

**Terms of Reference (ToR)**

**Mid-term Evaluation of “Helping Coastal Communities Live with Raising Sea Level” Project, Project Initiative by United Purpose (February 2015 – January 2018)**

1. **Contextual Background:**

The southwest Coastal region of Bangladesh is an area of the country with a poverty rate of 26% and is severely vulnerable to climate change impacts. The region has been experiencing more frequent climatic hazards and increased level of salinity since last two decades. A number of consecutive high category cyclones in the Bay of Bengal have been exacerbating the poverty situation in the coastal zone significantly. In facing the emerging and ever increasing concern to the impacts of climate change in the coastal region, it has been realized that very little has been done collectively to enable the vulnerable communities adapt to the climate change impacts. Approximately 28% of the total land and 24% of the total population of the country fall under this Coastal region. The communities residing across the coastal areas are highly susceptible to hydrological disasters and are experiencing increased severity and frequency of the disasters. They, through improved skills & knowledge and resources, are trying to adapt to the impacts. The government has intensified their efforts to tackle the impacts. However, the efforts have been happening in isolation and it is essential bring all the efforts together.

United Purpose (formerly known as Concern Universal) as an International non-governmental organisation has been engaged in the Bangladesh since 1992 responding to the issues as part of its humanitarian commitments. In response to address the phenomenon of disasters, United Purpose has not only responded to the series of disasters in the coast of Bay of Bengal but also has launched Disaster Risk Reduction (DRR) initiatives since the early 2005, with an aim to build the resilience of the vulnerable communities prone to such hazards through a number of appropriate strategies covering the most vulnerable areas in the coastlines of Bangladesh. In 2014, United Purpose completed a multi-country CMDRR Project named “Capacity Strengthening on Community Managed Disaster Risk Reduction and Climate Change Adaptation” Increasing Resilience and Reducing Risk of Coastal communities to Climate Change and Natural Hazards in the Bay of Bengal over five years (2010-2014). Through this project United Purpose has experienced a number of successful adaptation models.

1. **The Resilience Project *(“*Helping Coastal Communities Live with Raising Sea Level” Project*”):***

United Purpose, through the “Resilience Project”, has been scaling up the tested adaption models and the best practices of the “CMDRR” project with a timeline of three years. The project is covering three south-west coastal districts - Khulna, Jessore and Bagerhat. The initiative mainly addresses the issues of water management, livelihood and disasters impacting on the communities and, will enable the communities to become resilient to those issues. The project is funded by Big Lottery Fund UK and will benefit 42,135 people. United Purpose is implementing the project through two local partners, Ashroy Foundation and Protik Trust. The overall objective of the project is to contribute towards poverty alleviation amongst poor communities in coastal areas of Bangladesh, through reducing their risk to the impacts of hazards including climate change. The specific objective is to enhance the resilience of vulnerable communities to protect livelihoods and reduce risk from disasters and climate change in the South West Coastal Region of Bangladesh.

**Outcomes of the Project:**

**Outcome 1:** People living in flood-affected communities are better prepared for emergencies through the creation of community-based water management and DRR organisations that mobilise local awareness and action and effectively link with Government and private partners.

**Outcome 2:** People, their assets and public facilities are protected from tidal and storm surges and polder water levels are managed through the effective maintenance and operations of embankments and other water management infrastructure.

**Outcome 3:** Farmers can increase their income and resilience by adaptive livelihoods through the testing, documentation and sharing of innovative techniques for farm and water management and the stabilization of flood embankments.

1. **The ToR**

**Specific objectives:**

1. Review the achievements reached under each outcome by validating the change and underlying assumptions. This includes describing the process of how the changes in practices and beliefs have been achieved.
2. Build institutional knowledge to inform the development of current and future programmes and projects identifying best practices, lessons learned and developing concrete recommendations.
3. Assess the project’s accountability to different stakeholders and indicate to what extent the project has been able to change its ways of working.

**Methodology:**

The Consultant will facilitate the mid-term evaluation of Resilience Project as per the donor and United Purpose guidelines to review the progress and achievements against the log frame. He/she will engage the project teams (United Purpose and partners), target communities and other associated stakeholders of the project and will lead the evaluation process and provide guidance to the teams. S/he will facilitate the evaluation process and develop the necessary tools, formats, matrix for field data collection, compilation and analysis of field findings.

The consultant will be required to develop the evaluation methodology and tools in line to the following key scope of work and impact components & questions (criteria) of the impact monitoring process to complete the evaluation process.

**Scope of work:**

1. Conduct a briefing meeting with the Country Director, United Purpose Bangladesh and Head of Organizational Development and Education Program at the beginning of the assignment
2. Review the project documents (proposals, log frame, baseline, budgets and the annual reports), including the final evaluation report of CMDRR project, for a comparative assessment of planned activities, outputs and outcomes in the context of current and emerging risk of disasters and climate change scenario.
3. Extensive field visits will be required to observe the project interventions at grounds.
4. Field level data collection through consultations with key stakeholders and target beneficiaries.
5. Conduct a series of consultation to assess the capacity of state actors like local government and relevant sectors of the government associated in the target areas of the project.
6. Highlight the potential management issues need to be addressed in the transition plan for the revised structure if necessary to address the issues in target location.
7. The suggestions and recommendations from the evaluation should be discussed with the program focal of United Purpose office.
8. Conduct a sharing meeting at the final stage through a formal presentation of the midterm evaluation findings with the project team; chief of the partners and senior management team of United Purpose Bangladesh to develop a consolidated plan for the 3rd year of the project (including an effective exit strategy).
9. Prepare case studies through FGDs on lessons learnt from key achievements and challenges to address the core issues of community resilience.

**Key Impact Monitoring criteria and questions:**

Key Impact Monitoring criteria and questions for developing tools and techniques are mentioned below. The final deliverable (Final report) should precisely explain the criteria through answering the questions

**Relevance:**

* Upon what documentation was this project based?
* Was the design appropriate for the geographic area?
* Was the intervention logic coherent and accurate?
* Were recommendations from previous evaluations (Paribartan) incorporated in the design?
* Were any lessons learned from previous pilot projects in the area?
* Were the indicators of progress and of impact in the design of good quality?
* How was the quality of the outputs going to be determined?
* Were the outputs achievable or overly ambitious?
* Were risks properly assessed?

**Effectiveness:**

* Does it appear that the activities listed in the proposal will result in total achievement of the specific objectives and attainment of outputs?
* Were there any unplanned effects and were these good or bad?
* Was coordination with other development actors effective?
* Where the effects of the project felt equally across the project area or were some areas neglected?
* Were technical designs effective and appropriate for that environment?

**Efficiency:**

* Were all inputs delivered on time?
* Were inputs of acceptable quality?
* Was the methodology of implementation the right one under the circumstances?
* Did the PNGO/agency get good cooperation from relevant local government authorities?
* What was local government’s assessment of this intervention?
* What was the local leaders’ assessment of this intervention?
* Did the NGO/agency get good cooperation from relevant local leaders?
* Were most of the outputs achieved to an acceptable standard?
* Was the budget spent according to the proposed budget lines?
* Was the rate of spending acceptable?
* What was the % of budget that actually reached the beneficiaries?
* Highlight the extent to which the Project represents value for money and efficient use of resources (funding, people and other resources) and how effectively it has managed risks.

**Impact to date:**

* To what extent have beneficiaries benefited from the project activities and outputs? Has the project changed their lives in any meaningful way?
* To what extent have local leaders and government institutions benefited from the activities and outputs? Are there gaps in knowledge/ learning/ leadership of local leaders and local NGOs?
* To what extent is the impact sustainable over the longer term?
* Has the project increased or decreased dependency on outside intervention?
* Consider the extent to which the activity has produced positive or negative changes (directly or indirectly, intended or un-intended) assessed against the base line value of log-frame indicators.

**Sustainability:**

* To what extent can the outputs be expected to be sustainable over the longer (5-10 years) term?
* What characteristics make the outputs sustainable or unsustainable?
* Do the local government authorities fully support the initiatives taken by the project?
* Do the local community leaders fully support the initiatives taken by the project?
* To what extent has the project strengthened the capacities of local government and local leadership structures? (Particularly important in remote areas where governance bodies are particularly weak).
* To what extent are the people themselves contributing to the sustainability of the initiatives?
* To what extent has the private sector become involved in the development of the area as a result of the project?
* Has a special effort been made to educate and train women to assume decision-making roles?
* Did the NGO/agency formulate a practical exit strategy and is it working?

**Integration of cross cutting issues:**

* What cross cutting issues and approaches did the project incorporate?
* What was the level of participation of programme beneficiaries and non-beneficiaries of the programme?
* To what extent was ‘accountability to beneficiaries’ promoted and the progress made against the achievement of HAP (Humanitarian Accountability Partnership) principles/benchmarks and Core Humanitarian Standards (CHS)? To what extent were the complaints addressed?
* The extent to which the project integrated ‘How United Purpose Understands Extreme Poverty’ priorities with particular emphasis on issues of Assets, Inequality and Vulnerability with empowerment of the most vulnerable communities.
* How appropriate were the chosen interventions and programme design to the situation of different stakeholders (consider men, women, disability and others identified as vulnerable to hazard in the programme area)?
* What steps were taken to address issues of inequality and ensure the interests of the most marginalised were taken on board during programme planning, implementation and monitoring? How effective was this?
* Going forward, how will the interests of women and others identified as vulnerable to hazard in the programme area be represented in DMCs and through the partner NGOs?

1. **Output / deliverables:**

The Consultant is expected to produce a final mid-term review report in English which does not exceed 20 pages (excluding annexes). It should be on A4 size paper and in a legible font (e.g. Times New Roman 11 or 12, Arial 10 or 11, or a similar print size). The report should reflect and comment on any previous reviews or evaluations that are related to the programme, and report on the degree to which the recommendations have been implemented. The consultant will submit three sets of the final report in original to be submitted to the donor.

**The report should contain the following sections:**

* Executive summary (2-5 pages in length)
* Introduction
* Methodology
* Key findings against the objectives of the evaluation with data analysis
* Overall assessments finding
* Conclusions, Recommendations and Management Responses
* Annexes to the report (case studies, data sets, etc. Annexures will be shared separately)

1. **Qualifications required for the consultant:**

* Masters or higher degree in Environmental Science, Development Studies or Social Science
* Good understanding of the climate change adaptation, DRR and resilience building in coastal area and collaborative work with international and government agencies
* Knowledge and understanding of the policy and program in Bay of Bengal region
* Proven experiences of engagement with project evaluation of at least three different donor projects.
* Understanding of United Purpose policy and program (desirable)
* Excellent analytical and report writing skills
* Proven experience on the development context of Bangladesh and experience on coastal community development will be given priority
* Excellent report writing skill in English

1. **Length of contract and expected output from Midterm Evaluation:**

The total period of the assignment will be of four weeks and having flexibility regarding time in extending further if United Purpose Bangladesh requires.

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| **Activities** | **Timeframe and Processes** | |
| Commencement of the Evaluation process to develop Methodologies | 3rd week of April 2017 (3 days) | Inputs from project team and translation (if necessary) |
| Briefing to the team members (Including Partners Staff) and field visit to facilitate the stakeholder consultation process | 4th week of April and 1st week of May 2017  (1 day briefing + 5 days field visit) | Facilitate joint training session, Data Collection, Community consultation and Documentation. |
| Compilation of the field information and consolidation of the draft report | 2nd week of May 2017 (3 days) | Gap identification and revisit |
| Meeting with the Management Team | 3 rd week of May 2017 (1 days) | Feedback from Country team members. |
| Final report | 3rd week of May 2017 (2 days) | Report Submission to UP. |

1. **Copyright and Confidentiality:**

United Purpose will have the copy right for all the documents prepared by the consultants including questionnaires, survey formats, case studies and the final report with due acknowledgement. No part of the document should be reproduced or published any manner without prior written approval of United Purpose. The consultant will maintain the confidentiality of the stated assignment.

1. **Reserve the rights**

The United Purpose (UP) reserves the right to reject any proposal or to cancel the activity without showing any reasons.

1. **Selection Weight**

United Purpose has a set of criteria to select the proposal like this as bellow:

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| --- | --- | --- |
| **Sl** | **Particular** | **Weight Ratio** |
| 01 | Consultant’s background | 15 |
| 02 | Experiences in given subjects (Evaluation) | 30 |
| 03 | Activities / topics design in the proposal | 25 |
| 04 | Budget / Cost | 30 |
|  | Total Score | 100 |

\*\*\*\* The type of Contract proposed is ‘Lump Sum Contract”

1. **Mode of payment:**

The consultant/consulting firm will be paid the agreed amount including tax & vat for the total assigned service. The consultant will be paid upon all payment after completion of the assignment. All payment will be made through Account Payee cheque. For payment, consultant has to submit an invoice to Finance and Admin Manager of United Purpose Bangladesh with a copy of work contract and ToR. The payment mode would be in three instalments for the entire assignment i.e.

1. First instalment is 30% after signing the agreement;
2. Second instalment is 30% after submission the draft report and
3. The rest of 40% is after submission the report and accepted by the management of United Purpose, Bangladesh.

1. **Line of Communication:**

The Consultant will liaison with Mr Abdul Hamid, Head of Organizational Development and Education Program for all practical purpose of the assignment to coordinate the Midterm Evaluation. Mr. Md. Bahauddin Ahmed Sharif, Finance and Administration Manager of United Purpose will facilitate the recruitment of the Consultant and provide overall guidance to the team to ensure quality of the evaluation process. The Project team will be providing technical support to the team and engage with the process for validation of the methodology. The Project Coordinator and the partner’s teams will provide necessary support to facilitate the day to day program of the Consultant in respective partners.

1. **Documents to be submitted: How to apply?**

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

1. **For Individual Consultant**
2. Maximum 2 page CV of Team Leader highlighting related assignments completed with client  name, Contract person and mobile number (this person must have fulltime engagement during assignment time)
3. Other Team members’ one page short CV highlighting related assignment completed
4. TIN Certificate
5. Documents in favour of the relevant previous assignment

**B. For Consultancy Firm:**

1. Maximum 2 page organization profile highlighting related assignments completed with client name, contract person and mobile number
2. Lead Consultant’s (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment
3. Other Team members’ (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
4. Organization’s/Firm’s Certificate, TIN and VAT registration
5. Documents in favour of the previous relevant experiences

Budget format

Please make your budget following the bellow format

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| --- | --- | --- | --- | --- | --- |
| Sl | Name of items | Description | Quantity | Unit Cost | Total Cost |
| 1 | Develop Methodologies |  |  |  |  |
| 2 | Briefing to the team members (Including Partners Staff) |  |  |  |  |
| 3 | Field visit to facilitate the stakeholder consultation process |  |  |  |  |
| 4 | Travel |  |  |  |  |
| 5 | Food & accommodation |  |  |  |  |
| 6 | Report writting |  |  |  |  |
|  | Total |  |  |  |  |

**Note:** TAX and VAT should be included in budget

1. **Professional Liability**

The Consultant is expected to carry out its assignment with due diligence, and in accordance with prevailing standards of the profession. The Consultant's liability to the UP will be governed by the applicable law.

1. **Submission of the proposal**

Taking the above mentioned responsibilities and scope of work if you feel confident and interest then you are requested to submit proposal to Abdul Hamid, Head, Organizational Development and Education Unit, United Purpose, House – 8 (5th Floor), Road – 28, Block – K, Banani, Dhaka – 1213 in a sealed envelope on or before **April 06, 2017.**