



**Terms of Reference for Midterm Evaluation  
'Promoting Sustainable Building in Bangladesh' Project**

<b>Terms of reference</b>	
Program/project title	Promoting Sustainable Building in Bangladesh (SWITCH-Asia)
Partner organization/s if applicable	<ul style="list-style-type: none"> <li>• Oxfam in Bangladesh</li> <li>• Housing and Building Research Institute (HBRI)</li> <li>• Bangladesh Environmental Lawyers Association (BELA)</li> <li>• Jagorani Chakra Foundation (JCF)</li> </ul>
Geographical coverage:	Jessore Sadar and Monirampur (Jessore) and Savar (Dhaka)
Program/project lifespan (from mm/yy to mm/yy)	From Jan 2016 to June 2019

**1. Background, rationale and purpose of the evaluation**

In Bangladesh, brick-making is the largest source of greenhouse gas (GHG) emissions, as the industry consumes 2.2 million tons of coal and 1.9 million tons of firewood and emits 8.75 million tons of greenhouse gas emissions annually. Brick making is characterized by low energy efficiency, prevalence of small-scale kilns with limited financial capacity, and dominance of a single raw material (clay) and product (solid clay brick). Around 30% of brick kilns use firewood illegally for brick-burning, aggravating deforestation. The heavy use of clay mined from agricultural lands causes depletion of top soil and arable land degradation, while acid deposits from brick kilns negatively affect agricultural productivity. While various technology introduced to reduces GHG emissions, bricks production still require burning and are composed of the same clay content as traditional ones, doing little to reduce top soil depletion, arable land degradation and loss of agricultural productivity. Transformative changes in the brick industry are still required, not only switching to cleaner brick kilns, but also diversifying their production inputs in order to save natural resources, reduce GHG emission, and increase energy efficiency.

In response, Oxfam in partnership with Housing and Building Research Institute (HBRI), and two other co-applicant organizations, the Bangladesh Environmental Lawyers Association (BELA) and Jagorani Chakra Foundation (JCF), will work in Dhaka and Jessore to generate market transformations in the construction sector, promoting ABs and other green construction technologies amongst consumer and producer groups for wider replication and commercialization across Bangladesh.

The **overall objective** of the Action is *to contribute to a reduction in GHG emissions, deforestation and land degradation in Bangladesh*. The **specific objective** is *to promote sustainable and eco-friendly building materials and practices in Bangladesh within an enabling policy environment*.

The project's **theory of change** is based on the belief that market incentives can lead to effective and long term transformations in the brick industry in Bangladesh, influencing more sustainable consumption and production (SCP) practices to reduce GHG emissions, deforestation and land degradation in the country. **The project will primarily influence patterns of consumption, promoting the purchase and use of ABs and other green construction materials.**

**The project will primarily influence patterns of consumption, promoting the purchase and use of Alternative Bricks (ABs) and other green construction materials.** It will do



so by raising consumer awareness, improving information on green alternatives available, and developing skills and capacities of technical experts who can influence construction related decisions and *bulk buyers* who can scale up demand for sustainable materials. These consumer groups will have motivations to use materials such as ABs, as it would allow them to maintain low construction costs, comply with government standards and take advantage of a growing market for green construction.

As planned in the project design, the project will conduct a mid-term evaluation to review the relevance, effectiveness, efficiency, sustainability and impact of the project interventions. The evaluation will mostly be qualitative and will build upon the baseline and monitoring data. The study will be commissioned mainly to analyze project performance against key indicator set out in the logical framework by providing an opportunity for more in-depth analysis and understanding on why certain intended or unintended outcomes are/are not occurring. Moreover, this mid-term evaluation will provide the opportunity for accountability towards the project stakeholders, as well as important learning for the project teams and partners.

## 2. Objectives of the evaluation

The evaluation should build upon the baseline and monitoring data, providing an opportunity for more in-depth analysis and understanding on why certain intended or unintended outcomes are/are not occurring. Moreover, this mid-term evaluation will provide the opportunity for accountability towards the project stakeholders, as well as important learning for the project teams and partners.

The mid-term evaluation results will give the possibility to use the findings for:

- Assessing the contribution towards the outcomes achieved by the project so far;
- Analyzing and document added value of the project highlighting any unintended outcomes that benefits others;
- Assessing against project aims, objectives and results based on the indicators of the Project log-frame;
- Generate learning on best practices for improving the influencing / advocacy strategy of the project, considering the context and the external factors affecting the project environment;
- Provide recommendations, how quality and process of activities can be improved so that it contributes in sustainability at the end.

In addition to the above analytical measures, the mid-term evaluation will provide an assessment of the following issues:

- Review of Financial Management procedures: This should include review of a) budget spent against plan, b) how the most recent audit recommendations have been addressed, c) and how Value for Money was achieved through effective procurement and contracting.
- Gender: the extent to which the project has achieved gender equity.
- Inclusion: the extent to which the project has addressed the excluded community groups and ensured their access into the mainstream.

## 3. Key questions of the evaluation:

3.1 How effective and efficient the processes of Project's efforts are in achieving the project objectives?

- How effectively and appropriately has the project team worked with others and involved them in relevant stages through the process (partners, alliances, private sector, policy makers, media, etc.)? What difference did the partnership make to the project outcomes? How has Oxfam contributed to a



collaborative process with other actors? How effective a partner has Oxfam been?

- What are the capacity and the current gaps in human capacity (Oxfam staff and partners), accountability mechanisms, monitoring & evaluation systems and learning outcomes? (Review the team competence and level of engagement for realization of the deliverables within the project lifetime)

3.2 What is the progress towards the Project outcomes (based on project indicators)? What are the reasons? What is Oxfam's contribution in this process vs other complementary programs of Oxfam and other organizations? What are the unintended positive and negative results of the Project? How has the external socio-economic and political factors effected this process, constraints and contributing external factors?

3.3 How relevant is the project to the priorities and policies of Bangladesh? Extent to which it is relevant both of the a) national governments in the countries, b) as well as the donor and c) beneficiaries, Alliance members, with specific reference to the experiences and opinions of women and other marginalized groups; How do changing context and external factors affect the environment and the project implementation?

3.4 How sustainable are the civil society alliances developed by Oxfam? What is Oxfam's role in the network? What is the current capacity of the network for sustaining the monitoring function of Strategy implementation?

#### **4. Scope of the evaluation and approach and methods:**

The evaluation will focus on the following:

- The five OECD/DAC evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability;
- Cross-cutting issues, such as poverty, gender and environment.

#### **5. Evaluation Approach**

The evaluation approach should focus both on the processes of the project implementation, as well as on the contribution to the immediate results / outcomes:

- Process Evaluation- The process evaluation will focus on assessing how and in what ways the program is working, and for whom, it will provide opportunities for feedback and reflection amongst stakeholders. This should also answer whether the results achieved in terms of mobilizing the alliances / networks are sustainable. It will also assess whether the use of resources is proving to be effective and efficient and generating Value for Money;
- Outcome Evaluation- Outcome evaluation will assess how and in what ways the project is contributing to the changes outlined in the Theory of Change and if there have been any negative or unexpected effects. It should also seek to identify the mechanisms that have contributed to or worked against program effectiveness and successful change.

#### **6. Methodology**

The evaluation team will require developing detailed plan in consultation with Oxfam & partners during the review and before initiating the evaluation process. Primarily this assignment will require desk review of relevant project documents, baseline reports and periodical program reports, photograph, publications, visit project locations, interview with



community group and key project stakeholders (key govt. officials, brick manufacturers, workers, masons, house-builders, community people, students of engineering and architecture), other online & offline data sources for gathering information related project achievements and results. The evaluation team will be required to conduct a few interviews with Oxfam and its implementing partners for compilation of information. During data analysis and report writing, the evaluation team will use both qualitative and quantitative data and expected to exercise triangulation of findings for making conclusive of findings.

The following Deliverables are expected from the Evaluation Team:

- Inception Report
- Evaluation Report (35-40 pages max)
- Clean data, collected from field, including transcripts of FGDs.

**7. Evaluation team: qualifications and skills needed, plan for organizing the evaluation team**

- 5 years' experience of team leader in leading similar review/ evaluation of projects/ program with demonstrated skills in Bangladesh; especially in INGOs or donor agencies;
- Team should consist of at least one with expertise on environmental pollution/green technology, one with civil engineering and MBA background (to understand the technical and market dimension), one statistician and an M&E expert;
- Strong skill and expertise on application of participatory methods in evaluation work with diversified stakeholders;
- Strong analytical skills;
- Excellent interpersonal communication skills;
- Excellent communication, analysis, writing and report presentation skills in English.

**8. Schedule, budget, logistics and deliverables. Include outline of the evaluation report (see below)**

- An inception report including methodology, information collection plan, reporting outline and time table within five (05) days of commencing review work;
- A draft evaluation report and presentation including key findings and recommendations for comments;
- The report must include an executive summary (covering the key issues and findings maximum 3 pages excluding annexes), main body with recommendations and progress against log-frame;
- Final report should be submitted within 5 working days after receiving comments from Oxfam.

Indicative time frame

Activity	Time frame
Initial meeting, document review and inception report	05 days
Field visit to project locations	30 days
Drafting reports	20 days
Feedback incorporation and Reports finalization	05 days
Total	60 days

**9. Evaluation responsibilities and management arrangements**

- The evaluation will be conducted from 15 March-15 May 2018. The anticipated working period of 60 days includes preparation, local travel, meetings, field visits, interviews, workshop and final report writing as above.
- The evaluation team/ consultant will have full access to project reports and other documentation among which Project Proposal and log frame, different reports,



photos, case story, study documents and project budget, financial audit reports and management response.

- The evaluation team/ consultant will submit a technical and a financial proposal for the work.
- All costs related to data collection, translation and meetings will also be covered at applicant end. Applications will be considered those are most relevant and in line with the TOR.
- The assignment location will be as per the project working areas in Bangladesh.
- The evaluation team will be fully reportable to Urban Manager-Oxfam and will also work closely with relevant staff of Oxfam and partner.

**10. Dissemination strategy, plan and responsibilities for sharing and using the findings.**

- The evaluation findings will be shared with partners and other key stakeholders.
- The evaluation report will be shared with donor and urban actors.
- The full evaluation report will be posted on Oxfam’s internal sharing platforms and made available for publishing to institutional donors. This is consistent with Oxfam’s commitment to transparency and accountability.
- A management response to the findings and recommendations will be developed. This will include an action plan for addressing the prioritised findings including program development initiatives.

**11. Process of the selection of the evaluator or evaluation team and expectations for evaluation proposal**

*Guideline of proposal submission*

The proposal/ expression of interest 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.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	01Page
Table of Content	01Page
Understanding of the Assignment (Not just copy and paste from the ToR)	01Page
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction) <b>with 02 references</b>	01 page
Proposed Methodology	02 Pages
Work Schedule	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
Financial Proposal	
Budget detailing out	
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	

*Evaluation process*



The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

*Evaluation criteria*

Criteria	Weight
<b>Technical</b>	<b>80</b>
<b>1. Expertise of the consultants/ consulting firm/ organization</b>	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
<b>2. Methodology</b>	
Appropriateness of methodology in response of the indicators	10
Quality assurance & Data management	10
<b>3. Management structure and qualifications of key personnel</b>	
Team composition	30
<b>Financial</b>	<b>20</b>
<b>Total</b>	<b>100</b>

*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. Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work.

***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)