**ToR for End of Project Evaluation**

**Poject**: Improving the lives and livelihoods of vulnerable farmers groups in Sharankhola and DakopeUpazilas through sustainable, climate-adapted farming and disaster risk reduction measures

**Project Background**: The project has been initiated and proposed by DSK to KNH based on a problem and needs analysis: “Climate change and the prospect of resulting rise in sea-level in Bangladesh and its far reaching consequence for the people in the project region of Sharankhola and Dakope, in particular, have meant that the people living there are exposed to unpredictable, extreme weather conditions. The ecosystem of the mangrove forests in these low-lying floodplain and estuarial areas – the Sundarbans – is also being threatened. And this also reduces protection against extreme weather events. Thus, the local population, with no protection, is being increasingly exposed to the forces of nature and a reinforced disaster risk reduction preparedness approach is urgently required at community level to protect life and decrease threat to life and livelihoods.

These natural disasters hit people especially hard, when, like those affected are living in remote hard to

reach poverty pockets in the target districts. The only sources of income of target peasants are rice farming, animal husbandry or fishing. Climate-related changes have led to the salinity of sweet river water and of land normally suitable for farming and, thus, to a decrease in agriculture production. The over-exploitation of mangrove forests exacerbates the problem.

Thus, the project aims to economically empower the people in a sustainable way, to help them take adaptive alternate agriculture approaches to cope with the challenges posed by climate change. At the same time project would encourage target landless and marginal farmers to strengthen their own organization and thus reinforce their capacity to claim their rights to improve voice and space in the society.”

**Target Groups**: Direct target group are 3,000 very poor households, most of them are marginalized and landless farmers. 90% of the target group comprise of women. The indirect target groups benefitting from the project are the family members of the targeted women which sum up to approx. 18.000 persons. The intermediaries are local government officials (from the Departments of agriculture extension, Forest, Disaster Management Department and Ministry of Local Government) and local NGOs.The project locations are administrative units in the Bagerhat and Khulna Districts.

**Overall objective (impact)**

Contribution to amplified awareness and climate adaptive farming practices by vulnerable farmers in target areas to meet climate change induced environment challenges (“National plan for Disaster Management”, “Bangladesh Climate Change Strategy and Action Plan”)

**Project objective (outcome):**

The lives and livelihoods of 2.700 women and 300 men from 120 Self-Help-Groups from 30 villages in the Sharankhola and Dakope Upazilas are improved through sustainable, climate change adapted farming

combined with disaster risk reduction and WASH measures.

**Project Outputs**

1. Vulnerable 3000 SHG farmers in 30 villages from Sharankhola and Dakope adopted sustainable climate resilient farming practices for increasing their income.
2. Climate change adaptation measures to increase the stock of indigenous trees reinforced and local people in the 30 villages are sensitized to maintain the ecosystem
3. Community based disaster risk reduction preparedness combined with WASH strengthened within the six unions: Rayenda, Khontakata, Dhansagor, Sutarkhali, Kamarkhola, Tildanga

**Key objectives of the evaluation**

The main purpose of this evaluation is to contribute to the **decision making processes related to sustain the project.** The evaluation will not be able to analyze the general economic, social, political situation in the area nor diagnose the root causes of vulnerability of the costal people to disasters and food insecurity.

The key users of the evaluation and their results will be DSK, the governmental stakeholders in the project area, the German Federal Ministry for Economic Cooperation and Development (BMZ) and Kindernothilfe (KNH). The evaluation results will be shared with the beneficiaries of the project.

**Specific Question for the evaluation**

DSK has collected the questions of the stakeholder groups of this project, in particular the Self-Help-Groups, the Union Committees, the Governmental stakeholders of the Agricultural Offices, the Educational Offices and the schools, the local Government representatives, the project staff and of DSK management. A copy of the questions in Bangla will be submitted on request to the interested applicants.

A majority of the questions treat issues around the sustainability of the (tangible and intangible) outputs and outcome, among them the established institutional structures.

Therefore, the specific questions the evaluation should answer are

 🞎 how sustainability of the project can be ensured (individually, group based, at Union Committee and at village level, and within the context of Bangladesh).

 🞎 which particular steps need to be taken by the beneficiaries and the intermediaries to make it happen.

Among others, concern mentioned by the beneficiaries is the (a) coordination and networking activities within the established groups/union committee structure and (b) the coordination and advocacy activities towards the governmental stakeholders in order to enjoy their right to service delivery.

In addition, one focus to this regard should be laid on the village based DRR activities and its coordination with the Ward level and Union level Disaster Management Committees.

Further, the evaluation should bring out intended and intangible knowledge and practice of boys and girls in and out of school in the 30 villages with regard to the enjoyment of their rights.

**Methodology**

The evaluator/evaluator team is requested to suggest a feasible approach, methodology and the sampling size to be representative. The methodology should be participatory in the sense that the individual beneficiary, the beneficiaries groups, the union committees, the village dwellers, boys and girls can reflect on the past and take own decisions for the future. Gender and project side disaggregation is required.

**Deliverables**

The expected deliverables in accordance with the timeframe are as follows:

i. Inception Report with evaluation data collection tools to be discussed with DSK and KNH Germany

(if needed via skype talk).

ii. Data/Information collection from target groups.

iii. Draft one of the evaluation report within 10 working days after the data collection has been done.

iv. Presentation and validation of the evaluation results in a validation meeting with DSK and KNH

Bangladesh within 10 working days after the data collection has been done.

v. Revised report (draft two) incorporating findings from the validation meeting within 5 working days

 after the validation meeting.

vi. Final report – one electronic copy (pdf-file) and three hard copies within 10 working days of receipt of

comments on the revised report from DSK and KNH Germany.

The evaluation report is expected to be written in English, DINA 4 and the expected structure is as follows:

🞎 **Cover page** (Title of the evaluation, the date of the evaluation, recipient’s name, name(s) of the evaluator(s) involved)

🞎 **Table of Contents**

🞎 **List of Acronyms**

🞎 **List of Charts, Table or Figures**

🞎 **Executive summary** [Stand-Alone, about 5 pages, summary of report. This section may not contain any material not found in the main part of the report]

🞎 **Main Part of the Report**

* *Section 1:* Introduction/Background and Purpose: [Overview of the final evaluation. Covers the purpose and intended audiences for the evaluation and the key questions as identified.]
* *Section 2:* Evaluation Approach and Methods: [Brief summary, Additional information, including instruments should be presented in an Annex]
* *Section 3:* Findings: [This section, organized in whatever way the evaluator(s) wishes, must present the basic answers to the key evaluation questions – unequivocal and for each research question - , i.e. the empirical facts and other types of evidence the evaluator(s) collected including the assumptions, best with case stories or studies and innovations (with photos)]
* *Section 4:* Conclusions: [This section should present the evaluator(s)’ interpretations or judgments about its findings]
* *Section 5:* Recommendations: [This section should make it clear what actions should be taken as a result of the evaluation for future projects. Recommendations must be relevant to practice and implementation oriented]
* *Section 6:* Lessons Learned: [In this section the evaluator(s) should present any information that would be useful to people who are designing / managing similar or related new or ongoing projects in the country or could be adopted elsewhere. Other lessons the evaluator(s) derive from the evaluation should also be presented here.]
* *Section 7:* References

🞎 **Annexes** [These includes supplementary information on the evaluation itself; further description of the data collection/analysis methods used; data collection instruments; summaries of interviews; statistical tables, and other relevant documents] The final evaluation report is expected to give an unequivocal statement of findings and conclusions in relation to the questions to be addressed, as specified in the terms of reference

**Eligibility of Evaluators**

The evaluator or evaluator team is expected to have following knowledge, skills and experience:

The evaluator should be holder of a Master Degree in social science related subjects. In case of an evaluator team at least the team leader should have a Master Degree.

The team needs to be gender balanced. The evaluator or team leader brings along several years of working experiences in economic and social empowerment of community groups and apex groups in Bangladesh or surrounding countries, in subjects such as rural development, climate change adaptive technologies, farming and livestock in disaster prone areas, and DRR.

We are looking for an experienced evaluator or evaluator team with the needed experiences to apply participatory methods and tools for working with rural populations’ groups, technical competence and knowledge in the sectors to be looked into, and qualitative and/or quantitative evaluation methods.

Excellent English writing and communication skills and the ability to reflect and interpret the data collected For providing recommendations is imperative.

The evaluator or evaluator team will be selected based on the above mentioned criteria, *in particular a clear description of the suggested approach, methodology and tools* based on a written application and an interview by DSK jointly with KNH.

Applications of representatives of other Bangladesh based NGOs or Bangla speaking consultant(s) from surrounding countries are welcomed.

**Role & Responsibility**

DSK as commissioning agency will support the evaluator or evaluator team with

🞎 Logistical arrangements incl. arranging for transport; arrangements for meeting the target groups of the evaluation.

🞎 The agreement between DSK and KNH, interim reports, internal monitoring reports, meeting minutes, documents from SHGs/UC. The evaluator /evaluator team has among others following particular roles and responsibilities**:**

🞎 **The entire evaluation process management in line with the time schedule.**

🞎 Weekly written information (e-mail) about the evaluation progress to DSK management and KNH Bangladesh and Germany.

🞎 Availability to feedback talks (also via skype) with DSK management and KNH.

🞎 Adherence to the codes of ethics, transparency, confidentiality, child protection, non-discrimination of any person and anti-corruption of DSK and KNH. Additional details will be laid down in the engagement contract if any

**Time frame**

Anticipated time frame for the evaluation are given below:

Selection of the evaluator /evaluation team and contracting: until end of November 2018.

Inception report submitted: until December 15, 2018

Discussion and fine planning of data collection: until December 23, 2018.

Data collection: December 24, 2018 – January 5, 2019

First report: January 15, 2019

Validation meeting: January 16, 2019

Final report: February 10, 2019.

**Mode of Payment**

Payments are made at the following stages:

a) 30% on signing the contract

b) 30% on submission of the draft report

c) 40% on approval of the final report

**Proposals**

The interested consultant or consultant team is requested to apply with a written proposal/application

The proposal should include a technical and financial part.

The technical part should include

🞎 Clear description of the consultant’s understanding of the project and the evaluation tasks, *the consultant’s suggested approach, methodology and tools* to be used.

🞎 Description and quantification of the use of the instruments (e.g. how many individual interviews and with which groups of people; how many focus group discussions).

🞎 Management of evaluation process.

🞎 Clear dated work plan

The financial part should include

* A calculation of the number of working days.
* Consultant’s daily rate including indication of any taxes.
* Total consultancy fees including clear indication of any taxes.
* Calculation of any additional costs incurred during the evaluation (if any)
* Validity period of quotation

Note: Consultant must clearly elaborate on the division of tasks and of the team members (if any) proposed. The fee for each team member has to be mentioned.

Other required documents to include are

* The Consultant’s Curriculum Vitae– maximum 4 pages with references.
* Curricula Vitae of (lead) evaluator and his/her team members (if applicable). If the evaluator team are employees of a firm/organization/institution the additional documents have to be included: profile, physical address, telephone numbers, contact person of the firm/company; copy of registration and VAT certificate; names of Directors/Proprietors
* Documentation of any work previously conducted by the evaluator.
* Report of one reference evaluation conducted within the last three years.

Proposal documents including all required documents are expected to be submitted, duly signed as one, maximum two scanned pdf files only (max. 5 MB).

Hard copy proposal documents, duly signed, are only expected to be submitted, if invited to an interview.

Proposals clearly marked “Application for project evaluation. Project title: Improving the lives and livelihoods of vulnerable farmers groups in the Sharankhola and Dakope Upazilas” should be sent via e-mail to following addresses

To: mortuz@dskbangladesh.org

Cc: quamrul@dskbangladesh.org; singha@dskbangladesh.org; knh.bdesh@gmail.com; uta.dierking@knh.de;

In case of questions, please contact the project coordinator **Md. Mortuz Ali,** Cell: 01710-075559, Email: mortuz@dskbangladesh.org

Deadline for submitting the proposal is October 30, 2018.

Interviews for the selection of the evaluator /evaluation teams will take place in November 2018 in Dhaka.