**Terms of Reference**

**For**

**Consultants for Evaluation of the project “Promoting pro-poor climate resilient low carbon sustainable development in Bangladesh and beyond”**

**1.Introduction background of the organization**

Christian Commission for Development in Bangladesh (CCDB), one of the leading national NGO was initiated in 1973, to continuation reliefe and rehabilitation work of Bangladesh Ecumenical Relief and Rehabilitation Services (BERRS) that was initiated in 1972, after the War of Independence in 1971. Over the time, CCDB undertook numerous development initiatives to bring positive changes in the lives of poor and marginalized people of Bangaldesh.

CCDB envisions a just and caring society, where poor people live in peace; with dignity and harmony all of God’s creation. Guided by the vission and ecumenical principles, CCDB's mission is to create a society where the poor, marginalized and vulnerable people claim and enjoy human rights and justice for a sustainable livelihood with dignity. To accomplish the mission, CCDB has taken several strategies like empowering extreme poor with special focus on women through community based people's organizations, introducing People's Managed Savings and Credit Program (PMSC), capacity building of the peoples organizations in management, leadership, finance etc., livelihood skill development, fair mix of right based and service delivery approach, advocay & lobbying, promoting environment friendly agriculture, networking & and partnership, etc.

Climate is one of the major focuse areas of CCDB. Since 2012, CCDB started working for buiding climate resilient communities in the rurla coastal areas. A community based aproach has been adopted in implementing this program. Moreover CCDB also involved in research capacity building, advocacy networking, etc in difrerent areas of climate change. Moreover CCDB is in the process of developing a Climate Technology Park (CTP) at Sreepur Gazipur. This park is showcasing different adaptation and mitigation technologies which created great learning opportunity for the climate actors as well as climate victims. In addition, CCDB is in the process of constructing a Cliamte Learning Center in the park which will create opportunity for conducting research and holding training, workshop, seminar, etc. in the areas of climate change. This center will also be used for learning for wide range of audiences including children on different cliamate change issue

CCDB has also been working in many areas of development which includes Formation and strengthening peoples institution, poverty reduction, food security, livelihood improvement, non formal education, health & WATSAN, Societal Peace, Gender equity and Justice, Promoting culture of Indigenous Community, Pro poor market development, Seed production and promotion, Promotion of organic agriculture, Disaster Rsk Reduction Resettlement, etc.

**2. Background and Salient Information of the project**

The lighthouse project approach was developed by Bread for the World and Diakonia Emergency Aid in co-operation with selected partners in 2008, and then has been developed further over the years, as a response to the increasing challenges of climate change to disaster risk management and sustainable development. The main goals of the approach have been to make climate vulnerable and poor communities in remote rural areas resilient, and to provide them with sustainable development perspectives, despite the climate threats. Since 2008, lighthouse projects have been implemented in Indonesia, Ethiopia, and Guatemala. In Bangladesh, CCDB started implementing the lighthouse project since 2012 in three sub-districts such as Shyanagar, Pathaghata and Morelganj. A detail risk assessment was conducted at the household level using a risk assessment tool. All the target households have been categorized under low, medium and high risk households. The major objectives of lighthouse project was to decrease the household risk as well as building community resilience to climate change through different interventions like introducing climate adaptive technologies in agriculture practices, creating access to safe drinking water, creating opportunity for alternative livelihood, construction of shelters, engaging community in developing local adaptation plan etc.

Bangladesh lighthouse project is also linked with other Lighthouse Project implemented in Indonesia, Ethiopia, and Guatemala in terms of networking, cooperation, sharing of learning and experiences, etc.

Since January 2018, the light house project was merged with two other projects like Climate Unit and Climate Technology Park funded by Bread for the World. The tile of the new project is **“Promoting pro-poor climate resilient low carbon sustainable development in Bangladesh and beyond”** The former lighthouse project is still being implemented under the third pillar of the new project and very much linked with other pillars.

This two years project started from January 2018, to serve the climate vulnerable communities by providing solutions including enhanced & easy access to feasible technologies; by connecting them with relevant science, experts and wisdom. The overall vulnerability of marginal people in any given hazardous geophysical context is high and among any such group of marginal people, vulnerability of women is of the highest order. Addressing these vulnerabilities is the key intention of this project through reducing their overall risk score. The ultimate dream of this project is to develop a suitable model in the field of climate change which envisions to contribute in creating a caring society which is resilient to climate change and where people can live with peace, dignity & justice. This proposed project is based on four strategic pillars and deal with three components like Lighthouse project, Climate Unit and Technology Park to achieve the desired objectives. But the Evaluation will focus only the Lighthouse project Part under third strategic pillar.

As a **first strategic pillar**s, this project intended to **generate innovation & knowledge through action oriented research and build capacities of internal project staff & relevant stakeholders** on climate change issues. To always keep the focus on beneficiaries’ needs, CCDB’s Climate Technology Park will be mutually linked with CCDB’s community-based resilience building work.

As a **second strategic pillar**, CCDB to develop and run **a web based climate knowledge hub as an open source and common platform for sharing, discussing and promoting good practices and instruments** that work for community based climate resilience building and low carbon development. This hub will disseminate information provided by partners, including counterparts of Bread for the World, as for example the former lighthouse projects.

As a **third strategic pillar,** this project is working **at the community level** for enhancing resilience through the provision of **solutions with a special focus on food and water security**. This project will develop the innovative technologies which are suitable for specific ecosystems, especially in coastal zones. Solutions will not only include the provision of adaptive technologies, but also the provision of soft skills to strengthen, enable and empower the local communities to embed adaptive technologies into their daily life, and to enhance their understanding of climate change and how to become resilient. Besides this, the project will demonstrate the model of local adaptation plan and resilience building through capacity development of the community people. Newly created Community Climate Resilience Centers will serve this purpose in particular. Learning from this project will in turn help policy makers to develop National Adaptation Plan including the Local Adaptation process.

As **fourth strategic pillar**, CCDB is **showcase innovative technologies to the people of Bangladesh in a unique landscape park.** Both, adaptation and mitigation involves the use of technology and its management (development, transfer, adaptation, adoption and diffusion) along with other related aspects such as financing. Technology deployment and innovations to put us on a more sustainable pathway. efficient and feasible technology helps to protect the society by enabling adaptation activities & reducing GHG emissions. There is no single track to address climate change challenges. However, technology plays a central role in acting on climate change. So far Bangladesh has very limited expertise on climate technologies. Therefore, it is extremely important to **blend** the existing **indigenous knowledge with** technical **innovations** to generate solutions that are feasible, affordable and sustainable for the rural poor.

The current phase 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.

With this in view, this Terms of Reference (ToR) for the external consultants has been prepared for review and consideration by the donor. On receipt of their agreement of this ToR a team of two consultants led by a senior experienced Consultant on climate change issues will be contracted by CCDB to carry out the evaluation following this ToR.

**Overall goal:** The project contributes to promote pro-poor climate resilient low carbon sustainable development in Bangladesh and beyond

**Project objectives:**

* + - 1. Strengthening the knowledge base and as well as capacity of target groups to contribute in building community based resilience and sustainable low carbon development .
      2. The climate resilience and food security of six vulnerable communities has been enhanced.

**Indicators for Objective 1:**

1. At least 40% of the training participants using their knowledge & skills in building community based resilience and sustainable low carbon development

**Indicators for Objective2:**

1. 80% of the high and medium risk households in the five coastal village communities have reduced their risk category while 70% of the farmer households practice climate adaptive agriculture.

2. 70% of target households in the five village communities have secured access to drinking and irrigation water.

In addition there is an indicator from gender perspective as follows

Indicator: Women of 60% target householdsin the five communities have at least halved the daily time needed to collect water, as compared with the baseline.

**Project Duration**: January 2018 to December 2019

**Operational areas:** This project is being implemented in three sub districts such as Shyamnagar of Satkhira district, Patharghata of Barguna District and Morelganj of Bagerhat district.

**Target People:**

The project has been working with 5502 households of five villages under three sub districts. Among them, 3,231 households are direct target groups and 2,271 households are indirect target groups. The direct target groups are mostly poor, living with high to moderate vulnerabilities to climate change impact, having low to medium capacity to cope the climate induced disaster impacts.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Beneficiary Category** | **Patharghata** | | **Total** | **Shyamnagar** | | **Total** | **Morelgonj** | | **Total** | **Sub Total** | | **Total** |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |  |
| Direct Beneficiary | 390 | 1279 | 1669 | 177 | 705 | 882 | 311 | 369 | 680 | 878 | 2353 | **3231** |
| Indirect Beneficiary | 518 | 644 | 1162 | 181 | 436 | 617 | 280 | 212 | 492 | 979 | 1292 | **2271** |
| Grand Total | 908 | 1923 | 2831 | 358 | 1141 | 1499 | 591 | 581 | 1172 | 1857 | 3645 | **5502** |

**Major interventions:** This project has three major interventions as follows (details are available in the project proposal)

* Capacity building of CCDB staff members, climate professionals, youth and children on climate change
* Research on Non Economic Loss and Damage incurred by women living in the coastal area.
* Community Climate resilience building which includes establishing and strengthening Climate Change Resilience Center (CCRC), reducing the household level risk to climate change, developing local level adaptation model, organize farmers group, develop different agricultural adaptation model including efficient irrigation management, creating access to safe drinking water with participatory water management, etc.

**Funding Source:** This program has been implemented with financial support from Bread for the World, Germany.

**Other stakeholders of the evaluation**: Apart from the target beneficiaries, other stakeholders **can be** representatives of Union Parishad, different extension service providing institutions of the government at local level, local market actors, local NGOs , etc. are involved with this program.

**Last Evaluation:** last Evaluation was conducted in 2014.

**3. Overall Objective of the Evaluation**

The overall objective of the evaluation is to assess the overall effectiveness and identification of worth of future prospects of continuation of the “Promoting pro-poor climate resilient low carbon sustainable development in Bangladesh and beyond” project interventions if any, for addressing the issue being dealt with by the project.

**3.1 Specific Objectives of the evaluation**

The specific objectives of the evaluation are as follows

* To critically assess the success of the project in achieving its set objectives.
* To examine and assess appropriateness of the project design for achieving the set project objectives.
* To assess the effectiveness of the project management process including the implementation, monitoring and evaluation system followed by the project.
* To assess the capacity and performance of Community Climate Resilient Centers (CCRC) to carry on the process initiated by the project on its discontinuation of its activities in the areas.
* To assess the overall effectiveness of capacity building initiatives undertaken by the project.
* To assess the quality of research work initiated by the project.
* To assess the effectiveness of adaptation practices introduced by the project.
* To assess the effectiveness of community based water management system
* To assess the household level climate risk scenario as compared to the baseline.
* To what extent the gender perspective has reflected in the project.
* To evaluate sustainability of the effects and impacts of the project in the wider environment.
* To identify key opportunities and constraints in empowering the reference groups
* To assess the strengths and weaknesses of the management including competency of its staffs for the jobs assigned to them and for achieving the project objectives.
* To assess the strengths, weaknesses, opportunities and threats of the current project strategies and interventions.
* To assess relevance, suitability, appropriateness, and effectiveness of the activities implemented by the project in relation to its set objectives.
* To assess the project implementation plan prepared and implemented by the project.
* To assess the effectiveness of the project management systems including the implementation, monitoring and evaluation systems followed by the project.
* To assess the appropriateness of management and administrative systems in place and adequacy of their implementation.
* To assess the role played by the Project holder in efficient management of the project and achievement of set project objectives. .
* To identify the key opportunities and constraints in achieving the set project objectives.
* To assess the replicability of the project in other areas.
* To evaluate sustainability of the achieved effects and impacts of the project in the wider environment.

**3.2 Users of the evaluation results:** CCDB as the implementing organization will use the evaluation results to the level of organizational efficiency in implementing such project. This result will also help CCDB in planning future development program more efficiently and effectively. Staff members will also use the results to know level of their performance as well as to learn for improvement. The evaluation results will also be very helpful for the target beneficiaries to see how much change taken place through the implementation of this project. Resource sharing partners may use the results of the good practices and achievements for wider dissemination and reference with intention of replication in future. In addition, through the evaluation findings, the resource sharing partners will also be able to know whether the resources they provided has been used efficiently to achieve the desired results.

**3.3 Scope of Work**

* Review project related all documents (Project Proposal, baseline study, report, logical framework, budget, operation plan/guidelines), etc;
* To receive detail briefing including clarification of all issues deemed necessary from the management of the CCDB (project holder) before start of the fieldwork and obtain necessary data and information from them for proper evaluation of the project.
* Participate in the planning meeting at the beginning of the study design with relevant stakeholders; The Consultant will finalize an evaluation design and methodology that adopts a mixed-methods approach, and that incorporates feedback from Bread for the World. It will also specify an appropriate sampling methodology taking into consideration the project timeline, resources, and representativeness of project beneficiaries.
* To carry out the evaluation of the project including assessment of its objectives keeping in mind that the project is completing the current phase in December 2019 working with the same target people of the same operational areas. The project objectives have been mentioned in relevant project documents.
* To evaluate the project design including its objectives setting.
* Develop qualitative and quantitative data collection tools including the guidelines, and sampling frame incorporating the feedbacks of the project holder;
* The Consultant/consulting firm will be responsible for the recruitment, and training of data collectors. This includes development of training materials and manuals for all persons involved in field work. The firm/Consultant will organize a tailored and in-depth training program for the enumerators and supervisors that include both in house orientation and repeated practice sessions through role-plays followed by field test
* Should prepare and submit details field work/data collection plan.
* Collect information /data through different methods and ensure quality of the data;
* Analyze both qualitative and quantitative data using appropriate software;
* To assess the appropriateness and effectiveness of project management process followed.
* The Consultant will submit an inception report that captures the evaluation design and methodology, and provides an outline of the final report. The inception report should also specify the schedule and contents of progress reports too.
* To prepare and submit draft and final reports incorporating all important findings, suggestions and recommendations, etc to the project holder and the donors.
* To carry out all other activities for achieving the objectives of evaluation mentioned above.
* To apply best judgment of the consultants wherever felt necessary.
* Share study findings with stakeholders through workshop;

**4. Evaluation Questions:** The evaluation team need follow the OECD-DAC criteria as follows in evaluating the project. As a cross cutting issue gender perspective need to be taken into account in relevant part of following evaluation questions. In addition gender segregated data need to provide in the report. The Evaluation teal will also provide recommendations from gender perspective wherever applicable

**4.1. Relevance of the Project**

* How this project remains relevant in building the community resilience to climate change.
* Whether the project is relevant to address the problems intended target groups described in the proposal
* The relevance of the project in improving food security and in creating resilient livelihoods
* To what extent the project objectives are still valid;
* Whether the planned and implemented activities, outputs of the program consistent with the attainment of set Project Objectives/Outcomes and contribute to the development goal;

**4.2. Project Efficiency**

* The evaluator will make an assessment of whether the project resources (budget, assets, and staffs) were used efficiently in relation to the planned activities, outputs and outcome.
* Was the project implemented in the most cost efficient way compared to alternatives.
* Were the objectives achieved on time

**4.3.Project Effectiveness**

* The evaluator will assess to what extent project has achieved the objectives as stated in the project documents and project outline. The evaluator will also ascertain the extent to which the project beneficiaries are being involved in implementation and acquired ability in decision making where the support has been provided by CCDB was found effective..
* What were the major factors influencing the achievement or non-achievement of the objectives?
* To what extent the gender perspective reflected in project implementation process as well as in results achieved.

**4.4. Outcome and Impacts**

* To assess the quality of research carried out under the project.
* To what extent the capacity of CCRC enhance in delivering their planned responsibilities
* To what extent the CCRC functioning and community people getting benefit from services rendered by CCRC. Decision making process and to what extent the women are involved in decision making process of CCRC.
* To assess the changes in in household level risk score and major contributing factors behind the changes.
* To assess the progress in ensuring sustainable climate smart livelihoods, and food security at household level.
* To assess the changes in household income and expenditure.
* To assess the benefits of adaptation practices in the context of adverse climatic environment. Which are best paractices and how?
* To what extent the community has been made prepared for climate induced disaster risk reduction.
* To what extent the access to safe drinking water is created.
* How much time the women can save now in collecting potable water as compared they spent before.
* Assess to which extent and how gender aspect have been considered and addressed in the project. How and in which way have immediate and strategic needs been considered and improved. (as a cross cu
* To assess the performance of community based water management system.
* How much the irrigation mechanism innovative and addressed the climate change impact. How many farmers now have access to such irrigation mechanism?
* To assess the benefits of community people derived from advocacy initiative at field level.

**4.5 Sustainability**

The evaluation will assess the sustainability of the project to ensure continuation, maintenance and replication of the project outcomes. In addition an assessment will need to be carried out to see the extent changes/benefits will sustain without external support. It is also need to be explored that the major factors which influenced the achievement or non-achievement of sustainability of the project?

**5. Evaluation Design/ Methodology**

The selected evaluation team will develop appropriate methodology following the OECD-DAC standard for the evaluation. However, following points are given as indicative but not exhaustive.

* Desk review of relevant documents
* Consultation with CCDB climate team relevant to the project
* Field research for quantitative and Qualitative analysis and assessment supported by a sample size specific data from project area and its target people.
* Stakeholders consultation at field and national level
* Questionnaire survey on target beneficiaries /households selected on random sampling basis for collecting of relevant data /Information from them.
* Focus group discussion (FGD)with target beneficiary
* Onsite visual inspection of the physical condition and activities of the target beneficiaries, their lives and livelihoods etc.
* Meeting with local key informants.

**6. Time Frame**

The assignment will be completed In March-April 2019. The consultants will accomplish the entire assignment of project evaluation within April 30, 2019.

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| --- | --- | --- |
| **Serial** | **Major activity** | **No. of working days** |
| 1 | Review of relevant documents made available to consultant. |  |
| 2 | Development of data/ information collection tools including checklists for FGD and case stories. |  |
| 3 | Training of the enumerators |  |
| 4 | Field testing of data collection tools and revising accordingly |  |
| 5 | Field work: questionnaire survey, FGDs, case stories preparation, meeting with key informants, etc, including checking and editing of collected data/ information and ensuring total quality control at every stage of performance of the assignment. |  |
| 6 | Processing/ tabulation of collected data/ information. |  |
| 7 | Draft report preparation. |  |
| 8 | Preparation of final Report based on comments/suggestions of CCDB and donor partners |  |
|  | **Total** | **days** |

**7. Expected deliverables/products from the Consultant(s)**

The consultant is expected to prepare an analytical report in English including an Executive Summary as per the section four of this ToR. List the respondents, different data collection tools can be given as annexure.

The Consultant will submit brief inception report which includes a presentation of the assignment concept, detailing the methodology and approaches, time frame and potential restrictions etc.

By the end of the agreed period, the consultants will submit a draft report in hard copy and soft copy to CCDB. The Consultant will give a power point presentation on findings and recommendations.

The final evaluation report will be submitted after accommodating comments/ observations/ suggestions on the draft report from CCDB and BfdW, if any as per Activity Time frame developed and finalized at the beginning of performance of the assignment mentioned above.

The evaluation team will submit report in hard copy and soft copy to CCDB as well as to concerned donor partners. The evaluators may need to present evaluation findings to the respective donor partner.

**8. Evaluation team:**

CCDB expects a team comprising lead consultant, gender specialist and a national consultant to carry out this assignment. The lead consultant in consultation with national consultant will develop tools and methods to conduct evaluation while consultant with specialization in gender will keep focused on gender issues and perspective. The evaluation team is expected to have the following qualification/expertise

* The lead consultant is expected to have PhD in Social/natural science with at least twenty years of working experience in development field and possess extensive experience in climate change related projects/programs evaluation in participatory process, and hands on experience in conducting quantitative and qualitative social research and analysis, be knowledgeable about climate change impacts, poverty alleviation, climate change adaptation practices in Bangladesh, and programme management aspects. S/he should possess excellent proficiency in written and spoken English.
* Gender expert must have university degree with relevant working experience specific in gender based vulnerability to climate change, participation, equality, women empowerment and resource management. She must have skills in focus group discussion, field data analysis and report writing.

**8. Contents of the Evaluators' to offer for this assignment**

8.1CVs of all evaluators involved

8.2 Technical Proposal

a) Technical Approach, Methodology, and Organization of the Consultant’s team: *Please* explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs here.

b) Work Plan and Staffing: Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

c) Comments on the TOR and on staff and facilities: *Your suggestions should be concise and to the point, and incorporated in your Proposal.*

8.3 Financial Proposal. (Please provide break down of each cost Item)

8.3.1 Remuneration of each consultant and enumerators (per person/day)

8.3.2 Training of the enumerator

8.3.3 Travel cost

8.3.4 Food and accommodation

8.3.5 Stationeries and printing

(Add more if you feel necessary including VAT and Tax which will be deducted at Source)

8.4 Sample of previous work similar to this assignment.

***Note: CCDB reserves the right to reject any or all proposals without assigning the reasons.***