

Terms of Reference (ToR)

Outcome/Impact Assessment – ICCO programs on Food and Nutrition Security

Program Performance period: January 2012 –December 2015

BACKGROUND:

ICCO Cooperation South and Central Asia Region, Bangladesh Country Office is seeking a proficient evaluator to carry out an Outcome/Impact Assessment of ICCO's work in Bangladesh on 5 Food and Nutrition Security (FNS) projects implemented in the period 2012-2015. The assessment will be based on a standard methodology and focus on analysis and documentation of ICCO's outcomes and impact on the priority geographic areas of operation on how successful our programs have been on benefitting target communities out of reach of mainstream services and resources and excluded from policy making processes and strengthening the capacity of civil society organizations in the country.

The consultant will lead the methodology design process, validate the outcome together with the country team and carry out an extensive impact assessment based on the research design. The consultant will assess each project on its own terms and to assess cross cutting issues, potential link between activities/approaches in different approaches.

ICCO Cooperation, an International Development Organization, with its roots in the Netherlands, leads development efforts across 44 countries in Asia, Africa and Latin America. Throughout our 50 years of history, ICCO has had remarkable experiences in working together with local partners for community welfare and development. Our solutions center around our twin core principle of sustainable livelihoods and dignity and justice and our programs and aim at eradicating extreme poverty from the remote grassroots through our integrated programs of food and nutrition security, conflict transformation and democratization, fair economic development, and WASH. We collaborate with multi-stakeholders like private sector, government, partner organizations, knowledge institutes and community based organizations to bring lasting positive changes in the lives of the communities we work with.

In Bangladesh, ICCO and its local partners has been working since 1972. Currently most of the ICCO supported and implemented projects are still focusing on direct poverty alleviation through provision of access to and utilization of basic services. In the years 2012-2015, ICCO

Bangladesh concentrated its efforts on 3 main thematic working areas, each being interlinked through some cross-cutting attention areas, which are:

1. Food and Nutrition Security (FNS) with a link to making FNS projects economically sustainable, climate resilient, mainstreaming gender and promoting access to education, health and other government services, with an extra emphasis on improving nutrition and rights based approaches (RBA).
2. Fair Economic Development (FED) with a link to stimulating and facilitating “graduated FNS-target groups” to find access to markets, scaling up productivity, promoting rural entrepreneurship and youth development.
3. Water and Disaster Risk Reduction Management (WDRR) with a focus on entitlements, facilitating the implementation/demand side of government programs. WASH and water rights related issues are linked to promoting indigenous adaptation strategies, stimulating innovation and supporting and promoting scientific research into climate change. DRR work is interlinked with livelihoods improvement interventions.

ICCO Cooperation is seeking proposals from international / national consulting teams to design and carry out an outcome/impact assessment for five (5) Food and Nutrition Security projects (details attached).

OBJECTIVES and SCOPE of Outcome/Impact Assessment

The specific objectives of the outcome / impact assessment for the FNS program include:

- Evaluate the outcome (Results to be measured during the evaluation)/impact (measure one year or more after evaluation) of the Food and Nutrition Security program, through the quantitative and qualitative measurement of outcomes and impacts as identified in the indicators and milestones of the 5 projects under scrutiny.
- Evaluate the results of cross-sectoral integration across the activities, and implementing partners through comparison of households participating in multiple activities and through comparison of results in the working area.
- Assess progress made towards the achievement of results at the impact and outcome levels and determine if the results contribute to ICCO’s thematic areas in food and nutrition security, fair economic development and water and disaster risk reduction management.
- Analyze the performance in terms of the relevance of results to the local and national context of Bangladesh, and the sustainability of the interventions.
- Analyze the inclusiveness, in terms of most marginalized groups, gender, and disability and (disaster) risk reduction of ICCO supported projects.
- Determine effective integrated approaches for food and nutrition security and make recommendation on how to scale up these approaches in upcoming ICCO implemented projects.
- Identify key lessons learnt over these years that are most relevant to be taken up in future interventions
- To determine useful information to develop track record of FNS program

The outcome/impact assessment will be a participatory process, promoting maximum input from all relevant stakeholders such as target participants, community based organizations, government service providers, private service providers, national and international partners,

etc. A steering committee (consisting of the ICCO Country Representative, Program Officer, Technical Adviser and Senior Regional Communication and Marketing manager) will be in place during the entire research period in order to provide critical feedbacks to the consultant throughout the process.

The Consultant will undertake following major tasks:

1. Finalise Research Methodology and Tools to be submitted for review by the Steering Committee within the first week of the consultant's assignment
2. Documents Review: ICCO project documents, monitoring reports, partner progress/activity reports, and secondary relevant literature.
3. Meet all relevant local, national and international partners to access achievements of ICCO's projects in the stated period.
4. Develop survey questionnaires and the questionnaires will be tested in a community similar to those that are part of the target population, but will not be part of the target group. The Bangla version of the questionnaire should be used during training and field testing. The questionnaire will then need to be modified based on the feedback from the field test.
5. The contractor will submit and present the draft findings and after getting the feedback consultant will submit final report.
6. Analysis of the data and produce the report with crucial findings, and recommendations on the future direction of ICCO's work
7. The consultant will produce assessment based on those that are helpful in presenting track record.

Stakeholder of the projects

The primary and secondary stakeholders of the projects are as follows. The consultant will determine which of the following can provide feedback for evaluation purposes.

- The management of ICCO Cooperation
- Local implementing partner organizations
- Landless groups members
- Marginalized producers
- School going children of fisher folk
- Parents of school going children
- Community based organizations
- Government officials
- Private service providers
- Civil society
- School committees
- NGOs

Plan and Process

The following evaluation plan illustrates the step-by-step plan for the Outcome/Impact Assessment. ICCO will act as coordinator of the evaluation process and will provide input at strategic level.

SI No	Activities
	Stage 1: Consultant recruitment and initial discussion between consultant and ICCO management
1	Consultant positions are announced and recruited by ICCO
2	Consultant develop methodology guideline, work plan in consultation with ICCO.
3	Methodological framework is finalized by consultant in consultation with ICCO.
	Stage 2: Implementation of the assessment
1	Consultant carry out evaluation activities under the supervision of ICCO steering committee
	Stage 3: Reporting and presentation
1	First draft report are prepared and presented to ICCO
2	Workshop to receive feedback and disseminate findings and learnings
3	Consolidated Feedback is given to the consultant (s) by ICCO to finalize and revise the report
4	Final report is provided to ICCO

Outcome/Impact Assessment CRITERIA

The evaluation questions should be based on Paris Declaration approved evaluation criteria (DAC Evaluation Criteria).

Relevance

- The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor.

In evaluating the relevance of the project, it is useful to consider the following questions:

- To what extent are the objectives of the program still valid?
- Are the activities and outputs of the program consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the program consistent with the intended impacts and effects?

Effectiveness

A measure of the extent to which an aid activity attains its objectives.

In evaluating the effectiveness of the project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors and risks influencing the achievement or non-achievement of the objectives?

Efficiency

Efficiency measures the outputs – qualitative and quantitative – in relation to the inputs. Efficiency is an economic term which is used to assess the extent to which aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

When evaluating the efficiency of a program or a project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the program or project implemented in the most efficient way compared to alternatives?

Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental, gender and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.

When evaluating the impact of a program or a project, it is useful to consider the following questions:

- What has happened as a result of the program or project and why?
- What real difference has the activity made to the beneficiaries?

Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

When evaluating the sustainability of a program or a project, it is useful to consider the following questions:

- To what extent did the benefits of a program or project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the program or project?

Accountabilities and Responsibilities

The assigned evaluation committee will represent ICCO during the evaluation. It will direct and co-ordinate the evaluation and is responsible for:

- Overall responsibility and accountability for the evaluation;
- Guidance throughout all phases of execution;
- Co-ordination of ICCO's internal review process and approval of all deliverables

The Consultant will report to ICCO's evaluation committee and is responsible for:

- conducting the evaluation and day-to-day management of operations;
- regular progress reporting to ICCO's evaluation committee;
- Development of results and production of deliverables in accordance with contractual requirements.

Outcome/Impact assessment Work Plan

The Consultant will prepare a work plan that will operationalize and direct the assessment. The work plan will address the following reporting elements:

- Overview of Program/project
- Research Methodology and Framework
- Information Collection and Analysis
- Reporting
- Work Scheduling

Deliverables

- A **draft work plan** to be submitted within one week of the signing of the contract. Within three days of receiving ICCO's comments on the draft work plan, the Consultant will produce a final work plan including sampling plan, survey design and analysis plan, and detailed implementation plan.
- **Draft and final questionnaires** with data collection guideline to be submitted within two weeks of the signing of the contract.
- Raw data set of each project, syntax for all data analysis and variable transformation, final data set etc which will be developed by consultant.
- Detailed **draft outcome/ impact assessment** report that describes the evaluation and puts forward the evaluator's findings, recommendations and lessons learned.
- Workshop for ICCO and partner organizations to give feedback on the draft report and share and discuss lessons learnt and recommendations for scaling up.
- **Final evaluation report** to be submitted within one (1) week of receiving ICCO's comments on the draft report.

Qualifications and Attributes

- A university degree at the post-graduate level in social sciences, or relevant field of study. Food and Nutrition Security and market development experience will be preferred.
- At least 10 years' experience in conducting outcome/impact evaluations for complex and multi-sectoral programs including food security/nutrition program being implemented by non-governmental and private sector actors.
- A solid understanding on knowledge of the principal themes / programs in Bangladesh such as empowerment/awareness, food and nutrition security, social entrepreneurship.

- Demonstrated experience leading teams.
- Strong critical analysis and report-writing skills required.
- Excellent verbal and written communication in English required;
- Previous experience working in rural Bangladesh or South Asia region will be preferred.

Specific M&E skills:

- Understanding of the concept and methods of evaluation;
- Understanding of the applied research;
- Planning and monitoring;
- Data analysis;
- Effective and efficient data collection and data management;
- Results interpretation;
- Analytical thinking;
- Gender sensitivity
- Critical thinking; and
- Clear, concise and persuasive report writing.

Logistics

ICCO management will be responsible for the following:

- Ensuring that all vehicles with drivers, internal plane tickets and accommodation reservations, and workshop/training venue bookings are made to facilitate the completion of the performance evaluation;
- Providing printers for use by the team, photocopying of select documents;
- Providing consultant with all key program documents, including the original proposal and project agreement and other relevant program literature, documentation and reports.
- Informing local authorities about the administration of the evaluation; and
- Providing timely feedback to the consultant on inception report, questionnaire, translation, sampling, draft report.

Expressions of Interest should include:

Application should include:

- Cover letter (maximum one page)
- Technical Proposal (maximum seven pages, to be elaborated into a work plan in the inception phase):
 - i. Relevant experience of the consultants / consultancy firm
 - ii. Understanding of the assignment / objectives of the evaluation
 - iii. Proposal for the methodology, including sampling and approaches to be used
 - iv. Proposed timeline for completing the evaluation
 - v. A plan for analysis and sense making of the data
 - vi. A proposed outline of the report
 - vii. Team composition and roles, including profiles /resumes of the personnel to be involved in the assignment (in annex)
- Financial Proposal (maximum one-page)

Interested and qualified consultants/consultancy firms should submit their proposal to the following email address to be received no later than **August 07, 2015** to:

ICCO Cooperation, Bangladesh Country Office
Attn.: Hasna Hena Khan

Email address: bangladesh@icco-cooperation.org

EVALUATION BUDGET

Budget for the whole consultancy service will be presented into three parts. The first part will include the consultant cost (Fees, per diem for field (hotel, meals & incidentals), transportation (overseas & local), overhead (if any). Second part is for enumerators cost, which will be provided on a “per enumerator per day”. The third part should present costs for supplies and logistics (for example, paper, pens, photocopy costs, internet connectivity, equipment for anthropometric measurements, venue & food cost for any training).

ETHICAL CONSIDERATIONS

- Disclose any conflict of interest that you or any member of the evaluation group may have.
- Clarify your credibility and competence in undertaking the evaluation.
- Remain unbiased and fair in all stages of evaluation. Make sure that your personal opinions toward a group, topic, or social matter will not interfere with your evaluation work.
- Maintain a non-confrontational position with all stakeholders.
- Demonstrate a gender-sensitive approach and output.
- Be clear and accurate in reporting the evaluation results, and explain the limitations of the work and recommendations for improvements.

CONTENTS OF REPORT

Executive Summary (2-3 pages): Include a short summary of the process and a complete summary of results, objectives achieved, lessons learned, questions answered, and needs fulfilled.

Introduction (2-3 pages): Present the background and activities of the programs and the purpose of the outcome mapping exercise.

Methods and Tools (2-4 pages): Explain the plan, approach, and tools used to gather information. Provide some supporting materials such as a copy of the mapping exercise plan and the tools that were developed.

Summary of Results (4-7 pages): Present results of the qualitative and quantitative data analysis.

Interpretation of Results (8-12 pages): Explain the interpretation of results including impacts on participants and staff, effectiveness of services, sustainability of project activities, strengths and weaknesses of the project, and lessons learned.

Connection to the Program Objectives (2-4 pages): Highlight the value and achievements of the project and the needs or gaps that the project addressed.

Conclusions (2-5 pages): Describe, overall, (a) how the program objectives, outcomes and outputs were met, (b) how the purpose of the mapping exercise was accomplished, and (c) how the outcome mapping was completed.

Suggestions, Lessons Learned and Recommendations (2-5 pages): Summarize the key points, make suggestions.

Note: Use of boxes for short success stories and quotations, graphs, tables, pictures and other illustrative means are strongly encouraged and will not be counted toward the space limits described above. Any additional material should be annexed and properly referenced for easy access.

Proposed implementation schedule

The assessment begins on or before July 31, 2015 and be completed by October 1, 15. The table below is provided as a summary of key activities, to assist respondents in calculating the total person days required to complete this task:

Time frame

SI #	Activities	July, 2015		August'2015				September'2015			
		W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Proposal submission last date										
2	Develop draft data collection questionnaires and review data collection tools by ICCO.										
3	Analysis the data										
4	Preparation of debriefing report & presentation to ICCO and other key stakeholders										
5	Submit draft first version of report										
6	Submit final version report and data set										

ANNEX
Projects to be assessed

1. SEHD - Environment Research and Documentation program

Implemented by Society for Environment and Human Development (SEHD) from July, 2012 to June 2014. Goal of the project was “knowledge and clarity about the conditions of environment, human rights, and excluded groups considerably improved contributing to changes in policies and practices. This ultimately leads to the improvement of quality of life and protection of disadvantaged and excluded groups and cultural diversity of the people of Bangladesh.” Objectives were : a) Target groups (academics, students, politicians, and journalists) use SEHD publications produced under the project, b) The disadvantaged communities (indigenous peoples, tea workers and sex workers in particular) become more aware about their rights and become more equipped, c) Participants to the courses SEHD offers, adopt methods of investigative reporting, d) Politicians, bureaucrats, and international organizations use SEHD information/publications when elaborating new policies, laws or taking decisions

Indicators:

- At least 10,000 units of publications are sold and distributed among the targets
- The web-site is used more frequently compared to before
- All participants to two surveys are members of disadvantaged communities.
- Members of the little-know communities participate more frequently in seminars and trainings
- Members of the disadvantaged communities are frequently covered in the press and other literature.
- At least 20 of the participants use investigative methods for their investigation/research
- Each journalist to SEHD training writes investigative/better reports and at least 40of their reports are published in the press.

2. CODEC - Feeding Program for the disadvantaged children of Chittagong and Laxmipur areas

Implemented by Community Development Centre (CODEC) from January 2012 to December 2014. Specific Objective was “Enhanced qualitative education of children in fisher folk and river eroded villages through access in nutrition and food”.

Indicators:

- * School attendance increased
- * Health and nutrition status improved among the children
- * The teachers and parents of children are concerned and involved about nutritious food for their children.
- * Physical and mental strengths of children improved remarkably;
- * Girls’ lower anemia prevalence improved

3. Practical Action - New partnership in participatory market system development (PMSD), Inclusive value chain development (IVCD) and Fair economic development (FED)

Implemented by Practical Action from October 2012 to September 2014. Goal of the project was to reduce rural poverty and enhance food and nutrition security of rural marginalized producers in the project areas through application of the Participatory Market System Development (PMSD) approach. The project was to strengthen the capacity of producers’ organizations and implementing partners of the

ICCO by developing partnerships with the private sector, related government institutions and rural producers of farm and non-farm value chains.

Indicators:

- * Institutional development: Strengthening market system development capacity of ICCO partners and empowerment of marginalized producers and service providers through improving entrepreneurial leadership and marketing skills.
- * Value chain development: Market system of rural farm and non-farm products developed and strengthened through private sector involvement and effective gender integration.
- * Strengthening business and service markets: Business and extension service providers have improved skills and capacity to deliver a range of affordable services to poor producers.
- * Result monitoring and sharing project learnings: National and International development community and private sector are aware of critical success factors relating to market development approach and business services for sustainable food and nutrition security of poor marginalized rural producers.

4. Nijera Kori - food security and food sovereignty through access to natural resources and control over agricultural production

Implemented by Nijera Kori in April 2013 to March 2015. Goal of the project was to further empower local communities through capacity building and mobilization that will increase their access to economic resources and public services, thus contributing effectively towards establishing control over economic resources. Specific Objective was to enable the marginalized and vulnerable landless members in the project areas to demand and uphold their right to food sovereignty.

Indicators:

- * Landless groups are empowered to reclaim their natural and agricultural resources and demand economic rights through strengthened organization and issues based mobilization.
- * Additional landless members are enabled to cultivate their agricultural land thus leading to food security.

5. Ain o Salish Kendra - Prevent child begging

Implemented by Ain o Salish Kendra (ASK) in 2013 to 2014. The goal of the project was "Children enjoying their childhood free from inhuman practices".

Indicators:

- * Parents are motivated not to involve children in begging.
- * Creative learning opportunity available for children.
- * Children mainstreamed in formal and informal education and reintegrated in family environment.
- * The government considered policy recommendation for the situation of children engaged in begging.
- * Civil society and corporate sector more sensitized and responsive to re-integrate beggar children in the society.

Working area of the above 5 projects

Name of project	Name of the partner	Working area
School feeding program	CODEC	North Salimpur, Sitakundu, Chittagong, Rangamati, Kalkini and Laxipur
New partnership in participatory market system development, inclusive value chain development and fair economic development	Practical Action In cooperation with <ul style="list-style-type: none"> • CCDB • Taungya • CODEC • RDRS 	Bandarban, Rangamati, Chittagong, Rangpur, Nilphamari
Food security and food sovereignty through access to natural resources and control over agricultural production	Nijera Kori	Paikgacha, Dumuria, Batiaghata, Dakope under Khulna district
Prevent Child begging	Ain o Salish Kendra	
Environment Research and Documentation Program	SEHD	Bandarban