

TERMS OF REFERENCE

On

End line review of REE-CALL project

1. Introduction

The REE-CALL began September 2011 and ends in December 2015. The project aim is to help 15500 families take enduring steps out of extreme poverty. REE-CALL project has been financed by GoB, UKAid and SDC through Economic Empowerment of the Poorest (EEP) programme. EEP is commonly known as Shiree which is a Bangla word for 'steps', used here as an acronym for Stimulating Household Improvements Resulting in Economic Empowerment.

2. Objectives

- To assess the extent REE-CALL project has achieved its outputs and outcomes/objective by end of the project, as set out in the current Log Frame ;
- To review performance of project partners and assess the extent to which the project has achieved value for money as defined in the DFID VFM framework.
- To document operational lessons of the REE-CALL project to feed into future programming.

3. **Recipient:** Oxfam in Bangladesh and EEP/Shiree.

4. Scope of Work

The review team will produce an overall end of project review report and summary reports using the agreed format. The end of project review will be guided by, but not limited to, the OECD DAC quality criteria. It will primarily use Log Frame and REE-CALL project graduation indicators. It will also serve as main data source for completing the donors' end of project report. Specific areas to be covered include, but are not limited to:-

- **Relevance:** Assess the extent to which the project was appropriate and coherent with policies of both the Bangladesh Government and donors. In addition how necessary and sufficient were the selected interventions in bringing about the desired changes. Some key questions are:
 - To what extent did the project contribute to local economic development (local economy)? To what extent have there been spill-over effects and benefits to non-participants?
 - To what extent different service providers/ organizations approached to provide or facilitate public rights, services and resources to project participants?

- **Effectiveness:** Document the extent to which the activity has achieved its clearly stated project objectives; highlighting any unintended outcomes, positive as well as negative. Some key questions are:
 - Using the graduation criteria developed by the project, how many people have been helped to graduate out of extreme poverty? To what extent is this graduation sustainable? What are the major factors that drive sustainable graduation? What are the major factors that cause graduating households to become non-graduated – i.e. to fall back towards extreme poverty? To what extent is the graduation attributable to the project?
 - To what extent has the project improved livelihoods project beneficiaries in regards with increased income, expenditure and savings, asset base?
 - To what extent has the project improved nutrition practices (breastfeeding, micronutrient consumption) among targeted mothers and adolescent girls?
 - To what extent have market linkages contributed to increases in the profits of all business group members?
 - Based on the project's gender initiative, to what extent has the project contributed to enhancing the status of participating women and girls and empowering them socio-economically?
 - In what ways and to what extent has the project reduced the vulnerability of participating households?
 - To what extent has the project improved social capital of project beneficiaries?
- **Efficiency:** Highlight the extent to which the activity represents value for money and the efficient use of resources (funding, people and other resources) and how effectively it managed risk. In particular ascertain:-
 - To what extent does the project represent good value for money?
 - To what extent was the targeting appropriate? What was the level of inclusion and exclusion error? To what extent did the programme target various social groups such as the disabled and elderly?
- **Impact:** Consider the extent to which the activity has produced positive or negative changes (directly or indirectly, intended or unintended) assessed against REE-CALL project graduation model and the Log Frame indicators.
 - How many people have been lifted out of extreme poverty– based on working districts' lower poverty line - through the project? To what extent is this graduation sustainable? To what extent the impact is attributable to the project? To what extent has the project contributed to reducing the poverty gap?

- To what extent has the project: (a) reduced malnutrition, particularly for females and under five children; and (b) improved food security of the project participants
- **Sustainability:** Provide an opinion on the extent to which the results of REE-CALL project are sustainable after closure of the project. Provide recommendations, if appropriate, of how sustainability can be improved.

In addition to the above five analytical measures, the end of project review will provide an assessment of the following issues;

- **Gender Equality:** the extent to which the REE-CALL project has achieved gender equality and women's empowerment.
- **Analysis & Learning:** the extent to which the activity was based on sound technical analysis and continuous learning; to what extent the programme has used opportunities for analysis and learning to improve the project.
- **Review of Financial Management procedures:** This should include review of a) budget spend against planned, b) how the most recent audit recommendations were taken up, c) and how Value for Money was achieved through effective procurement and contracting.
- **Cross Cutting Issues:** the extent to which activities addressed cross cutting issues such as disability, disaster risk reduction, climate change/ variability, savings and nutrition.

5. Methodology

The evaluation will broadly use the following methodology -however, the team will develop a detailed plan in consultation with Oxfam and partners during the review and before undertaking field visits.

- Desk based review (reading concept note, project proposal, annual report, project budget and EEP/Shiree ToC, Meeting/workshop with relevant staff of Oxfam & partners , and EEP/Shiree
- Field visit (FGD, key informant interviews, meetings with Oxfam & partners field staff and community representatives, observing field activities)
- Review REE-CALL project proposal, budget, log frame, annual reports, monitoring reports, case story, photos, media reports, audit reports and other relevant documents.
- Data analysis and Report writing (draft and final) to include qualitative and quantitative data, triangulation of findings, etc.
- Debriefing to Oxfam GB and partners

6. Outputs and Deliverables

- a) An inception report including methodology, data collection plan & tools, reporting outline and time table within 5 days of commencing review work.
- b) An indicative work plan, End of Project Review Report (not more than 20 pages excluding annexes). The report must include an executive summary

(covering the key issues and findings maximum 3 pages), main body with recommendations and progress against log-frame

- c) The executive summary of the report in Bangla (max. 3 pages) and deck of max. 15-20 slide in power point reflecting key information of the report.

7. Reporting

- Present a detailed end of project review plan to Oxfam and the Partners within 5 days of commencing review work.
- A debriefing on the key findings after completing field visit;
- A draft evaluation report including key findings and recommendations for comments by the lead NGO.
- Oxfam will provide written comments and feedback on the draft report within 10 working days;
Final report should be submitted within 7 days after receiving comments.

8. Time Frame

The evaluation will take place between September & October 2015. The maximum number of working days is 30days including preparation, local travel, meetings, field visits, interviews, workshop and report writing.

8. Indicative Time frame

Activity	Time frame
Planning, preparation, document review and briefing meeting including inception report	5 days
Field visit	10 days
Debriefing after field visit	1 day
Drafting reports	5 days
Feedback incorporation and Reports finalization	4 days
Total	30 days

10. Coordination, Logistics and Facilitation

The consultant will report to Program Coordinator of Oxfam. Logistics and field schedule will be organized and coordinated by (1) Oxfam in Bangladesh office (2) partners

11. Reading materials

The team will have full access to project reports and other documentation (e.g. monitoring and research reports) among which the main items are:

- REE-CALL Project Concept Note, Project Proposal and log frame
- Annual Reports, and Project Budget
- Financial Audit reports and management response

12. Consultant qualification

- Experience in leading similar review/evaluation of livelihoods, social protection and poverty reduction projects/ programmes demonstrated skills.
- Strong skills and expertise on participatory methods, graduation, gender, health, nutrition and food security and Social development
- Experience of working in /reviewing of similar programme/projects in Bangladesh.
- Strong analytical skills
- Excellent interpersonal communication skills
- Excellent English drafting and communication skills

13. Background information of the project

From September 2011, REE-CALL project of Oxfam in Bangladesh selected as Scale Fund in Round 2 cycle of EEP/SHIREE program targeting total 15500 extreme poor HH in five Uzs of three coastal districts (Borguna, Patuakhali & Pirojpur) . The project has been implementing through partnering with three local organizations as implementation partner in each district respectively. The overall objective of the project aims to graduate 80% of its targeted total 15,500 extreme poor households from extreme poverty by strengthening their income sources and diversifying their employment opportunities through a variety of interventions. These interventions include mobilizing community to evolve as social collective voice (CBO), asset transfers; capacity building and cash stipends; skills development; business counseling; strengthening market linkages; together with developing understanding on personal hygiene, nutrition , food diversity , climate change and disaster risk reduction. This package of interventions was thus designed to not only increase incomes but also increase resilience to future climate-related disasters and environmental stresses.

Identification of targeted households followed specific screening process against set out of criteria with aim to increase efficiency as well as enhance effectiveness of project interventions for people living in extreme poverty situation. Therefore the project designed to address different requirements at different stages of the project period to sustain the economic changes. The immediate interventions are consumption support through alternative employment generation, asset transfer following HH level plan medium term interventions are mobilizing community as CBO , building understanding on DRR , saving, disaster preparedness, developing leadership and mobilizing natural and local resources. The long-term intervention are strengthening CBOs and sharing evidence of change process at different level.

14. Evaluation and selection process

- Interested consultancy firm or individual requires submitting a technical and financial proposal for the work following ToR of End evaluation. All costs related to data collection, translation, and meetings will also be covered by consultant. Applications will be considered those are most relevant and apply within the mentioned time.
- The evaluation team will fully reportable to program coordinator- South. She/he will also work closely with relevant staff of REE-CALL project and EEP/Shiree

Evaluation process

In response to the invitation, the consultant/consulting firm will have to submit a technical proposal as per the 'Terms of Reference' and a financial proposal separately. The selection committee will evaluate the technical proposal of the consultants/firms as well as the financial proposal. The total scoring points for both the evaluations will be 100. The technical evaluation will be based on 80 points and the remaining 20 points are to be allotted to the consultant/ consulting firm proposing price. A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 80:20 respectively.

Criteria	Weight
Technical	80
1. Expertise of the firm/organization	
Understanding of the ToR	10
Experience in conducting large-scale relevant studies	15
2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance	10
Data Management	10
3. Management structure and qualifications of key personnel	
Team composition	10
Data analyst	
Experience in analyzing large datasets	15
Financial	20
Total	100

Guideline of proposal submission

The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work. Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line "**Consultancy on end of project review of REE-CALL project**" by **30 July, 2015**.

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)	2 Page
Proposed Methodology	2 Pages
Work Schedule	1 page

Team composition along with its rationale/role and CVs	2 pages
Any other relevant information (if required only)	1 pages
Financial Proposal	
Budget detailing out	
<ul style="list-style-type: none"> • Consultancy days and fees (days should be mentioned for key member of the team) • Travel and accommodation • Any other expenditure (please mention nature of expenditure) • 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax). • Total amount 	

How to apply

The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX): The financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount.

For Consultancy Firm

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment
- Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

For Individual Consultant

- Maximum 2 page profile highlighting related assignment completed with client name, contract person and mobile number along with detailed CV
- TIN certificate and any other relevant document (if necessary)

Application Instruction:

We invite a proposal from interested individual/ firm to undertake this assignment.

Please refer detailed TOR for this assignment and submit your letter of interest at amahal@oxfam.org.uk by **30 July 2015**.