



## Terms of Reference for Evaluation

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### EVALUATION SUMMARY

<b>Program/Project, Project Number</b>	Strengthening community resilience through Disability Inclusive Disaster Risk Management (DiDRM) in urban and rural areas in Bangladesh
<b>CBM project number</b>	3479-CBMD-MYP
<b>Partner Organisation</b>	Centre for Disability in Development (CDD)
<b>Project start and end dates</b>	1 <sup>st</sup> March 2017 to 31 <sup>st</sup> December 2019.
<b>Evaluation Purpose</b>	The purpose of this mid-term evaluation is to assess the project progress and performance on relevance, effectiveness, efficiency, impact and sustainability with particular focus on quality and equity and recommend the next phase of the project based on experiences and learning from the intervention.
<b>Evaluation Type (e.g. mid-term, end of phase)</b>	Mid-term evaluation
<b>Commissioning organisation/contact person</b>	CBM Bangladesh Country Office
<b>Evaluation Team members (if known)</b>	External evaluation team including the team leader/principle evaluator, CBM BCO representative and a person with disability representing disability issues and one personal assistant (if required) and one sign language interpreter for data collection days.
<b>Primary Methodology</b>	Both qualitative and quantitative methodology considering context specific and participatory approach, tools and techniques to be followed.
<b>Proposed Evaluation Start and End Dates</b>	18 <sup>th</sup> November to 2 January 2019
<b>Anticipated Evaluation Report Release Date</b>	3 January 2019
<b>Recipient of Final Evaluation Report</b>	CDD & CBM



## 1. BACKGROUND OF PROJECT

The Centre for Disability in Development (CDD) is a national NGO working towards an inclusive society for persons with disabilities in Bangladesh to promote participation of persons with disabilities and to create their access to equal opportunities and rights.

CBM is an international development organization, committed to improving the quality of life of people with disabilities in the poorest communities of the world irrespective of race, gender or religious belief.

CDD in partnership with GanaUnnayan Kendra (GUK) and SavarPourashava with the support of CBM has been implementing "Strengthening community resilience through Disability Inclusive Disaster Risk Management (DiDRM) in urban and rural areas in Bangladesh" project from March 2017 to December 2019 in 2 unions of ShundarganjUpazilla in Gaibandha District and 2 wards of Savar Municipality, Savar, Dhaka, Bangladesh.

### Overall Objective of the project:

Reduction of disaster risk for all to achieve inclusive, resilient and sustainable development contributing to the achievement of the Sustainable Development Goals (SDG)

### Specific objectives of the project:

To increase local and national capacity for sustaining disability inclusive DRR practices for a resilient community contributing to the outcome and goal of the Sendai Framework for Disaster Risk Reduction (SFDRR)

**Time frame: 1<sup>st</sup> March 2017 to 31<sup>st</sup> December 2019. (3 years).**

### Location:

District	Upazilla
Gaibandha	SundarganjUpazilla, Sreepur Union Parishad, (6 wards) & Haripur Union Parishad (9 wards)
Dhaka	SavarPourasava(2 wards)

Total Project Budget: BDT 47, 957,647.16

### Key Stakeholders:

- Self Help group and APEX body members
- Parents / Caregivers of persons with disabilities



- WDMC and Municipal Disaster Management Committee
- Integrated Farmers Group and Cattle Farming Group of person with disabilities
- Community people
- Students of selected schools

### **Key Stakeholders from State**

- Department of Disaster Management, Ministry of Disaster Management and Relief

## **2. EVALUATION OBJECTIVE, SCOPE AND INTENDED USE**

The purpose of this mid-term evaluation is to assess the project progress and performance on relevance, effectiveness, efficiency, impact and sustainability with particular focus on quality and equity and recommend the next phase of the project based on experiences and learning from the intervention.

### **2.1. SCOPE OF THE EVALUATION**

This mid-term evaluation will assess the project in light of Convention on the Rights of Persons with Disabilities, and specifically investigating the following:

- Analysis of how the Urban DRR component was conceptualized, operationalized, progress and opportunities created and actors and strategies to involve beyond 2019 for disability inclusive risk reduction mechanisms during earthquakes.
- Analysis on the exit of programme from rural setting Gaibandha, particularly current sustainability status and actions needed for that in 2019.
- Skill and knowledge enriched of Ward Disaster Management Committees (Urban and Rural), Pauroshava Disaster Management Committee (Savar), Apex body, Self-Help Groups, Union Disaster Management Committees and Union Parishads on Institutional management, Leadership, Resource mobilization, Documentation, coordination at local level, Disability inclusive Disaster Risk Reduction (DiDRR), Good Governance etc.
- Disability friendly, climate resilient group-based livelihood activities and its management engaging persons with disabilities including psychosocial disabilities.
- Rehabilitation and health care services for persons with disabilities



- Organic farming through Farmers Club and support with technology.
- National level advocacy, capacity of DPOs and participation in national and international events on DiDRR and DiDRRN activities
- Capacity of the key responders on disability inclusive earthquake preparedness

## 2.2. TARGET AUDIENCE AND INTENDED USE

The target audience of the evaluation report is CDD and CBM. The evaluation team is expected to provide de-briefing on the evaluation to facilitate learning for stakeholders. The report will be used for refining and improving the intervention as well as the recommendation will be used for deciding future programme development.

Intended use:

- The findings from the review will be important for CDD and CBM in identifying the key strategies of the project that are contributing to project success and sustainability.
- Learning's from this review will enable CBM and CDD to further strengthen and refine the SCRDiDRM project which will ultimately contribute to achieve the results of the project as expected.
- Changes of Project implementation strategy may take place based on recommendation.
- Generate the idea and articulate the recommendations for the next phase of the project.
- ❖ CBM will use the information from this evaluation
  - ✓ to inform the way in which CBM can partner and work with government and other agencies in sustaining disaster risk reduction in rural areas and in improving disaster risk reduction in urban areas
  - ✓ To improve on planning, implementation and monitoring for future similar projects

The evaluation process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with disabilities. Programme staff and partners of CDD will play a strong role in the evaluation.



### 3. EVALUATION QUESTIONS

AREA OF ENQUIRY	QUESTIONS
<b>Relevance, quality of design and appropriateness:</b>	
<ul style="list-style-type: none"> <li>• How the Urban DRR component was conceptualized, and operationalized, and actors engaged?</li> <li>• How much the initiative is suited to the priorities and policies of Bangladesh?</li> <li>• Is the project contributing to the outcome and goal of Sendai Framework for Disaster Risk Reduction (SFDRR), especially inclusive implementation of SFDRR?</li> <li>• Are the stakeholders engaged adequately with the project?</li> <li>• Is the project scope appropriate? Eg the geographical/size of catchment area/number of sub-partners/stakeholders etc.?</li> </ul>	
<b>Effectiveness:</b>	
<ul style="list-style-type: none"> <li>• How much is the progress on the urban component, and opportunities created with actors and agencies?</li> <li>• How much the understanding of UDMCs, WDMCs, SHGs, Apex Bodies, DPOs changed on DiDRR?</li> <li>• Whether persons with disabilities have access to safety nets from the government?</li> <li>• Are the gaps identified for disability inclusiveness in existing policies and programs of MoDMR?</li> <li>• Where are gaps/weaknesses in training provided by CDD and partner NGO?</li> <li>• Are WDMC and Municipal DMCCable to conduct their routine meeting and document activities independently in urban component of the project?</li> <li>• How therapy and assistive devices helped Persons with disability for increasing their mobility and contribute to DiDRM</li> <li>• How effectively women are contributing in WDMC, SHG, Apex body, CFG, IFG?</li> <li>• How effectively child protection issue is considered in the whole process of project implementation</li> </ul>	
<b>Efficiency or cost-effectiveness (of planning and of implementation):</b>	
<ul style="list-style-type: none"> <li>• To what extent has the project activities going on as perPIP and budget? Where the plan changed and why?</li> <li>• How value for money of program activities measured in different level of project implementation?</li> <li>• Was the cost of the activities/ interventions sufficient?</li> <li>• Comparing to the volume of work and jurisdiction of the project how efficiently manpower is being used? Is there any necessity of further rearrangement?</li> </ul>	
<b>Impact - Contribution to change:</b>	
<ul style="list-style-type: none"> <li>• Whether the target populations of rural and urban areas of the project (communities including women, men, girls and boys with disabilities) be considered well prepared and contributing to DiDRM?</li> <li>• Whether there are any unexpected results or unintended effects?</li> </ul>	



- What national level policy change took place due to advocacy during this period?
- Are children aware on earthquake and flood preparedness?
- Do people know the benefits of organic farming?
- How group-based livelihood is functioning (with challenges and opportunities) by utilizing the full potentiality and skills of persons with disabilities?
- What are the remaining gaps in the implementation process in terms of quality of design?
- What about the understandings of DPOs to involve themselves for issue-based advocacy to the policy makers at the national level?
- How group-based livelihood activities is contributing to the socio-economic upliftment of persons with disabilities and their families.

**Sustainability:**

- How the exit of programme functioned at the rural setting Gaibandha, particularly current sustainability status and actions needed for that during 2019?
- How SHGs/Apex body are capable to run their groups on their own?
- In which degree WDMC is capable to manage crisis during disaster at local level and community capacity building for risk reduction?
- Whether Unions are allocating budget on Disability and DRR?
- How voices are heard of communities including persons with disabilities in Government initiatives?
- What initiatives are taken by MoDMR to consider disability issues in DRR?
- Are community including persons with disabilities able to cope with disaster situation?
- Whether the partner and the community adequately capacitated in handling emergency situation without external support? What more needs to be done to sustain the project initiatives?

**Connectedness**

- How much the local institutions (SHGs, Apex Body, WDMC) are linked with local government to reduce the disaster risk of community including persons with disabilities.

**Coherence**

- What about the understanding of the project staff, local govt. representatives, government officials related to social service and disaster management, regarding Disability law, gender policy, core humanitarian standard, Standard Order on Disaster (SOD), etc. in the project location?

**Coverage**

- To what extent it involved the actors and agencies in the programme, what strategies to involve beyond 2019 for disability inclusive earthquake risk reduction.
- Is there any necessity/ felt need to *expand* Disability inclusive DRM activities further in other need based urban and rural areas?
- Have the people been reached on an equal basis and to what extent with regard to geographic coverage?



## Gender

The mid-term review will consider gender aspects of the project and report on this. Data collected will be disaggregated according to gender. The methodology will ensure that the voices of both men and women are heard and considered. For each of the enquiry areas above, it would be useful to consider any changes in the participation of women and men and how factors have influenced these changes.

Particularly areas of enquiry under this review which will look specifically at gender including:

- Access to group based livelihoods for both men and women
- Access to health and rehabilitation services for men, women and children
- Participation of both men and women in SHGs, apex bodies, WDMC, IFG, CFG and Farmers clubs.
- Differing needs for women and for men, for girls and for boys and how they have been identified and addressed by the project. Have mechanism that were developed and put in place benefitted both men and women/girls and boys on an equal basis?

## Child Safeguarding

The evaluation must consider child safeguarding aspects and report on this. How has the project approached this issue? How has training on Safeguarding been planned and implemented. What mechanisms have been put in place to ensure a child safe working environment that will also be kept up after the completion of the project?

## 4. METHODOLOGY

The review team will develop the methodology in collaboration with CBM and CDD. The team is expected to submit an evaluation plan/inception report which will provide details of the methodology. The review must meet the principles of inclusion, participation and interaction, involving beneficiaries and stakeholders considering gender and age. The review will be participatory in the best possible way. Appropriate sampling technique will be used. It is suggested to use a mixed method approach with qualitative and quantitative data collection methods.

Persons with disabilities, group members and local government representatives are the prime target groups. While setting the methodology and collecting data from persons with disabilities sign language interpretation, accessible venues and additional time will need to be considered.

The methodology should include the following:

- Desk review of project documents;
- A half day review design and briefing workshop with the evaluation team





- Development of the evaluation approach, methodology and tools
- Visits to a sample of project sites. The sample will enable a representative spread of some of the "best" communities as well as some of the most "challenging" communities/areas to facilitate learning and experience sharing; Accessibility of sites that does not consume undue evaluation time traveling but it may be necessary to look at least one marginalized site geographically to make comparisons;
- Interviews / focus group discussions with project beneficiaries, community members and local and national government staff (gender segregated where relevant);
- Meetings / interviews with project staff;
- Data analysis;
- Presentation of initial findings and recommendations with CBM and partner for incorporating feedback;
- Sharing draft report and incorporating feedback of CBM and partner;
- Submission of the final report by the consultant.

Regarding confidentiality/ data protection, the evaluation team must take all reasonable steps to ensure that the respondents are not adversely affected by taking part in the evaluation. The team must keep responses of interviewees confidential at all times, and has to ensure proper consent is given. Also, particular care must be taken with children and teenagers. Permission must be granted from a parent or responsible adult/caregiver, for interviews with children aged under 18 and CBM's child safeguarding policy should be applied in all circumstances. Data must be processed only for the purpose of this evaluation and must be kept safe at all times.

## **5. LIMITATIONS**

- Political situation/ National Parliament Election may hamper the planned schedule of mid-term evaluation.

## **6. EVALUATION TEAM AND MANAGEMENT RESPONSIBILITIES**

### **6.1. COMMISSIONING RESPONSIBILITY**

CBM Country Office will be responsible for commissioning the evaluation and engaging external consultant to lead the team. CBM Country Office, in consultation with CBM Germany and the technical advisor, will also be responsible for approving the evaluation methodology and final reports.

### **6.2. EVALUATION TEAM**

In line with best practice for disability inclusive development, a Disabled People's Organisation representative or person with a disability should participate in the evaluation as an evaluation team member or as a specific evaluation advisory group. In case of an evaluation team, gender balance of team members would be expected.





The review team will be comprised of four members:

Name and Organization	Role (s) and responsibilities
_____, CBM BCO	<ul style="list-style-type: none"> <li>• Contribute to the development of review ToR</li> <li>• Provide technical support to finalize methodologies, tools and sample size</li> <li>• Provide inputs to review plan</li> <li>• Liaison between CDD and CBM Germany and the evaluation team in coordinating day to day logistics of the evaluation.</li> <li>• Participate in data collection process and contribute to the discussion on findings</li> <li>• Provide support to data compilation and analysis.</li> <li>• Provide feedback on the draft review report</li> </ul>
External consultant	<ul style="list-style-type: none"> <li>• Lead evaluator</li> <li>• Lead methodology development through the evaluation plan</li> <li>• Lead evaluation team briefings and debriefings</li> <li>• Lead data collection and analysis, including desk review</li> <li>• Lead facilitation of half day informal presentation to CDD project team and management to discuss initial findings and develop recommendations</li> <li>• Write and ensure reports are delivered by due dates.</li> </ul>
Person with disability representative	<ul style="list-style-type: none"> <li>• Contribute to the development of evaluation methodology, data collection instruments and field data collection plan</li> <li>• Oversee the communication needs of persons with disabilities</li> <li>• Participate in data collection process</li> <li>• Contribute to reflect the persons with disabilities issues and perspectives in the evaluation report</li> <li>• Monitor the discussions/interview with respondents happen at accessible place</li> </ul>

The External Consultant will be selected based on the following criteria:

- Higher university degree in development studies, related social studies, humanitarian action or similar
- At least 10 years of experience in international development work
- At least 5 years of experience in similar programs evaluation, in particular in rights based evaluations and participatory evaluation
- Experience in inclusive development and recent development debates.
- Good understanding on disability inclusion, gender.



- Experience in community mobilization.
- Proven report writing capabilities – CBM may ask for examples of reports of similar projects during the selection process
- Proficient in speaking and writing in Bangla and English
- Ability to perform work within given timelines
- Having good references from clients and peers (other evaluators). CBM may ask for reference during the selection process

### **Child Safeguarding Policy:**

As a condition of entering into a consultancy agreement the evaluators must sign the CBM Child Safeguarding Policy and abide by the terms and conditions thereof.

### **6.3. MANAGEMENT OF THE EVALUATION AND LOGISTICS**

CDD is the budget consideration authority and responsible for the management of logistics including:

- Selection and finalization of evaluation team in consultation with CBM BCO and providing contract.
- Organise meeting with CBM BCO, CDD and evaluation team.
- Provide logistics support to the evaluation team. Working with the Project sub-partner to manage evaluation logistics and source required information
- Identify “neutral” and disability accessible locations for interviews/ meetings to take place. Ensuring that access and inclusion factors are addressed, so that people with disabilities can participate fully
- Organize FGD, KII or any other activities as per the request of evaluation team; Ensuring appointments for interviews for evaluation team are organised before team arrive
- If requested by evaluator, support in identifying person with disability member of the evaluation team
- Provide feedback on draft report, approving final report and making payments.

**Country Coordination office** has responsibility for:

- Participate in selection and approval of consultant and members of the evaluation team;
- Confirming methodology proposed by consultant;



- Participate in key planning and scoping meetings with consultant;
- Communicating with RO, CBM Germany and technical advisor on any significant issues arising during the evaluation process;
- Reviewing draft report and approval of evaluation report.

Evaluation Team leader has responsibility for:

- *Mobilise evaluation team, Organising team and managing work processes*
- *Maintains timetable for internal movement for field visits, Ensuring Products are delivered by due dates (briefings, presentations, reports)*
- *The lead evaluator will present the findings to key decision-makers and relevant staff of CDD, CBM and sub-Partner NGO.*
- *Report writing*
- Ensuring rights of persons with disabilities protected in the evaluation
- Developing evaluation methodology and liaising with CDD and CBM BCO regarding meetings required to be organised
- Developing interview question guides, training evaluation team (if required), testing approaches, and quality control.
- Managing collection and collation of data and ensuring consent of interviewees and confidentiality of data
- Managing any conflicts of interest arising within the evaluation team
- Conduct a briefing and a debriefing meeting at start and end of project visit phase with stakeholders. *Participate in inception briefing with CDD and CBM*

**Project Partner** has responsibility for:

- Providing all project documents to lead evaluator
- Orient evaluation team on the project and clarify expectations from the evaluation
- Organise field data collection activities
- Review evaluation reports and provide and gather comments/feedback from CBM and accumulate to share with the lead evaluator

## 7. EXPECTED RESULTS

- Inception report outlining detailed methodology, work plan/schedule and evaluation tools.
- Final Evaluation report in English, according to CBM standard template and in accessible format.
- Inception and De-briefing meeting with to CBM and CDD.



## 8. Duration and Phasing

Task/Responsible	Location	Number of workdays for evaluation team	Expected delivery dates
Orientation for evaluation team (by CBM and CDD)	Dhaka, CBM Country Office	1	18 Nov 18
Review of documents and development of evaluation methodology and plan (Evaluation team)	home based	3.0	19-21Nov 18
Presentation of evaluation methodology and plan (by Evaluation team) and CBM/CDD feedback	via email	1.5	25 Nov 18
Logistics arrangement (by CDD) informed to evaluation team	Via email	-	26-28Nov 18
Data collection	Gaibandha, Savar and Dhaka	9.0	29 Nov – 11 Dec 18
De-briefing (by evaluation team) to CBM/CDD	CBM Country Office	0.5	12 Dec 18
Draft evaluation report preparation (by evaluation team)	home based	5	20 Dec 18
Feedback on draft evaluation report (to evaluation team) by CBM/CDD	via email	0.5	27Dec 18
finalising evaluation report	home based	3.0	2 Jan 19
<b>Total Workdays for Consultant</b>		<b>23.5</b>	

## 8. PAYMENTS SCHEDULE

Payment schedule	Responsible	Expected payment date
60% payment to evaluation team upon contract signature	CDD	15 Nov 18
Final 40% Payment to evaluation team (upon submission of final report)	CDD	3Jan 19
<b>Total payment (100%)</b>		



### Payment schedule for sign language interpreter:

Payment schedule	Responsible	Expected payment date
fees for travel etc will be covered by an advance payment, amount to be agreed at start of evaluation	CDD	28 Nov 18
full payment after delivery of interpretation services.	CDD	12 Dec 18
<b>Total payment (100%)</b>		

- Evaluation team shall be paid the fee.
- VAT and Tax will be deducted on source.
- Evaluation team shall be provided with arranged transportation, accommodation and food.

### How to apply?

Interested consultants/team shall apply by 10/11/2018 to Centre for Disability in Development (CDD), email: [cdd@bangla.net](mailto:cdd@bangla.net) with CC to [bgsaha@yahoo.com](mailto:bgsaha@yahoo.com)

Expressions of interest shall include:

- Short description of the consultancy and detailed CVs of suggested team members.
- Suggested methodology and time frame
- Detailed budget for the action with daily professional fees; CDD will reimburse actual costs for travel and local logistics. Consultants are responsible for their own insurance during the exercise as well as for payment of taxes as they refer to their services.
- Statement of availability during the time frame indicated.



**APPENDIX: STAKEHOLDER ANALYSIS FOR EVALUATION.**

You could use a matrix like this to examine stakeholders involved in the project, and determine whether and how they could contribute to the evaluation, through interviews, surveys and meetings.

Please list **all** current and potential external and internal stakeholders including beneficiaries that contribute or influence the success of the proposed project(s) being evaluated.

Stakeholders	What is their interest and contribution in the proposed project?	What is their power and influence in the project (1-5 rating, 1=low, 5=high)	Will the project involve / these stakeholders in the evaluation? How?
<b>Primary Stakeholders</b>			
Self Help group and APEX body members	Skill and knowledge of these members will be enriched of Institutional management, Leadership, Resource mobilization, Documentation, etc.	4	They will be involved in evaluation through participate in focus group discussion.
Parents / Caregivers of persons with disabilities	Learn basic therapy and provide same for better care of children with disabilities	4	Interview
WDMC and Municipal Disaster Management Committee	WDMC and Municipal DMC will be able to conduct their routine meeting, document activities independently	4	They will be involved in evaluation through participate in focus group discussion and KII.



	and manage disaster situation.		
Integrated Farmers Group and Cattle Farming Group of person with disabilities	To start group-based livelihood activities to contribute to the socio-economic upliftment of persons with disabilities and their families	5	They will be involved in evaluation through participate in focus group discussion and KII.
<b>Secondary stakeholders</b>			
Two Union Parishad	Awareness, budget allocation and expenditure on disability issues and disaster risk reduction	5	Interview
Community people	Awareness on Disaster and Disability specifically on flood preparedness	3	FGD/KII
Students of selected schools	Awareness on Disaster risk reduction specially flood and earthquake.	3	Interview
DDM, MoDMR	Advocacy for disability inclusion in policies and implementation of those policies	4	Interview
DPOs	Issue based advocacy with policy makers at	4	Interview





	national level for inclusive implementation of SFDRR		
Upazilla social service officers	Disability orientation to properly identify types of persons with disabilities, their needs and provide support through social safety net program	4	Interview

**LIST OF ABBREVIATIONS OF ACRONYMS:**

WDMC	Ward Disaster management Committee
SHG	Self-help Group
DPO	Disable People's Organization
MTR	Mid-term Review
DiDRM	Disability Inclusive Disaster Risk Management
DiDRR	Disability Inclusive Disaster Risk Reduction
SOD	Standing Order on Disaster
IFG	Integrated Farmers Group
CFG	Cattle Farming Group
DDM	Department of Disaster Management
MoDMR	Ministry of Disaster Management and Relief
SFDRR	Sendai Framework for Disaster Risk Reduction