring permanent jobs and fair wages for sanitation workers.
- 3. Lobbying and Advocacy:**

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

- Advocacy and legal lobbying will be done to protect the rights of sanitation workers and to establish their labor rights through collaboration with the government.

Impact and Outcomes:

The baseline study will play a crucial role in defining the primary aspects of the project's activities and in achieving its goals. It will help structure and strengthen the process of establishing human rights, dignity, Safety, security, Reproductive health Rights and fair wages for sanitation workers. The baseline study will also serve as a reference point for measuring the effectiveness and impact of the project's future activities, creating a solid foundation for improvements in later stages.

This will not only benefit sanitation workers but will also contribute to positive societal change. Ensuring the dignity and fair rights of sanitation workers is essential for our social development.

Geographic Area Distribution of the Assignment

The baseline study will be conducted in Bangladesh, specifically targeting the following geographic areas within Dhaka North & South City Corporation:

District	City Corporation	Ward No	Village/coloni
Dhaka	South	07.08.09 & Discussion the SW	Mironzilla, Gopibag, Postagola, Hazaribag, Gonaktuli)
	North	11.12.13 & Discussion the SW	(Mirpur, Gaptoli, Mahakhali, Kallanpur)

These areas have been selected for their high vulnerability to Sanitation Workers South & North city in Bangladesh.

Suggested Approaches and Methodologies

Study Description

The study will employ a quantitative cross-sectional approach to establish baseline metrics for key project indicators, serving as benchmarks for evaluating the SWRB project's impact at the baseline. This pre-post cross-sectional research design, without a control site or reference group, will ensure the baseline data closely approximates the counterfactual, allowing for measurement of the changes brought about by the project.

a. Sampling Framework

The sample will be drawn from two city Corporation to ensure representation across the intervention area.

Determining Sample Size

- To determine the sample size, the following parameters should be used:
- Confidence Level: 95%
- Confidence Interval (Margin of Error): $\pm 10\%$
- Population Size: 300

Using these parameters, a statistically significant sample size will be calculated to ensure that the study results are reliable and accurately represent the target population. To maintain the integrity of the stratified sampling method, the sample should be distributed proportionally among this area.

b. Data Collection Tools

Data collection will be conducted using digital tools developed on mobile data collection platforms such as Kobo/ Open Data Kit (ODK). The following tools will be used:

Data for the baseline study will be collected using digital tools developed on mobile data collection platforms such as Kobo Toolbox or Open Data Kit (ODK). These platforms will enable efficient and accurate data collection and reduce data entry errors. The following tools should be used:

Household Survey Questionnaire: A structured questionnaire designed to collect quantitative data on

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

household income, food production, livelihood practices. Questions will be standardized and adapted from globally recognized measures.

Key Informant Interviews (KIIs): Semi-structured interview will be developed to gather qualitative insights from key community stakeholders, such as local leaders, government officials, private sector, and representatives of community-based organizations.

Focus Group Discussions (FGDs): FGD will be prepared to facilitate discussions with various community groups including women, and other vulnerable groups. These discussions will provide in-depth information on community resilience, institutional capacity and adaptive practices.

These tools will be pre-tested to ensure clarity and effectiveness and adjusted as needed before full-scale data collection begins.

c. Quality Control Procedures

To ensure the quality of the data collected, the following quality control measures must be implemented:

- **Training of Field Staff:** Data collectors will undergo rigorous training on the study objectives, tool usage, and data collection procedures. Role plays, mock interviews, and pilot testing of tools will be conducted to ensure accuracy.

(Conduct pre-testing or pilot testing with the data collection tools to identify any barrier before implementation in the field)

- **Field Supervision:** Supervisors will monitor data collection teams, with at least 5% of participatory observations conducted per tool to verify data quality. Additionally, 5% of the collected data will be validated and triangulated through a participatory process.
- **Data Collection Quality Checks:** Electronic data collection will include pre-programmed skip patterns and logic checks to minimize data entry errors.
- **Data Management:** All data collected via Kobo/ODK will be uploaded to a secure, web-based platform to enhance the efficiency of data collection and analysis. Data cleaning, verification, and consistency checks will be performed, and clear logs will be maintained to ensure transparency in the data management process.
- All data collected from the field will be entered and stored organizational system and data will be accessed from the database for further analysis and reporting based on the data protection policy.

Preparatory Phase

- **Develop the Study Protocol:** Adapt and finalize the study protocol based on feedback and ensure all data collection tools are customized for the context of this study.
- **Update the Implementation Timeline:** Establish a detailed timeline for all activities, from data collection to report writing, ensuring alignment with project goals.
- **Seek Authorizations:** Obtain necessary approvals from administrative authorities for data collection.
- **Submit to PARITTRAN:** Submit the study protocol for review and approval by the PARITTRAN to uphold ethical standards.
- **Identify, Recruit, and Train Investigators and Supervisors:** Engage experienced individuals for data collection and provide them with adequate training.
- **Develop Training Tools:** Create training materials, including PowerPoint presentations and role-play scenarios, to prepare the field team for data collection activities.

Collection Phase

- **Training of Interviewers and Supervisors:** Train interviewers and supervisors in both quantitative data collection, ensuring consistency and quality.
- **Field Test:** Conduct pilot testing of the tools in a field setting to identify any issues before the actual survey begins. (incorporate the field findings if requires or realistic)
- **Organize the Field Survey:** Plan and implement the field survey by coordinating logistics, selecting sample

Commented [W3]: Related with the issue ?

Commented [W4]: Farmers ? and need to do specified about the other vulnerable groups

Commented [W5]: Pre-test could be conducted with the audiences in the field level to identify the barrier, unrealistic and offensive and so forth

Commented [W6]: Could be considered

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

locations, and mobilizing resources.

- **Data Collection Platform:** Use online data collection platforms such as the KOBO platform for digital data collection and real-time monitoring.
- **Deploy Teams:** Develop a plan for the deployment of enumerators, team leaders, and supervisors to different selected areas, ensuring the systematic collection of data.
- **Daily/weekly Monitoring:** Supervise daily data collection activities and monitor data quality to identify and address any issues in real time.

d. Data Analysis

Analysis and Report Writing Phase

- **Data Analysis:** Perform univariate and bivariate analyses with clustering adjustments using STATA or SPSS. Summarize the data using descriptive statistics such as proportions, confidence intervals, means, and standard deviations.
- **Draft Report Development:** Create a first draft report based on the analyzed data, including relevant tables, charts, and interpretations.
- **Initial Data Restitution:** Present the initial findings to the project committee for feedback and further discussion.

Finalization Phase

- **Integrate Feedback:** Incorporate feedback and recommendations provided by the project committee and stakeholders to enhance the quality and accuracy of the report.
- **Finalize the Report:** Produce the final report and share it with stakeholders, including detailed findings, conclusions, and recommendations.
- **PowerPoint Presentation:** Prepare a PowerPoint presentation summarizing the key findings of the study for dissemination to relevant stakeholders.
- **Database and Do Files Sharing:** Share the final cleaned dataset along with ".do" files used for analysis, ensuring transparency and reproducibility of the findings.
- **Organize validation Workshop:** Facilitate a workshop to validate the study findings involving key stakeholders and develop an action plan to ensure alignment and buy-in for future program interventions.

The entire process will ensure that the baseline data collected is thoroughly analyzed, accurately reported and effectively used to guide future project activities and interventions.

Major Responsibilities of the Firm

The selected consulting firm will be responsible for conducting a comprehensive baseline study for the "SWRB" project. The specific responsibilities are outlined below:

1. **Study Preparation and Protocol Development:** The firm will develop and adapt the research protocol to align with the local context, ensuring it is validated by relevant Sanitations worker. Data collection tools, including household surveys, health facility assessments, will be developed and pilot-tested to ensure suitability in the local context. A pilot test will be conducted with a sample of 15-20 interviews to validate the tools and gather feedback for refinement.
2. **Approvals and Compliance:** The Principal Investigator (PI) will be responsible for submitting the study protocol to the National Ethics Committee (IRB) for approval. The consulting firm will assist in obtaining any additional necessary administrative approvals and ensure continuous compliance with ethics committee guidelines and protocols throughout the study.
3. **Recruitment and Training:** The firm will recruit and train qualified data collectors, supervisors, and enumerators. Comprehensive training sessions will be conducted, including the development of training

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

materials such as questionnaires and interview guides to ensure quality data collection.

4. **Field Data Collection:** The firm will manage the survey process across selected regions, organizing and deploying data collection teams. Surveys will be systematically conducted using digital tools (e.g., ONA, Survey CTO, Kobo Collect) for real-time monitoring and data quality assurance. The firm will ensure informed consent is obtained from all participants, complying with ethical standards.
5. **Quality Assurance:** Quality control will be implemented throughout the data collection process, including daily monitoring and verification of field data. Data accuracy will be ensured through participatory observation and validation checks.
6. **Data Analysis and Reporting:** The firm will conduct quantitative data analysis using statistical software (e.g., STATA or SPSS). A draft report with key findings and recommendations will be developed and presented for validation. The final dataset will be cleaned and shared with relevant stakeholders.
7. **Final Reporting and Dissemination:** Feedback will be incorporated into the final report. The firm will prepare a presentation of key findings and share the cleaned dataset, ensuring the results are disseminated effectively to guide future action plans.
8. **Communication and Coordination:** The firm will maintain regular communication with the project team and stakeholders, providing updates on the progress of data collection, analysis, and reporting.
9. **Logistical Support:** The firm will arrange logistics, including transportation and accommodation, for field visits, ensuring smooth coordination of all data collection activities.
10. **Deliverables:** The firm will deliver the training materials, finalized datasets, draft and final baseline reports, training report, pilot test report and data, a PowerPoint presentation summarizing key findings, and documentation of ethical approvals and informed consent forms.

The firm will ensure that all responsibilities are conducted with high standards of professionalism and in compliance with ethical guidelines, providing the SWRB program with a reliable and valid baseline assessment to support future program planning and evaluation.

The consulting firm must obtain approval from PARITTRAN for all key documents and processes outlined above.

Major Responsibilities of PARITTRAN

PARITTRAN will provide the consultant/firm with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

- a) Provide project documents and approved work plan
- b) Support to finalize the methodology
- c) Lead the development of research questions, and develop tools and questionnaires.
- d) Supervise data collection, cleaning, and data transcription
- e) Review and approve the data analysis plan
- f) Supervise data collection and arrange a presentation on analyzed data
- g) Approve the table of contents and provide feedback on the draft report
- h) Approve the final report
- i) Disbursement of payment as per the agreed schedule in the contract
- j) (Parittran will arrange logistics, transportation and accommodation of monitors if Parittran staff visit the field). Could be ensured to the firm

Commented [W7]: Could be ensured if needed

Tentative Task Schedule

The consultant/firm is expected to start work on or around 10 March 2025. This assignment should be completed by 20 May 2025, which includes completing all the tasks in the assignment and submitting the deliverables as

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

detailed in Section. Based on unavoidable circumstances, the period for conducting the assignment might change. The consultant/firm is expected to be able to accommodate these changes without additional cost. A final detailed work schedule will be determined during the kick-off meeting.

Deliverables and Schedule of Payment

Parittran will fund the baseline survey by Account pay cheque. The financial proposal (format attached) should include expert and data enumerator's fees and expenses (including travel costs, accommodation & food expenses, etc.). **Payment will be made in three installments.** Therefore, the consulting firm should be able to receive payments through both channels. **The payment schedule is as follows:**

Deliverable	Tasks	Timeline for Completion	Installment Values
1st Deliverable	(a) Inception Report (all things)	1 st time	40%
	(a) Recruit enumerators, arrange training (b) Field start & share data (just raw version) (c) Training report (d) Pilot test field report (e) pilot test data	2 nd time	30%
	(a) Share analysis plan, clean data, codebook, syntax/do file (for variable label & value label) (b) field completion report (c) Draft report	3 rd time	
Final Deliverable	(a) Arrange validation workshop (b) Share the final report with recommendations, and clean final data (if any changes are made)	4 th the	30%

Note: Government VAT and tax regulation will be applied, and these costs must be included in the financial proposal.

The following terms and conditions will apply:

- The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank, and branch name are required for wire transfer);
- Government VAT and tax regulation will be applied and PARITTRAN Bangladesh will deduct all relevant VAT and Tax at source as per GoB rule;
- VAT Registration Certificate, TIN, and Trade License must be submitted before the agreement is signed;
- In case of failure to deliver the final product in due time, PARITTRAN Bangladesh will deduct .1% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;
- The selected consultant/firm will abide by other terms and conditions of PARITTRAN Bangladesh.

Content of the baseline study report:

Cover page

Table of Contents

1. Executive Summary
2. Introduction
 - (Background information about of the project)

Commented [W8]: Could be included if necessary

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

- Purpose of the Baseline Study
- Objectives
- Scope and Limitations
- 3. Methodology
 - Study Design
 - Data Collection Tools
 - Sampling Methods
 - Analysis Techniques
- 4. Findings
 - Socio-Economic Context
 - Sector-Specific Data (e.g., Health, Education, Agriculture, etc.)
 - Key Indicators
- 5. Conclusions
 - Key Insights
 - Identified Gaps
- 6. Recommendations
- 7. References
- 8. Appendices
 - Data Tables
 - Survey Instruments
 - Additional Maps/Graphs

Ethics and Proprietary Rights

In accordance with the PARITTRAN Global Gender Equality and Social Inclusion Policy, evaluations should ‘do no harm’ to research participants and the dignity of the participants should be prioritized. Minimum standards include:

1. Providing respondents with a verbal informed consent process, to ensure they are aware of and understand the purpose of the data collection, benefits and risks of participation, what will be done with their data, that their participation is completely voluntary, that they can withdraw from the research at any point over the course of the project, and any other information they need about the data collection process to make an informed decision about participation.
2. The consulting firm must have at least **5 years of experience** in conducting nationwide surveys, with a proven track record of delivering high-quality and reliable data for large-scale assessments.
3. Avoid any deception or exaggeration about the aims and objectives of the research.
4. Participants in the research should be selected and included in research equitably with no individual, community or systematically excluded group left out of the sample without valid reason.
5. Respondents’ Identifying information such as name, address, etc., must be codified to protect their identity, and strict confidentiality amongst research staff must be maintained.
6. Data instruments and interactions with respondents and study participants should be free of offensive, discriminatory, or other unacceptable language.
7. Data collected and stored will be in adherence to all local and national data protection regulations and laws.
8. Data collection staff must be properly trained to respect the dignity of participants and to provide support in the case that any research activities cause unanticipated harm.

PARITTRAN reserves the right to review processes on all above-noted items at any point during the agreement to ensure that all do-no-harm principles are being appropriately adhered to. PARITTRAN may request supporting documentation for any items including training materials, data instruments, and informed consent

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

materials. Any document, information, or data entrusted to or produced by PARITTRAN in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of PARITTRAN. This provision shall remain valid even after the completion of this assignment. PARITTRAN reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm.

Principles and values:

A) PSHEA (Protection of Sexual Harassment & Exploitation Abuse)

Dignity and Respect: All project activities must ensure the dignity and respect of the community members, with special attention to gender-sensitive approaches.

Protection and Safety: Measures should be implemented to prevent sexual exploitation and abuse, ensuring that no project participant is at risk of harm from project personnel or activities.

Accountability: Clear mechanisms for reporting and responding to any concerns of sexual exploitation or abuse must be established and communicated to all stakeholders.

Confidentiality: Protect the identity and privacy of survivors, ensuring that their safety and well-being are prioritized.

Transparency: Inform the community about PSEA policies, reporting channels, and the commitment of project staff to uphold high ethical standards.

Baseline Survey Consideration: Incorporate questions to assess the awareness and understanding of PSEA mechanisms within the community and identify any pre-existing vulnerabilities.

B) Do-No-Harm

Prevention of Harm: Ensure that all project activities are designed and implemented in a way that avoids causing unintended negative impacts on the community, including physical, social, or environmental harm.

Context Sensitivity: Understand the local context, power dynamics, and cultural norms to mitigate risks and protect the well-being of community members.

Inclusive Participation: Engage with diverse groups, including marginalized and vulnerable populations, to understand their perspectives and prevent further marginalization or discrimination.

Monitoring and Mitigation: Continuously monitor for potential risks and take corrective actions to prevent or minimize harm.

Baseline Survey Consideration: Use the survey to collect data on existing risks or sources of harm in the community, ensuring the information helps tailor the project to avoid exacerbating those risks.

C) Safeguarding

Best Interests of the Child: Always prioritize the safety, welfare, and well-being of children in all project activities and decision-making processes.

Child Protection: Implement measures to ensure that children are safe from abuse, exploitation, and neglect, and establish reporting mechanisms for any concerns.

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

Zero Tolerance: Adopt a zero-tolerance policy towards any form of abuse or exploitation of children, ensuring all staff and partners are trained and compliant with safeguarding standards.

Empowerment and Participation: Respect children’s voices and perspectives, ensuring that their opinions are considered while upholding their right to be protected.

Baseline Survey Consideration: Include child-friendly, safe, and ethical methods for gathering information from children. Assess the level of child protection awareness and the prevalence of risks or threats to children in the community.

D) Core Humanitarian Principles

Humanity: Ensure that project activities are designed to alleviate human suffering and protect life and health, with respect for the dignity of individuals.

Impartiality: Deliver assistance based on need, without discrimination based on nationality, race, gender, religious belief, class, or political opinions.

Neutrality: Avoid taking sides in hostilities or engaging in controversies of a political, racial, religious, or ideological nature.

Independence: Maintain the autonomy of humanitarian actions from political, economic, or military objectives.

Baseline Survey Consideration: Collect unbiased data that respects and upholds these principles, ensuring that the survey design and implementation do not favor or disadvantage any group. Ensure questions are framed to understand the needs of all segments of the population without discrimination.

Project goal, outcomes, and indicators to be assessed

Level	Objectives	Indicators
Impact	Title-Sanitation Rights Workers in Bangladesh SWRB project.	<ul style="list-style-type: none"> % of community people have increased social connections % of community people have increased access to a variety of economic activities % of community educational status for community % of communities have uplifted their positions in the social rank/ Dignity % increase of communities who adopted coping mechanism for the job market % of communities have increased savings and assets. % of reduced unsafe the residential purpose % of noncompliance with national and international labor standards established by the ILO. % of Impacts on the health and safety of communities associated with transportation, storage, use, or disposal of toxic or hazardous materials.
Outcome-01	Enhanced capacity of the sanitation workers to mobilize and raise voice for their health and occupation safety, labor rights as well as dignity	<ul style="list-style-type: none"> % of households have increased income % of HHs have at least 1 alternative source of income over the principal income-earning source % of job categories (Outsourcings, Gov,& private) % of Conduct capacity development training for sanitation workers on rights, dignity, occupational safety, labor rights and so on.

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

		<p>% of Organize capacity development training on lobby and advocacy to the sanitation workers.</p> <p>% of Organize awareness raising campaign through human chain, day observation and so on.</p>
Outcome-02	Improving institutional capacity to challenge the social and natural shocks and stress.	<p>% of community-based organizations have been operationalizing in favoring the community with specific social agenda</p> <p>% of SHGs formed and functioning with savings and loan activities</p> <p>% of Capacity development training of cooperative members on managerial, operational and financial.</p> <p>% of SHG members have developed skills</p> <p>% of Linkage establishment meeting insurance, Bank and other like-minded institutions.</p> <p>% of Organize exposure visit to a better city corporation to influence the sanitation workers and relevant stakeholders.</p>
Outcome-03	Strengthened capacity of sanitation worker to influence the relevant agencies to develop operational guidelines to mitigate occupational risks of sanitation work, including national and local level standard operating procedures.	<p>% of community people have permanent job</p> <p>% of community people have out sourcing job</p> <p>% of communities have Nonpermanent / private job</p> <p>% of Elimination of role and leadership of different local actors in building the development of their communities.</p> <p>% of sites, structures, and objects of historical, cultural, artistic or religious value.</p>

Guidelines for Submission of the Proposal

These guidelines shall ensure uniformity of proposals submitted by all applicants and transparency of the evaluation process.

a) Eligibility Criteria

Eligible applicants are research organizations with an appropriate setup (fully equipped with physical facilities and competent team members) to conduct this task. The applicant must meet the following criteria.

- The consultancy firm must have 5 years of experience in undertaking impact evaluations of bi-lateral and multilateral organizations with report submission as proof
- Demonstrated experience with market system research/study/survey/impact assessment; experience with Livelihood assessment and Work for the Poor (M4P) approach will get preference
- Proven experience in conducting project progress tracking studies on market-based interventions in a rural setting

The firm or consultants engaged for this assignment must possess the following qualifications and experience:

1. Research Design and Protocol Development:

- Expertise in designing and implementing quantitative and mixed-methods research, including experience in developing study protocols and data collection tools.
- Familiarity with cross-sectional survey designs, sampling methodologies, and data analysis techniques relevant to food security and nutrition assessments.

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

2. **Experience in Fieldwork and Data Collection:**
 - Extensive experience in planning and executing data collection in diverse and challenging environments, including the ability to train and manage data collection teams.
 - Previous experience working in the selected regions, with a strong understanding of local contexts, challenges, and cultural considerations.
 - Ability to use digital data collection platforms (e.g., Survey CTO, Open Data Kit (ODK)) for real-time data collection, monitoring, and quality assurance.
3. **Data Management and Analysis:**
 - Proficiency in using statistical software such as STATA, R, or equivalent tools for data cleaning, management, and analysis.
 - Proven experience in survey data management and analysis, including database management, data analysis, and production of quality reports.
4. **Sanitation Workers Compliance:**
 - Demonstrated experience in obtaining ethical approvals and managing research protocols in compliance with national and international research ethics guidelines.
 - Familiarity with informed consent processes and safeguarding the rights, privacy, and well-being of study participants.
5. **Reporting and Documentation Skills:**
 - Proven experience in writing comprehensive research and investigation reports, including baseline and end line assessments, with clear findings, recommendations, and action points.
 - Ability to prepare well-documented reports and to present study findings to a wide range of stakeholders, including government officials, partners, and donors.
6. **Relevant Education and Professional Background:**
 - Team members must possess advanced degrees in relevant fields such as public DRR, health, nutrition, social sciences, or similar disciplines.
 - A minimum of 5-7 years of relevant professional experience, with a focus on Monitoring, Evaluation, Research, and Learning (MERL) in health and nutrition.
7. **Language Proficiency:**
 - Fluency in English is essential for reporting and documentation.
8. **Experience with Stakeholder Engagement:**
 - Ability to effectively coordinate with government bodies, local authorities, and community stakeholders to facilitate the study.
 - Experience in organizing and conducting training, workshops, and dissemination meetings with different levels of stakeholders.
9. **Flexibility and Interpersonal Skills:**
 - Ability to work independently and in a team environment with excellent interpersonal skills.
 - Flexibility to work in the field, travel to survey areas, and adapt to local conditions and challenges.
10. **Computer and Digital Literacy:**
 - Mastery of essential computer tools including word processing, database management, and internet proficiency.
 - Ability to utilize digital solutions for data collection and management efficiently.

The selected firm or consultants must Proveance of their experience and expertise, including samples of similar projects conducted, references, and a detailed resume of the team members who will be engaged in the assignment. They must also be available during the specified project period to ensure successful implementation and delivery of expected outputs.

Commented [W9]: Could be check with this proposed issues

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

b) Technical Queries and Pre-bid meeting

Virtual Meeting (optional) on ToR for Baseline Study (interested firms are requested to send their interest by 25/02/2025 to parittran@yahoo.com milandas@parittran.org A virtual meeting will be held on 27/02/2025 (3 pm to 4 pm). MS Team will be provided only to interested firms through the email address from which the request has been submitted.

c) Bid Submission & Evaluation Criteria

The consultant will be evaluated based on the following criteria. The key factors stated below will be taken into conservation during the evaluation process-

- Previous work experience
- Methodological/technical aspects of carrying out the study
- Financial aspects (consultant fees, breakdown of activity costs, etc)

The language of the proposal should be English. The proposal must be submitted in PDF format, a maximum of 8 pages (not sheets) excluding the Cover Page, Abbreviations, Glossary, Table of Contents, Additional Documents, and Annexes. Page size A4;

S.N.	Content of the Proposal	Maximum possible points	Suggested number of pages
The main part of the proposal			
1	Background/organizational profile of the applicant	-	0.5
2	Track record of earlier similar studies (the title of the study and a few lines to the nature of the study, the date of the study was conducted, the name of the client). Recommendations resulting from such work may be included in the Annex.	10	1
3	Team composition and abbreviated CVs of core members of the study team	10	1
4	Description of understanding of the task at hand	20	1
5	Proposed methodology to undertake the study to fulfill the objective	30	2.5
6	Timeline/milestones to conduct the assessment in a Gantt Chart	10	1
7	The budget must be structured as follows: a) Personnel days with professional fees for each staff assigned b) Support services (materials, communications, etc.) c) Travel, Accommodation d) including VAT and TAX as per Government rules	20	1
Total score for the proposal		100	
Additional Documents			
8	If applicable, please also include: ○ Organization and consultant profile (including CV) ○ BIN (Business PARITTRAN identification Number)	--	As required

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

	Certificate ○ TIN (Taxpayer PARITTRAN identification Number) Certificate ○ Tax return certificate ○ Trade license ○ Bank account information ○ Technical and financial proposal		
Annex			
9	Annexes may be included for further clarification. However, for evaluation, only the main part of the proposal will be taken.	--	As desired

Interested firms are requested to submit their Technical and Financial Proposals to milandas@parittran.org . Please write “**SWRB baseline Study Consultancy**” in the subject line. The proposals should be submitted by **22 February, 2025**. We only consider electronic submissions. The technical discussion will be organized for those who expressed their interest through mail.

Annex-1

Quality standards

Brief Responses Only:	
1. Behaviors	How are staff made familiar with the organization's values, the types of unacceptable conduct (E.g. exploitation and abuse of children and vulnerable adults, fraud, bribery), and their disciplinary procedures? How will the communities be made aware of what constitutes unacceptable staff behavior?
2. Impartiality & Targeting	How are beneficiaries selected? How will communities be involved in beneficiary selection? Describe how this is based on need and on the most vulnerable people being reached.
3. Accountability	How are community groups participating in the planning of the project? Are staff openly sharing information about the project's aims and ensuring people can give feedback about its delivery? How will the communities be involved in the feedback mechanisms' design?
4. Gender	How is the project being designed to take into account different roles and vulnerabilities of men and women and to prevent an increase in the vulnerability of women? How is the project being designed to promote inclusiveness of both men and women, and enhancing the safety of women and girls?

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

Brief Responses Only:	
5. Empowerment	How is the project being designed to engage all vulnerable groups, build their capacities and, at the very least, prevent their dependency on the support you are aiming to provide?
6. Resilience	How is the project being designed to build up community capacity and address long-term vulnerability to disasters? How will the project ensure that it is not contributing to environmental degradation?
7. Protection	How is the project being designed to ensure safety, security and dignity of the communities and avoid unintended risks, including heightening tension or making people more vulnerable to physical harm?
8. Technical Quality	How is the project design ensuring that the assistance provided is in line with communities' preferences? How is the project design ensuring its outputs will be of a good technical standard and culturally appropriate?

Annex 2: FAQ-Baseline Study

SI.No	Question	Answer
1	What is the SWRB Project	The sanitation Rights workers in Bangladesh project.
2	What is the purpose of this baseline study?	It will establish benchmarks against which the impact of the SWRB project can be measured and guide future interventions by identifying gaps in labor rights.
3	What is the timeline for submitting proposals?	The final proposals (technical and financial, along with the firm's profile) must be submitted milandas@parittran.org. by January 22, 2025. Proposals should be submitted in PDF format.
4	What geographic areas will the study cover?	The study will focus on several regions across Bangladesh, specifically in the Dhaka District. It will cover a total of two City corporation.
5	Who can apply for this assignment?	Eligible applicants are consulting firms with at least 5 years of experience conducting large-scale impact evaluations. Applicants must demonstrate expertise in nutrition and health systems, research design, and data analysis. Firms must also have experience in Bangladesh or similar contexts.
6	Can a firm with less than 10 years of experience apply if the proposed team has more than 10 years of experience?	The consultancy firm itself must have at least 5 years of experience as per the requirements stated in the TOR, regardless of the experience of individual team members.

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

7	What are the key evaluation criteria for selecting a consultant?	Consultants will be evaluated based on their previous work experience, the methodological and technical aspects of carrying out the study, and financial considerations such as consultant fees and activity costs. The proposal should be a maximum of 8 pages to 12 pages , excluding cover pages, abbreviations, and annexes.
8	How should queries be addressed during the proposal development phase?	Queries can be sent via email to milandas@parittran.org. It is recommended to send queries as early as possible, ideally before the proposal submission deadline, to ensure timely responses.
09	What are the major responsibilities of the selected consulting firm?	The firm will be responsible for study preparation and protocol development, field data collection, quality assurance, data analysis, and report writing. They will also facilitate dissemination workshops and maintain regular communication with stakeholders throughout the study.
10	What are the deliverables expected from the consulting firm?	<p>The deliverables include:</p> <ul style="list-style-type: none"> • An inception report • Clean dataset • Draft and final baseline reports • A PowerPoint presentation summarizing key findings • Training materials <p>Payment will be made in four installments based on specific deliverables.</p>
11	What quality control measures will be in place during data collection?	Quality control will involve training of field staff, supervision during data collection, and electronic data quality checks. Data collectors will undergo rigorous training, and supervisors will monitor data collection teams to ensure data accuracy.
12	How will the payment be structured for this assignment?	Payment will be made in four installments based on the completion of key deliverables. Payments will be made through account payee cheque or wire transfer, and VAT and tax regulations of the Government of Bangladesh will be applied.
13	What ethical considerations are involved in this study?	The study will adhere to ethical guidelines, ensuring respondents' dignity and rights are respected. This includes obtaining informed consent, safeguarding privacy, and ensuring no harm is done to participants. The consulting firm must also comply with local and national data protection regulations. The consultant team needs to complete the Human Subjects Research Training from PARITTRAN.
14	Is there flexibility in the timeline for completing the assignment?	The timeline may change due to unavoidable circumstances, and the selected firm must accommodate these changes without incurring additional cost.
15	How many city corporation will the study cover?	Two city corporation including choice able area Consultation with SW.
16	Who are the stakeholders involved in the SWRB project?	The stakeholders include local government authorities, health facilities, and small holder Sanitation workers. The project also involves community health workers and other local partners to ensure comprehensive and inclusive program implementation.

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

- 17 **Should qualitative data be collected Two city corporation?** The awarded firm has to collect some qualitative data on peace, tolerance, freedom of faith, joy, hope, family care, love, government collaborations, social safety, policy awareness and caring for others etc. as part of this baseline study

Annex 3 – Action Plan Template

Survey ACTION PLAN								
Organization Name:								
Project Name:								
Date of Survey Action Plan:								
Recommendation on Observation	Source	Team judgment	Action Required	Action Owner	Due By	Review Date	Progress	Comments
State what the recommendation or observation is	Of the recommendation EG Mid-Term Review	Select Judgment. Give explanation if not agreed in comments column	State what needs to be done to address the recommendation	Who is responsible for making it happen	When the action should be completed by	When the status of the action was last reviewed	Select appropriate status	
		Agreed / Not Agreed / Amended					Not yet started / Underway / Completed	

Annex 4 – Dissemination plan

Stakeholder/audience	Outputs (reports, presentations, infographics?)	Will they need the outputs translated? If so, indicate language(s)	What will they use the findings for?
Internal stakeholders or audiences (groups within Tearfund who have interest in the evaluation findings)			
Community people	Survey finding		

Baseline Study ToR for Sanitation Workers Rights in Bangladesh- SWRB Project

(Community Groups-Self Help Group, Ward Disaster Management Committee, Faith & Community Leaders, Gender Based Violence committee, Referral linkage & church & community Transformation group, etc.)			
Local Govt.	Survey finding	Internal	Sharing the findings
World concern Head office	Report	Internal	Sharing the findings
World concern Head office	Report	Internal	Sharing the findings
World concern Global office	Report	Internal	Sharing the findings
External Stakeholders (those outside the organisation who have an interest in the evaluation findings)			
Donor	Report	External	Sharing the findings