

Terms of Reference (TORs)
Baseline Study - Prevention of Child Marriage
Islamic Relief (IR)

Assignment Title	Baseline Study - Prevention of Child Marriage
Type of Study	External Firm / Consultant
Estimated working days for Firm / Consultant	45 days
Supervisor	<ul style="list-style-type: none"> • Area Program Managers (Sindh, Baluchistan , Punjab & KP) • Sr. MEAL Manager, M&E Specialist & Area MEAL Coordinators
Location (Field areas)	District Quetta (Balochistan), District Sajawal (Sindh), District Rawalpindi (Punjab), District Swat (KPK)
Country	Pakistan

1. Introduction

Islamic Relief is a UK based International Non-Governmental Organization (INGO) providing Humanitarian Aid during emergencies and working for sustainable development of the world's poorest people. In Pakistan, Islamic Relief doing its operations since 1992 and is currently working through its offices in Azad Jammu & Kashmir, Khyber Pakhtunkhwa, Balochistan, Sindh & Punjab provinces.

Islamic Relief Pakistan (IRP) aims to protect children against violence, abuse, exploitation and neglect in all the context especially during emergencies. In the humanitarian context, IRP is guided by its core values, and Core Humanitarian Standards (CHS), policies of Child Protection, Safeguarding and Protection from Sexual, Exploitation, and Abuse & Harassment (PSEAH). Child marriage is a significant issue in Pakistan, with a high prevalence rate, particularly in rural areas and among marginalized communities.

According to UNICEF, Pakistan has one of the highest rates of child marriage in the world. Approximately 21% of girls in Pakistan are married before the age of 18, and 3% are married before the age of 15. Boys are also affected by child marriage, but to a lesser extent. Furthermore studies shows that Child marriage rates vary across regions in Pakistan. The practice is more prevalent in rural areas compared to urban areas, and rates tend to be higher in provinces such as Sindh and Balochistan. In close coordination and collaboration with the government, faith leaders and other stakeholders, IRP will respond to child marriage issues by implementing Channel of Hope (CoH) Strategy and methodology with Islamic faith perspective in the target areas.

Islamic Relief Pakistan proposes to raise awareness among communities to mitigate the negative effects of child marriages and its impact over wellbeing of the children in ten districts of four provinces, including AJK. Meaningful nexus of faith perspective and protection standards, together with strong consideration of Do No Harm will be the core of IRP proposed strategy to protect children to protect them from sexual, physical and mental exploitation. Leveraging on Islamic Relief established repute with local communities and faith leaders, the project will be implemented, considering the principles of Islamic shariah, IR Islamic declaration on child protection and role of faith leaders to tackle the challenges around child marriages in Pakistan. The project aims to achieve the goal "Children adolescents, are better protected from child marriage".

More specifically, the project results:

Output 1: Establish/strengthening interfaith National/provincial forums to prevent Child Marriage
Output 2: Community engagement on the prevention of child marriage

Objectives:

- 1. Baseline Assessment and Understanding of the Current Situation:**
 - To gain a clear understanding of the current situation and conditions regarding child marriage, including current statistics and cultural context across the four provinces in the project intervention areas.
 - To provide a comprehensive understanding of the baseline context to inform the design, planning, and implementation of project activities.
 - To contribute to evidence-based decision-making and learning throughout the project lifecycle by conducting baseline assessments and understanding the current situation.
- 2. Baseline Data Collection and Monitoring Framework:**
 - To collect baseline data on relevant indicators, variables, and factors related to child marriage that will serve as benchmarks for assessing the project's progress and impact over time.
 - To facilitate the monitoring and evaluation of the project by providing a reference point for comparison with data collected during and after project implementation.
 - To establish a foundation for measuring the effectiveness, efficiency, and sustainability of the project interventions over the course of its implementation through baseline data collection and monitoring.
- 3. Stakeholder Engagement and Partnership Building:**
 - To identify existing challenges, gaps, and needs within the target communities or populations that the project aims to address.
 - To determine the baseline levels of knowledge, attitudes, behaviors, or other relevant factors related to the project's objectives.
 - To engage stakeholders and build partnerships by sharing baseline findings and soliciting input for project planning and implementation.
 - To ensure transparency and accountability by documenting the starting point of the project and its intended impact areas, thereby fostering stakeholder engagement and building partnerships.

These three broad objectives encompass the goals of gaining a comprehensive understanding of the current situation, establishing baseline data collection and monitoring frameworks, and engaging stakeholders for effective project planning and implementation.

"In addition to the baseline data collection activities outlined in the TORs, a mapping activity will be conducted to identify existing resources, services, and stakeholders related to child marriage prevention within the project area. This mapping activity will involve:

1. Identifying key stakeholders, including local government agencies, non-governmental organizations (NGOs), community leaders, religious leaders, healthcare providers, educators, and other relevant entities.
2. Mapping existing services and interventions aimed at preventing child marriage, such as educational programs, health services, legal support, and community outreach initiatives.
3. Assessing the coverage and accessibility of these services within the target communities.
4. Analyzing gaps and overlaps in services and identifying areas for collaboration and coordination among stakeholders.

- Documenting best practices and lessons learned from existing interventions for informing the design and implementation of the project's activities.

The findings from this mapping activity will complement the baseline data collected and provide valuable insights into the existing landscape of child marriage prevention efforts in the project area. This information will help tailor our interventions effectively and leverage existing resources and partnerships to achieve project objectives."

2. Study Methodology:

The baseline is intended for project team, community people and stakeholders (government, non-government, etc.) as well as children and their families to understand the current situation and gaps for improving the lives of children and their families.

The groups and individuals/baseline target audience in the baseline survey:

Baseline Target Audience / Partner	Main Roles in the Project
Children and Families in Target districts	<ul style="list-style-type: none"> - Capacity Building - Awareness Raising - Trainings - Support Cultural friendly and acceptable IEC Material Development & Dissemination.
Authority for Children and Family Development like think tanks , policy makers, faith leaders, government officials, like minded civil society organization/forums at all levels	<ul style="list-style-type: none"> - Capacity Building - Awareness Raising - Trainings - Support Cultural friendly and acceptable IEC Material Development & Dissemination.

The baseline study will employ **both quantitative and qualitative techniques** in generating the necessary data and information on the status of the target population. Quantitative data/information will collect at the HHs (household) levels through a face-to-face interview with the use of a structured questionnaire. Qualitative information on the hand will collect through Focus Group Discussions, Key Informant interviews, Observations through field visits.

Items	Description
Target Area	<p>Project Union Councils will select two target UCs from each district (but In case of District Sujawal (Sindh) Target UC s will three) and additional UCs for baseline activities, control and intervention group analysis will also part of sample and methodology of the study</p> <ul style="list-style-type: none"> • HHs interviews • FGD (with men & women)

	<ul style="list-style-type: none"> • KII with think tanks , policy makers , faith leaders, government officials, like minded civil society organization/forums at all levels
--	---

Detail of Responsibilities of IRP and the Consultant

Responsibilities of Consultant/Firm

- Visit to the area to understand the context (and accessibility/inaccessibility of villages before working on the survey design)
- Determine the quantitative sampling frame;
- Draft survey tools i.e.
Develop HH questionnaires
Develop tools for Focus groups discussion
Develop tools for stakeholder analysis/ actor mapping
Develop guidelines for meeting with line departments/ stakeholders
- Develop and share tabulation plan after finalizing the tools
- Share brief profiles of the enumerators selected for the survey and arrange an introductory meeting with the whole survey team
- Data collection at the field level
- Data entry, clearing, analysis and interpretation
- Present top line findings to IRP staff
- Present first draft of the main findings in a draft report for comments and feedback. Make necessary adjustments for final report;
- Incorporate comments and produce final document. The final document will be submitted in hard and soft copies. Hard copies of final reports to come after approval of the report in soft.
- Present key findings and recommendations to Senior Management Team and possibly to potential donors.
- Submit hard copies as well as soft copies of all final data.
- Maintain pictorial record

Responsibilities of IRP:

- Provide relevant secondary documents (proposals, assessment reports, beneficiary list, Village Matrix etc.)
- Provide Inputs in methodology, tools and report
- Review and give feedback on tools and draft report in a timely manner

3. Main Deliverables

- ***Inception Report***
The inception report will clearly articulate agreed scope and plans for the survey, refining plans following induction. It will include the proposed methodologies, data collection and reporting plans with draft data collection tools as per methodology, clearly enunciated roles and responsibilities within the team, a timeframe with clear dates for deliverables, and the travel and

logistical arrangements' plan for the team. After review and approval by the IRP of data collection tools, methodology, and timeframe, the inception report will be finalized, and then data collection will commence.

- **Data of Baseline (Ownership)**

The data collected through different tools of the baseline study will be the exclusive ownership of Islamic Relief and it shall not be otherwise referred until the formal consent of IR is sought. The Data will be shared/delivered to IR once the data collection exercise gets concluded. The data is expected to qualify the fundamental credentials to be primary, valid, accurate and reliable. The data can be provided both in hard/soft form to IR.

- **1st Draft Report and Presentation**

The preliminary report will be submitted to the management of IR, who will assess the quality of the report providing inputs/feedback where pertinent. 1st draft report is expected to cover all the key requirements as per TORs. The draft report template shall be the part of Inception Report.

- **Final Draft**

Final draft is to be submitted within three days of feedback received from IR. The final draft shall also include as incumbent component," the Plan for Scalability and Expansion". This may also cover the plan entailing the opportunities for strategic partnerships for long term rehabilitation, recovery and reconstruction.

4. Ethical considerations

- The consultant/evaluators should take all reasonable steps to ensure that the survey is designed and conducted to respect and protect the rights of respondents and communities. The researcher will ensure that the data of Baseline is technically accurate and reliable. The baseline study is to be conducted in a transparent and impartial way which will contribute to organizational learning, accountability and continuous improvements.

- The baseline team should adhere to the baseline standards and practices which mainly include but not limited to;

Utility: Baseline must be useful and handy.

Feasibility: Baseline must be realistic and managed in a reasonably cost effective way.

Ethics & Legality: Baseline must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and interviewed during Baseline.

Impartiality & Independence: Baseline should be a comprehensive and unbiased assessment that takes into account the views of all relevant stakeholders.

Transparency: Baseline activities should reflect an attitude of openness and transparency.

Accuracy: Baseline should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be precisely determined.

Participation: Stakeholders should be consulted and meaningfully involved in the Baseline process when feasible and appropriate.

5. Competencies & Qualification:

The team members (Baseline shall have the following skills and experience:

- ✓ The consultant/core team should have at least Master degree or PhD in social and development studies

- ✓ Demonstrable experience (more than five years with relevant sector) of conducting baseline for early child marriage projects, advocacy and development programs.
- ✓ Good knowledge of strategic, tactical and operational management of advocacy and child right interventions and also the meticulous knowledge of context and dynamics of early child marriage in Pakistan. Familiarity with all Province's political and socio-economic situation will be appreciated.
- ✓ Ability to provide strategic recommendations to key stakeholders
- ✓ Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
- ✓ Language: Excellent communication skills in English and Urdu Languages
- ✓ Excellent computer software skills including ODK/Kobo Tool Box and MS-Office (Word, Excel, Access & PowerPoint)

Furthermore the consultant / firm will be evaluate

1. **Relevant Experience (Score out of 10):**
 - Demonstrated experience in conducting baseline studies or similar research projects related to child marriage, gender issues, or social development in Pakistan.
2. **Technical Expertise (Score out of 10):**
 - Proficiency in research methodologies, data collection techniques, and analysis tools relevant to baseline studies, including quantitative and qualitative approaches.
3. **Understanding of Context (Score out of 10):**
 - Deep understanding of the cultural, social, and legal context of child marriage in Pakistan, including familiarity with regional variations and challenges.
4. **Track Record (Score out of 10):**
 - Track record of delivering high-quality research outputs, including reports, publications, or recommendations, related to child marriage or similar topics.
5. **Proposed Methodology (Score out of 15):**
 - Clarity and feasibility of the proposed methodology for conducting the baseline study, including sampling strategy, data collection instruments, and ethical considerations.
6. **Capacity and Resources (Score out of 10):**
 - Availability of adequate human resources, including qualified researchers and field staff, as well as logistical support for conducting fieldwork in diverse settings across Pakistan.
7. **Budget Considerations (Score out of 15):**
 - Reasonableness and transparency of the proposed budget, including cost estimates for personnel, travel, data collection, analysis, and reporting.
8. **Collaborative Approach (Score out of 10):**
 - Willingness and ability to collaborate with project stakeholders, including government agencies, NGOs, community leaders, and project beneficiaries, to ensure their participation and buy-in.
9. **Timeline Adherence (Score out of 10):**
 - Commitment to adhering to the project timeline and delivering the baseline study report within the agreed-upon timeframe.

Timelines: * Advertisement till Hiring

Sr#	Activity / Deliverables	Timeline – 75 Days
1	Third Party firm / Consultant will hire as per policy*	30 days
2	Inception meeting / Presentation with IR	2 Days
3	Desk Review and Inception Report	5 Days
4	Implementation of Methodology – Field work	14 Days
5	Review and Analysis	8 Days
6	1 st Draft and Presentation to IR management.	8 Days
7	Final Draft and Hard Copy (Along with all Final data sets)	8 Days

Costs for the Baseline Study are anticipated as below, but payment schedule will be finalized according to IRP payment Policy. The final payment schedule will be shared by the Supply & Chain unit with the contract.

1. Draft Baseline Study Report

- 20% of total project budget to submit report to IRP for review and feedback (along with final dataset) completion

2. Final Baseline Study Report

- Remaining 80% of total project budget after finalization and approval of final report

Note: Payments will be made based on the satisfactory completion and acceptance of each deliverable by the project manager or relevant authority.

Terms & Conditions General

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

[Submission of Proposal \(Bid\) requirements](#)

Sealed Bids(Financial and Technical) addressed to “Supply Chain ” should be drop in quotation box placed at 2nd Floor, IRM Complex, Sunrise Avenue, Park Road, Near Comsats University, Islamabad on or before **May 07, 2024 @1700 HRS**

Validity of Bid

Bids shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter;

Queries:

If you have any query regarding the TORs, please write us on pcco@irp.org.pk; IRP.Procurement@irp.org.pk

Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.

Supplier Code of Conduct 1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation). The United Nations Global Compact's 10 principles as stated below:

Human Rights

[Principle 1:](#) Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2:](#) Make sure that they are not complicit in human rights abuses.

Labour

[Principle 3:](#) Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4:](#) The elimination of all forms of forced and compulsory labour;

[Principle 5:](#) The effective abolition of child labour; and

[Principle 6:](#) The elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7:](#) Businesses should support a precautionary approach to environmental challenges;

[Principle 8:](#) Undertake initiatives to promote greater environmental responsibility; and

[Principle 9:](#) Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10:](#) Businesses should work against corruption in all its forms, including extortion and bribery.