



**Terms of Reference (ToR) for Consultant(s)**  
*for the Evaluation of*  
**Development of Children at High Risk (DCHR) Project of ASD**

**1. Background of the Organization**

Action for Social Development (ASD) formerly Assistance for Slum Dwellers (ASD) is a non-government, non-profit and non-political development organization duly registered with Department of Social Service and NGO Affairs Bureau, Government of Bangladesh. ASD was established in the year 1988 by a group of NGO professionals and social workers with the objective to address the basic problems of the slum dwellers of Dhaka City to ensure their positive and due role in the socio-economic development of the country. The main objective of ASD's development programs is to empower the neglected and backward sections of the society, especially children and women through building their capacity and ensuring their livelihood security.

The problems of slum dwellers were always found challenging in the context of rapid urbanization that increased their insecurity and vulnerability resulting from their lack of land tenancy rights leading to frequent evictions, low level of income, impoverished condition of housing and sanitation, inadequate supply of safe water, and high incidence of diseases, limited access to health services and education for their children. Since the establishment of the organization ASD has been emphasizing and implementing activities to root out the major problems of the urban poor to lessen their sufferings and primarily addressed the needs women, adolescents and children. The problem of street children and slum children were identified areas of concern that needed planned and concrete long term interventions. So the organization since 1990 undertook various child-focused initiatives and had implemented a total of 20 projects including the one under the proposed evaluation exclusively for the education, recreation, nutrition, skill development, protection, overall development and realization of child rights. These initiatives have benefitted almost 35,000 children. Development and protection of vulnerable children, therefore, turned into a major niche of development activities of ASD. ASD has been working for more than two decades for the protection and development of destitute street children, working children and child domestic workers for their rights and protection.

The foremost technical competence of ASD is that it has more than 12 years of experience in operating children's home and drop-in-centres (DICs) where vulnerable street children, mostly girls, are the beneficiaries. Running pre-school for slum children is also a long-standing experience. The organization has developed its own Child Protection Policy in conformity with the United Nations Child Rights Convention (UNCRC) and national laws and policies. It is also important to mention that ASD has been doing advocacy at various level for developing and or amending favourable laws and policies for the realization of child rights. The organization is an active member of Bangladesh Shishu Adhiker Forum (BSAF) since the inception of BSAF and is now a member of the Executive Committee BSAF. ASD is also a member of the Executive Committee in the Coalition for the Urban Poor (CUP) and Disadvantaged Adolescents Working NGOs (DAWN) Forum, Girl Child Advocacy Forum and Network of Climate Change in Bangladesh (NCC, B).



Although ASD's programme focus was initially on the urban issues like destitute women, adolescents and children, with the felt strategic need ASD gradually extended its development programmes in remote rural areas with a broader and diversified poverty focus. To address the people's vulnerability issues related to livelihood and food security, ASD has long been a partner of CARE-Bangladesh in the Haor region of Sunamganj district in two large livelihood and food security programme. One was SHOUHARDO and another was Food Security for the Ultra Poor in Haor region (FSUP-H). Besides, with UKAid assistance ASD had implemented a project on human rights, justice and legal aid services for the poor named Empowering for Justice and Legal Aid Services (EJLAS) in both urban and rural areas under the broader umbrella of Community Legal Services (CLS) implemented in all the regions of Bangladesh involving 30 NGOs of the country.

## **2. Background and salient information of the project**

ASD has currently been implementing a project Development of Children at High Risk (DCHR) funded by Bread for the World (BftW), Germany. BftW started to support the project since the beginning of 2012 on a pilot basis for two years. ASD successfully completed the first two years of the project with Bread for the World support till the end of 2013. Since January 2014 the project started receiving its first phase support of BftW for a three year period. The first three years of this project was successfully completed in December 2016.

The many rationale that drove ASD to take initiative for children in the slums are that there are not adequate number education institutions in slum areas (including pre-school) and parents and children lack awareness regarding the importance of education, children are forced to child labour for earning income and do not enjoy their right to education, child labour related laws and policies are not effectively enforced, many children remain in the street without either or none of their parents, they suffer from malnutrition, lack of security and protection and are deprived of the opportunity of continuous education, and access to health and other support. Children are persistently used for illegal activities, such as, selling and trafficking drugs, participating in political activities etc. girls are sexually abused and are forced to become sex workers and all these mostly due to lack of commitment towards the rights of the children on the part of community members and political parties. The outcomes of the project are further elaborated in the proposal by specific target groups such as pre-school children, street children and child domestic workers.

After the successful completion of the piloting phase of first two years (2012-2013) and subsequent first phase of three years of the project (2014-2016), a second phase funding support for another three years period starting from January 2017 and ending in December 2019 is currently implemented. In this phase the project objectives were reformulated to make the project a more right-based one. It has to be understood that activities of the previous phase of the project except the introduction of two LRCs continued and that the focus on advocacy for establishing the rights of children were more emphasized. The project has been designed to address child rights and child protection approach and the target population is street children, slum children, working children including child domestic workers. Under this project 6 pre-schools in slums in order to mainstream children into primary education instead of earlier 8 schools were still continuing. Moreover, as in the previous phase ASD has been running three DICs (more than a child friendly space) in Dhaka city in Mohmmadpur and Adabor area that provides full time shelter, food, education and



recreation facilities. Two other Learning and Recreation Centres (LRCs- equivalent of Child Friendly Space) in two entry point of the Dhaka city (Gabtoli and Kamlapur) are also run for working children under this project. The LRCs were established to facilitate 120 working children (60 in each LRC) with the opportunity of basic education, recreation, life skill training and awareness raising on child rights. In both the DICs and LRCs community engagement is done by forming DIC Management Committee and LRC Management Committees with members from the community. The goal set out for the project is that ‘the project is contributing to the realization of child rights in Bangladesh.’ The objectives and indicators of the project are presented below:

### **Objective- 1:**

Unprivileged slum and street children are successfully integrated into mainstream society.

### **Indicators-**

1. By the end of the project period, 80% of the target children (72 children) individual live perspective plans have been developed concerning their education, housing or accommodation, re-integration, sustainable income and livelihood opportunities.
2. By the end of the project period at least 80 % of the targeted slum children(432 boys and 432 girls) in the project area will be continued in universal primary education (324 in grade-I, 288 in grade-II and 252 in grade-III)

### **Objective-2:**

The targeted child domestic workers are realizing their rights in their domestic work spaces

### **Indicators:**

1. By the end of the project period at least 50 % (44 girls) of the targeted girl child domestic workers in the project area enjoy their rights of accommodation, education and health care in accordance with the Domestic Workers‘ Welfare and Protection Policy of the Govt. of Bangladesh (baseline information attached with the application form).
2. By the end of the project period at least 60 % (54 employers) target employers allowed their child domestic workers for availing recreation and education opportunities (at least one and half hour a day for three days a week) of the project.

Some of the major support provided by DCHR project include providing pre-school education to slum children with coaching support for continuing education in the primary school, formal education, life skill and vocational training to street children in DICs, full time shelter, food and nutrition, health services, cultural and recreational facilities, awareness raising on various issues and re-integration to families of the DIC children. ASD as a committed development organisation for the welfare of children feel it a vital need to highlight the issue of child domestic workers through Advocacy Programme to raise consciousness among decision-makers and general public, especially among employers and child domestics themselves for improvement of their overall situation in the light of UNCRC. To this end it has incorporated Advocacy Programmes in the project. Child domestic workers in the project have access to DICs where they can have basic education, recreation and awareness raising sessions on various issues including child rights. Employers of child domestic workers are sensitized to make them facilitate the employed children enjoy their rights to the best extent possible. In LRCs working children are provided basic education,



cultural and recreation as well as life-skill and vocational training in addition to rest and leisure facilities. Employers of working children are sensitized and took positive measures to improve working environment for working children.

Some of the major activities accomplished under the projects are that more than 85 percent pre-school children are continuing in primary education at the end of two years of the project which indicate that the project created an opportunities for their access to universal primary education. At least 30% child domestic workers of the project area are availing leisure and recreation facilities in the project's DICs. A total of 60 children received life skill training provided through 3-DICs and a total of 51 children (girls 41, boys 10) received vocational training on TV Mechanic, Sewing, Beauty Parlor, Boutique shop, Tailoring, etc. Job placement was done for 41 girls. In the first two years of the project a total of 24 children (14 girls and 10 boys) were re-integrated with their families. A total of 51 children (22 boys and 29 girls) in the LRCs received vocation training while 74 received life skill training (43 boys and 31 girls) and 2 girls and 2 boys were placed in safer job during the project period. A major national level achievement because of the long years of advocacy was that "Domestic Worker Protection and Welfare Policy-2015" was approved in December 21, 2015, where along with other like-minded organizations, ASD played a significant role in advocating the policy makers on the issue of CDW' through national level seminars. It has to be kept in mind that the evaluation will be carried out at the end of two years of the project ending in December 2018. So, the remaining target achievement will be accomplished in 2019.

## **2. Purpose, objectives**

### **2.1 Purpose and objectives**

The broad objective of the evaluation is to assess the overall effectiveness and identification of worth of future prospects of continuation of the ASD DCHR project. The specific objectives of the evaluation are as follows:

- i. To critically assess the success of the project in achieving its set objectives.
- ii. To examine and assess appropriateness of the project design for achieving the set project objectives.
- iii. To assess the strengths, weaknesses, opportunities and threats of the current project strategies and interventions.
- iv. To assess relevance, suitability, appropriateness, and effectiveness of the activities implemented by the project in relation to its set objectives.
- v. To assess the project implementation plan prepared and implemented by the project.
- vi. To assess the effectiveness of the project management systems including the implementation, monitoring and evaluation systems followed by the project.
- vii. To assess the strengths and weaknesses of the project management including competency of its staffs for efficient performance of jobs assigned to them and for achieving the project objectives.
- viii. To assess capacity of staff in undertaking effective lobby and advocacy work for establishing rights of the vulnerable children.
- ix. To assess the appropriateness of management and administrative systems in place and adequacy of their implementation.



- x. To assess the systems of financial management and control and their practices, and assess if the financial and accounting systems followed by the project conform to the requirements of BfdW and international and national accounting standards and practices.
- xi. To assess the role played by the Project holder in efficient management of the project and achievement of set project objectives. .
- xii. To identify the key opportunities and constraints in achieving the set project objectives.
- xiii. To assess the replicability of the project in other areas.
- xiv. To evaluate sustainability of the achieved effects and impacts of the project in the wider environment.
- xv. To document the lessons learnt to draw recommendations to guide the future perspective (priorities) of the DCHR Project.

## **2.2 Rationale of the evaluation**

Since the initiation of the project in 2014, there has not been any type of external evaluation of the project. The current phase of ASD project will be completed by December 2019. It has been decided by the project holder that an evaluation of the project would be undertaken by external consultants at this stage to assess the achievements of the set project objectives, relevance of strategies and interventions and identify the future direction etc.

## **3. Key Questions**

The following aspects would be considered carefully during the evaluation. It must be ensured that the evaluators meet the expectations; the final evaluation report must answer the questions set out below under the following key issues. This is one of the key quality criteria for the evaluation.

- Relevance of the project
- Effectiveness
- Efficiency
- Impact, and
- Sustainability
- Gender and environmental aspects

## **Relevance**

- a) Did the project activities appropriately respond to the critical needs of the target beneficiaries? Are we doing the right thing? This criterion measures the extent to which the objectives of the project align with the needs of the beneficiaries and strategies (policies) of ASD and BftW.
- b) Are results relevant to primary stakeholders' needs and priorities?
- c) Is the project coherent with national strategies and policies in Bangladesh especially MDGs/SDGs?
- d) How has the approach taken by the project contributed to overall performance?
- e) Which particular approach of the project design such as DIC, LRC, pre-school, child domestic worker proved more fruitful to create sustainable impact on the beneficiary children?



### **Effectiveness**

- a) Are the objectives of the project being achieved? This criterion measures the extent to which the objectives of a project will (foreseeably) be achieved.
- b) Did the project deliver the expected outcomes and results? To what extent have results been achieved, comparing expected vs actual results?
- c) What results have reached the project's ultimate beneficiaries?
- d) What worked well to achieve the expected outcome and what were the gaps?
- e) Are there unintended results, whether positive or negative?

### **Efficiency**

The quality of the inputs and the outputs is an important consideration in assessing efficiency: the most economical resource is not necessarily the most appropriate, and that trade-offs between the quantity of outputs and their quality are a key factor of overall efficiency.

- a) Will the objectives be achieved in an economically viable manner? This criterion measures the adequacy of the deployed resources in relation to the achieved results and effects.
- b) How economically are resources/inputs (funds, expertise, time, etc) converted to outputs? Did the project deliver the expected output within the specified timeframe?
- c) What system did the project have in place to ensure the quality of the delivery? (financial system, M&E system, organisational and technical capacity)
- d) Did the project delivery represent good value for money?

### **Impact**

- a) Will the project contribute to the attainment of overall development goal? This criterion assesses whether and to what extent the project will contribute towards the attainment of the intended primary and secondary long-term objectives under development policy. Additionally, whether and, if so, which other positive and negative changes have occurred will be investigated.
- b) To what extent did the project contributed to the mainstreaming of children in primary school?
- c) How beneficial are the services provided from DICs in terms of education, skill and vocational training and reintegration?
- d) How has the LRCs benefitted the working children in changing the perception of working children and their employers
- e) Did the project contribute to children going back to school?
- f) Did the project interventions result in any unexpected positive or negative change in the life of children and their parents? (Case Study Preparation)

### **Sustainability**

- a) Will the intended positive changes (foreseeably) have a lasting effect? This criterion assesses the extent to which the positive effects of the project intervention will continue beyond the end of the project period.
- b) What is the likelihood that results/benefits will continue after BftW support ends?
- c) What consideration has been devoted to developing strategies for sustainability of results?





## Gender and environmental impact

- d) Has the project effectively considered gender as a cross cutting issue?
- e) Has there been reflection of gender equality in the employment of project staff?
- f) Did the project demonstrate gender equity in its routine performance?
- g) Did the project have any impact on the immediate environment of the project site?
- h) Has there been any ecological impact, positive or negative, because of interventions in the project area?

## 4. Evaluation design/methods

The evaluation methodology should gather relevant information from both primary and secondary sources keeping in mind the overall goal, objectives, outcome of the project. The consultants will undertake a participatory approach in carrying out the evaluation of the project. The OECD-DAC standards need to be taken into consideration. Participation of direct and indirect beneficiaries and other relevant stakeholders of the project need to be included in the evaluation. Critical review and study of project documents like project proposal, narrative and financial progress reports, monitoring reports, Project operation plan, Implementation guidelines, Monitoring framework etc. need to be considered. The detail methodology of project evaluation will be finalized in the briefing meeting of the selected evaluators with the management of the Project holder.

## 5. Process of the evaluation/time frame:

The evaluation of the project will be completed in total 38 working days of within span of two calendar months. The number of working days will be agreed upon in the first meeting with the consultant, based on the submitted consultancy proposal/Offer. The consultant will accomplish the entire assignment of project evaluation review within this time frame.

SI No.	Task	Date
1.	Inviting Proposal	09 Dec -19 Dec, 2018
2.	Screening and short-listing	20 Dec-24 Dec, 2018
3.	Awarding of contract	26 December,2018
4.	Inception meeting with ASD management	27 December,2018
5.	Documents review	29 Dec,'18-06 Jan '19
6.	Development of data collection tools	07 Jan-10 Jan,2019
7.	Review and feedback on tools by ASD	14 January, 2019
8.	Finalization of tools	15 January, 2019
9.	Field work for data collection	16 Jan -31 Jan, 2019
10.	Data analysis and preparation of draft report	01 Feb-16 Feb 2019
11.	Sharing draft report with ASD	17 February 2019
12.	Modification of the draft report	18-24 February 2019
13.	Submission of final report	28 February 2019
<i>The estimated level of effort would be around 38 working days</i>		



## **6. Expected products**

The evaluation team will submit the following documents in English

- An inception report with finally agreed upon methodology and work plan
- An interim report with outline of the evaluation report and summarizing the key findings
- Draft data collection tools for review and feedback
- Evidence of collected data such as case studies, photographs, audio record of FGD, and final versions of interview and FGD transcripts;
- Draft report for review and comments of by ASD and BftW;
- A final report after incorporating comments and suggestions of ASD and BftW; and
- Deliver three hard copies of the report and the soft copy in CD.

## **7. Key qualification of the evaluators**

It is expected that a team of at least two consultants, one male and one female, will perform the assignment. The desirable qualification, competency and experience of the consultant/consulting firm will encompass the followings:

- At least Master Degree in social science but PhD degree holders with required experience will be given preference.
- The consultant should have at least 10 years proven experience in conducting quantitative and qualitative social research, evaluation and analysis/studies.
- Experience in child rights, their protection and development related work demonstrating a clear understanding of United Nations Child Rights Convention (UNCRC) and other international and national rights instruments related to child rights will be given added value.
- Experience and skill in administering participatory methods of evaluation
- Experience in carrying out qualitative study with a gender focus and child participation is preferred
- Good analytical skill and report writing ability in English
- Must share two samples of similar evaluation report before signing the agreement.

## **8. Content of the Evaluator's offer**

The offer from the interested evaluators should include:

### **a. CVs of all evaluators involved**

### **b. Technical/specific proposal:**

- Short explanation and justification of the methods to be deployed; here ASD may request a specific paragraph that sets out how relevant cross-cutting issues need to be taken into consideration

### **c. Financial proposal**

- Complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.





## 9. Proposal evaluation criteria

Following table outlines the evaluation criteria.

<b>Assessment criteria</b>	<b>Weighted Score</b>
Understanding of the assignment	10
Technical approach & methodology	30
Academic qualification of team members	10
Relevant experience of the Consultant	20
Understanding of child rights issues	10
Elaborate and reasonable work plan	10
Proposed data management and analysis plan	10
<b>Total</b>	<b>100</b>