

Terms of Reference and Work Plan of a Project End Evaluation	
Project Title	Building Resilient Urban Slum Settlements in Dhaka, Bangladesh, A Multi – sectorial Approach to Capacity Building-Phase III (Project Code: BD16001)
Type of END EVALUATION	Mid-term <input type="checkbox"/> Final <input checked="" type="checkbox"/> Impact <input type="checkbox"/> Other
HFH Country and Location	Dhaka, Bangladesh
Name and/or organization of the evaluator/s	Habitat for Humanity International- Bangladesh
END EVALUATION duration	March- May, 2018

## 1. BACKGROUND

### 1.1 Background of the Project

From 2012-17, Habitat for Humanity International – Bangladesh (HFHI-B) has implemented urban slum renewal projects in 4 slums in Dhaka city. In the very last phase the project was implemented in 01 (one) slum of Dhaka city from 2016-2017. The project used a resilience framework to conduct a vulnerability assessment with the community, and through meetings, resident feedback and survey, create long-term Community Development Plans (CDP). Subsequently a range of infrastructure interventions and trainings are provided to increase the resilience of the slum.

HFHI-B continued to work with the CBOs / Community WASH Committees established under previous phases of the project, further building their capacity to manage their slum's CDP, and ensuring greater sustainability for the WatSan and drainage facilities already constructed.

The project also supported the regular convening of the Urban INGO Forum which provides a valuable opportunity for INGOs to share knowledge and learning on their urban work. An annual Urban Dialogue was supported, providing a forum for interaction with a wider range of stakeholders including academia and government to progress the agenda of the Urban INGO Forum.

### 1.2 Project Goal and Outcomes

**Goal:** To increase resilience of urban slum settlements in Dhaka through improved access to basic services, increased community capacity to manage their slum's ongoing development, and improved coordination between urban stakeholders.

#### Outcomes:

1. CWCs in 4 slums are managing and implementing their Community Development Plans (CDP)
2. Urban INGO forum is active with a growing membership and clear strategy in place to support better services for slum communities
3. Community members in one slum have increased access to water and hygienic sanitation facilities
4. One slum community has improved facilities and practices for solid waste management
5. Communities in 4 slums are using and maintaining WatSan facilities constructed
6. One CWC has increased capacity to organize community evacuations and disaster mitigation activities

## 2. Project End Evaluation DESIGN

### 2.1 End Evaluation Objectives

1. Analyze the impacts that have happened for project interventions of previous phases (previous locations) based on the project goal and outcomes;
2. Analyze the changes that have happened for project interventions of this phase based on the project goal and outcomes;
3. Analyze the applied process of project implementation, focusing on participation of the community;
4. Identify problems and limitations that have been encountered;
5. Identify the strengths and weakness considering sustainability of the achieved results;
6. Identify lessons to be learnt and make recommendations for the implementation of future projects.

### 2.2 Scope and Focus

The Consultant will:

- Assess the impact happened for project interventions of previous phases of this project
- Assess the implementation process of this phase for achieving the expected results at the outcome and output levels
- Assess the change that happened of this phase for the project intervention aligned with expected outcomes; particularly adequately focus on project outcome-2
- Assess the efficiency of program implementation
- Assess the sustainability strengths of CBOs and CWC
- Assess the changes on community people considering resilience and WASH activities

## 2.3 End Evaluation Questions

### **Objective 1: Analyze the impacts that have happened for project interventions of previous phases (previous locations) based on the project goal and outcomes**

- What extent did the previous phases of this project achieve impact level result?
- What were the strengths and best practices of the previous phases of this project?
- What extent did the previous phases of this project meet sustainability regarding resilience issues and capacity of CWC and CBO of the community?

### **Objective 2: Analyze the impact/changes that have happened within project participant's households and the community based on the project goal and outcomes**

- What extent did the project achieve its planned outputs and outcomes?
- What significant changes and improvements have the beneficiaries/community people experienced since the start of the project?
- What extent did the project intervention influence the changes and improvements experienced by the beneficiaries/community people?

### **Objective 3: Analyze the applied process of project implementation, focusing on participation of the community;**

- What extent project implementation processes were effective for ensuring participation of the community?
- How was the selection process of community and project participants? What extent was the community people engaged with this selection process? To what extent was the community involved in the design and implementation of interventions?

### **Objective 4: Identify problems and limitations that have been encountered**

- What were the major challenges/hindering factors during the project implementation? And how did the project overcome those?
- What were the major limitations to address the major challenges during project implementation?
- What were the major facilitating factors during the project implementation? How did the project take advantage of them?

### **Objective 5: Identify the strengths and weakness considering sustainability of the achieved results**

- What are the major strengths considering sustainability of the achieved results?
- What are the major weakness considering sustainability of the achieved results? And how the weakness would be mitigated?

### **Objective 6: Identify lessons to be learnt and make recommendations for the implementation of future projects.**

- What were the good practices and lessons have the project learned?
- How were cross-cutting issues responded by the project e.g. gender, disability, community engagement/participation and environmental sustainability?
- What recommendations have been identified to further improve project implementation or revisions of the plan/ design?

## 3. METHODOLOGY

### **3.1 Methods of conducting the study**

Both qualitative and quantitative methods need to be applied for conducting this study. Type of methods and tools will be determined in consultation with designated HFHI-B personnel.

### **3.2 Data Collection Methods:**

After drafting of the data collection tools, there should have a field test then the tools will be finalized by consulting with designated HFHI-B. However, Face to face interview, Secondary data collection from project documents are highly recommended along with Key stakeholder interview (KII) and FDG.

## 4. END EVALUATION WORK PLAN

The Consultant will prepare a work plan that will operationalize and direct End Evaluation. The work plan will describe how the End Evaluation is to be carried out, bringing refinements, specificity and elaboration to these terms of reference. It will be approved by HFHI-B designated person and act as the agreement between parties for how it is to be conducted. The End Evaluation work plan will address the following reporting elements:

- Overview of Program/project
- Expectations of End Evaluation
- Roles and Responsibilities
- Methodology
- Framework

- Information Collection and Analysis
- Reporting
- Work Scheduling

## 5. END EVALUATION REPORT

### 5.1 Outline of the Report

The End Evaluation report should not be exceeded of 60 pages (Including Annex). Nevertheless, End Evaluation report should contain the different elements mentioned below. All parts should be clearly distinguished from each other and of sufficient quality.

- i. Cover page
- ii. Table of contents
- iii. Acronyms
- iv. Project achievement at a glance. This will be a matrix presentation as per project logical framework matrix (target indicator Vs achievements)
- v. An executive summary that can be used as a document in its own right. It should include the major findings of the review and summarize conclusions and recommendations.
- vi. Objectives of the End Evaluation
- vii. The main questions and derived sub-questions.
- viii. A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed, villages or activity sites visited).
- ix. A presentation of the findings and the analysis thereof (including unexpected relevant findings). All study questions should be addressed, paying attention to gender issues. The findings should be presented as per End Evaluation objectives. Here, chapter wise presentation should be presented as per End Evaluation objectives.
- x. Impact results of the previous phases of this project (01 chapter on this)
- xi. Lesson learnt and Recommendation part. In this section recommendations should be clearly related to conclusions but presented separately. Recommendations should be practical and if necessary be divided up for various actors or stakeholders and include guidelines of how they can be implemented
- xii. Conclusions, which will analyze the various research questions. Conclusions will have to be derived from findings and analysis thereof.
- xiii. Report annexes.

The reporting style should be clear and accessible. References to sources used, such as interviews, literature, reports, must be given.

Confidentiality of information: all documents and data collected will be treated as confidential and used solely to facilitate analysis. Interviewees will not be quoted in the reports without their permission

### 5.2 END EVALUATION Report

The production of the End Evaluation report will be the liability of the consultant covering all the aspects as outlined in the ToR. HFHI-B will be responsible for coordinating the exercise. The End Evaluation will be:

- i. Produced in English language and should be simple in expression and easy to understand.
- ii. Maximum of 60 pages including annexes.
- iii. The report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.)
- iv. The team will be liable to submit at least 03 hard copies and 01 electronic copy of the report by the agreed deadline.

## 6. DELIVERABLES

The required outputs of this consultancy will be as follows:

- i. An inception report (maximum 05 pages) outlining the approach/methodology and execution program/timetable. This report shall be submitted for review and approval by HFHI-B two (2) days after the signature of the contract before commencement of the work.
- ii. Data collection tools which shall be submitted within two (2) days after the acceptance of the methodology for review and approval by HFHI-B.
- iii. Draft report which shall be submitted within five (5) days after completion of the field work and shall be accompanied with the raw data as collected by the data collection tools.
- iv. Presentation of the key findings to the stakeholders.
- v. The final report which shall be submitted within five (5) days after the stakeholders' dissemination workshop and shall incorporate HFHI-B and stakeholders inputs. The final report will be maximum of 50 pages including short annexes. Moreover, the report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.) Nevertheless, the consultancy firm will submit at least 03 hard copies (Color Print) and 01 electronic copy of the report by the agreed deadline.

## 7. CONSULTANCY DURATION

### Overall Consultancy Period

The entire period of this consultancy will be for twenty five (25) working days that will include preparation, development of the survey tools, testing and reviewing of the tools, actual field work, and data analysis, dissemination of the key findings to stakeholders and reviewing of the final report.

## 8. SUBMISSION/COMMENTS TIMING

All the required documents and reports in their draft and final versions shall be submitted to the Senior Manager, 'Program development and M&E' within the specified timing in section 6 of this ToR. The Program Officer-MEAL commits to give written and verbal feedbacks to each of the submitted documents within five working days of receipt.

## 9. EXPERT PROFILE

The team must be multidisciplinary as the End Evaluation is an opportunity to set the direction of all program components. To do technical assessment, the team should have at one (1) WASH expert and one (01) Urban Development expert.

At minimum the consultant(s) must possess the following:

- At least a Masters Degree in Social Sciences, Development Studies or Economics, Urban Planning, and Environmental Science.
- 5 years of demonstrated experience in social and community research in urban locations
- Good understanding of the informal settlements with demonstrated practical working experience or research in such environments
- Experience of effective interaction with local national organizations, government departments, and international humanitarian actors
- Conversant with application of cross cutting themes like gender mainstreaming, and gender competence, M&E, Advocacy and child protection to programming
- Proven experience of using participatory rural appraisal (PRA) tools as the means of data collection for End Evaluation
- Skilled and experienced in research in urban areas
- Good spoken and written communication skills in English
- Excellent analytical and report writing skills

## 10. ADMINISTRATIVE INFORMATION

### 10.1 Tax and VAT arrangements

HFHI-B will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

### 10.2 Bid Requirements

Consultants who meet the requirements should submit a maximum of 10 pages expression of interest, which should include the following:

- i. A suitability statement, including commitment to availability for the entire assignment.
- ii. A brief statement of on the proposed study methodology including a detailed work plan.
- iii. A detailed financial proposal, including daily cost per major activity.
- iv. Updated curriculum vitae of consultant that clearly spell out qualifications and experience.
- v. Contacts of 3 organizations that have recently contracted the consultant to carry out an End Evaluation or evaluation.

### 10.3 Supervision

The overall supervisor of this assignment will be the Senior Manager, Program Development and M&E Department, HFHI-B.

## 11. HOW TO APPLY

If you are convinced you meet the above qualifications and requirements, please send to the address below your summarized C.V. (maximum three pages) which should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology you will apply in delivering the intended objectives that is inclusive of the financial bid.

### Address for Application:

The expression of interest should be submitted to the following address: Procurement Committee, Habitat for Humanity International–Bangladesh, House- 12 (3rd floor), Road- 16/A, Gulshan- 1, Dhaka- 1212 or by email to [procurement@habitatbangladesh.org](mailto:procurement@habitatbangladesh.org) The closing date for submission is on **15 March 2018** by 4.30 pm.