Terms of Reference (ToR)

for hiring **CONSULTANT** to conduct

End line Evaluation of

Enhancing Community Resilience Project

Adventist Development and Relief Agency (ADRA) Bangladesh

Submission Deadline: Seven days of publication of this circular

1. **Background of the Project:**

Bangladesh has perpetual flooding as it is under the sea level in many areas. ADRA started working with mitigation projects already in 2014 and has been working with several disaster risk reduction (DRR) during the past 3 years in areas that earlier were devastated by floods every year. The situation has worsened during the past years when it comes to bigger and more cyclones and that the rains begin earlier. ADRA Bangladesh administration took initiative for the proposed intervention in Enhancing Community Resilience Project (ECRP) dealing with capacity and structures of local people and their organizations and enhance, equip and empower them against day to day cyclone and related hazards and poverty therefrom. The planning for the proposed intervention was done in accordance with community need in the target area and project experience in neighboring union of the same sub-district and district. Working with the similar target community for more than three years now—under the ADRA Sweden and Swedish Mission Council (SMC) supported project.

The project has been implemented with the involvement of different actors in every intervention in the community. From the local community, to the NGOs, local and regional government, school/ education institutions, religious leaders, Disaster Managment Committees (DMCs) like Upazila Disaster Management Committee (UZDMC), Union Disaster Management Committee (UDMC) and Ward Disaster Management Committee (WDMC) of local government tiers, school management committees, donor agencies, comunity leaders, community based organisations, government departement of disaster management as well as staff members of the project, each has its own way of cooperation, involvement and support.

All these can be categorized by into the following sections.
- ADRA Sweden – as a long time partner of ADRA Bangladesh will be supporting the ADRA Bangladesh office and will be monitoring the process of the work
- ADRA Bangladesh (Admin. and field staff) – to be doing the implementation and follow up of the work being done
- Local leaders in the areas – who know the realities of the situation and are the best to give advice will be partnering with ADRA in this work.
- Religious leaders (Hindu, Muslim and others) in the area – who can support their people working together and build peace between groups are an important part for a successful implementation.
- Beneficiaries – the ones to own and benefit from the implementation will be participating in, contributing work to and will be the ones owning the project. The aim is that their resilience will be increased.

2. **Rationale and purpose of the evaluation:**

The Community Resilience Project (ECRP) has been implementing with support of Project Direct fund from July 1, 2017 for one year and has ended on June 30, 2018. The project location are four Wards (4, 5, 6 and 7) of Tildanga union in Dacope Upazila under Khulna district. Referring to the M and E plan and logical framework of the project, some basic study was conducted at its inception period where specific data were

collected against each indicator and now the end line evaluation will verify the progress against baseline information. The study will be commissioned to analyze and document project performance against key indicators set out in log frame.

3. **Specific objectives and key issues to cover in the evaluation:**
   - To document the changes occurred in the targeted communities through project interventions
   - To document achievements and strategies adopted against approved log frame and set indicators of the project as well as its relevance to the local context
   - To document the capturing and reviewing the related experience for implementation of the project
   - To document the constrains and lessons identified including best practices from project intervention
   - To analyze and document added value of the project highlighting any unintended outcomes that benefits others
   - Provide an opinion on the extent to which the results of the project are sustainable and provide recommendations, if appropriate, of how sustainability can be improved, or revision of approach is necessary towards further sustainability of the impact comparing the needs

In addition to the above analytical measures, the end of project review will provide an assessment of the following issues;
   - **Gender Equality:** The extent to which the project has achieved gender equality and reduced the vulnerability of men and women separately.
   - **Analysis and Learning:** The extent to which the activity was based on sound technical analysis and continuous learning; to what extend the project has used opportunities for analysis and learning to improve the project.
   - **Review of Financial Management procedures:** This should include review of –
     a) budget spend against planned,
     b) how the most recent audit recommendations were taken up and controlling systems,
     c) and how Value for Money was achieved through effective procurement and contracting of the services.

4. **Key questions of the evaluation:**
   - What has been the overall impact of the project interventions on the target community?
   - How far the community resilience has been enhanced?
   - What is the level the community awareness has increased during the project period?
   - How effective have the stakeholders and institutions become in terms of their role to enhance community resilience?
   - What is the level of efficiency achieved in terms of the linkage developed between the community and the stakeholders?

5. **Scope and approach of the evaluation:**

   The evaluation will focus on the following project areas and the issues related to:
   - Relevance, efficiency, impact, sustainability, timeliness of implementation etc.
   - Changes against any assessment on the context and needs (baseline survey, or other reports)
   - Quality of project activities in terms of target outcome and impact.
   - Assess the relevance of the project concerning project plan

6. **Methodology of the evaluation:** The basic methodological requirements are that

   the evaluation team will require developing detailed plan in consultation with ADRA Bangladesh during the review and before undertaking field visits. However, this assignment will require desk review of relevant project documents, household survey, periodical program reports, photograph, publications, visit project locations, interview with community groups and key project stakeholders e.g (UDMC, WDMC, youth volunteers, School Management Committee (SMC), UP body etc.), other online and offline data sources for gathering information related project achievements and results. The evaluation team will require few interviews with ADRA Bangladesh for compilation of information. During data analysis and report writing, the evaluation team will use both qualitative and quantitative data and expected to exercise triangulation of findings for making conclusive of findings.

6. **Evaluation team:**

   Qualifications and skills needed, plan for organizing the evaluation team
   - Experience in leading similar review/evaluation of community resilience program with demonstrated skills in Bangladesh coastline perspective.
   - Strong skills and expertise on participatory methods, disaster risk reduction and resilience, gender, and social development in rural context
   - Strong analytical skills
   - Excellent interpersonal communication skills
   - Excellent English drafting and communication skills

7. *Schedule, logistics and deliverables*:
   - An inception report including methodology, information collection plan, reporting outline and time table within five (05) days of commencing review work
   - A draft evaluation report including key findings and recommendations for comments.
   - The report must include an executive summary (covering the key issues and findings excluding annexes), main body with recommendations and progress against log-frame.
   - ADRA Bangladesh will provide written comments and feedback on the draft report within 10 working days after submission of the draft report;
   - Final report should be submitted within 5 days after receiving comments from ADRA Bangladesh
   - Additionally, the consultant will submit English script of executive summary of the report (max. 3 pages) and deck of max. 15-20 slide in power point along with final report.

Indicative Time Frame

Activity	Time frame
• Initial meeting , document review and	3 days
• Field visit to project locations	8 days
• Drafting reports	10 day
• Feedback incorporation and Reports	3 days
Total	**24 days**

8. **Evaluation responsibilities and management arrangements:**

   • The evaluation will take place in **July 2018**. The maximum number of working days is **24 days** including preparation, local travel, meetings, field visits, interviews, workshop and final report writing.

   • The evaluation team/consultant will have full access to project reports and other documentation among which Project Proposal and log frame, different Reports, photos, case story, research documents and project budget, financial Audit reports and management response.

   • The Consultant is expected to submit a technical and financial proposal for the work. All costs related to data collection, translation, and meetings will also be covered by consultant. Applications will be considered those are most relevant and apply within the mentioned time.

   • The assignment location will be ADRA Bangladesh HQ-Mirpur and Project working area including field office of Dacope in Khulna district.

   • The evaluation team will be fully reportable to Program Director with close cooperation with the Project Manager (Field) and MEAL Officer (ADRA Bd Headquarters).

9. **Guideline of proposal submission:**
   The proposal (duly signed) should comprise with the following sections and given page limit along with sample write up and copy of any similar work. Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line **"Consultancy for End-line evaluation of Enhancing Community Resilience Project"**.

Topic	Maximum Page
Technical Proposal	
1. Cover Page	1 Page
2. Table of Content	1 Page
3. Reflection on the understanding of the assignment (Not just copy and paste from the ToR content)	2 Pages
4. Experience in leading similar review/evaluation of community resilience projects/ program with demonstrated skills on participatory methods, DRR, gender and Social development in urban context	2 pages
5. Proposed Methodology	2 Pages
6. Work Schedule	1 page

7. Team composition along with its rationale/roles without CVs. (CVs may be given as attached file)	2 pages
8. Any other relevant information (if required only)	1 page
Financial Proposal	
• Budget detailing out	
1. Consultancy days and fees (days should be mentioned for key member of the team)	N/A
2. Travel and accommodation	N/A
3. Any other expenditure (please mention nature of expenditure)	N/A
4. 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax).	N/A
5. Total amount in BDT	N/A

10. Evaluation process and criteria:

In response to the invitation, the consultant/consulting firm will have to submit a technical proposal as per the **'Terms of Reference'** and a financial proposal separately. The selection committee will evaluate both the technical and financial proposal of the consultants/firms based on set out evaluation criteria. The total scoring points for both the evaluations will be 100 while technical evaluation on 80 points and financial proposal on 20 points.

A cumulative weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as: Responsive/compliant/acceptable with reference to this ToR.

Disclaimer

ADRA Bangladesh reserves the right to accept or reject any or all proposals/application without assigning any reason what so ever.

Evaluation Criteria

Criteria	Weight
Technical	**80**
1. Expertise of the firm/organization	
• Understanding of the ToR	10
• Experience in conducting large-scale relevant studies	10
2. Methodology	
• Appropriateness of methodology in response of the indicators	15
• Quality assurance	10
• Data Management	10
3. Management structure and qualifications of key personnel	
• Team composition	10
• Experience analyzing large datasets	15
Financial	**20**
Total	**100**

How to Apply

a) Interested agency/consultants are requested to submit proposal and documents as soft or hard version (in a sealed envelope) within 7 days of publication of this circular to **ADRA Bangladesh, 149 Shah Ali Bagh, Mirpur 1, Dhaka 1216** or at **prabhook@adrabd.org** within the stipulated timeline.

b) Then both the envelope and email subject line must be marked with the title of the assignment "End line Evaluation of ECRP".

-The End-