REQUEST FOR PROPOSAL (RFP)
Hiring Consultant/Farm For
"End Program Evaluation-Panchbibi ADP"

To: Consultant/Farm   Date: January 17, 2019
Dear Sir/Madam:
We kindly request you to submit a proposal for **"End Program Evaluation for Panchbibi ADP"**

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	**End Program Evaluation-Panchbibi ADP**
RFP Reference:	WVB-SCM-NBR-RFP-0001-04/19- Event #96423
Submission of Proposal:	**Separate Technical** and **Financial** proposals shall be sent directly through email in **PDF format** to: **wvb_scm@wvi.org** **Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.** RFP reference "WVB-SCM-RFP-0006-03/19: **"End Program Evaluation". S**hall be mentioned in subject line.
Deadline for the submission of proposals:	**Deadline for proposal submission is: <u>On or before February 05, 2019 within <mark>02.00 P. M</mark></u>**
Procurement Focal Point:	Produth Kapali, Supply Chain Coordinator, NBR World Vision Bangladesh Email: ProduthKapali@wvi.org
WVB Contact regarding Technical Specification:	Md Abdul Rouf, Project Manager-Economic Project, Panchbibi ADP Northern Bangladesh Region, World Vision Bangladesh Cell Phone: 01787-655070/01712-717412
List of Annexures:	Annexure-1: Instructions to Offeror
	Annexure-2: General and Particular Terms and Conditions
	Annexure-3: Terms of Reference (ToR)
	Annexure-4: Vendor's Primary Information Collection Sheet
	Annexure-5: CP Behavioral And Security Policy Protocol
	Annexure-6: Declaration of Conflict of Interest
List of Attachment:	**Attachment -1: CWB Indicator** **Attachment-2: Bond Tools** **Attachment-3a: Evaluation Report Guideline** **Attachment-3b: Evaluation Report Review Tools** **Attachment-3c: Evaluation Report Review template** **Attachment-4: WVs Sustainability Drivers**

Regards,

Produth Kapali, Supply Chain Coordinator, NBR, World Vision Bangladesh

INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.
	All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.
	In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its

pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Format and signing of proposals	The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.
	The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.
	A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	The Proposal shall comprise the following components:

1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
2) Declaration of Conflict of Interest as per Annexure-8;
3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-7;
4) Vendor Information Sheet Annexure-6.

Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

Evaluation and comparison of proposals	A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.

The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical

proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.

The point of financial proposal shall be computed using formula:

$$F_p = \frac{100 \times F_m}{F}$$

Here:

Fp = Financial Score of Offeror being evaluated
Fm = Lowest Financial proposal among technically qualified Offerors
F = Financial Proposal of Offeror being evaluated

Combined score shall be calculated using formula mentioned below:

$$CS = [TS * 0.7 + F_p * 0.3]$$

Here:

CS = Combined Score
TS = Score obtained from Technical Proposal

Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.

Technical Evaluation Criteria
The technical part of the proposals will be evaluated on the basis as detailed below:

- Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal.

- Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh.

- Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients.

- Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)

Demonstration of Proposal
As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.

Payment Terms   WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be send through email in **PDF format** to: **wvb_scm@wvi.org** (not later than 02:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form.

If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.

19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-6).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-8).

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

End Program Evaluation Terms of Reference

Panchbibi Area Development Programme
November 2018

Programme Number: **B00511,** End Program Evaluation: FY2004-2019

i.   Table of Contents

Acknowledgements

It is a great pleasure for us that we Panchbibi ADP have successfully completed its 2nd phase (Oct-2011 to Sep-2016) and completed 2nd year of its Transition phase implementation (FY'2017-FY'2019). It is our time to look back and measure our programme progress as well as sharing our achievements with different kinds of stakeholders as part of programme closure from the community. Also keeping in mind the measurement of our success regarding community ownership towards sustainability of interventions for child wellbeing, we the Panchbibi ADP team developed the Terms of Reference (ToR) in align with LEAP guideline. This document will help to run the evaluation programme effectively and it will work as a self-explanatory guideline for ADP team, Regional Field Office, National Office staff, different stakeholders of the ADP and SO for the consulting firm who will be engaged in the End Program Evaluation of Panchbibi ADP.

It is the appropriate time to give thanks and gratitude to community people including leaders, partners, government officials, schoolteachers and the children who actively participated in implementing planned interventions in the last two years. Believe that a good impact has created over the life of the target community with the participation of key stakeholders.

We are expressing our heartfelt thanks to ADP colleagues who provided their assistance and advice in preparation of this ToR. We are grateful to RDME Coordinator of Northern Bangladesh Region for his timely and appropriate guidelines and support in review process. Special Thanks to Abdul Karim Howlader, Deputy Director- MEAL for giving the suggestions and necessary cooperation to prepare the ToR.

Our cordial thanks go to Ms. Anjoli Costa, Regional Field Director of NBR for her caring, effective leadership that help us to running the ADP business smoothly. We are also grateful to Olivia Pennikian, Regional Portfolio Manager, WV UK for her inputs, directives and continue to funding support that helps us to implement activities without interrupt of funding support.

Finally, thanks to our beloved God that Panchbibi ADP has been implementing successfully the planned interventions FY'2006 and has a good opportunity to serve the poorest and the most vulnerable people of the community.

Sylvester Rozario

ADP Manager

Panchbibi ADP

Northern Bangladesh Region

World Vision Bangladesh

This ToR has developed by Panchbibi ADP team along with community regarding end program evaluation. Except as acknowledged by the references in this document to other authors and publications, the ToR and references described herein consist of our own work undertaken to advance learning as part of the requirements of World Vision's Design, Monitoring and Evaluation Learning System. In the TOR, relevant data & information that are used here are reliable and authentic. The contribution of the other people in the coming up with this document is fully recognized.

The primary data (quantitative and qualitative) collected from community, different stakeholders through meeting and document review during the ToR design process. So, this document must be used only with their consent.

Sylvester Rozario

ADP Manager

Panchbibi ADP

Northern Bangladesh Region

World Vision Bangladesh

ADP	Area Development Program
BBS	Bangladesh Bureau of Statistics
CBO	Community Based Organization
CEDC	Children Especially in Difficult Circumstance
CMC	Child Management Committee
CWB	Child Well Being
CWBO	Child Well Being Outcome
DIP	Detailed Implementation Plan
DME	Design Monitoring and Evaluation
ECCD	Early Childhood Care & Development
EPI	Expanded Programme on Immunization
FGD	Focus Group Discussion
GO	Government Organization

GOB	Government of Bangladesh
HH	Household
IFAD	International Food and Agriculture Development
KII	Key Informant Interview
KM	Kilo Meter
LEAP	Learning through Evaluation with Accountability and Planning
M&E	Monitoring & Evaluation
MS Access	Microsoft Access
NBR	Northern Bangladesh Region
NGO	Non-Government Organization
NO	National Office
PD Hearth	Positive Deviance Hearth
PhD	Doctor of Philosophy
RC	Registered Children
RDMEC	Regional Design, Monitoring and Evaluation Coordinator
RFO	Regional Field Office
SO	Support Office
SPSS	Statistical Package for Social Science
SWOT	Strength Weakness Opportunity and Threat
TDD	Transition Design Document
VAT	Value Added Tax
WASH	Water Sanitation & Hygiene
WFP	World Food Programme
WVB	World Vision Bangladesh

Introduction

Panchbibi ADP has been working development interventions towards the programme goal in the program area supported by World Vision UK. In the TDD phase the ADP has aligned and focused on four strategy objectives, These are:1) Improve health and nutrition status of mothers and children, 2) Improve access to and quality of education, 3) Ensure children are protected and cared for and 4) Increase community resilience, children are protected and cared for. Panchbibi ADP covers 116 villages and 14 Mahallas under 01 municipality and 5 Unions namely (Atapur, Aymarasulpur, Bagjana, Balighata and Dharanjee) and Panchbibi Municipality respectively.

World Vision started its journey in January 2004 as SEED ADP. During FY2004-2005, it implemented small scale activities like awareness building, rapport building with the community, construction work, provision of school furniture and support to poor community people such as curative treatment. In FY2006 the ADP developed a new Design Document aligned with the LEAP approach for its 1st phase (from FY2007 to FY2011). In FY 2011 the ADP developed a new Re-Design Document aligned with LEAP approaches for the 2nd phase (from FY2012 to FY2016). Now we are in the last year of transition phase (FY'2017-2019).

The total population of ADP working area is 235568 (male 118781 and female 116787) while the total household stands 60983. The demographic segregations are 8.9% below 4 years of age, 20.80% 5-14 years and 15 and above years is 62.40% years. The population density is 756 persons per sq. km. The proportion of ethnic minority population is 3.74%. They are Santal, Munda, Urao, Koch, Mhato, Malo and Shing. Population ratio by religion is 85.29% Muslims, 11.42% Hindus, 0.06% Buddhists, 1.58% Christian and others 1.65% (Population Census-2011).

Panchbibi ADP covers 5 Unions and one Municipality. It covered 116 villages and 14 Mahallas under 01municipality in previous phase. The total impacted population was 193,847 in the last implementation phase. The ADP plans to cover 50 villages considering its impact and vulnerabilities. The total number of direct beneficiaries in the transition phase is 18,850 including (Male 3208, Female 7139, Boys 4227 and Girls 4276). The major beneficiaries include most vulnerable children and families, sponsored children, CBO members, ultra-poor families and marginal farmers.

Baseline Report 2017 reveal that averaged 40.50% of children (male-41.6% & female-39.5%) aged 0-59 months are stunted, wasting is 14.0% (male-16.1% & female-12.3%) and 25.4% of children (male-24.0% & female-26.5%) are found underweight. Among 205 children of 0-6 months, average 87.32% mother followed breastfeed (new-born colostrum milk) within 1 hour of child birth and 69.23% mothers gave breast milk exclusively to their children (64.71% male child and 72.73% female) before 24 hours of interview.

Baseline Report 2017 shows that, Out of total 201 pregnant mothers, 97.01% mothers received ANC services during last pregnancy; of which 94.74% from programme and 97.55% from non-programme households. Highest 25.13% mothers visited more than 6 times, 18.97% visited 5 times, 19.49% visited for 4 times, 24.10% visited 3 times and 2.56% visited only one time. On an average, 74.63% mothers took postnatal care services after delivery of their child in which 73.68% were from programme. Regarding food intake by the mothers during their pregnancy, overall 37.31% ate less

food during pregnancy and 34.83% told that they took almost same amount of food as they had normally.

A total of 1,335 children (709 boys and 626 girls) were listed from 1200 households during survey and among them 677 were at the age of 6-11 years and 87.89% of them are attending in the school of which 86.91% are boys and 88.99% are girls studying at primary level. From the age group of 12-18 years, total children are 658. Among them 69.45% are going to secondary schools and out of them 67.86% are boys and 73.88% are girls. (Baseline Report 2017)

Monthly net income per household stands at BDT 8,963 in which programme household is BDT 7,995 and for non-programme household is BDT 9,421. During last phase evaluation, average monthly household income was Taka 6,398. Total 22 members are found within the surveyed households who are the members of producer group, all these 22 members have received training on agricultural activities and 45.45% are utilizing the training.

Overall 65.50% parents or caregivers were able to provide support for all these 3 items for their children (aged 5-18 years) in the household (a blanket, shoes and two sets of clothes), through their own means (assets/production/income), without external assistance from outside the family. Of which 52.03% were of programme supported families.

Data depicts that 53.42% families were able to meet 12 months of daily food needs for children through purchase, own production and gifts. Almost 18% families have compromised for one month of the year with daily food needs and 15.92% families struggled for two to three months of the year for meeting daily food needs through coping mechanism while 5.75% families have shortage of 4-6 months of the year daily food needs. Overall, 79.48% children have mentioned that their family members show love and care, 71.19% have opined that they have ensured their education, 64.34% have disclosed about ensuring entertainment and 30.26% have mentioned that family members have not given physical punishment. Data shows that 72.88% children and youths of age group 12-18 years can participate meaningfully in family decision making.

Overall 90% respondents could explain correctly about the Sponsorship Programme of World Vision Bangladesh and 9.23% respondents could not answer properly. Nearly 99% parents have reported that they are sending their children in World Vision's activities.

The evaluation will cover holistic development of the community, society and family considering areas of socio-economic condition, health, economic development, and Sponsorship Management within the target areas under Panchbibi ADP. Analysis of data confirms a situation of access to health services, safe maternity including ANC, PNC, safe child delivery, Child nutrition and health related issues, income and economic development and management of sponsorship that helping children in developing their future with good aspiration and education, reducing dropout, protecting early marriage, enhancing leadership role in CBO leaders, improving water and sanitation etc. The result of the evaluation will be shared with community and partners for promoting learning especially within the organization for better programming in future.

The time frame of the end program evaluation process will be considered to reflect learning between FY2004 to FY2019. Regional DME Coordinator along with National Office MEAL team has been reviewed the entire process of ToR development and community facilitation for evaluation. World Vision Bangladesh will hire a competitive consulting firm through supply chain bidding process for conducting this evaluation and WVB will orient them for finalizing methodology and implementing evaluation survey efficiently in FY-19.

1. Evaluation Summary

Programme/Project:	**Panchbibi Area Development Programme**
Programme Phase:	Transition Phase (FY 2017- FY 2019)
Evaluation Type:	Summative Evaluation (End phase evaluation)
Evaluation Purpose:	This phase evaluation examines entire impact, efficiency, effectiveness, consistency and towards CWBA and sustainability. The evaluation will explore some key issues which are as follows- 1. To identify to what extent Programme gaol & outcome indicators have been achieved to meet program objectives and achievements will compare with baseline, evaluation, other relevant secondary data considering disaggregate information by gender to make decision on programme phase out 2. To know the key changes that has made in the life of the community especially children as the impact of WVB's work with community comparing changes from 2004 to 2019 through conduct trend analysis of the achievement and changes over last the 15 years. 3. To find out causes of either positive or negative changes /impacts happened during the program phases 4. Determine the relevance, efficiency, effectiveness, impact, sustainability and accountability of the program 5. To identify whether capacities have been developed by community partners and identify whether vulnerabilities have been reduced of target community especially for the most vulnerable groups. 6. To identify the scope of area for improvements that will help decision maker to further any design effectively in future. 7. To assess up to what extend the ADP addressed the CWBO towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, and household and families resilience. 8. Identify lessons learned which would help ADP staff and community to replicate successes and promising practices in future. I.e. identify lessons learnt and provide recommendations for the next course. 9. To identify how people improved their livelihood through capacity building and empowering local level resource and find out root causes of changes happened in their lives.
Methodology:	Both quantitative and qualitative approaches along with document review will be applied (mixed methods) during primary data collection. The following methods will follow in this evaluation process: ▪ **Quantitative:** Consulting firm will have to map out all the indicators of current and previous phases and determine the authentic sample size and tools. (i.e Consultant will calculate the actual sample size, Sampling technique and field level data collection process for this evaluation. Multistage Cluster sampling method will be followed for end program evaluation to compare with baseline findings. However, quantitative survey to be conducted quantitative survey using 30 cluster methods for caregiver survey (World Vision Recommend sampling procedure).

	▪ **Qualitative:** The following qualitative methods/tools will applied to collect the qualitative information like Focus Group Discussion with Staff and Communities (FGD); Key Informant Interviews (KII); Strength Weakness Opportunities and Threat Analysis (SWOT); Document review and Case Study/Success story etc as consulting firm will prefer for in depth review of the study.
Evaluation Start and end dates:	Proposed start date: 10 January 2019 Proposed end date : 20 April 2019
Anticipated Evaluation Report release date:	By 1st week of May, 2019

II.   Description of Programme or Project Being Evaluated

2.1: Evaluation context

The phase evaluation will cover the evidence base impact in the community, measure quantitative progress and child well-being aspects. The sustainability issues will be more focus in the evaluation including partners/stakeholders functioning towards sustainability.

Operational Period for Programme	Transition Phase: (01 October 2017- 30 September 2019)
Programme Annual Budget (Included PNS)	Total: US$: 8,99,603.00 FY 2017 US$: 4,00,702.00 FY-2018 US$: 2,75,000.00 FY-2019 US$: 2,23,900.00
Programme/Project Target Population	Panchbibi ADP targets 1 Municipality and 5 Unions under Panchbibi Upazilla whose target population is: Total Population 69,556 (Male-7400, Female-35741, Boys-11410, Girls-15005)

2.2 Context of the Programme being evaluated

There will assess progress against each indicator set at the beginning of this phase and sustainability issue considering of 5 key drivers (attached in appendix). Moreover, the phase evaluation will be assessed CWB indicators as a closing of the ADP. Positive lessons learned enable project management to replicate successes and promising practices and negative lessons learned help avoid making the same mistakes in future (if any). A phase evaluation also provides public accountability and transparency to all levels of stakeholders.

2.3 ADP goal, outcomes, sustainability drivers, CWB Indicators, well-being indicator for transition strategy and sponsorship evaluation issues:

The ADP programme and project goals and outcomes level indicators, sustainability and child well-being indicators as well as sponsorship program issues will be considered during this phase evaluation and these are mentioned below-

i) Programme Outcome, Project Goal, and Project Outcome:

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
Programme Level					
Programme Goal:	Sustained well-being of children and livelihood resilience of target community of Panchbibi ADP				
Programme Outcome-1:	Sustained wellbeing of children ensuring maternal & child health and nutrition.	Prevalence of underweight in children under five years of age	Percent of children aged 0-59 months whose weight for age is less than minus two standard deviations from the median (WAZ) for the international reference population ages 0–59 months.	Measuring Child Growth Tool, Rapid hemoglobin test as part of Caregiver survey	Parents/caregiver of 0-59 month aged children
		Prevalence of stunting in children under five years of age	Percent of children aged 0-59 months whose height-for-age is below minus two standard deviations from the median (or less than two standard deviations below the median) as determined by the WHO Child Growth Standards.	Measuring Child Growth Tool, Rapid hemoglobin test as part of Caregiver survey	Parents/caregiver of 0-59 month aged children

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
		Proportion of household using improved sanitation facilities (for defecation)	Percent of households using an improved sanitation facility, typically a latrine or toilet for defecation. An improved sanitation facility is one that hygienically separates human excreta from human contact.		Parents/caregiver of 0-59 month aged children
Programme Outcome-2:	Sustain economic well-being through enhancing household resilience of the target community	Proportion of households where one or more adults are earning an income	Percent of households where at least one adult is earning a consistent income, to meet household needs, through sale/exchange of own produce, labor (self-employed) or wage employment (working for someone else).	Survey, Interview, Record Review	Parents/HH head
		% of children who consume three balanced meals a day	% of children who consume three balanced meals a day. Balanced meal requires at least 4 food groups per day.	HH Survey	Parents/HH head
		Proportion of parents or caregivers able to provide well for their children	Percent of parents or caregivers who are able to provide all the children in the household, aged 5-18 years, with at three important items, through their own means (assets/production/income), without external assistance (from outside the family, NGO or government) in the past 12 months.	HH Survey	Parents/caregiver who has 6-16 years children

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
Programme Outcome-3:	Sustained well-being of children and families especially the most vulnerable through child friendly education and quality sponsorship program	Level of community and partner understanding & involvement on sponsorship programme transition	To which level community and partners understand and accept why And What Sponsorship Transition Is? & up to what extent both the parties involved in developing child dropping criteria's , orienting the communities on sponsorship transition, preparation of	Survey/FGD/ RC Document Review	CWMC members
		Proportion of children with continued educational opportunity		HH Survey	Children aged 12-18 years
Project Level Outcomes: Health Project					
Outcome: 8	Enhanced quality of Primary Health Care Service System by raising community voice	Proportion of health facilities providing basic and/or comprehensive Emergency Obstetric Care	Percent of health facilities providing basic and/or comprehensive Emergency Obstetric Care meet minimum supply standards: availability/coverage, geographical distribution, functionality, affordability, quality of care and essential commodities	HH survey/FGD	Parents/caregivers

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
		Proportion of mothers who report that they had four or more antenatal visits while they were pregnant with their youngest child	Percent of mothers of children aged 0–23 months who report that they attended four or more antenatal visits before the birth of their youngest child	HH Survey	Mothers
Outcome: 9	Improved essential Nutrition services for children, Pregnant women & lactating mothers	Proportion of children participating in positive deviance nutritional project (PD Hearth) whose youngest sibling is normal weight for age	Percent of children who have participated in PD/Hearth whose younger sibling aged 0-59 months has weight-for age $\geq$ -2 z-score	Caregiver survey	Parents/caregiver of 0-59 month aged children
		Proportion of women who increased food consumption during most recent pregnancy % pregnant women without signs of any food deficiency (Additional)	Percent of mothers of children aged 0–23 months who report increasing the number of meals or snacks during pregnancy	HH Survey	Parents having 0-23 aged children
Outcome: 10	Improved healthy behavior by ensuring WASH initiatives.	Proportion of school children with appropriate hand washing behavior	School students (5-18) who recall practicing hand-washing using an effective product, such as soap or ash, before eating and after defecation during the past 24 hours	HH survey	Parents/caregiver of 5-18 years aged children

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
		Proportion of parents/caregivers with appropriate hand washing behavior	Percent of community people in target areas with appropriate hand washing behavior Appropriate hand washing: means applying 6 steps of hand washing and practicing hand-washing	HH survey	Parents/caregiver
Project Level Outcomes: Economic Development Project					
Outcome: 07	Enhance capacity of targeted households on economic development for creating employment opportunities.	Percentage of poorest and poor households reported that their incomes increased	% of households will report their income was increased comparing to the past 12 months through project intervention. Source of income might from crop production, livestock raising, non-farm jobs and others.	HH survey	Family head/Parents
		Percentage of households are operating micro and small enterprises profitably	% of groups whose income increases as the result of the practice of marketing enhancement approach.	HH survey	Family Head
		% of women participating in economic activities	Percent of women engaged in market led income generating activities	FGD/Survey	Women

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
Outcome: 08	Enhance capacity of community based organizations for establishing self-reliance group in collaboration with GO (i.e. Cooperative Department, social welfare, Department of Women and Children Affairs, Department of Youth Development), NGOs & CBOs	% increase level of organizational capacity of community structures(CBOs)	Community structures consider as CBO's, Producer Groups, Disable Person's Organization (DPO), Business Forums etc. increase their capacity according CBO Index. It's included measures through Mandate, Structure, Decision Making, Operation, Planning, Act	HH Survey/FGD	CBO
		% of women in leadership positions in Community Based organizations	The percentage of women holding leadership positions in CBO's. This includes main office bearer positions such as Chairperson, Secretary & treasurer in which women are given the opportunity.	FGD	CBO leaders

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
Outcome: 70	Enhance Project's achievements in accordance with outcomes, outputs and planned activities	Program staff report they are able, empowered, and equipped to implement program activities	The Project has developed and carried out the annual detailed implementation plan, annual budget plan, staffing capacity development & management plan, communications plan, Project Scope Statement (PSS), and Work Breakdown Structure (WBS)	FGD	ADP team
Project Level Outcomes: Sponsorship Management Project					
Outcome: 06	Established community led care and protection and reducing all forms of violence against children	Proportion of community members perceiving local Child Protection Groups as functional and contributing to child protection	Percent of community members who perceive that the systems of informal or formal protection or local justice systems are functioning to protect children, enabling communities and partners to respond to violations of child rights. Local child protection a	HH survey, FGD	CBO, Child Forum

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
		Proportion of child protection and advocacy (CPA) groups effective and functioning	% of child protection and advocacy groups mobilized at the village level, with a core group of 10-15 concerned individuals. It is a key informal element of the child protection system as "circle of care.	FGD	CBO/CWMC/CF
Outcome: 07	Effective sponsorship management & system functional as per standard	Proportion of community people satisfied with sponsorship program	Percent of community people satisfied by the performance of project activities in the area of child recruitment, administration and management	FGD,	Parents/CWMC Members
		Proportion of correspondence done as per Customer Relation Service Standard	Percent of correspondence done as per CRS standard.	Document review/ FGD	Project Staff/facilitators
Outcome: 08	Ensured quality education through empowering children, teachers, SMC & guardians	Proportion of drop-out students	Dropout from Model of Gender Sensitive Life-skill Education functioned (as Non-formal alternative school) with Contextual School.	HH Survey/FGD	Parents/students
		Proportion of teachers who use the new knowledge by training or others to improve their capability	% teacher could use the new knowledge by training or others to improve their capability	FGD/survey	Teachers

Hierarchy	Goal/ Outcome (s)	Indicator (s)	Indicator definition	Tools for measure	Respondent
Outcome: 09	Empowered children through community & educational institution led life skills education program	Proportion of adolescents who develop and demonstrate the application of essential life skills to lead a productive and fulfilling life	Percent of school aged children (12-18 years) who are developmentally on track in 75% of physical perceptions and coordination, communication, critical thinking and emotional management essential life skills.	FGD	12-18 aged children
		Parents are engaged in promoting life skills education	The promotion of life skills education by the parents can be done through their engagement in activities that involve other parents and children of targeted schools	FGD	

Some additional indicators need to cover by the evaluation survey:

Health:

- ➢ Prevalence of diarrhoea in children under 5
- ➢ Proportion of population using an improved drinking-water source
- ➢ Proportion of mothers of children aged 0–23 months who received at least 2 post-natal visit from a trained health care worker during the first week after birth

Livelihood:

- ➢ Proportion of households with a secondary source of income

Sponsorship:

- ➢ Proportion of adolescents who rank themselves as thriving on the ladder of life
- ➢ Proportion of women aged 20-24 years who were married by age 18

ii) Child Well-Being Indicators (Attachment 1):

This evaluation will be measured an overall sense of well-being. This target reflects all of the child well-being aspiration and it is recommended that both qualitative and quantitative methods be used to measure it. The below attached document is for measuring CWB Outcome Level indicators to be measured in this evaluation.

CWB- Indicators-
TOR.docx

The phase evaluation will give an overall snapshot of child well-being aspiration in border aspect of Panchbibi community as a contribution of ADP life time:

Enjoy good health	Educated for life	Love God and their neighbors	Cared for, protected and participating
■ Children well Nourished ■ Children protected from infection, disease, and injury ■ Children and their caregivers access essential health services	■ Children read, write and use numeracy skills ■ Children make good judgments, can protect themselves, manage emotions, and communicate ideas ■ Adolescents ready for economic opportunity ■ Children access and complete basic education	■ Children become aware of and experience God's love ■ Children enjoy positive relationships with peers, family, and community members ■ Children value and care for others and their environment ■ Children have hope and vision for the future	■ Children cared for in a loving, safe, family and community environment with safe places to play ■ Parents or caregivers provide well for their children ■ Children celebrated and registered at birth ■ Children are respected participants in decisions that affect their lives

iii) Sustainability (Prior Concern):

This evaluation will be measured the sustainability issues as a prior concern. World Vision has identified five key Drivers of Sustainability which are listed below. So, the evaluation will be identified the following 05 key sustainability issues (as per definition) to oversee the present context as last of ADP life time:

1. Local ownership: The programme vision and priorities are developed with and owned by the community and local partners after an in-depth shared exploration of child well-being in their own context. There are clear plans for how local actors will continue mutually accountable dialogue and action on child well-being priorities after WV's engagement has ended

2. Partnering: Shared projects (including those linked to Technical Programme) are developed and implemented by multi-stakeholder and cross sector working groups. Local groups and organizations are developing and using the skills to work effectively together for child well-being, balancing their priorities and interests. Governments, regulators, traditional structures the media and the private sector are engaged and play a role. Churches and other faith-based organizations are actively engaged, building on their sustainable presence and influence with their congregations and wider communities.

3. Transformed relationships: God calls WV and the Church into a ministry of reconciliation which is visible in transformed relationships. Men, women, girls and boys care for each other, for their community, for their environment, and the wider world. Relationships within households and communities are defined by trust, equitable gender relations, conflict prevention and resolution, voluntary sharing of time and resources, and the valuing and protecting of all children, especially the most vulnerable.

4. Local and national advocacy: On-going activities by citizens and local groups to hold government service providers accountable for the quality and quantity of services delivered for the community and children against plans and policies, based on regular assessments. Activities also focus on building collaborative dialogue between communities and decision makers at the local and national level, to press for wider systemic changes with impacts and reach beyond the borders of our programme. National engagement will often be undertaken in collaboration with coalition partners who share our objectives.

5. Household & Family Resilience: Families and households develop resilience to changing shocks and stresses. They can prevent, prepare for, mitigate and recover from disasters, adapt to external factors and transform their wellbeing on a pathway of growth and progress out of poverty.

iv) Others Indicator (according to WVB approved guideline on transition):

According to WVB Program transition Strategy, the evaluation also will consider to measure well-being indicators in order to make an informed decision to transition process, World Vision Bangladesh understands that there must be evidence of change as exemplified in achievement at the programme level of (a) well-being indicators; and (b) community capacity indicators, especially measure community ownership as present context (as per suggested tools by WV).

Optional:

- Community based child protection systems are functioning independently
- CBOs monitor and evaluate their own development program by themselves
- Skills and resources of the community level groups to engage in various social issues (i.e. early marriage, dowry systems, etc.)
- Increased number of social and inter-organizations networks
- Improved sense of community and community members' care (caring community for each other, social harmony, etc.)
- Household-level skills and capacity increased for solid income sources
- Targeted households are successfully inserted into a value chain to maintain their livelihood.
- ADP CBOs have their own economic development plan and are integrated with household level economic development plans.
- Community capacity / resilience for recovering from disaster
- Harmonious inter faith relationships in the community

Staff and community reflection questions follow and are used during data analysis of the well-being indicators and community capacity standards to ascertain if further WV involvement in a community would make any further significant positive difference.

v) Sponsorship in Evaluation

The consulting firm will have to see the impact of sponsorship program with keen interest that has created over the life of the children especially registered children. In the evaluation, sponsorship considerations can provide present status about the effectiveness and efficiency within the program.

1. Program contribution to improved well-being of children, including Registered Children

- How has the program contributed to the improved well-being of children, including registered children?
- To what extent does the ADP practice a Shared Direct Benefits approach to Child Sponsorship?

2. Sponsorship contribution to empowerment of the community

- How do WVB Regional Office children, parents, community groups and partners perceive Child Sponsorship?

3. Program contribution to potential sponsor transformation

- What potential did communication with sponsors have to contribute to the transformation of sponsors?

4. **Sponsorship communication processes promote CWB**

   - How have the sponsorship processes like APRs, ILs etc. been fun and meaningful for children?

5. **Participation and ownership of the community**

   - How engaged have families, volunteers or partners been in managing sponsorship?

6. **Efficiency of sponsorship practices**

In the evaluation special attention will be given to see whether Child Selection was done properly or not. In this regard following aspects will have to be focused.

   - How are children selected for sponsorship? How was the criteria established? How is the community engaged in child selection? What is WV's role?

Shared Direct benefits

   - Does the ADP practice Shared Direct Benefits? Is there evidence of Shared Direct Benefits? How are the RCs included?

Child participation

   - How are children involved in programming? What is the extent of child participation in sponsorship activities?

Community led monitoring:

It is important to see how community is being monitored the children. This continuum is for mapping existing community mechanisms for monitoring children (not just sponsorship monitoring).

   - What community mechanisms are in place to monitor and support the well-being of all children, such as functioning school committees, health, and child protection? In considering SMPS and the evaluation findings, are there significant gaps in community mechanisms? How effectively are they functioning in identifying and responding to children in need, especially the most vulnerable? How well are they networked to monitor the overall picture of child well-being, coordinate responses and strengthen community and government mechanisms?
   - Who in the community is in charge of the monitoring process?
   - Hoes the communities know how to use the data?
   - Was the keeps the communities motivated to continue with the monitoring?

Integration

- To what extent are sponsorship processes integrated into programming? How well is sponsorship integrated in program assessment, design, implementation, monitoring and evaluation and staff roles?
- How is sponsorship risks managed?

2.4 Major Interventions of different projects

Project wise major interventions are given below-

Health project

☐ Awareness raising sessions on nutrition for women of reproductive age, including adolescent girls, and their supporters

☐ PD Hearth program implemented

☐ Collaboration and partnership with Govt., CBOs and other NGOs to improve the nutrition status of and nutritional services for mothers and children

☐ Partner with Government to strengthen the EPI Program

☐ Sensitization and capacity building in the WASH domain, mostly via WATSAN committees, and limited construction of WASH assets, i.e. latrines and pumps

☐ Awareness rising for community members, mostly women of reproductive age and TBAs, on MNCH issues

☐ Assistance to most critical child cases

☐ Creation of health funds in CBOs

☐ Networking and referral linkages

☐ Health messages disseminated

☐ Increased collaboration and partnerships with Govt. and other actors for improved health services (planning, policy and practice changes)

Education project

- ☐ ECCD program implemented for cognitive and psycho social development of children age 3-5 years

- ☐ Educational opportunities for Children Especially in Difficult Circumstances (CEDC) promoted

- ☐ Decision making capacity of children & youth improved through life skill based education

- ☐ Children access increased to Vocational and technical Education to release from forced labour

- ☐ Improved teaching technique of teachers and management skill of SMC members

- ☐ Children are regular in school especially the most vulnerable children

- ☐ Empowered community people on quality educational issues and social awareness

- ☐ Co- Curricular Program for children promoted

- ☐ Strengthen the community based child protection mechanism

Economic Development project

- ☐ Transfer of improved farm related technological knowledge and inputs to target community and promotion of their active use

- ☐ Off-farm skills development training to most vulnerable community and promotion of its active use

- ☐ Facilitate the set up and activities of Field Farmers' Schools

- ☐ Transfer marketing knowledge and reinforce marketing linkages of target community

- ☐ Orientation sessions on disaster risk reduction targeting communities and Government

- ☐ Assist to setup village DRR committees and in the elaboration and compliance with their operational plans taking into account the needs of and participation of children

- ☐ Training on nursery set up and distribution of nursery inputs

☐	Sapling distributions

☐	Enhance operational and management capacity of the DGs/Forums/CBOs

☐	Collective IGAs for CBOs

☐	Offer children and community member's opportunities to express their faith and to nurture inter faith dialogue

Sponsorship Management project

☐	Community Children inclusion and effective participation in the Child Forum ensured.

☐	Sponsorship management related knowledge and skill of stakeholders/partners promoted

☐	The capacity building of the community partners on effective Child Communication implemented

☐	Community led child monitoring system developed and implemented

☐	Integration and risk management plan of sponsorship developed and implemented

☐	Strengthen relationship among sponsor, registered children and community through exchange of audio, video materials

☐	Sponsorship support service requirements are met as per standard

2.5. Union wise target population

SL. No.	Union	# of Wards/ Village	Total Population (Census 2011)	Total HH (Census 2011)	Target HH	Target Population
1	Municipality	9	5510	2446	22475	9782
2	Atapur	24	6254	2846	24974	11385
3	Aymarasulpur	25	7340	3426	27548	13704
4	Bagjana	13	5795	2455	23470	9820
5	Balighata	16	6046	2793	23062	11173
6	Dharanjee	18	7616	3423	28990	13691
	Total	**105**	**38561**	**17389**	**150519**	**69556**

2.6. Project wise target beneficiaries

Distribution of direct and indirect target beneficiaries by project and programme (FY17-FY19)

Projects/ Programme	Types of beneficiaries	Total	Male	Female	Boys	Girls
Health Project	Direct	49070	7400	30650	5750	5270
Education Project	Direct	17925	3450	4630	4522	5323
Economic Development project	Direct	20730	3535	15895	700	600
Sponsorship Management Project	Direct	28292	699	1178	11410	15005
Programme Total		116017	15084	52353	22382	26198

3. Evaluation Target Audiences

The phase evaluation will be carried out as a vital practice for aiding learning across the World Vision Partnership, among project stakeholders and to provide accountability to the donors and community on project accomplishment as well as to fulfil World Vision's design, monitoring and evaluation framework for programming. The target audiences are as mentioned in below.

ADP Local Programme partners: For establishing sustainable development, the ADP selected some vulnerable groups such as ultra-poor, poor, marginalized people, minorities and people living with disabilities: they are our development partners. There are some local institutions also considered as program partners and these are as follows-.

CBOs: There are 06 community based organization with about 1350 members (app). They are male and female members in this ADP and they are most important partners.

Committee members: The committees' i.e. PD/Hearth, WASH, SMC, UDMC, CWMC etc. are playing their role and responsibility as local partners in working areas.

Local Government: Local government (Union Parishad) provided technical support on health and agriculture related information; facilitate training on livestock/ poultry, health, and immunization.

Local NGOs: Prevailing good working relationship between Panchbibi ADP and local NGOs. We exchanged views for better health, education, economic development and sponsorship services through ensuring their participation in different gatherings/events and awareness programmers of the ADP.

School Management Committees (SMCs): For ensuring quality education, the ADP sensitizes to SMCs and teachers to the importance of education and also supports them for friendly school environment.

Government Sector: Panchbibi Upazila administration extends support through different government departments like health, education, agriculture, cooperatives, LGED, women affairs, social welfare to Panchbibi ADP. The Upazila health complex contributes for immunization, training, day observation, coordination meetings and advises on health issues. Local Hospitals, clinics provided necessary health services to community people, including children. The Upazila education department contributes to ensure quality education. It provides technical, moral and material supports to educational institutions. The Govt. agriculture sector plays a vital role to ensure quality seeds and other new technological support to farmers. The Govt. cooperatives department will support CBO with different trainings and advice to be formed as good cooperatives for their empowerment.

Clubs and Societies: Different types of the community clubs and societies work for development in their community and they help to ADP through participation in planning, implementation, monitoring and evaluation accordingly.

Child Forums: Child Forum is a platform for children and its work for them as children's organizations led by themselves. The leaders as well as children are involved in ADP planning, implementation, monitoring and evaluation. They will be at the forefront of child leadership development and raising children's voices on child rights and protection in the community.

Local churches/ faith based organizations: The local churches lead schools, hostels and religious activities. They will take part in planning, implementation and monitoring of spiritual and moral aspects for community development.

4. Evaluation Type
The Panchbibi ADP is at the end of life time i.e. completing its transition phase of the program design document which covers FY'17-19. To determine impact of interventions implemented through the community and stakeholders contribution, a summative evaluation will be conducted to review achievements and deviations of each planned interventions of each project. The evaluation will mainly focus on assessing progress made towards achievement of results at outcome and goal levels.

An interim (summative) evaluation is usually an internal assessment of a project/program which focuses on its performance, organizational capacity to improve achievement in the remaining project/program period. In an interim evaluation, key evaluation questions pertain to project/program implementation.

The ADP progress has been regularly reported to WVUK and WVB management following LEAP guidelines. But behavioral changes, practical impact and other long term effects need to be measured to assess the sustainability of implemented interventions. This will also encourage donors, WVUK, target communities, ADP staff and WVB management to continue development efforts for the target community.

The phase evaluation should provide evidence-based information that is credible, reliable and useful, enabling the timely incorporation of findings, recommendations and lessons learned into decision-making processes towards program/projects.

5. Evaluation Purpose and Objectives

5.1. Objectives of the Phase Evaluation
The purposes of the phase evaluation are:

1. To assess the extent to which program and project goals and outcomes have been achieved based on the current log frame, design and monitoring data.
2. To see the key changes happened in the life of the children and community. How stakeholders carries responsibility for child wellbeing.
3. To see the causes and challenges of the positive/negative impact of the programme along with in depth learning with using appropriate methodology of learning.
4. Determine the relevance, effectiveness, efficiency, impact, sustainability and accountability of the program

5. To identify the success of partnership with the local stakeholders and communities towards sustainable changes.
6. Identify lessons learned, best practices, challenges and areas for improvement for transition design
7. Assess the status of cross cutting issues and determine how most vulnerable groups benefitted in all the projects and programme (gender, ethnic minorities, children and different able people)
8. To identify how people improved their livelihoods through capacity building and empowering

5.2 Specific objective of the phase evaluation

The ADP evaluation will focus on six evaluation criteria: relevance, efficiency, effectiveness, sustainability, impact and accountability. The following issues will be assessed:

Relevance (programme and projects significance with respect to specific felt needs of the communities):

- To what extent do/did the program/projects respond to priority issues of the community?
- How significant and worthwhile are/were the program/projects to community situation?
- Should other activities be added?
- Should some activities be re-designed?
- To which extent is ADP work aligned with current Government Plans and priorities?
- Has World Vision Bangladesh taken account of changes in identified needs and revised the program to meet these?

Effectiveness (assessment of how far the intended results were achieved in relation to output/outcome/goal targets set in the original logical framework; and how assumptions have affected the projects achievements):

- To what extent were output, outcome and goal indicators achieved?
- To which extent did the ADP work specifically contribute to the achievement of targets? What were other contributing factors?
- Quality of services provided
- Were there any changes compared to design? Why?
- Looking at project implementation, assess their level of integration (in the light of World Vision's Integrated Focus for Programming) and if/how this could be strengthened
- Identification of key strengths (such as successful innovations or new good practices) and weaknesses of the program. How can weaknesses be overcome?
- Have the ADP teams done right things in the right ways?

Impact (assessing the repercussions of the interventions in the medium and long-term at community level):

- What have been the effects of the project/program interventions on target people and the community?
- To which extent are changes in the community specifically attributable to the program/projects and what are other contributing factors?

- What contributions has the ADP made to the enhancement of the socio-economic status and income earning opportunities of the target population?
- Extent to which the program had a positive impact on the more disadvantaged groups (e.g. women, differently-able, ethnic communities....)
- What was the unintended (positive or adverse) impact of the program?
- Which factors have hindered positive impact? How can they be overcome?
- Impact statements by the ADP should be disaggregated by stakeholder

Efficiency of planning and implementation (in term of cost, speed and quality with which inputs/resources/means have been converted into desired products/outputs):

- What activities contributed to what extend to the output?
- Which activities should be substituted by yet another more effective activity?
- Which activities are not appropriate yet?
- Were the Project Management & ADP management structure and its staffing appropriate in relation to the tasks executed?
- Which partners are more effective for program implementation?

Potential for sustainability, replication and multiplying effects (in terms of likelihood of continuation of the stream of benefits produced by the projects after their end):

- Will the program/projects contribute to lasting benefits?
- To what extent will the program/projects contribute to WV's transformational development?
- To what extent are community members leading the development process? What is required to improve this?
- What support is needed to ensure that benefits are sustained?
- What aspects of the program could effectively be replicated? What benefits would this achieve?

The different aspects of sustainability (institutional, financial, socio-cultural, political...) should be taken into account.

Accountability to beneficiaries

- Are communities informed of World Vision activities and plans, including future ones?
- Are there mechanisms in place for community members to provide their feedback or make a complaint?
- What is the degree of beneficiary participation in the program, including in decision – making?
- Were all interventions culturally appropriate?

Additional Specific Issues or Questions:

In addition to the above, the evaluation team will specifically assess the following issues also-

Cross-cutting themes: The evaluation will assess to which extent the following present cross cutting themes have been addressed in actual implementation: These cross cutting theme are; Most vulnerable children, Gender environment, protection, Peace building, Disability and Christian. Examples of these issues for addressing:

- To what extent do men and women have equal access to program benefits?
- To what extent do differently-able people have access to program benefits?
- Have program activities had any negative impact on the environment?
- Have program activities ensured that children are not put at risk?
- Have program activities promoted understanding between different groups, or created tension?

Lessons learned: The evaluation should also highlight key lessons learnt through the period of the program to identify specific successful events that created impact/make changes in the targeted community.

The consultant needs to focus most on the story of **change over time**? The questions need to be about changes seen and then asking about what caused this change. Then at a basic level, the data from different groups needs to be analyzed. What is the same across all groups ? What is different?

The entire survey design might have an option for aligning with our promise 2030 and do further enquiry among the most vulnerable children (MVCs) that how they have engaged and experienced from program implementation, type of changes they haves seen. The consulting firm (essential) will add appropriate survey question and make proper analysis for reflection their views in the evaluation report.

6. Evaluation Methodology

This evaluation will be combination of quantitative and qualitative methods for data/information collection. Evaluation will focus on outcome level objectives regarding community empowerment, system/structure and sustainability issues in collaboration with communities and partners as World Vision works to improve and sustain child well-being. The following methodologies will be applied to conduct the program evaluation.

6.1 Document review (Secondary data):

This will serve gathering of pre-assessment information and listing of all possible sources of existing information (Design Document, annual work plans, programme management report (annual & semiannual), Government records and other records etc.). The review should be limited to the critical information that the evaluation team needs.

6.2 Onsite visual inspections:

For an experienced observer, this is an excellent way to become familiar with programme location. This method does not stand alone, and other assessment methodology should be used in conjunction. Onsite visual tasks include:

- To observe people's physical condition and activities; ask questions.
- To visit homes or shelters, water sources, schools, compartment offices.
- To observe the daily lives of HH (use women as interviewers).
- To make sketches, take photographs, or use videos, photos, video footage, and even sketches are useful in communicating to others the reality of the situations.

6.3 Sampling:

The consulting firm will be requested to determine the actual sample size using the standard statistical formula considering the factors and nature of goal & outcomes level indicators. While for Evaluation, a multi stage cluster sampling approach will be used to draw a representative sample from the Programme impact areas. The ADP impact area will be categorized into clusters and will be selected clusters randomly (as sample) as well as respondents will be selected as sample of clusters. In all, the confidence level should be at 95% and the interval of 5% to guarantee precision and reliability. Sampling allows surveyor for generalization about an entire population on the basis of characteristics of a sub-set or sample of the population. Properties of population are estimated through interviews.

Note: In baseline 2017, the sample size for this study was calculated using the following formulae (WHO, 1991; Cochran, 1977):

Where,

n = size of the sample

duff. = design effect = 1.5

p = expected prevalence of a specific indicator (Under-weight among U5 children: 32.83% (District Level Underweight Rate 2012_BBS WFP IFAD).

Z = value of the standard normal variable, which is equal to 1.96 at 5% level of significance

d = the level of precision required or maximum error deemed acceptable = 0.05.

It is highly essential to the consulting firm who will responsible to select an appropriate sample size(precision level at least 95%) using above formula (aligning baseline survey plan) and propose a detail plan of sample size based on the evaluation indicators. It is also recommended to discuss in the proposal about the indicators which will be covered by HH survey and which will be covered by the qualitative study. Along with, discuss how qualitative study prefers to explore in depth study of the indicators for learning and reflection.

6.4 Questionnaires and Surveys: This method allows a surveyor to gain information from a large number of people in a structures way according to specific questions, often in ways they allow for statistical analysis. These can range from being very simple to complex, which makes them useful in both demographic/development/empowerment/relief and rehabilitation contexts. They can include structured set of closed questions (yes/no or multiple choice questions) or they can include open-ended questions such as semi-structured interviews. Fixed-choice or fixed response questionnaires are good for gathering data that needs to be analyzed statistically, while open-ended or free-response questions can be particularly good for determining people's feelings and attitude.

6.5 Anthropometric measurement: The method is used to measure the nutritional status of children 6-59 months in terms of stunting, wasting and underweight. There will be need to collect 450 children age, sex, height and weight.

6.6 Key informant interview (KII): The techniques can include interviews with individuals or groups. Loosely structured interviews will be conducted with informants in GoB agencies, NGOs, CBOs, local leaders, project facilitators, local media sources as well as programme partners. The focus should be on obtaining factual information that is crosschecked with other sources. It is expected to conduct at least 10-15 KII with key stakeholders like CBO leaders, Child Forum leaders, NGO & GO officials, Staff, potential partners, Elite person, local leaders (Mayor/ Chairman/ Counsellor) and service providers etc.

6.7 FGD or qualitative methods of investigations: The techniques will be conducted with community influential to measure prospects of sustainability of services rendered through short and long-term projects and interventions. FGD should be among 8-12 carefully participants with similar backgrounds. The facilitator will use a discussion guide, a record keeper who will record comments and observations. Required number of FGD will be needed to collect information and 15-20 FGDs will be conducted with children, SMC, CMC, CBO, WASH, PD Hearth, students etc.

6.8 Case study: This method is meant to give snapshot of a particular family /individual /institution's situation over a period of time and can be used for assessment, baseline monitoring and evaluation purposes. It documents the life story or sequence of events over time related to a person, location, HH or organization in order to obtain insight into people's effect and to learn about people's experience, dreams, and understanding of the context and human factors behind summarized data collected through other means. The team should agree beforehand as to how the subject will be selected. Questionnaires, semi-structured interview questions, and other relevant methodologies will need to be employed. 4-6 case studies will be collected.

6.9 Data collection tool (Care giver Survey):

There will be developed survey questionnaire for quantity data collection from HH. The evaluation team will be responsible for developing questionnaires. ADP staff and stakeholders will put feedback in the questionnaires for finalization. On the other hand, FGD/KII checklist/guide questions will be developed by this team as needed. There will be exercise on Spider Diagram tool with children (with boys & girls separately) and 'H' tool with children (boys and girls) and in depth study at least 1 from each project. Besides, Change Tree Tool will be drilled with stakeholders.

6.10 Community comments:

Community comments and quote will capture if possible collect photograph and video.

6.11 Data Analysis

Collected qualitative and quantitative data will be analysed through general software such as MS Access and SPSS/STRTA. Various statistical procedures like average, standard deviation test of significance, multiple correlations and multiple regressions etc. will be used to analyse the collected quantitative data. Some non-parametrical statistical techniques will also be used to analyse the collected categorical data. A form of descriptive analysis will also be followed for the presentation of data.

6.12 SWOT Analysis (Strength, Weaknesses, Opportunities and Threats): This method is used to determine strengths, weakness, opportunities & threats in relation to a project or group, how such a situation can change over time. This method is very useful when qualitatively assessing, for example, the services provided by the project, relationship between stakeholders and the organizations of implementing partners, groups and the project team itself. 2 events will be held on SWOT one with ADP staffs and another with volunteer/facilitators.

6.13 BOND quality of evidence Tool: This is highly essential to use bond tool for data collection and analysis for in-depth reflection of the community and partners. This tool is composite of 5 core elements which has given below;

- ➢ (i) Voice and inclusion: Discuss with the present beneficiaries on the view of effect of the intervention and identify who has been effected and how.
- ➢ (ii) Appropriateness: we use methods that are justifiable given the nature of the intervention and purpose of the assessment.
- ➢ (iii) We make conclusion about the intervention's effects by using a mix of methods, data sources, and perspectives.
- ➢ (iv)Contribution: we can show how change happened and explain how we contributed to it.
- ➢ (v) Transparency: We are open about the data sources and methods used, the result achieved, and the strengths and limitations of the evidence.

Scoring scale and definition along with tools description here attached with for implementation.

Attachment 2: Bond Tool

bond tool

7. Limitations

The ADP end of transection phase evaluation has been scheduled in FY 2019. It is anticipated that not all the expected changes will have been met at the time of the evaluation in 2019

I. Support Office to be able to mobilize for resources to complete the evaluation activities as already proposed.

II. Budget may not be allow to conduct this survey by own management (No written document)

III. People are busy with daily earning; it may hamper to get appropriate time from respondent during the survey.

In addition, execution of every work has some limitations, which can make influence in the result. Panchbibi ADP works with the rural based people sometimes respondents are not available in house due to go out for earning. In that case, required number of households can be included following appropriate methodology. We are assuming that to accomplish this task we will have to more conscious about country political situation that may partially affected data collection. In this situation the consulting firm need to be aware about these issues. The women respondent may not familiar to provide information to the surveyor team members, in that places it would be managed to collect information by involving female interviewers. To ensure effective participation of respondent of the ethnic communities the baseline team will have to have members able to communicate with ethnic groups in the areas (linguistic capacity couples with cross-cultural mediation skills).

8. Authority and Responsibility
8.1 Team Members and Roles

The Phase Evaluation should have two teams: the core team and the field enumeration team. Both teams will be formed by the consulting firm. The core team will be formed by the Lead consultant and subject based consultant. The overall process will be conducted by the core team and members of the core team will be physically present in the field during data collection. WVB Regional DME Coordinator, Deputy Director MEAL team and ADP team will be members of the core team and they will assist to the consulting firm to complete the assignment in time and produce a more informative report. The field team will comprise at least 24 enumerators, 4 supervisors and trainers. Both teams will work as per advice of WVB and guidance of the consulting firm.

The field enumeration team will be responsible for data collection from the field using various tools. The firm will select the field enumerators from Panchbibi ADP community in consultation with the ADP Manager/Team. The consulting firm will also hire supervisors who will supervise the enumerators' work. They will be trained, including on survey data collection. Survey related arrangements will be attended to by the consulting firm and related costs will be borne by it. No extra payment will be made to the firm except the contract amount.

Evaluation Phase	Role	Primary Task
Planning	NO MEAL team	▪ Review ToR ▪ Extend support for setting appropriate sample size ▪ Finalizing methodology ▪ Review survey instruments/DCI
	RFD and ADPM	▪ Initiate Evaluation process ▪ Make ADP information available for preparing ToR ▪ Prepare ToR ▪ Get feedback from MEAL team, WVB and SO (support office) and finalize the ToR ▪ Support to select Consulting Firm through tender process in coordination with Supply chain coordinator.

Evaluation Phase	Role	Primary Task
	Regional DME Coordinator	- Provide technical support for preparing ToR - Review and finalize evaluation design & assessment tools, sample size, sampling technique with the consulting firm - Technical proposal analysis for hiring consulting firm. - Guideline consulting firm for finalizing survey design and questionnaire. - Ensure quality of field level data collection - Provide feedback to evaluation report
	The consulting firm	- Get input on purpose and objectives - Prepare detailed plan for data collection and data analysis to achieve evaluation objectives - Implement survey and data analysis and report writing **Must ensure the tasks assigned mentioned in the point # 8.4 appropriately**
Data Collection	NO MEAL team	- Data validation and error checking - Progress monitoring
	M&E Officer	- Ensure partners and beneficiaries who will take part in the evaluation process - Support to provide ADP background information to the consulting firm - Provide achievement data and information as per the requirement of the consulting firm. - Ensure to determine and finalize survey methodology, tools and plan - Have a firsthand information about survey plan, data collection and quality of work by the consulting firm - Provide necessary support as and when requested by the consulting firm - Ensure the participation of stakeholders in the evaluation process
	Regional DME Coordinator	- Participate to finalize survey methodology, tools & plan - Take care the quality of data collection process
	M&E Officer	- Ensure partners and beneficiaries who will take part in the evaluation process - Support to provide ADP background information to the consulting firm - Provide achievement data and information as per the requirement of the consulting firm. - Ensure to determine and finalize survey methodology, tools and plan - Have a firsthand information about survey plan, data collection and quality of work by the consulting firm - Provide necessary support as and when requested by the consulting firm - Ensure the participation of stakeholders in the evaluation process

Evaluation Phase	Role	Primary Task
	The consulting firm	▪ Finalize survey plan, data collection methodology, questionnaire and tools ▪ Conduct orientation for enumerators ▪ Make logistics for data collection ▪ Ensure involvement of stakeholders in the evaluation process ▪ Ensure quality of data collection process ▪ Collect data engaging expected number of enumerators following both quantitative and qualitative methods. ▪ Ensure proper coding, entry in the database, clean the data, analysis following standard package, tabulation and interpretation.
Reporting and Follow Up	NO MEAL team	▪ Review data analysis and tabulation ▪ Quality of data visualization and interpretation ▪ Report review and feedback sharing
	ADP Manager and ADP Team members	▪ Provide feedback on the draft report ▪ Share draft report with the stakeholders
	Regional DME Coordinator	▪ Provide feedback on the analysis plan of consulting firm ▪ Review analysis tables and indicators tables ▪ Provide feedback on the draft report
	The consulting firm	▪ Produce draft report/corrected report ▪ Accommodate feedback from the ADP/ WVB/ Support office ▪ Finalize the report
Role of Community People		▪ Area introducing ▪ Survey Household introducing for data collection ▪ Create Interest of community people to convey information ▪ Data collector should introduce Local leaders, social workers, chairman, Union Parished members. ▪ Take care of the local security ▪ Convey correct & perfect information ▪ Participation in data validation

8.2 Partners (i.e. who will be involved in the evaluation?)

The ADP management wishes to have the Phase Evaluation conducted by a renowned consulting firm having experience of similar type of studies. The Consulting firm should lead the Phase Evaluation involving staff from World Vision Bangladesh, target community and local implementing partners (GOB agencies, CBOs/NGOs). If required, the firm can hire extra personnel/tap support from stakeholders/community as needed primarily in consultation with the concerned firm and nurturing dialogue with the ADP management for quality control, data analysis and other purposes mentioned in

the proposal. The consultant chosen should ensure presence of women staff and adequate gender expertise to capture the findings of female respondents.

The manning schedule should describe the estimated duration of personnel deployment for the whole evaluation period and the time-span for each of the specialists and support staffs including volunteers (if any). It should be presented in line with the estimated budget provision and in the form shown below:

MANNING SCHEDULE (90 days from signing agreement)

SI #	Position/Name/Nos	W1	W2	W3	W4	W5	W6	--	--	--	W14	W15	W12
1.	Team Leader												
2.	Consultant 1/2/3												
3.	Manager												
4.	Data analyst1/2												
5.	Supervisor2/3/4												
6.	Enumerators 20/25												
7.	……												
8.	……												
9.	……..												
10.													

Note: The consultant/consulting firm will develop and submit a manning schedule as a part of survey proposal.

8.3. Development of Phase Evaluation Proposal for ADP (Submission of Proposal)

The consultant/consulting firm should produce a proposal for Phase Evaluation based on this TOR and submit the same to the Panchbibi ADP Office or Regional Field Office (NBR), Bogra of World Vision Bangladesh within stipulated timeframe. The evaluation proposal should contain two separate envelopes:

      a. Technical proposal and

      b. Financial proposal

- ❖ Technical proposal that should demonstrate the firm, knowledge and understanding of the World Vision ADP development approach, general and detailed methodology that the firm is proposing for the phase evaluation, methods and procedures of data collection as deemed relevant for the survey and certification of the consultants and key personnel in favor of the firm and
- ❖ The financial proposal should specify:
  - Head-wise cost-estimate
  - Salary/honorarium of professional/experts and other support staff including social costs (VAT, tax etc.)
  - Cost of data collection
  - Cost of stationeries and report production of draft final in 2(two) copies.

8.4. Tasks/deliverables to be ensured by consultant/consulting firm

1. Review the ADP Design Document (project logical framework, DIP, M&E Plan, Performance Indicator Tracking Table and other relevant documents.
2. Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer.
3. Develop survey methodology and sampling procedures required for the survey in respect to demand of ADP in consultation with ADP management, Regional DME Coordinator and National DME Coordinator/Member of MEAL team, WVB.
4. Develop questionnaires and other tools incorporating appropriate questions for information items and include proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by religion, poverty status and other vulnerabilities such as widows, orphans or people with disabilities etc.
5. Translation of survey tools in local language i.e. Bengali as it is mandatory
6. Conduct pre-test of questionnaire at ADP working area and update the same with appropriate questions.
7. Finalize the sample size with the consultation of ADP management and technical persons in the Regional and National Office of WVB.
8. Form a team for Phase Evaluation involving ADP staff different stakeholders at community level and Regional & National Office of WVB.
9. Organize 5 days comprehensive training session to orient the team members on tools and methodology. A practical session can be included for data collection for the enumerators for collection of quality data and reduce any ambiguity of questions. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures of data collection from field. A detail guideline would be developed that questionnaire may understandable.
10. Develop a guideline for quantitative and qualitative survey data collection tools & process
11. Collect data using finalized tools from planned primary and secondary sources.
12. Develop data entry access base format, error-checking modules and data analysis program in MS Access or standard format.
13. Store data into database using data entry programme developed.
14. Design dummy tables and share with Regional DME Coordinator/ADP before finalization, and generate summary formats for report writing.
15. Use both quantitative data analysis using statistical techniques (**MS Access, SPSS/STRTA, EPI info**) and qualitative data analysis in calculating progress at outcome and Goal level indicators.
16. Write report using error free data, survey observations, findings and analysis obtained from other analytical computer packages.
17. Present evaluation findings and send draft report for comments to ADP, Regional Office and National Office along with raw data (MS Access, SPSS/STRTA, EPI info) for further checking.
18. Arrange report sharing sessions and present finding to ADP staffs, Community, and WV Regional/National Office staffs. Incorporate review feedback and present revised draft report to ADP including community and National office.
19. Finalize report after incorporating feedback.
20. Submit the final report (a set of two copies) to ADP management for final approval accompanied a soft copy of report and all primary tables and databases based on which report has been produced.
21. Submit final data (MS Access, SPSS/STRTA, EPI info) to ADP within 10 days just after submission of final report including label and coding in SPSS file.
22. Summit all collected questionnaire and other relevant document which have collected from ADP/RFO/NO, WVB to ADP during submission of final report.

8.5. Responsibility of WVB

- o Ensure to provide relevant documents
- o Give information about the ADP working area, community, beneficiary etc.
- o Follow up phase evaluation process to collect quality data as per indicator
- o Review and give feedback of tools and draft reports
- o Coordinate with support office, partners & other stakeholders and incorporate their feedback
- o Effect payments based on agreed terms

8.6. Profiles of the lead consultant

The Lead consultant will be subject matter expert and should preferably have-

- o An advance university degree (PhD preferred) in development studies/social science/public management/Statistics/other relevant disciplines
- o Proven Experience on the development context of Bangladesh and experience on working with mixed culture i.e. Bengali, Ethnic community will be added extra value
- o Design and management of evaluation processes, including multiple stakeholders
- o Experiences in evaluation of program/project management
- o Experience in combining qualitative and quantitative evaluation methods
- o 10-15 years' experience in social science research/education/M&E sector
- o Previous experience to lead at least 5 phase evaluation/survey as team leader
- o Experience in interview design and implementation
- o Qualitative and quantitative data collection and analysis
- o Project/program/policy planning, monitoring and management
- o Sustainability issues of development programme
- o Experiences in evaluation of WVB programme
- o Good understanding of WVB's ADP development philosophy

Personal skills

- o Strong analytical report writing (English) skills
- o Leadership, team work and conflict resolution skills
- o Capability to bring together diverse stakeholders
- o Report writing in both Bengali and English language

8.7. Phase Evaluation plan

The Phase Evaluation proposal should be accompanied by a detail Phase Evaluation plan following the below format or better ones. The plan must be based on focus area (goal and outcome of projects/ programme) and assumptions as per logical frameworks and Child Well-being outcomes

Phase Evaluation focus	OVI or line of inquire	Survey tools	Data source & quantity	Location of Data collection	Means of analysis	Time needed
Goal:						
Outcome 1:						

Outcome 2:						
Outcome 3:						
Outcome 4:						
CWBO						

Note: The consultant/consulting firm will develop Phase Evaluation Plan and submit as a part of evaluation proposal.

8.8. Activity Schedule

Detail activity schedule is expected in the proposal using the following matrix.

Sl#	Activity Type	W1	W2	W3	W4	W5	W6	….	…..	….	W10	W11	W12
1	Activity –1												
2	Activity –2												
3	Activity 3												
7													
8													
9													
10	Activity 10												

Show milestone with exact date: date for submission of Tools, Training, data collection, Dummy tables submission (Tables for all questions and analysis plan of qualitative data), Draft report submission, Report sharing, and Final report submission.

Note: The consultant/consulting firm will develop activity scheduled as a part of evaluation proposal.

8.9. Evaluation of Consulting Firm

Among the submitted proposals only the technical proposals will be opened first at the time of evaluation. The financial proposals will remain sealed until technical proposals are evaluated (this will deal by RPC and SCM). The technical quality of the proposals will be evaluated on the basis of two major score points:

- Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal.
- Quality of firm, its logistics and human resources i.e. (a) experience of firm and similar and different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) technical supporting staffs and logistics facilities, (d) experiences of the firm/consultant with World Vision Bangladesh.

The firm should provide relevant and appropriate evidences in support of their events and information provided for qualifying themselves.

8.10. Work location:

Panchbibi Area Development Programme areas are situated under Panchbibi Upazila (Municipality, Atapur, Aymarasulpur, Bagjana, Balighata and Dharanjee union.

8.11. Reporting language

The reporting language will be English ADP will share report in Bangla (Translate from English to Bengali to English).

8. 12. Tentative time frame for the Phase Evaluation

The whole process of Phase Evaluation should be completed by a period of 90 days (including holidays).

An extended period (max. 10 days) may be allowed on justification of extension placed by the consultant/consulting firm. The timeframe will be validated from date of contract signed for the work.

8.13. Confidentiality and Copyright

All papers shared with the NBR, World Vision Bangladesh and should not to be used outside of World Vision Bangladesh without prior permission. Information received by the NBR and NO from Panchbibi ADP and ADP working area should be treated as confidential. The Phase Evaluation report will be owned by Panchbibi ADP, World Vision Bangladesh and disseminated to authorities as the organization sees fit.

9. Team Advisors
An advisory team will work to make the phase evaluation a success. The roles of responsibility of advisory body are given below:

Sl. No	Description of Advisory Committee	Responsibilities
01	Regional Portfolio Manager, WV UK	‣ Advice from support office will be incorporated in time of develop TOR and during the phase evaluation as and when appeared. Provide guidance & feedback on ToR, evaluation design & evaluation report.
02	Regional Field Director	‣ Ensure timely feedback on any queries ‣ Ensure feedback on draft report to share with SO ‣ Maintain close liaison with NO / SO ‣ Attend meeting/dialogue/workshop ‣ Progress monitoring (achievement and budget burn)
03	Deputy Director WVB MEAL Team	‣ Guide to RDMEC to ensure evaluation quality of evaluation process. ‣ Evaluation report quality checking and review ‣ Review and ensure timely feedback on tools ‣ Support to orient field team to collection quantitative & qualitative process. ‣ Review and ensure feedback on draft report ‣ Attend meeting/dialogue/workshop
04	Regional programme Technical Coordinators/Specialist	‣ Survey questionnaire review and feedback ‣ Report review and feedback ‣ Data collection quality checking and monitoring progress ‣ Attend in validation meeting/dialogue/workshop
05	ADP Manager	‣ Goal owner to manage of the evaluation process. ‣ Ensure all documents/logistics/resources ‣ Coordinate to support in every corner of this process with help of ADP team. ‣ Ensure community preparation and necessary documents, information. ‣ Maintain liaison with GO/NGO/CBO/local leaders ‣ Result sharing with community ‣ Time to time monitoring progress of consulting firm
06.	M & E Officer	‣ Draft ToR preparation of evaluation ‣ Coordinate to support in every corner of evaluation process with help of other ADP team ‣ Monitor whole implementation process ‣ Review and ensure feedback on draft report ‣ Ensure relevant documents to consulting firm (if any) ‣ Support to analyzing technical proposal for hiring consulting firm.

10. Logistics

All relevant logistics (accommodation, transportation, questionnaire printing, report printing, cost of every necessary items) to be managed by the consulting firm but in case of WV staff travels and necessary cost it will be charged to the organization. Necessary services such as translator, interpreters,

driver (for firm/consultant), data processor, facilitators, computer, printer etc. that is associated with phase evaluation to be managed by consultant/consulting firm. ADP will have the opportunity to allow survey firm/consultant to arrange sharing/discussion sessions at ADP hall room/Regional/National office conference room basis on the availability before having prior contact with office admin.

11. Products

The evaluation shall have four products as provided below.

1. Cleaned qualitative and quantitative data set in a summarized manner
2. Evaluation team leader shall prepare survey tools and guidelines which shall be approved by MEAL team, WVB before the evaluation takes course.
3. The evaluation team leader will prepare final evaluation reports which shall incorporate feedback from all stakeholders. These reports will be prepared using LEAP formats which shall be supplied to the ADP Manager.

The evaluation team leader (Evaluation team) shall prepare two draft evaluation reports which will be circulated to all stakeholders by the ADP to get their feedback. These reports will be organised in consideration of LEAP formats.

✓ **Draft Evaluation Report**
The evaluation team (consulting firm) will submit a draft evaluation report for review and feedback from the Programme management team, community stakeholders and support office within 14 working days after the end of the data collection exercise. The evaluation team will submit findings report both Bangla & English (Bangla findings report will be shared especially with the community stakeholders)

✓ **Final evaluation Report**
Within two (2) weeks of receiving comments on the draft report, a final evaluation report including an evaluation abstract/executive summary will be submitted to the SO/NO/NBR.

The Evaluation report will follow the following LEAP guidelines/ format covering the following key areas as attached template

Evaluation Report: Attachment 3 (a, b & C)

Evaluation Report
Template, Guidelines

Specifically, the evaluation products should be presented or preserved in the form of:

-   The final report (both in hard & soft format)
-   The database of quantitative survey (MS Access, SPSS/STRTA)
-   SPSS file with necessary labels and coding file which is ready for analysis
-   The consolidated records and findings of FGD as qualitative data, individual report need to prepare and submit soft copy before study report writing.
-   Summary primary and secondary tables/matrices used in report (both in hard and soft formats)
-   The presentations and summary of recommendations, conclusions and lessons learned used during sharing and debriefing with stakeholders.
-   Translate survey instruments (qualitative and quantitative) in English and submit before starting study work. Need to get endorsement from WVB for implementation.

Different dissemination channels will be used to share evaluation findings with different stakeholders. For example, meetings will be conducted with community and district leaders, CBO and NGO representatives during which visual and oral presentations will be made to provide further opportunities for learning. In addition, evaluation results will be disseminated to key district and government leaders through summarized reports containing key findings, recommendations and conclusions. Summary on the evaluation lessons and recommendations will be prepared and shared with different stakeholders.

12. Budget

The proposed budget will be based on outcomes of the evaluation offers by ADP Management and purchase committee/Regional Purchase Committee, as per allocation of fund set-aside in the budget document. Consulting firm/Consultant should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules while providing each payment by the organization. Project has budget provision to afford this evaluation process.

Mode of Payment

All payment should be in account pay through S2B and vat/tax should deduct by at source. The consulting firm will have the opportunity to take 30 percent advance after submission of tools and training completion report, 30 percent after submission of all tables, draft report and draft summary finding sharing, and another 40 percent to be given after received of Final Report with necessary documents.

13. Documents

The following documents might be useful for review during the various phases of phase evaluation process:

▸ ADP Design document
▸ Semi-annual and Annual Programme Management Report
▸ Baseline Survey report
▸ WVB policy documents

- ‣ Previous phase Evaluation Reports
- ‣ Project audit reports
- ‣ Monitoring Reports
- ‣ Case study/success stories

14. Lessons Learned

To identify lessons learned the following steps would be kept in mind-

- World Vision Bangladesh will organize a dissemination/lessons learnt workshop in Panchbibi ADP working area or another location to disseminate the final findings with community and stakeholders as closing of the ADP.
- ADP will organize an evaluation report sharing workshop with key stakeholders and programme partners to disseminate the final findings/recommendations of the survey. It will influence them to involve in programme implementation process actively.

15. Appendices 01:

Appendix-1:   WV's Sustainability Drivers: Attachment 4

WVs_Sustainability_
Drivers_13_Nov_201‹

Annexure-4

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

SL#	Description of Requirements	Information to be Provided here
1	Category of Vendor	
2	Enlistment Date	
3	Trade License Number	
4	Tax Identification Number (TIN)	
5	VAT Registration Number	
6	Address of Business Center	
7	Contact Telephone Number	
8	Contact Mobile Number	
9	FAX Number (Optional)	
10	Email Address:	
11	Webpage Address (Optional)	
12	Contact Person's Name	
13	Vendor's Bank Name	
14	Name of Bank Branch	
15	Bank Sorting Code (Optional)	
16	Bank Account Name	
17	Bank Account Number	
18	Bank Routing Number/Swift Code	

_____

Information Submitted by
Date:

Annexure-5

<div align="center">

Child Protection Behavioral and Security Policy Protocol FY-2018

</div>

> **To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB**

Child Protection Behavioral and Security Policy Protocol

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

My Commitment: I have received and understood World Vision Bangladesh Child Protection Policy, procedures and protocols and I commit to the following

1. I will always behave with children in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned ADP office or NO

or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB CP policy.

8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading.

9. I will never expose, facilitate or condone the exposure of children to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.

10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children, I will be subject to action by WVB and LEA members of Bangladesh, and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB CP policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.

11. I will comply with any child protection related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.

12. I will not hire children bellow 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.

13. I will not behave in an inappropriate physical manner, and I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children.

14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage.

15. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.

16. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.

17. I will behave positively with disable children, and will not humiliate them at any cause.

18. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.

19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.

20. I am aware of the country's political and security situation and will follow WVB's security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

Corrective Action: *Failure to follow Behavior Protocols, or other inappropriate behavior toward children stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership.*

Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

Acknowledgement of receipt and undertaking to comply :

I, (*insert name*)_____ of *(insert address)*_____

hereby agree and confirm that :
• I have received , understand and will abide by WVB's Child Protection Behavior and Security Policy Protocols; and
• (*)(*where applicable)* In the course of contracted work, I agree that where I have interaction or access to children or
   child data –
   (i)   I will act in the best interest of children and uphold WVB's Child Protection Behavioral and Security Policy Protocol and other child safeguarding measures as requested AND
   (ii)   if I become aware of any harm or risk to children I will inform WVB immediately

Signed by :   Date:

Name: Designation:

Department/Project:

DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of World Vision Bangladesh to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either "yes" or "no" for each with additional information where necessary.

Circle ( ) the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

   If Yes, explain: _____

   _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

   _____

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

_____
Signature with Seal
Date: