# **Terms of Reference (TOR)**

**Inter-Project Lessons Learned Workshop-Cox’s Bazar**

**Introduction:**

Over the period, BDRCS has developed a culture of continuous improvement in the development work by capturing the lessons learned from different projects and disseminating them amongst the relevant stakeholders. This has benefitted BDRCS with a constant improvement in quality of its development programs.

During the life of the V2R projects, the project team came across various challenges. By developing and deploying various solutions to those challenges, the project team has been able to improve the V2R project model. Many other opportunities to improve the project interventions were also tapped. All the lessons learned while implementing V2R projects can facilitate the programme team to design new projects with greater efficiency and effectiveness.

A lesson learned workshop will be organised to capture the lessons learned in implementing V2R projects in Kurigram and Barishal. This workshop will provide an opportunity to the participants to identify the learning and to deliberate on how those learning can be used to work differently in the future projects to maximize the gains. Similarly, participants will deliberate on the unintended outcomes of the project.

Reports are produced, or assessments are conducted as a part of capturing lessons of a project at different points of project life cycle. So; a participatory lesson learned workshop is an opportunity to discuss and capture learning of different projects, internalise it, and document those learning for future projects.

**Task of the consultant:**

* Review project documents (annual reports, midterm review reports, baseline/midline/end-line survey reports, technical backstopping mission reports etc.)
* Identify strengths, challenges, weaknesses of the projects
* Identify mechanisms/techniques that were adopted in the project to address challenges, overcome weaknesses etc.
* Identify good practices and present those good practices considering the appetite of the audiences
* Design and use participatory methodology to draw lessons learnt/recommendations/suggestions from the participants
* Facilitate the workshop to triangulate information that has been derived from review of relevant project documents and contributed by the workshop participants.

**Deliverables:**

* Report of desk review
* Workshop report

**Purpose of workshop:**

The purpose of the workshop is to identify the learning (challenges, good practices, what could have been done differently etc.) of implementation of V2R projects in Kurigram and Barishal in an interactive way with the participation of staff and volunteers of BDRCS and staff of BRC. The learning, suggestions and recommendations of the workshop will be fed into the project management process of Cox’s Bazar V2R project to enhance efficiency and effectiveness of the V2R model.

**Participants:** BDRCS staff and volunteers, BRC staff

**Duration:** Two days (tentatively 18-19 December 2018)

**Methodology:**

* Workshop will follow participatory approach to extract learning, best practices and recommendation from the participants by addressing the following questions:
  + What went well?
  + What did not go well?
  + What was done to overcome the challenges? And/or What need to be improved?
  + What you will do differently if you are given a chance to implement the program again?
* Workshop will relate the learning from V2R implementation in the rural and urban context to the context in Cox’s Bazar. The participants will be given an opportunity to visit the target communities in Cox’s Bazar to understand the context so that the suggestions/recommendations for Cox’s Bazar interventions can be drawn.

**Expected output of the workshop:**

A report will be generated as a learning product to present the following issues:

* Challenges encountered in the Kurigram V2R Project and Barishal Urban V2R Project
* Techniques/methods that were followed to resolve challenges
* High light good practices
* Recommendations/suggestions provided by the workshop participants

This report will be circulated among RCRC movement partners as a reference document to improve quality of project implementation.

**Qualification of the consultant:**

* Master’s in social science/development studies/relevant subjects
* Demonstrated experience of facilitating similar kind of events
* Demonstrated experience of developing learning materials/reports in English
* Experience of working with RCRC movement is desirable

## Duration of the consultancy service: 10 working days spread over from 10 December to 25 December 2018

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