

Terms of Reference (ToR)

For

Consultant (Conducting an End-line Study/Survey)

Light House, Jahurul Nagor, Bogra-5800 represented by **Md. Harun-Or-Rashid**, Chief Executive, henceforth known as the FIRST PARTY on behalf of Light House and **the Consultant**, the full address, Bangladesh as the SECOND PARTY hereinafter contracted for “*Consultant (Conducting an End-line Study/Survey)*”.

1. Background:

Light House is a well-known national non-profitable development organization working for the development of rural and urban marginalized and high risk population since 1988. Light House is now implementing a total of 17 Projects under the following thematic areas:

- Health, Population and Nutrition Services;
- Protect and Promote Human Rights & Good Governance;
- Disaster and Climate Change; and
- Poverty Eradication through Livelihoods.

Under the thematic area “Protect and Promote Human Rights & Good Governance”, Light House has been implementing “Improved Justice and Legal Aid Services (IJLAS)” Project with the support from Maxwell Stamp PLC / UKAID since 2013. This project is being implemented in a total of 64 unions under 11 Upazilla of 7 districts (Sirajgonj, Pabna, Bogra, Naogoan, Rajshahi, Chapainawabgonj and Joypurhat district) in Rajshahi division for developing local level judiciary (Village Courts & Arbitration Council), community mediation, networking with legal aid service providers (Legal Aid Committees at union, upazila & district level), creating legal awareness and building capacity for the extreme poor including minority communities’ especially indigenous, *char-land* within excluded & deprived community people and finally empower people about their legal rights. The IJLAS project of Light House has been working together with the concern stakeholders in a friendly environment and equitable manner for the targeted beneficiaries to support clients/victims for ensuring access to justice smoothly.

2. Objective of End-line Study:

This project is being implemented since 2013 in Rajshahi division and it is going to phase out by March 2017. Light House now intends to evaluate the overall status of the project and try to see what results/outcomes have been achieved in the field. So, the objective

of this study is to analyze the status of the project and bring out the results/outcomes from the project area. It will be used as the future reference and help to take new initiatives that promote greater access of the poor to legal entitlements, better protection of human rights and appropriate modes of dispute resolution within the community. The study will track changes of Attitude, Practices and Justice Seeking Behavior of the people including ethnic minorities in the area.

3. Duration

It would be a maximum of 20 working days assignment for Consultancy within the period of 21st January 2017 to 10th February 2017.

4. Scope of Work:

In close consultation with Senior Management of the Organization & respective Project, the Consultants will conceptualize and develop a comprehensive “End-line Study” with the view of the following steps:

- Preparation of Questionnaires and share with Management.
- Visit the mentioned 11 upazila offices and field area of seven districts.
- Collect data/information through FGD & Interviews as per need.
- Preparation of draft report and share with Management.
- Submission of Final Report incorporating feedback.
- Report presentation in the Seminar.

5. Key Deliverables:

- Raw data/information collected from the field.
- Final Report of End-line Study/Survey.

6. Reporting:

The Consultants will report directly to the Chief Executive of Light House and will submit any required reports. Subsequently, they will also communicate with the Deputy Chief Executive & Respective Project Head.

7. Time Frame & Indicative Activity:

The assignment consists of 20 working days assignment *for Consultancy* within the period of 21st January 2017 to 28th February 2017. While the specific approach for implementing the above scope of works are open to proposal and ideas from the prospective institution conducting this work as per attached work plan/schedule.

Activity	Time
Documents Review, Guide Lines & Preparation of Field Questionnaires.	21/01/2017 to 23/01/2017
Discussion on Field Questionnaire and Finalization.	25/01/2017
Field visit and data/information collection in Dhunat of Bogra, Kazipur & Belkuchi of Sirajgonj, Bera & Sadar upazila of Pabna, Poba & Godagari of Rajshahi, Nachole of Chapainawabgonj, Mohadevpur & Badalgachi of Naogaon and Panchbibi of Joypurhat district.	26/01/2017 to 6/02/2017
Preparation of Draft Report and share with Management.	By 10 th February 2017
Feedback from Light House Management.	By 15 th February 2017
Submission of Final Report incorporating all feedback.	By 28 th February 2017

8. Consultants Honorarium and Other Expenses:

(1). The Resource Persons Honorarium, Venue, Food, Accommodation, Transportation, Communication, Materials & Supply of Final Printed Copy should be provided by the Consultant within the Quoted Budget will be paid in full directly from Light House to the Consultant.

(2). The Consultant should provide the supporting acknowledgement against the receipt amount.

(3). VAT/Tax should be deducted from Quoted Amount as per Govt. rules.

9. Mode of Payment:

The payment will be made in three instalments through an Account Payee Cheque in favour of Consultant as follows:

(1). First Instalment: 30% of the Total Quoted Amount as stated shall be paid after the signing contract.

(2). Second Instalment: Another 40% of the Total Quoted Amount as stated shall be paid after Submission of Draft Report.

(3). Third and Final Instalment: Rest 30% of the Total Quoted Amount as stated shall be paid after completion of the assignment and submission of satisfactory final delivery specified in scope of work and deliverable.

N.B: The Resource Persons Honorarium, Venue, Food, Accommodation, Transportation, Communication, Materials & Supply of Final Printed with Binding Copy supporting Bill should be submitted by the Consultant and Light House will be paid in full directly to the Consultant. He/She should provide the acknowledgement against the expenses.

10. Other conditions:

- The consultants will maintain all the ethical issues of this assignment which is approved by the Government.
- They will ensure to maintain high standard of the quality of data collection, analysis and report generation.

11. Code of conducts:

Both parties are expected to be trustworthy to keep the information confidential delivered for the purpose in regards to the assignment. Light House will keep copy-right on the produced materials. The consultant will not be able to claim as Light House Officials or she will behave like that. Any personal misconduct will be treated as her self-liability and Light House shall not be responsible for any such.

12. Termination of the Agreement:

- Either party can terminate this agreement with a written notice within 07 (Seven) days from the date of signing this agreement.
- Light House reserves the right to unilaterally terminate the contract if the Second Party (Consultant) cannot fulfill any clause of Terms of Reference.

The ToR is signed by:

First Party:

Second Party:

Signature:

Signature:

Date:

Date:

Md. Harun-Or-Rashid

Mr./Mrs.

Chief Executive

Consultant

Light House

Full address

Witness Signature:

First Party:

Second Party:

1.

1.

2.

2.

3.

3.