

**Terms of Reference (ToR)
for Individual consultant / team
Project End line Survey.**

Background: Civil Society Organization and Local Authorities (CSOs and LA) project is local government portfolio of European Union (EU) aims to engage CSOs actively in inclusive Budget preparation and transparent decision making in UPs on local government. To make participatory budgets formulation and execution and expenditure to support and development initiatives between CSOs and Union Parishad (UPs). The project duration is three years (Sept 2016 to July 2019). HELVETAS Intercooperation Germany Bangladesh is implementing the program in Partnership with local NGO at the ground level, two implementing Partner organization The Center for Natural Resources Studies (CNRS) is implementing the program at Khulna district and Sabalamby Unnayan Samity (SUS) is implementing the program at Netrokona District.

Union Parishad is the base tier of local governance in Bangladesh. Union Parishad comprises with 9 Wards by the head of Union Parishad Chairman. An UP consists of 1 Chairman and 12 members including 3 members reserved for women. Union Parishads Act 2009 is the latest amendment with 39 different activities for the UP. These elected local government tiers are responsible for coordinating many aspect of local social and economic development in Bangladesh. Every UP has a fund generated from taxes, rates, fees and others charges, Rents grants, profits and Proceeds from other sources.

Overall project Objective is to strengthening capacities of CSOs to engage in inclusive and transparent decisions decision on budgets and expenditures and the two specific objectives

- Strengthened existing legal and democratic spaces and accountability mechanism, which allow adequate and inclusive representation of CSOs in budgetary process.
- Enabled fair, transparent and inclusive budget process through developed and institutionalized partnership between Union Parishads (UPs) and CSO.

Geographical Coverage: Project is implementing two Districts in Bangladesh Khulna and Netrokona, 50 Union of 6 Upazila under two districts. Following table shows By UZPs number of UPs coverage.

Name of Districts	Name of Upazila	Number of Union
Khulna	Dumuria	13 UPs
	Rupsha	5 UPs
	Batiaghata	7 UPs
Netrokona	Kendua	10 UPs
	Netrokona Sadar	10 UPs
	Atpara	5 UPs
Total	6 UZPs	50 UPs

Project Beneficiaries: Total beneficiaries of the project 9000 CSO citizens, 650 UP functionaries, 3250 standing committees' members in 50 UPs.

Objectives of End line Survey: The objective is to measure the project's achievement at end of the project against project indicators and assess its result comparing with project baseline status and project target.

Specific objectives of the Survey:

- To see the impact of UP monthly meeting, Ward shava meeting, Open budget meeting, UDCC meeting and Standing committee meeting upon UP practices, citizen's attitude and perceptions.
- To see the level of practice of Open Budget meeting, Tax assessment and Tax collection
- To see the progress and practice of CSO citizen participation—in ward shava, open budget meeting.
- To see the people's inclusion and participation including women, poor and disadvantaged in UP ward shava, UDCC meeting, standing committee meeting and open budget meeting.
- To see the status of joint project/ budget monitoring with UP and CSO.
- To see the UP budget allocation for women, poor and disadvantaged people.
- To assess the CSO citizen satisfaction on budgeting process and access to budget related information.

The consultant will work under the guidance of PM, M&E personal in close collaboration with the Field coordinator and different relevant stakeholders of the project.

1. SCOPE OF WORK

The scope of the work for this assignment is outlined below;

- i. **Document Review:** Consultant will review existing project document for completing the survey. S/he will undertake comprehensive documents review including project proposal, project log-frame, project M&E tools, Project Baseline Survey report, project's quarterly and annual report, brochure, different training module, government policies, journal etc.
- ii. **Presentation of plan or methodology of the assignment:** The consultant will share his proposed methods and techniques, tools, sample size and detail plan of activities with budget he survey through sharing meeting.
- iii. **Develop a Representative Sampling Frame for End line survey:** Based on a sound statistical methodology, the selected consultant will choose representative samples size in 06 Upazila under two districts to see the project progress. The samples will further be disaggregated based on geographical location, vulnerability, and backwardness.
- iv. **Develop study Questionnaire:** The consultant will develop questionnaires for the end line survey. The questionnaires will be developed with qualitative and quantitative questions on the key dimensions of Union Parishad activities. The consultant will conduct adequate pilot test on the study questionnaire. Based on the pilot test, the questionnaires will be finalized.
- v. **Conduct the End line Survey:** The consultant will hire number of survey enumerators and training them on Data collection tools, will provide hands on training to the enumerators to avoid mistake. In order to ensure the quality of data collection, consultant team conduct field monitoring during data collection at field level.
- vi. **Data Entry:** The consultant will design and implement a system for data entry and tabulation of data. The respective project staff will check it randomly to ensure quality.
- vii. **Data Analysis:** The consultant will provide the data and results of the study. S/he can use SPSS, Access, excel, STATA for data analysis and share the raw data when required.

- viii. **Report:** The consultant will provide 1st draft report and share findings. After taking consideration of feedbacks on the 1st draft report, s/he will submit 2nd draft. The final report will be submitted considering the 2nd draft's findings.
- ix. **Reporting Language:** Reporting language will be English, Font Time New Roman, font size 12. However, questionnaire language will Bangla and English as well.

2. DELIVERABLES FROM THE SURVEY/RESEARCH FIRM

Based on the scope of the work outlined above, the following are the deliverables from the survey/research firm:

- An inception report that will be included plan for other deliverables
- A statistically sound nationally representative sampling frame for end line survey
- A questionnaire (Bengali as well as English version)
- A user-friendly database based with raw data on survey results (SPSS, Access, Excel and MS Access format)
- Draft survey report (5 copies) hard copies and soft copies (MS Word & PDF format)
- Final report (English) along with executive summary
- Final report (soft copy in MS Word & PDF format) and 03 hard copies

3. MINIMUM QUALIFICATION CRITERIA AND ELIGIBILITY OF THE BIDDERS

- Master's degree in any discipline with proven knowledge on social research, training conduction and training manual development for development agencies and field practitioner.
 - At least five year experiences in conducting research on social sciences
 - Having experience of conducting at least 3 national level research studies mainly based on sample survey
 - Having experience of governance related research studies etc.

4. TIMELINE

The services of the consultant are expected to be started from 3rd week of January 2019 and will be continued till last week of April 2019. The tentative timeline for the end line survey is expected to be completed within the following twelve weeks' time frame:

Action	Timeline
Planning (Development of survey instrument, methodology, and field-testing) and Preparation (Recruitment, Training, Printing of questionnaire)	2 weeks
Data collection, data cleaning and spot and back check	2 weeks
Development of database and data entry	2 week
Data analysis and Report writing (draft)	2 week
Total	8 weeks

5. Application Process

Interested agency/firm/ individuals are requested to submit their Expression of Interest (Eoi) electronically to the following address on or before 16 January 2019.

Email to: recruitmentbd@helvetas.org

The structure of the Eoi should be as follows:

- Cover page with contact details
- Section-1: Introduction and understanding on the assignment (maximum 1 page)
- Section-2: Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)- maximum 2 pages
- Section-3: Experience in governance issues, design and develop strategies and interventions. (Minimum 2 references of previous assignments)- maximum 2 pages
- Section-4: Knowledge and experience on works that linked to governance issues- maximum 1 page
- Section-5: Updated and detailed CV of maximum 2 consultants with brief descriptions of similar assignments – each CV maximum 3 pages
- Section-6: Financial proposal – maximum 1 page

The EOI document should be presented in English language by Arial font and the font size should be 11.

6. Mode of Payment:

- Total fees for the evaluation will be paid in two installments. The first installment (50% of the total fee) will be paid upon submission of (Agreed plan and methods and tools by the authority: Consultant will Planning (Development of survey instrument, methodology, and field-testing) and Preparation (Recruitment, Training, Printing of questionnaire)) and invoice and the remaining amount (50%) will be paid upon acceptance of the final report
- VAT/TAX deduction should be applied as per government rules before payment.
- The payment would be made through bank transfer or account payee cheque by the name of the consultant

Action	Payment
Sharing Meeting: The consultant will share his proposed methods and techniques, tools, sample size and planning with authority	
Agreed plan and methods and tools by the authority: Consultant will Planning (Development of survey instrument, methodology, and field-testing) and Preparation (Recruitment, Training, Printing of questionnaire) and submit partial payment up to 50% to bear the field cost.	50%
Data analysis and Report writing (draft) submission	50%

Other terms and conditions

- The selected consultant should implement the work in coordination with the focal person of HELVETAS Intercooperation. The consultant should prior inform the focal person on the schedule to implement the assigned task.
- HEVETAS Intercooperation Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- All reports and documents prepared in relation to the assignment will be treated as HELVETAS Intercooperation Bangladesh property
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Intercooperation Bangladesh
- HEVETAS Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment.