

**Terms of Reference**  
**For**  
**Midterm Evaluation of Project Direct**

**1. Background of the project**

Oxfam in Bangladesh has been implementing programme titled “Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL - 2021)” in different agri-ecological zones of Char, Haor and Coastal areas. REE-CALL - 2021 is intended for a) Economic empowerment and women leadership, b) DRR, Climate action and resilient WASH, c) Active citizenship and influencing for the greater wellbeing of vulnerable women and men of these areas. In this context, the ‘Project Direct’, under the REE-CALL programme aims to make a resilient community and address existing crisis and problem of water, sanitation and hygiene and make the investment sustainable and resilient. The project works to ensure that women and adolescent girls in rural Bangladesh enjoy access to safe water, improved sanitation and decent work through reducing WASH and work related gender inequality. As water and sanitation facilities in Bangladesh have always been remained as a challenge due to the recurrent and intensifying impacts of disaster and climate change, in the south-western coastal region of the country, the situation is particularly very challenging as safe drinking water scarcity is acute. Salinity has been the single most significant problem in south-west areas in terms of major hydro-geophysical and social problem. On the other hand, in the northern districts where flood and river erosion are common natural disasters occurring every year making most of the people vulnerable in terms of water, sanitation and hygiene especially during monsoon. Given that the gendered implications of such phenomena are very critical: the adolescent girls and women suffer from ill health due to mismanagement of menstrual hygiene. Moreover, the adolescent girls and women invest significant time to transport safe water for consumption from long distances.

In this context, ‘Project Direct’, under the REE-CALL programme of Oxfam, aims to make a resilient community and address existing crisis and problem of water, sanitation and hygiene and make the investment sustainable and resilient. The project works to ensure that the women and adolescent girls in rural Bangladesh enjoy access to safe water, improved sanitation and decent work through reducing gender related WASH and work inequality. Project intended to achieve following three outcomes:

- Developed community leadership of 744 committee members including 456 women and 40 local committees to increase community resilience through WASH initiatives and to influence better services from duty bearers.
- Improved and direct access to water, sanitation and hygiene services and facilities for at least 6,340 community members, including 3,290 women, through small scale model interventions and related advocacy for scaling up.
- Improved and diversified livelihood for at least 1500 community members, including members of women WASH platform, through WASH entrepreneurship development, supporting IGA and influencing market actors.

## 2. Rationale and purpose

The project started with support of Oxfam GB fund from April 2017 for three years and will end in March 2020. Referring to M&E plan of the project, a baseline was conducted during first year of the project where specific data collected against each indicator as per log frame. Following that a midterm evaluation will be conducted where some specific data will be collected against each indicator following project log frame using both quantitative and qualitative method.

## 3. Scope and Focus of the evaluation

### 3.1 Scope

The midline evaluation will assess the effectiveness of the implementation strategy and the results. This will include the implementation modalities, roles and responsibilities, coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication and sustainability of the programme. The evaluation will include review of the project design and assumptions made at the beginning of the project development process. Project management including the implementation strategies; project activities; it will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross cutting issues of mainstreaming gender and human rights have been addressed. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning. In order to achieve these objectives; will focus on the areas in 3.2 below.

### 3.2 The Evaluation Questions

The following key questions will guide the end of project evaluation:

#### i). Relevance – (Access design and focus of the project)

- Was the project relevant to the identified needs?
  - Is the Project contributing to sector-specific policies and priorities of Oxfam in Bangladesh?
  - How can the Project contribute more effectively to sector-specific priorities of Oxfam in Bangladesh?
  - Are the capacity building and awareness activities relevant to the targeted groups?
  - Is the Project contributing to advocacy for the formulation of technical and non-technical policies and standards?

#### ii) Effectiveness- (Describe the management processes and their appropriateness in supporting delivery)

- Are the outcome and output indicators defined in the results framework being met and tracked?
- Are the Project outcomes and outputs integrated and linked to complement each other and create synergy?
- Have linkages been established with other projects of Oxfam or with other organizations?
- Are the administrative, management and oversight structures for the Project effective and efficient?
- How were the partner organizations selected and their work monitored?
- What monitoring and evaluation system and quality assurance system have been put in place and how effective are these?

- To what extent were the Project beneficiaries participating in the planning and design of Project strategies, activities and outputs?
- What are the key challenges and risks the Project face, and what are the mitigation measures?
- Are any changes required to the Project outputs or Project activities so that the Project can effectively achieve its overall objectives and outcomes by the end of the Project?

iii) Efficiency – (of Project Implementation)

- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
- What factors contributed to implementation efficiency?
- Did project activities overlap and duplicate other similar interventions (funded nationally and /or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- How efficient were the management and accountability structures of the project?

iv) Sustainability

- To what extent are the benefits of the project likely to be sustained after the completion of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- Does the Project have an exit strategy? What will happen at the end of the Project?
- What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged
- What are the recommendations for similar support in future? (NB: The recommendation should provide comprehensive proposals for future interventions based on the current evaluation findings).

#### **4. Proposed approach and methods:**

Methodology for Evaluation:

The evaluation will be carried out in accordance with Oxfam Evaluation Norms and Standards as well as OECD/DAC evaluation principles and guidelines and in full compliance with the DAC Evaluation Quality Standards (206). This is a summative evaluation involving qualitative and quantitative methods to evaluate the support to project's implementation and performance and to make recommendations for the next programming cycle.

The support to evaluation will be carried out through a wide participation of all relevant stakeholders as well as development partners and right holders. Field visits to selected project sites; and briefing and debriefing sessions with Oxfam as well as with development partners is envisaged. Data collected should be disaggregated (by sex, age and location), where possible.

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, visit project locations, interview with community group and key project stakeholders (CBO, WWP, USTF, WSTF, Child group, Water and Sanitation Management Committee, DPHE, Union Parishad, Teachers, Students), other online & offline data sources for gathering information related project achievements and results. 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.

## 5. Deliverables

The following Deliverables are expected from the Evaluation Team:

- i) Inception Report - An inception report, outlining the key scope of the work and intended work plan of the analysis, and evaluation questions, shall be submitted. The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report will be discussed and agreed upon with all stakeholders.
- ii) The final report (30 to 50 pages): The content and the structure of the final analytical report with finding, recommendations and lessons learnt to cover the scope of the evaluation should meet the requirements of the Oxfam GB Evaluation Guidelines and should include the following:
  - \* Executive summary (1-2 pages)
  - \* Introduction (1 page)
  - \* Description of the evaluation methodology (6 pages)
  - \* Situational analysis with regard to the outcome, outputs and partnership strategy (6-7 pages) along with quantitative status of the project's key performance indicators
  - \* Analysis of opportunities to provide guidance for future programming (3-4 pages)
  - \* Key findings, including best practices and lessons learned (4-5 pages)
  - \* Conclusion and recommendations (4-5 pages)
  - \* Appendices: charts, terms of reference, field visits, people interviewed, documents reviewed
- iii) Clean data, collected from field, including transcripts of FGDs.

## 6. Evaluation team: qualifications and skills needed, plan for organizing the evaluation team

- 12-15 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 member with expertise in WASH and gender, 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.

#### **7. Schedule, logistics and deliverables.**

- 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;
- Oxfam will provide written comments and feedback on the draft report within 10 working days after submission of draft report
- Final report should be submitted within 10 working days after receiving comments from Oxfam

#### **Indicative time frame**

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

#### **8. Evaluation responsibilities and management arrangements**

- The evaluation will be conducted from 15 December 2018 to 15 February 2019 (tentative). 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 4 districts, equally in 2 agro-geological zones (Char and Coastal) in Bangladesh
- The evaluation team will fully reportable to Rural Manager and will also work closely with relevant staff of Oxfam and partner.

## 9. 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
<b>Technical Proposal</b>	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the Assignment (Not just copy and paste from the ToR)	02 Pages
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	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
<b>Financial Proposal</b>	
Budget detailing out <ul style="list-style-type: none"> <li>• Budget detailing out</li> <li>• Consultancy days and fees (days should be mentioned for key member of the team) Travel and accommodation</li> <li>• Any other expenditure (please mention nature of expenditure) 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax)</li> <li>• Total amount</li> </ul>	

## 10. 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>
1. Expertise of the consultants/ consulting firm/ organization	

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>

### **11. 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)