TOR on Process documentation

**Background:**

Oxfam GB has been implementing the project “**Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL),**” in Patuakhali, Barguna and Pirojpur District with financial supported from DFID/SHIREE. This project has been working to promote building resilient communities in context of disaster and climate change through economic empowerment and sustainable livelihood for women and men who are living in extreme poverty as well as developing leadership since September 2011. The project aimed to reach 10,500 economically extreme poor (Bottom 10%-BHH) households who will be graduated from the shocks, challenges of extreme poverty. A core feature of the project is asset transfer which aims to diversify employment opportunities for the extreme poor and ensure income security. Together with assets, support is offered in terms of training for the operation of assets, climate resilience to protect assets, and health and nutrition.

R**ationale of the activity:**

With a view to community resilience building, the project is carrying out various economic activities including community mobilization and awareness rising, capacity building and service mobilisation for improving their economic opportunities. As an outcome of these activities, communities are taking different livelihood enhancing initiatives to transform their life and livelihood for increased resiliency. Hence there is pressing need to document the process of these initiatives along with success stories/case studies and quality photographs The documentation process intend to capture best/good practices, identify model which replicate worthy initiatives and way forward for further improvement in the process.

Oxfam aims that the outcomes of the process documentation will be disseminated to the national and international level, GOB, and private agencies and to NGOs who are working with the same areas . The entire process documentation or the case study can be used as qualitative assessment tool for the action taken through the project. Project staff will capture the success, learning, challenges and experience oriented cases of the individuals, institution and activities which will help them to take corrective measures. Greater audience, national and international stakeholders will come to know the model of and implementation approaches of the project and thereby would be more sensitized in favour of policy influence. Donor agency will come to know the success and the challenges of project and as well how their contribution is being used at local level.

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**Specific activities of consultant:**

* Consultant will review the document to learn the project activities and share with Oxfam for any clarification.
* Review the key project documents to understand the evolution of the project over the period
* Review the cases received from Oxfam/partners.
* Select the cases for the field study and data collection process.
* FGDs, KIIs and selected PRA tools (to grasp the changes line Vann Diagram) with the CBOs, local government and project team to document the process(es) of community led successful mobilization initiate, project good practices and over all community move towards resiliency.
* Share questionnaire, checklist and work methodology prior field visit
* Finalize and share selected stories (replacement/addition in consultation with Oxfam)
* Finalize 30 cases for final publication.
* Field visit to collect the required information for the particular cases.
* The assigned person will edit, rectify the cases through personal interview and information collection process.
* He / she will validate the data with field level information, sharing with partners and Oxfam. Incorporate final feedback following review of Oxfam

**Specific Outputs and Deliverables:**

* A complete documentation (as report) of project’s intervention processes
* Success stories/case studies as per mentioned number
* Data collection tools/checklists
* Photographs.

**Issues to be considered for the assignment (Case stories and process documentation):**

**Community led risk assessment and Mobilisation of local resources:**

How CBO has been leading to identify the local resources and to increase access in social and food security safety net programme.

**Household level economic changes**:

How the project activity link up the CBO with employment opportunity for regular earning, IGA option and bring the economic changes in HH level and individual life.

**Women Leadership:**

How the women leadership been promoted through the project activity and their participation in IGA or employment opportunities and their active role in decision making in HH level and their life.

**Capital support for alternative livelihood/ economic opportunities:**

How the IGA (depending on IGA it may be one or more) support and alternative employment through linking up with labour market or government safety or Cash for Work activities mentioned in the project.

**Inclusion of CBO representative in public institution**

How the leadership emerged through mobilizing community under CBO and the capacity will build capacity to lobby to structurally involved in different local committees and to ensure effective representation of targeted extreme poor and accelerate in accessibility to services.

**Changes in life of selected elderly and people with disability**

How the projects support has been increasing the participation of extreme poor to old age allowance. How the life of selected elderly people has been changed through the project activity.

**Relation with LEB (and other government line department including Livestock, Social Welfare and Department of Women Affairs):**

How the project support has been improving the relationship of CBO with LEB to increase their participation in governance system.

**Assignment Location:**

* Working areas of Patuakhali, Barguna and Pirojpur of the Project
* **Timeline:** Maximum 45 days from the date of commission
* Language of documentation: English

**Guideline for Application Procedure:**

The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of max. 2 page and copy of any publish report. Proposal will be accepted preferably in hard copy and also through email in soft copy form (signed scanned copy) by mentioning subject line “**Consultancy on process documentation**” by ....... December , 2013

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| **Topic** | **Maximum Page Limit** |
| **Technical Proposal** |
| Cover Page  | 1 Page |
| Table of Content | 1 Page  |
| Understanding of the Assignment *(Not just copy and paste from the ToR content)* | 1 Page  |
| Proposed Methodology  | 2 Pages  |
| Work Schedule  | 1 page  |
| Team composition along with its rationale / role and CVs of persons involved  |  |
| Any other relevant information (if required only)  | 1 pages  |
| **Financial Proposal** |
| Budget detailing out* Consultancy days and fees (in case of more than one person team, days should be mentioned for every member (max 2 persons) of the team
* Travel and accommodation
* Any other expenditure (please mention nature of expenditure)
* VAT and taxes
* Total amount
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