

## **Annexure 3**

# **Final Evaluation Scope of Work - SOW**

**World Vision Bangladesh**

*Supporting Disaster Risk Reduction in Vulnerable Coastal  
Zones in Bangladesh*

**BHA Grant #: 720BHA22CA00037**

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## LIST OF ACRONYMS

BHA	Bureau of Humanitarian Assistance
CWG	Cash Working Group
DMCs	Disaster Management Committees
FGD	Focus Group Discussions
GESI	Gender Equality and Social Inclusion
HEA	Humanitarian and Emergency Affairs
IDPs	Internally Displaced Persons
ITT	Indicator Tracking Table
JSON	JavaScript Object Notation
KII	Key Informant Interviews
LGED	Local Government Engineering Department
LMMS	Last Mile Mobile Solution
LoA	Life of Award
M&E	Monitoring and Evaluation
NGO	Non-Governmental Organization
NJP	Nobo Jatra Project
SAS	Statistical Analysis System
SOW	Scope of Work
SPSS	Statistical Package for the Social Sciences
USAID	United States Agency for International Development
WVB	World Vision Bangladesh

## **Executive Summary**

This Scope of Work (SOW) outlines the plans and objectives for the final evaluation study of the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project implemented by World Vision Bangladesh. The project, funded by USAID, aims to enhance resilience in Khulna and Satkhira districts, two of the most vulnerable coastal regions in Bangladesh. The evaluation aims to assess the effectiveness and relevance of project activities in economic recovery, water, sanitation, hygiene, disaster risk reduction policy and practices, and shelter and settlement. It will employ a Mixed-Methods design, including surveys, interviews, and focus group discussions, to understand project performance and causal relationships between interventions and outcomes.

Bangladesh faces significant challenges from climate change-induced disasters, particularly along its southwest coast. Rising sea levels, increased salinity, and frequent cyclones threaten livelihoods and food security, disproportionately affecting women and marginalized populations. The project "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" focuses on four key sectors: Economic Recovery, Water, Sanitation, and Hygiene, Disaster Risk Reduction Policy & Practice, and Shelter and Settlement. Activities include livelihood support, WASH infrastructure construction, DRR capacity-building, and shelter rehabilitation.

The evaluation adopts a comprehensive approach, seeking to understand the project's effectiveness, sustainability, and transformative impact. Key evaluation questions address capacity-building, partnerships, economic recovery, sustainability, gender integration, challenges, and barriers. A Mixed-Methods approach will be used, combining quantitative surveys with qualitative data from KII (Key Informant Interview) and focus group discussions. The study will ensure representative sampling across districts and sub-districts to enhance validity and reliability. Quantitative data will be analyzed using statistical tests to assess changes in key indicators, while qualitative data will be thematically analyzed to provide a clear understanding of project outcomes. Findings will be disseminated to stakeholders through various channels, including community sessions and reports. The evaluation will produce various outputs, including a work plan, methodology, databases, output tables, and the final evaluation report, disseminated according to World Vision guidelines.

The final evaluation, indeed, will provide a comprehensive assessment report of the project's impact, effectiveness, and sustainability in enhancing resilience of vulnerable coastal communities in Bangladesh for whom the project worked with.

## I. EVALUATION PURPOSE

This Scope of Work (SOW) describes the plans, objectives, deliverables, and expectations for a final evaluation study for the “Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh” project in Khulna and Satkhira districts of Bangladesh during October 1, 2022 – September 30, 2024.

The evaluation will use a Mixed-Methods design and will include a Participant Based Survey (PaBS), Key Informant Interviews (KIIs), Focus Group Discussions, and observations comprising both household and institutional-level findings. An external consultant will be responsible for conducting the final evaluation.

The purpose of the evaluation is to summarize the performance of the project; understand causal relationships between interventions and key outcomes; learn about how and why project activities and outcomes occurred as observed and other.

- ❖ To evaluate the effectiveness and relevance of one or more sectoral activities in relation to the activity’s goal, purposes, results, and targets by:  
 establishing final values for all indicators requiring data collection outside of regular project activities, as identified in the M&E Plan and ITT, and assessing, using statistical tests of comparison, the changes in measured values and observed conditions and practices.
- ❖ To evaluate the effectiveness and relevance of the modality of a. Economic Recovery and Market Systems, b. Water, Sanitation, and Hygiene, c. Disaster Risk Reduction Policy and Practice (DRRPP) and d. Shelter & Settlement activities to achieve activity outcomes.

## II. BACKGROUND INFORMATION

### a) Activity Information

<b>Activity Name</b>	<b>Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh</b>
<b>Implementer(s)</b>	<b>World Vision Bangladesh</b>
<b>Award Number</b>	<b>720BHA22CA00037</b>
<b>Budget</b>	<b>\$2,000,000.00</b>
<b>Period of Performance</b>	<b>Oct 1, 2022 to Sep 30, 2024</b>
<b>Active Geographic Region</b>	<b>Khulna District (Koyra and Dacope Sub-districts) Satkhira District (Kaliganj and Shyamnagar Sub-districts)</b>

## b) Background and Context

Bangladesh ranks third globally in terms of vulnerability to disasters, particularly along its southwest coast. The region faces recurrent challenges from cyclones and other natural calamities, necessitating the urgent development of community resilience. Climate change and disasters disproportionately impact women and marginalized populations, as highlighted by recent research from UN Women and UNICEF.

Over the past 30 years, the coastal region has seen a 26% increase in salinity, primarily due to climate change-induced sea level rise and intrusion of saline water during cyclones and tidal floods. This surge in salinity has damaged over 105.6 million hectares of land, affecting 2.9 million livelihoods. The consequent decline in agricultural productivity puts immense pressure on food security. Recent disasters, including Cyclone Yaas and the COVID-19 pandemic, have further depleted the livelihoods of vulnerable communities in Khulna and Satkhira districts.

Sea level rise, beneficial for shrimp farming, also leads to flooding and substantial damage to shrimp ponds. While salinity aids shrimp cultivation, it negatively impacts freshwater fish diversity, causing extinction of some inland species. Higher-income households benefit more from shrimp cultivation, exacerbating existing inequalities, as they typically own land crucial for this activity. Acquisition of lands from the poorest, sometimes through illegal means, leaves vulnerable communities in poorly paid labor.

Access to safe drinking water and sanitation services in the coastal region is limited, with less than 50% of households having improved water supply and sanitation. High salinity and contaminants like arsenic in groundwater pose serious health risks. Water facilities are highly susceptible to damage during disasters, leading to increased health risks. Displacement due to flooding is common, with inadequate shelter facilities and gender-specific needs not adequately addressed.

Government and community efforts face challenges in coordination, technical capacity, and management committees at the local level. Disaster Management Committees and Shelter management committees lack sufficient resources to respond effectively to emergencies. Sustainable solutions are needed to address institutional coordination, resource allocation, inclusive access to services, and local knowledge to enhance community resilience. Without addressing these challenges, disaster management efforts will fall short in preparing communities for potential risks and threats.

## c) Description of the Activity

World Vision Bangladesh (WVB) proposes a comprehensive project focusing on four key sectors: (1) Economic Recovery and Market Systems, (2) Water, Sanitation and Hygiene, (3) Disaster Risk Reduction Policy & Practice, and (4) Shelter and Settlement. This initiative builds upon the existing BHA award, operating in the Khulna and Satkhira districts, among the most vulnerable and disaster-prone coastal regions in Bangladesh. The project retains flexibility for wider coverage throughout the country if needed during implementation. Having been active in Bangladesh for over 50 years, WVB's programming targets rural, hard-to-reach, and vulnerable communities. Funded by USAID, the Nobo Jatra Project (NJP), launched in 2015, focuses on food security,

nutrition, and resilience in areas susceptible to recurring disasters intensified by climate change. WVB integrates Gender Equality and Social Inclusion (GESI) in its interventions, promoting responsiveness among communities and partners, and enhancing the ability of local governments to address the unique needs of the most disadvantaged groups.

Through NJP, WVB has worked to strengthen Disaster Management Committees (DMCs) at various levels, implementing risk reduction and disaster warning plans. However, challenges have arisen, including a high turnover of local government members and COVID-19 restrictions affecting DMC activity. This has led to gaps in coordination and capacity, hindering effective disaster preparedness and response.

Building on the successes and challenges of NJP and the existing BHA project, WVB aims to address gaps in technical capacity and coordination across target sectors. The project seeks to strengthen coordination mechanisms involving diverse stakeholders such as government representatives, DMCs, communities, NGOs, donor agencies, and private sector stakeholders. This initiative aims to create a sustainable coordination mechanism to minimize duplication, aggregate resources, and ensure inclusive, equitable, and responsive service delivery, particularly to vulnerable populations.

WVB's focus includes community asset rehabilitation, cash-for-work opportunities, access to financial services, and the improvement of inclusive, gender-equitable, and safe shelters, as well as water, sanitation, and hygiene services. The project aims to refine scalable approaches that can be adapted and extended to unreached communities in vulnerable coastal and climate-impacted areas where WVB and its partners operate in subsequent programming phases.

## Goal

To increase resilience capacities of the most vulnerable, disaster-prone, and climate-affected communities **in Bangladesh (country-wide)**.

## Theory of Change

- **IF** vulnerable households **from climate affected communities in** Bangladesh are able to sustain, recover and/or diversify income sources, for **Economic Recovery**, have access to equitable financial services and products, and are able to equitably participate in local **Market Systems**,
- **AND IF** disaster-prone communities are able to maintain uninterrupted access to safe and improved water, sanitation & hygiene (**WASH**) facilities and services, and households adopt improved hygiene behaviors and practices,
- **AND IF** disaster management structures and **Disaster Risk Reduction Policies** are in place to effectively coordinate disaster risk reduction efforts and ensure disaster-resilient **Shelters** are accessible for vulnerable communities,
- **THEN climate affected households in** Bangladesh will improve their resilience to shocks and stresses, including disasters and climate change-related impacts.

## Purpose(s)

<p><b>Purpose 1:</b> To restore/develop sustainable livelihoods for <b>climate</b>-affected people, including their participation in essential market systems.</p>	<p><b>Purpose 2:</b> To provide sustainable, and equitable access to safe WASH services and facilities as well as hygiene and sanitation promotion, to cyclone-affected populations.</p>	<p><b>Purpose 3:</b> To support households, local communities, institutions, and service providers to coordinate efforts by providing capacity-building opportunities to increase knowledge on disaster risk reduction and response.</p>
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### Activity Justification:

#### Sector 1: Economic Recovery and Market Systems

The project aims to restore and generate sustainable livelihood options for vulnerable households affected by climate-related events. By enhancing the capacity of project participants to effectively engage in local market systems critical to their livelihoods, the initiative seeks to increase household access to financial services and provide temporary income-generating opportunities. The purpose is to empower vulnerable households to secure incomes from more resilient and sustainable livelihoods. Project provided 3 days' business capacity enhancement training to 1300 livelihood participants (650 restorations, 650 new livelihood). Each of the participants prepared their business plan and they received an online cash transfer of BDT 14,000 and they are doing their small business with this BHA assistance for increasing their economic resilience. Through this initiative, the project benefited 2,082 participants with livelihood restoration and 1,942 participants with new livelihood development functions. The trained participants are brought under the group and linked them with Nobo Jatra existing VSLAs/Cooperatives. Project also engaged 760 non-skilled laborers in cash for work (CfW) activities and supported them increasing financial resilience with the pay using digital platform (last mile mobile solution, LMMS) as per cash working group (CWG) guideline (BDT 4,800 for 16 days).

#### Sector 2: Water, Sanitation, and Hygiene

Focusing on expanding access to improved Water, Sanitation, and Hygiene (WASH) facilities and services, the project aims to empower community-based WASH committees and local service providers. By doing so, the initiative intends to strengthen the environment that facilitates the appropriate renewal of WASH services and behaviors following shocking events. The purpose is to provide sustainable and equitable access to safe WASH services and facilities, along with promoting hygiene and sanitation, particularly for populations affected by cyclones. Project constructed 13 community latrines, 13 water technologies for drinking water, 26 hand washing points in the meantime and will also do the same in other vulnerable locations in the remaining period of project life time (LoA). Project also staged 52 pot songs on WASH and hence, through the implemented initiatives, reached 31,210 participants in the meantime.

#### Sector 3: Disaster Risk Reduction Policy and Practice (DRRPP)



This sector involves conducting community awareness-raising, capacity building, and engagement activities with targeted communities. By fostering collaboration between Disaster Risk Reduction (DRR) actors, stakeholders, and humanitarian actors, the project aims to improve their ability to work together in preparing for disasters. The purpose is to enhance resilience to future shocks by supporting households, local communities, institutions, and service providers through capacity-building opportunities that increase knowledge on disaster risk reduction and response. Project worked with the member representatives of 404 local disaster management committees and 501 school cum cyclone shelter management committees as well as local and national actors (LN/As) on DRR. Project also staged 80 pot songs on DRR and altogether with DRR activities, reached 44,994 participants.

#### Sector 4: Shelter & Settlement

The intervention in this sector focuses on providing capacity building and deploying a community-based Disaster Risk Reduction (DRR) approach. The goal is to offer vulnerable individuals access to safe and accessible shelters in case of future emergencies. By building the capacity of communities and implementing a community-based DRR approach, the project aims to contribute to improved shelter and settlement options for those most at risk during emergencies. WV identified and repaired 13 multi-purpose cyclone shelters with WASH and lighting facilities, ramp etc and 13 access roads to shelters in close coordination and consultation with Shelter Management Committees (SMCs), PIOs, the Local Government Engineering Department (LGED), the Department of Education and UzDMCs. Project reached 12,501 participants through these initiatives as of now. The details beneficiaries list by sectors will be provided before starting the evaluation.

These sector-specific activities collectively align with the overall project purpose, which is to restore and develop sustainable livelihoods for climate-affected people while ensuring their active participation in essential market systems. Each sector addresses critical aspects such as economic recovery, water and sanitation access, disaster risk reduction, and shelter provision to comprehensively enhance resilience in vulnerable communities.

The project aims to address the needs of a significant number of individuals affected by climate-related challenges in the Southern Coastal Region of Bangladesh, specifically in the districts of Khulna and Satkhira. The total number of people affected in the target areas is estimated at 217,254. The project strategically targets 140,794 individuals, ensuring inclusivity by specifying 70,448 women and 70,346 men. Within this targeted population, special attention is given to 21,645 Internally Displaced Persons (IDPs), recognizing the unique vulnerabilities they face. While the project is designed to provide assistance on a country-wide scale, its primary geographic focus is on Bangladesh, particularly in the vulnerable and disaster-prone Southern Coastal Region. By concentrating efforts in Khulna and Satkhira districts, the initiative aims to bring about positive changes in the lives of those directly impacted by climate-related events, fostering resilience and sustainable development in these communities.

### III. EVALUATION TYPE

The evaluation for the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project will adopt a comprehensive approach, encompassing elements of summative performance evaluation. This evaluation type would be designed to provide a thorough examination of the project's overall effectiveness, achievements, and sustained effects on vulnerable communities in the Khulna and Satkhira districts and will assess the project's success in meeting its objectives and goals over the implementation period, furthermore, the evaluation will investigate into the lasting effects and transformative changes brought about by the project in terms of economic recovery, water and sanitation access, disaster risk reduction, and shelter provision. Additionally, process evaluation elements, including Participant-Based Survey (PaBS), Key Informant Interviews (KIIs), Focus Group Discussions, and observations at household and institutional levels, will be integrated to understand the implementation dynamics, challenges, and successes. This evaluation design ensures a comprehensive evaluation that captures the project's multifaceted impact on the targeted vulnerable communities in the coastal zones of Bangladesh.

It will also explore how the project was implemented and seek to understand how implementation may have influenced the programmatic and participant outcomes. Additionally, the evaluation will examine any implementation or contextual challenges the program may have encountered throughout the life of the award.

### IV. EVALUATION QUESTIONS

This evaluation will seek to answer the following questions.

- To what extent has Disaster Risk Reduction (DRR) programming effectively built the capacity of local communities and institutions?
- To what extent has the project fostered partnerships and collaboration with relevant government agencies, NGOs, and other stakeholders involved in disaster risk reduction efforts in Bangladesh or in their working area?
- How has the project positively impacted the economic recovery and sustainable livelihoods of vulnerable households, with a specific emphasis on gender dynamics?
- To what extent is DRR programming sustainable and inclusive?
- In what ways has the project contributed to improving the equity of disaster risk reduction policies and practices at both community and institutional levels, with a focus on inclusivity and responsiveness to the unique needs of women and marginalized populations?
- How have the project integrated gender considerations into its various sectors (Economic Recovery, WASH, Disaster Risk Reduction, Shelter), and what impact has this integration had on building resilient communities, particularly for women and other vulnerable groups?
- What are the key challenges and barriers encountered by the project in implementing its activities, and how have these challenges been addressed or mitigated?

As a summative performance evaluation, the following evaluation questions will help World Vision better understand project performance:

1. Establish final values for all indicators requiring data collection outside of regular project activities, as identified in the M&E Plan and ITT
2. Assess, using statistical tests of comparison, the changes in measured values and observed conditions and practices.

Consistent with World Vision's Humanitarian and Emergency Affairs (HEA) Learning Agenda, the assessment will explore questions that will contribute to evidence gaps and learning interests, especially with regard to disaster risk reduction.

## V. EVALUATION METHODS & LIMITATIONS

The study will use a Mixed-Methods approach and will include a Participant Based Survey (PaBS), Key Informant Interviews (KIIs) Focus Group Discussions, and observations comprising both household and institutional level findings, as outlined in the M&E Plan.

The evaluation will employ mixed methods, including a quantitative household survey administered among program participants and qualitative data that will include focus group discussions, key informant interviews, and observations.

### a) Indicators Included in the Study

The indicators below are outcome indicators that require collection through this study to meet the study objectives.

Indicators Included in the Evaluation	Data Collection Method	Frequencies	
		PDM	FE
E02: Percent of beneficiaries reporting net income from their livelihoods	Participant-Based Survey		X
E04: Percent of beneficiaries actively practicing in their new livelihoods	Participant-Based Survey		X
E11: Percent of financial service accounts/groups supported by BHA that are functioning properly	Participant-Based Survey, FGD		X
W08: Percent of households with soap and water at a handwashing station on premises	Participant-Based Survey, Observation		X
W10: Percent of individuals targeted by the hygiene promotion activity who know at least three (3) of the five (5) critical times to wash hands	Participant-Based Survey		X
W13: Number of individuals directly utilizing improved sanitation services provided with BHA funding	Observation, FGD		X
W15: Percent of households in targeted areas practicing open defecation	Participant-Based Survey		X

W28: Percent of households reporting satisfaction with the quality of WASH NFIs received through direct distribution (i.e., kits), vouchers, or cash	Participant-Based Survey	X	
W41: Percent of water committees actively using Water Safety Plans that have been created for water points developed, repaired, or rehabilitated by the water supply activity	Participant-Based Survey		X
W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking and hygiene from improved water sources	Participant-Based Survey, FGD	X	X
D05: Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard	FGD		X
S03: Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training	FGD		X

## b) Quantitative Survey Design

### Sampling Strategy

The sampling strategy for the quantitative survey aims to ensure a comprehensive representation of all districts and sub-districts within the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project. This multi-stage approach is designed to capture the diversity of the project area.

#### Village Selection:

- Randomly select villages within the chosen unions. This step ensures that the survey encompasses the various localities within the sub-districts, and districts providing a diverse representation.

#### Household Selection:

- Randomly select households within the chosen villages. This final stage ensures that the survey captures a cross-section of households, accounting for variations within each village.

By implementing this sampling strategy, the survey will achieve a balanced representation of all districts (Khulna and Satkhira) and sub-districts (Koyra, Dacope, Kaliganj, and Shyamnagar), thus enhancing the validity and reliability of the findings and facilitating a nuanced understanding of the project's impact across the entire project area.

### Sampling Frame(s)

The sampling frame for the quantitative survey encompasses a comprehensive listing of all elements essential for the multi-stage sampling strategy. At the district level, the frame includes

Khulna and Satkhira, ensuring representation of all targeted areas. Moving to the sub-district level, the frame lists Koyra and Dacope in Khulna and Kaliganj and Shyamnagar in Satkhira, guaranteeing that each sub-district is adequately represented. At the village level, an exhaustive list of all villages within the selected sub-districts is compiled. Lastly, the household level comprises a detailed list of households within the chosen villages, facilitating the random selection process. This thorough sampling frame ensures equitable representation, contributing to the survey's reliability and the comprehensive evaluation of the "Supporting Disaster Risk Reduction" project across all districts and sub-districts.

<b>Intervention(s) received</b>	<b>Number of Intervention Participants</b>	<b>Applicable Indicator(s)</b>
1.1 Livelihoods Restoration	2925	E02: Percent of beneficiaries reporting net income from their livelihoods
1.2 New Livelihoods Development	2925	E04: Percent of beneficiaries actively practicing in their new livelihoods
1.3 Financial Services	1300	E11: Percent of financial service accounts/groups supported by BHA that are functioning properly
2.1 Sanitation	16250	W13: Number of individuals directly utilizing improved sanitation services provided with BHA funding
	TBD after Evaluation	W15: Percent of households in targeted areas practicing open defecation
2.2 Water Supply	9050	W41: Percent of water committees actively using Water Safety Plans that have been created for water points developed, repaired, or rehabilitated by the water supply activity
	TBD after Evaluation	W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking and hygiene from improved water sources
2.3 Hygiene Promotion	37700	W08: Percent of households with soap and water at a handwashing station on premises
Hygiene Promotion	TBD after Evaluation	W10: Percent of individuals targeted by the hygiene promotion activity who know at least three (3) of the five (5) critical times to wash hands
2.4 WASH NFIs	5850	W28: Percent of households reporting satisfaction with the quality of WASH NFIs received through direct distribution (i.e., kits), vouchers, or cash

3.1 Building Community Awareness/Mobilization	44200	D05: Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard
4.2 Shelter and Settlement (S&S) DRR	2920	S03: Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training

The sampling frame for the Participant Beneficiary Based Survey will be developed based on the beneficiary register to appropriately reflect the target population. The sampling unit is the household, where a knowledgeable adult will be answering the questions.

The sampling frame will include the following key elements collected at registration:

- Unique household identification number
- Household contact information (including name, physical location, primary and secondary phone number)
- Household characteristics (gender composition, size, primary and secondary livelihood activities)
- Intervention(s) to be received.
- Participant target criteria met.

### Sample Size Calculation

The determination of the sample size for the quantitative survey within the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project is a critical aspect of ensuring statistical validity and reliable findings. The applicant will employ a systematic approach, considering the diversity of the project area and the need for robust representation.

The calculation will be based on established principles, incorporating a specified confidence level and margin of error. A commonly utilized confidence level is 95%, indicating that if the survey were to be conducted 100 times, the results would fall within the margin of error 95 times. The margin of error, typically set at 5%, defines the acceptable range of deviation in survey results.

To address the potential underrepresentation of marginalized groups, the applicant will consider oversampling. This involves intentionally increasing the sample size for specific subgroups to ensure their voices are adequately represented. Given the vulnerability of certain populations in the coastal zones, this approach will help capture the nuances of their experiences and perspectives.

Additionally, the applicant will factor in a non-response rate to account for potential challenges in obtaining responses from selected households. Non-response rates may vary, influenced by factors such as community engagement, cultural considerations, and local circumstances. A reasonable estimate of non-response will be incorporated into the sample size calculation to mitigate the impact of incomplete data and enhance the survey's reliability.

In summary, the sample size calculation will involve balancing the need for a representative sample with considerations for confidence level, margin of error, oversampling for marginalized

groups, and accounting for potential non-response. This meticulous approach aims to ensure that the quantitative survey yields robust and meaningful insights into the project's impact on vulnerable coastal communities in Bangladesh.

The sample size calculation is driven by the key purpose of the baseline/end line (comparative), the key indicators of interest, and the sampling methodology.

Indicator	Baseline estimate	Target end line value	Desired Direction of Change	Calculated sample size
E02: Percent of beneficiaries reporting net income from their livelihoods	-	5% increase from 1st year achievement	+	
E04: Percent of beneficiaries actively practicing in their new livelihoods	-	10% increase from 1st year achievement	+	
E11: Percent of financial service accounts/groups supported by BHA that are functioning properly	-	60%	+	
W08: Percent of households with soap and water at a handwashing station on premises	43%	70%	+	
W10: Percent of individuals targeted by the hygiene promotion activity who know at least three (3) of the five (5) critical times to wash hands	50.14% (Male 51.29% and Female 49.57%)	60% (Male 60% and Female 60%)	+	
W13: Number of individuals directly utilizing improved sanitation services provided with BHA funding	2,324 (71.42%)	6500	+	
W15: Percent of households in targeted areas practicing open defecation	F&M-24.2, FNM-28.6, MNF-0, CAN-0, Overall- 24.3	F&M-20, FNM-23, MNF-0, CAN-0, Overall- 20	-	
W28: Percent of households reporting satisfaction with the quality of WASH NFIs received through direct	-	85%	+	

distribution (i.e., kits), vouchers, or cash				
W41: Percent of water committees actively using Water Safety Plans that have been created for water points developed, repaired, or rehabilitated by the water supply activity	-	75%	+	
W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking and hygiene from improved water sources	21.4	30	+	
D05: Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard	59.9%	56%	-	
S03: Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training	-	70%	+	

WV calculated sample sizes for the key project indicators and found that the sample size was largest using FCS. Additionally, these calculations meet the minimum number of respondents recommended by BHA for indicators expressed as a proportion using Simple Random Sampling which is 339. However, the bidder needs to come up with the indicator wise sample distribution, which will give us precise estimation of the parameters.

The sample size calculation was performed using the following formula:

$$n_{initial} = D_{est} \left[ \frac{\left[ z_{1-\alpha} \sqrt{2P(1-P)} + z_{1-\beta} \sqrt{P_{1,est}(1-P_{1,est}) + P_{2,est}(1-P_{2,est})} \right]^2}{\delta} \right]$$

Where:

$n_{initial}$  = is the initial sample size required by the surveys for each of the two time points  
 $\delta = P_{1,est} - P_{2,est}$  = minimum effect size to be achieved over the time frame specified by the two surveys

$P_{1,est}$  = represents a survey estimate of the true population proportion  $P_1$  at baseline

$P_{2,est}$  = represents a survey estimate of the true population proportion  $P_2$  at endline



$$\underline{P} = \frac{P_{1,est} + P_{2,est}}{2}$$

$z_{1-\alpha}$  is the value from the normal probability distribution corresponding to a confidence level  $1-\beta$ . For  $1-\beta = 0.95$ , the corresponding value is  $z_{0.95} = 1.64$ .

$z_{1-\beta}$  is the value from the normal probability distribution corresponding to a power level of  $1-\beta$ .

For  $1-\beta = 0.80$ , the corresponding value is  $z_{0.80} = 0.84$ .

$D_{est}$  is the estimated design effect (DEFF) of the survey. The design effect, indeed, is expected to be 1.5.

### c) Qualitative Inquiry

For the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project, qualitative data will be gathered through a combination of Key Informant Interviews (KII) and Focus Group Discussions (FGD). The selection of participants for both KII and FGD will be intentional, ensuring a diverse representation of key stakeholders.

As part of the qualitative inquiry, the survey will encompass a minimum of 18 Focus Group Discussions (FGDs), each with 8-12 participants per session, and a minimum of 12 Key Informant Interviews (KIIs). The KIIs will involve facilitation with various government officials at district and sub-district level (DRRO/ PIO/ CPP/ DPHE etc)

#### FGD ( $\pm 16$ )

Stakeholder	FGD	Male group	Female group	Remarks
Livelihood participants	4	2	2	1 per Upazila
Union Disaster Management Committee	4	Mixed		1 per Upazila
Cyclone Shelter Management Committee	4	Mixed		1 per Upazila
Trained youth volunteers	4	Mixed		1 per Upazila
Union WATSAN committee	2	Mixed		At Dacope & Shyamnagar
<b>Total</b>	<b>18</b>			

#### KII ( $\pm 12$ )

Stakeholder	KII	Remarks

Project Implementation Officer (PIO)	4	At Upz level
UP Chairman	2	1 at Kaligonj and 1 at Dacope
Local/National Actors (LNAs)	2	1 at Satkhira and 1 at Khulna
Assistant Director, CPP	1	Shyamnagar and Kaligonj
District Relief & Rehabilitation Officer (DRRO)	1	Khulna/Satkhira
Assistant Engineer (DPHE)	2	1 at Koyra & 1 at Kaligonj
<b>Total</b>	<b>12</b>	

The intentional selection of participants will involve key individuals directly involved in or affected by the project's interventions. This may include community leaders, project implementers, beneficiaries, and representatives from local authorities. The qualitative data collection aims to provide in-depth insights into the perceptions, experiences, and contextual nuances surrounding the project, enriching the understanding derived from quantitative findings.

In addition to interviews and group discussions, direct observations will be conducted for certain key indicators. This method allows for a firsthand assessment of activities related to shelter, Water, Sanitation, and Hygiene (WASH), and health facilities. These observations will be integrated into the qualitative data component to provide a comprehensive understanding of the project's on-the-ground impact.

To facilitate the selection process, World Vision (WV) will provide a list of contacts for KII, ensuring engagement with relevant and knowledgeable individuals. Similarly, the consultant will receive support in identifying and inviting participants registered for the project's FGDs, fostering inclusivity and diverse perspectives in qualitative data collection. This combined approach will enable a nuanced exploration of the project's outcomes and contribute valuable contextual information to complement the quantitative evaluation.

#### d) Limitations and Mitigation Methods

The following are related to the challenges in the monitoring process and the proposed mitigation measures:

##### 1. Limited Accessibility:

- Challenge: Certain project areas may have limited accessibility due to geographical factors or infrastructure challenges.

- Mitigation: Implement a detailed logistics plan, including alternative transportation options. Engage with local communities to identify potential barriers and collaborate with local authorities for support.

##### 2. Language and Cultural Barriers:

- Challenge: Diverse linguistic and cultural contexts in the project area may pose challenges in effective communication during data collection.
- Mitigation: Employ local translators and field staff familiar with the community's language and culture. Provide training to ensure clear communication and cultural sensitivity.

### 3. Weather-Related Issues:

- Challenge: Unpredictable weather conditions, especially in coastal areas, may disrupt data collection activities.
- Mitigation: Monitor weather forecasts and plan data collection activities accordingly. Build flexibility into the schedule to accommodate weather-related delays. Provide necessary equipment and protective gear for adverse weather conditions.

By addressing these potential limitations through proactive planning and mitigation strategies, the data collection process for the project evaluation can be more resilient, reliable, and ethically sound.

Given the sometimes extremely fragile context of project implementation, it could be difficult for the project team to gain operational access to certain areas, limiting WV's ability to conduct site visits, maintain data security, and ultimately contribute or attribute programming to results. In situations like this, WV will adapt data collection and reporting systems and rely on an alternative management mechanism: remote management. To ensure local/remote actors have the ability to effectively report on quality data and comply with BHA guidance, WV will provide them with capacity building opportunities and ongoing technical support.

## VI. DATA SOURCES

### Primary Data:

Primary data collection for the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project will primarily focus on the population-level of the implementation area. Information will be gathered directly from a representative sample of community members, including direct participants (list will be shared), local authorities, and other stakeholders. In case of indirect participants, the evaluation team will collect the sample by the support of community members. This comprehensive approach ensures a holistic understanding of the project's impact on the broader community.

### Secondary Data:

Complementing primary data, secondary data sources will be utilized to enrich the evaluation. This may include health facility registries to assess health-related outcomes, local market information for economic indicators, and datasets from local government or administrative sources to provide context on pre-existing conditions and vulnerabilities. The integration of secondary data enhances the depth and breadth of the evaluation, allowing for a more nuanced interpretation of the project's outcomes within the larger socio-economic and administrative context.

## VII. ANALYSIS PLAN

### Baseline and Endline Data Comparison:

The analysis of project final evaluation data for the "Supporting Disaster Risk Reduction in Vulnerable Coastal Zones in Bangladesh" project will be conducted using a rigorous and systematic approach. For quantitative surveys, statistical packages such as SPSS, Stata, or SAS will be employed to conduct tests of difference, allowing for the detection of significant changes over the project implementation period.

#### 1. Quantitative Analysis:

- Project final evaluation data will be statistically compared using appropriate tests, such as t-tests or chi-square tests, depending on the nature of the data.
- Key indicators identified in the Monitoring and Evaluation (M&E) Plan will be analyzed to assess changes in economic recovery, water and sanitation access, disaster risk reduction, and shelter provision.
- Probabilistic sampling methods will be applied for indicators requiring a detection of change, ensuring statistical significance.

#### 2. Qualitative Analysis:

- Qualitative data from Key Informant Interviews (KII), Focus Group Discussions (FGD), and direct observations will be thematically analyzed.
- The qualitative analysis will provide a nuanced understanding of project outcomes, helping to interpret quantitative findings and uncovering contextual factors influencing project effectiveness.
- The evaluation team will triangulate the collected data and information, collect quotations in favor of facts and figures, present results, and provide evidence of community practices and changes, derived from Focus Group Discussions (FGD) and Key Informant Interviews (KII).

<b>Evaluation Questions</b>	<b>Methodology</b>	<b>Analysis</b>
To what extent has Disaster Risk Reduction (DRR) programming effectively built the capacity of local communities and institutions?	KII, FGD	
To what extent has the project fostered partnerships and collaboration with relevant government agencies, NGOs, and other stakeholders involved in disaster risk reduction efforts in Bangladesh or in their working area?	KII, FGD	
How has the project positively impacted the economic recovery and sustainable livelihoods of vulnerable households, with a specific emphasis on gender dynamics?	Observation, FGD	
To what extent is DRR programming sustainable and inclusive?	KII, FGD	
In what ways has the project contributed to improving the equity of disaster risk reduction policies and practices at both community and institutional levels, with a focus on inclusivity and responsiveness to the unique needs of women and marginalized populations?	KII	
How have the project integrated gender considerations into its various sectors (Economic Recovery, WASH, Disaster Risk Reduction, Shelter),	KII, FGD	

and what impact has this integration had on building resilient communities, particularly for women and other vulnerable groups?		
What are the key challenges and barriers encountered by the project in implementing its activities, and how have these challenges been addressed or mitigated?	KII	

## EVALUATION FINDINGS DISSEMINATION

Once the findings are delivered by the consultant, they will be disseminated to the project team and Program Quality (M&E staff) for review and feedback. Once the feedback is incorporated and approved by the team and the consultant, the consultant will be invited to disseminate the findings to WVUS and other WVB stakeholders. In the communities, WV will hold sessions with the vulnerable groups, the community, and other stakeholders to disseminate the findings. As necessary, WV will post the findings in the communities for review by community members. Feedback will be gathered by communities and included as an annex to the final evaluation report.

## VIII. EVALUATION TIMELINE AND DELIVERABLES

Publication of Scope of Work	
Maximum date to submit questions	
Closure of the call - Deadline for submission of proposals	
Technical and economic review of the proposal	
Inform the proposer of acceptance or not of the proposal	

Activity	June		July				August				Sept	
	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2
<b>Phase 1: Planning stage</b>												
Preparation of work plan												
Work schedule for product fulfillment												
Instrument design (PaBS, FG, KII)												
<b>Phase 2: Preparation Stage</b>												
Review of baseline report, existing instruments and databases												
Database construction, considering thresholds and stratum												
Syntax programming for the calculation of variables.												



- i. **PRODUCT 1.** A Work Plan according to each committed product, agreed with the Project Monitoring and Evaluation Coordinator and the WV MEAL team. [June 2024]: format **Word and PDF by email.**
- ii. **PRODUCT 2.** Methodology for the collection, processing and analysis of the information of the evaluation (include data dictionary). [June 2024]: format **Word and PDF by means of email.**
- iii. **PRODUCT 3.** Databases with the indicators calculated according to thresholds oriented and defined by WV and expansion factors of the sample assigned to each microdata. [July/August 2024]: format. **SAV, XLS and JSON & Dictionary of TXT variables.**
- iv. **PRODUCT 4.** Output tables and graphs of the processed evaluation data captured by the service provider. [July/August 2024]: format. **SAV, XLS and JSON via email and USB.**
- v. **PRODUCT 5.** Evaluation document with graphic design, according to WV guidelines. It must have the following minimum content: [August 2024]: **by email, USB 1 printed copy of the report in English.**

## X. EVALUATION TEAM COMPOSITION

### Profile of the Evaluator

- Legal or Naturalized Citizen of Bangladesh
- Professional(s) in the areas of DRR, CCA /Environment, Agriculture, Economics, Business Administration, Civil Engineering, Social Science related to the purpose of this Scope of Work.
- Indispensable specialization or Masters (Ph.D preferred for Team Lead) in areas related to the object of this Scope of Work.
- A minimum of five (5) years of work experience.
- Have experience to develop a minimum of four (4) documents similar to the subject matter of this Scope of Work.
- Specific expertise on issues related to gender equity is preferable but not indispensable.
- Experience of working/contracting with Non-Governmental Organizations.
- Knowledge of Humanitarian Issues and Sphere Standards.
- Experience with BHA M&E standards for evaluations/ Verifiable experience in USAID-funded studies
- Accreditations of the implementation of protection investigation processes in response to humanitarian emergencies in Bangladesh, by submitting, together with the application:
  - An overview of the relevant work.
  - Work samples.
  - Contact information for references.
  - Resumé of the proposed consultants

### Requirements in detail:

- Have excellent team leadership skills, with the ability to work with a varied team.
- The field team must be composed of a minimum of nine enumerators and one supervisor per department, and it is essential that they are fluent in the local language.

- Have knowledge and experience in social science research, including mixed methods and in particular quantitative and qualitative primary data collection methods.
- Have knowledge and experience in research, monitoring and evaluation in humanitarian emergency response contexts, preferably related to WASH, Agriculture and Food Assistance issues, as well as related technical standards.
- Have permission to work, travel, and perform primary data collection at project destination locations.
- Have a good knowledge of data collection software (such as Kobo) and statistical packages (such as SPSS).
- Excellent report writing skills.
- Have excellent English and Bangla spoken and written.
- Excellent Power Bi Knowledge and DAX programming dataset tool

## XI. DATA COLLECTION ETHICS

### Informed Consent Procedures:

World Vision prioritizes ethical data collection for the project. Enumerators will obtain informed consent from participants, ensuring clear communication about the study's purpose, data use, and participant rights. Consent, either written or verbal, will be documented.

### Data Security SOPs:

Stringent standard operating procedures will secure collected data. Electronic data will be encrypted and password-protected, with limited access. For a quantitative survey, the evaluation team has to use Kobocollect/ODK. Hard copies will be stored securely. Only authorized personnel will handle identifiable information in compliance with privacy regulations.

### Enumerator Training:

Enumerators will undergo comprehensive training in research ethics, emphasizing informed consent, confidentiality, and cultural sensitivity. Regular refresher sessions will reinforce ethical standards, ensuring adherence throughout the project.

## XII. Qualifications and Experience of Consultancy Firm:

- The lead consultant must have a background in Agriculture, Geography/ Disaster Risk Management/ climate change /environmental science and or related field (Minimum of Master's degree level from the recognized university but Ph.D. will be preferred)
- Demonstrated experience of the firm conducting high quality baseline/end line survey with references in list or link
- Experience of conducting field assessments/working in the targeted regions.
- High level of professionalism and ability to work independently under tight deadlines
- The team must have the combination of sociologist/ agro-economist/ climatologist/anthropologist and demographer with gender balance.



- The enumerators must have experience in collecting data for DRR, WASH and livelihood related projects.
- The team must have a statistician able to analyze quantitative and qualitative data in tabular and chart/diagram forms.
- Firm must have experience in using mobile phone technology for data collection.

### XIII. EVALUATION CRITERIA

Contractor should submit the technical & financial proposal separately. Based on the submitted technical proposal, the contractor may be asked to present the submitted proposal to the Proposal Evaluation Committee. The short listing criteria for the evaluation are as follows:

CRITERIA	POINTS
A. Technical Score:	85
Proposed Methodology for Carrying Out The Task	25
Proposed data collection process in the field by taking all health precautionary measures and or maintaining local language, culture etc.	10
Relevant Experience: Well conversant with BHA/USAID requirement Experience in designing and managing large scale public health, disaster related surveys in Bangladesh Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests Expertise in developing sampling method according to USAID requirement , applying standard processes	25
Quality of Key Professional Staff	25
B. Financial Score	15
Total Score (A+B)	100

*\*Pass mark in Technical Analysis 70% of 85 (59.5)*

### XIV. PAYMENT SCHEDULE:

The payment terms will be as per World Vision procurement policies and guidelines, with stipulated payment schedule as mentioned below:

Milestone/Deliverables	% of amount
Submission of inception report with tools	40%
Submission of 1st draft report	30%
Submission of final report	30%

### XV. REFERENCE DOCUMENTS

An illustrative list of potential documents to share includes:



- The activity's M&E Plan and Indicator Tracking Table (ITT)
- An activity implementation plan (if applicable)