



## **Terms of Reference (ToR)**

**for**

### **EVPRA Project Mid-term Evaluation**

**Establishing Vulnerable Peoples' Rights and Access to Social Safety  
Net Programmes (EVPRA) Project**

This Project is funded by the European Union and implemented by World  
Vision in collaboration with Pollisree and PUMDO

October, 2017

**World Vision**

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PUMDO and can in no way be taken to reflect the views of the European Union.

## **I. Background/ Introduction**

World Vision Bangladesh (WVB) is looking for an individual consultant/consulting firm to conduct the mid-term evaluation for the EU funded 'Establishing vulnerable peoples' rights and access to social safety net programmes (EVPRA) project in Bangladesh which is being implemented by World Vision Bangladesh, Pollisree and PUMDO (Peoples Union of the Marginalized Development Organization) in three sub districts of Dinajpur District and two sub-districts of Joypurhat. PUMDO and Pollisree are the co-implementing partners, PUMDO is responsible for Joypurhat and Pollisree for Dinajpur District. World Vision Bangladesh on behalf of World Vision UK is providing oversight management, technical, advocacy & communication and M & E support through a core project team based in Dinajpur.

The project is being implemented in close collaboration with government, CSOs and communities in Joypurhat Sadar and Panchbibi sub-districts in Joypurhat district in Rajshahi Division and Fulbari, Dinajpur Sadar, and Birampur sub-districts in Dinajpur district, in Rangpur Division situated in the northern region of Bangladesh. Total population of those selected sub-districts are 1,356,052 of which 40,678 are ethnic minority. The project targets 278,668 extremely poor people of these working areas among them 39,953 are ethnic minority. Meanwhile, EVPRA is working with 100 Civil Society Organisations (CSOs) composed of ethnic minority people.

The project is utilising WV's local level social accountability approach called Citizen Voice and Action, by empowering CSOs, their membership and communities to increase their influence on access to SSNPs and related policies, and strengthen the capacity of duty bearers to respond positively to citizen participation in service delivery decision-making and monitoring processes. Trained local CSOs and CVA working group member is running this approach, targeting all vulnerable people (ethnic minority and other extreme poor) in the local communities to participate in the CVA process, together with LAs.

The project started in January 2016 and will run up to 31<sup>st</sup> December, 2019.

**The overall objective of the project** is to Empower Civil Society Organisations (CSOs) working for the rights and development of ethnic minority groups, Local Authorities (LAs) and communities, to promote the most vulnerable peoples' social development through access to Social Safety Net Programmes (SSNPs) in targeted two Districts.

### **This is being achieved through 3 Specific Objectives:**

SO1. To strengthen organisational capacity and sustainability of targeted local CSOs that are working for the rights and development of ethnic minority groups.

SO2. To promote transparency and accountability of existing government SSNPs.

SO3. Increase the total number of vulnerable people with access to SSNPs from the government.

### **The expected results of the project are as follows:**

R1.1 Functional CSOs that are working for the rights of ethnic minority groups, exist with effective leadership in practice.

R1.2 CSOs working for the rights of ethnic minority groups have increased their understanding of human rights and entitlements.

R1.3 Effective networking and collaboration between relevant government and non-government organisations (GOs and NGOs) is established.

R2.1 Inclusion of CSO representatives working for the rights of ethnic minority groups in local government committees.

R2.2 Target communities satisfied with access to SSNPs information.

R3.1 The vulnerable are demanding rights and entitlements set out in SSNP policies.

R3.2 Evidence of barriers to vulnerable peoples' access to SSNPs are presented at national level and solutions sought in collaboration with key stakeholders.

## **Overall Objective Indicators**

O.1.1 Percentage of the target population with increased satisfaction regarding the delivery of SNNPs by the end of the project.

O.1.2 Number of policy, system, structure, practice or programmatic changes to improve access to SNNPs by the most vulnerable people, specifically including ethnic minority groups and women, contributed to by EVPRA by the end of the project.

## **Strategic Objective Indicators**

SO1.1 Increased percentage of targeted local CSOs, that are exhibiting improved organisational and management capacity by the end of the project.

SO2.1 Percentage of vulnerable people (specifically including ethnic minority groups and women) with increased knowledge of target SNNPs, specifically eligibility criteria and/or grievance and redress mechanisms by the end of the project.

SO2.2 Number of new mechanisms (e.g. inclusion of CSO representatives, including ethnic minority groups and women, in local government committees, establishment of complaints and redress systems, transparency and accountability boards etc) introduced by local government to enable vulnerable communities to voice concerns on the delivery of SNNPs by the end of the project.

SO3.1 Increased percentage of vulnerable people, including ethnic minority groups and women, who report accessing 1 or more of the 9 targeted SNNPs by the end of the project.

## **Results Indicators**

R1.1.1 Percentage of targeted CSOs implementing new organisational leadership mechanisms (e.g. new board standards, periodic/annual elections, inclusion of women, operational structures and systems etc) for effective CSO governance.

R1.2.1 Increased access to knowledge and information about human rights and SNNP entitlements by the most vulnerable, including ethnic minority groups and women, by the end of the project.

R1.3.1 Increased effective engagement between GO and NGOs on issues which promote vulnerable peoples' access to SNNPs, specifically including ethnic minority groups and women.

R2.1.1 Percentage increase in the number of CSO representatives included in local government committees, specifically including CSO representatives from ethnic minorities, women and other most vulnerable groups.

R2.2.1 Increased proportion of people in the target communities with satisfactory access to SNNP information by the end of the project.

R3.1.1 Increased % of people (disaggregated by gender, ethnic minority and other vulnerable groups) in the target communities with access to SNNPs by the end of the project.

R3.2.1 Number of contributions to national level policy consultations with government to facilitate policy changes by the end of the project.

R3.2.2 Number of publications items and research pieces presented and disseminated at national level, to government and civil society, to advance access to SNNPs by the most vulnerable.

## **EVPRA is particularly focused on increasing access to the following 9 SNNPs**

1. Old Age Allowance - Ministry of Social Welfare
2. Allowances for the financially insolvent disabled - Ministry of Social Welfare
3. Allowance for the widowed, deserted and destitute women - Ministry of Social Welfare
4. Maternity allowance program for poor lactating mothers - Ministry of Women and Children Affairs
5. Vulnerable group development (VGD)- Ministry of Women and Children Affairs
6. Vulnerable group feeding (VGF)- Ministry of Disaster Management and Relief
7. Food for works (FFW)- Ministry of Disaster Management and Relief
8. Secondary Education Stipend Project (SESP)- Ministry of Education

9. Primary Education Stipend Project (PESP)- Ministry of Primary and Mass Education.

## **II. Key Objectives of the Evaluation:**

The key objectives of this Mid-term evaluation are:

1. To measure the progress of the project towards the overall objectives and three Specific Objective statements and indicators mentioned in the Logical Framework particularly overall objective (O1.1, O1.2), specific objectives (SO1.1, SO2.1, SO2.2, SO3.1) and expected result indicator (RI.1.1, RI.1.2, RI.2.1, RI.3.1, R2.1.1, R2.2.1 and R3.1.1) will be measured. The project Logical Framework can be found in Annex A.
2. To compare the mid-term evaluation findings with those of the baseline, CSOs capacity assessment report (both annexed), as well as with national and district level data, where available.
3. To identify lessons learned and good practices and sustainability framework for each objective of the project.
4. To provide clear and actionable recommendations for the next two years that will support the project in the delivery of sustainable benefits to the target communities.

To deliver these objectives the consultant or consultancy firm will have to review the baseline survey report, CSOs capacity assessment report, project log frame, M&E framework etc.

## **III. Evaluation Target Audience:**

The mid-term evaluation will be conducted by the external consultant/consultancy firm. The selected external consultants/consultancy firm will ensure the necessity of planning, the involvement of different stakeholders, transparency, use of rigorous methods and independence. The following standard will have to consider during the evaluation;

- Evaluation activities should be appropriately organised and resourced to meet their purposes.
- Evaluation activities should be planned in a transparent way so that evaluation results are available in due time.
- Evaluation design should provide objectives and appropriate methods and means for managing the evaluation process and its results.
- Evaluation activities should provide reliable and robust results.

The evaluation findings will be used for different stakeholders such as donor, project support office, Civil Society Organization, Right to Food Coalition, WVB national and regional office, project management, partners national, district and sub district level government offices.

## **IV. Evaluation Target Partners**

The evaluation will be conducted in the selected five upazila. The following participants will be play to role in evaluation;

- Community people
- CVA working group member
- Apex body member
- Civil Society Organisations (CSO) run by the ethnic minority people
- Sub District and Union parishad chairman and member
- Sub District and District level government officials i.e. Deputy Commissioner (DC), Upazila Nirbahi Officer (UNO), Social Welfare Officer, Women Affairs Officer, Programme Implementation Officer (PIO), Secondary and Primary Education Officer etc.
- Line ministry/department at National Level

Pollisree and PUMDO are implementing partners of EVpra project implementing in the field. During the evaluation work if needed Pollisree and PUMDO will support the consultant/consulting firm to carry out field work.

## V. Mid-term evaluation proposed methodology and instruments

The mid-term evaluation method will respect the baseline survey methods (2016). The EVPRA baseline survey was conducted in five selected sub districts of Dinajpur and Joypurhat Districts., namely Birampur, Dinajpur Sadar, Fulbari, Joypurhat Sadar and Panchbibi. The survey used a mixed method approach, beginning with a literature review of project reports, policy documents, journals and media reports; a HHs survey of 953 selected SSNP beneficiaries and non-beneficiaries through random sampling, due to inability to extract data from local government; and qualitative semi-structured key informant interviews (KIIs) and focus group discussions (FGDs) with 72 project stakeholders in government and civil society. The mid-term evaluation quantitative and qualitative data collection tools will be used as per baseline survey tools. In the following table is given the targeted number of quantitative and qualitative baseline survey sample;

		Qualitative Sample			Quantitative sample	
		Stakeholder	Level	Total Units	Upazila	No. of households
Government	Members of Parliament	National	2	Birampur (Jotbani and Poliprayagpur Union)	248	
	Upazila Chairmen & Officials	Upazila	35			
	Union Chairmen & Officials	Union	10	Dinajpur Sadar (Auliapur and Kamolpur Union)	122	
	Officials in District administration	District	8			
Civil Society	USAID	Multilateral / Global	2	Fulbari (Khayerbari and Shibnagar Union)	162	
	Plan Bangladesh					
	Care Bangladesh					
	PM-EVPRA / PUMDO / Pollisree (Implementing agencies)	Regional	4	JoypurhatSadar (Badsha and Chakbarkat Union)	211	
	CSOs/CBOs	Union / Community	4			
	NGOs	Union	4	Panchbibi (Aolai and Bagjana Union)	210	
	NGOs / Indigenous groups	National	2			
<b>Total</b>			<b>72</b>		<b>953</b>	

The Consultancy team will be responsible for a, report writing, and recruit and building the capacity of data collectors.. The Consultancy will also be responsible for all aspects of quality control of data collection for the mid-term evaluation, including providing guidance and training to enumerators, coordinating data collection in the field and ensuring quality and completeness of data.

The Consultancy team will be responsible for all aspects of data collection in the field, including mobilisation of enumerator and interviewer teams, logistics, training of teams on the application of mid-term evaluation instruments, database development, data collection (including quality checks and validation of data) data entry and data cleaning. The consultancy firm will triangulate the field raw data before entry the data in database and WVB may verify HHs survey data during the data collection phase. The consultancy firm will be shared the data entry template before entry the data. The Consultancy firm will provide clean qualitative and quantitative databases to World Vision, with data entered as per requirements previously agreed upon with World Vision for validation of analysis. The Consultancy firm will also deliver to World Vision original filled instruments (physical documents or electronic files, as applicable), audio files, photographic evidence and any other data collected.

The mid-term evaluation research will involve substantial qualitative and quantitative data collection and should include general and target population data, and social protection system data. The surveys will collect data on and disaggregate results by gender, ethnic minority group and other most vulnerable groups, including people with disabilities. The mid-term evaluation research should include an extensive literature review, including of official government records and government SSNP budget

allocation and policies, and analysing the political economy of the social protection system in Bangladesh. Survey questions will need to align with baseline survey findings, log frame indicators to allow endline measurements of overall objectives, strategic objectives and results indicators.

The methodology will need to include qualitative study data that is representative of the target group in relevant and informative ways. This will involve community focussed research (involving Focus Group Discussions and Key Informant Interviews with a range of target groups and stakeholders) to identify the progress based on baseline survey and CSOs capacity assessment findings. Qualitative semi-structured interview guides in local languages will be administered by trained and qualified personnel, noting the need for local speakers of both sexes, with interviewers interacting with women's groups and organisation being preferably female. It is preferable that the consultancy team has experience in ethnic minority group Northern areas of Bangladesh, or international experience of working specifically with other ethnic minority groups.

The consultancy firm will use baseline survey tools but there is scope for consultant to play around questionnaires considering the context and situational changes. Prior using the questionnaire in the field, World Vision Bangladesh will review and give the final signal for the consultant to use in the field. All data, qualitative and quantitative, collected through the research must be disaggregated by sex, ethnic minority and other most vulnerable groups as a minimum, and as part of this disaggregation any other key determinants of marginalisation (wealth, ethnicity, location, disability, age etc.) must also be documented. Importantly, we are also looking for how the emerging quantitative and qualitative data is analysed together to identify the progress of overall objective, specific objectives and result based on the baseline survey and CSOs capacity assessment findings. The analysis should include validation of the data obtained through triangulation between multiple data sources, with special attention being paid to results that seem incongruent with the local reality, differ considerably from secondary information and/ or show a typical patterns.

The Consultancy will be expected to coordinate all data collection activities in-country, either directly or through a third-party, with the support of the Project Manager and M&E Coordinators. Embedded into this evaluation assignment is the intention to build capacity of project field staff involved.

The Consultancy must provide any Information and Communication Technology (ICT) which they wish to use and should also factor in costs for using any ICT which they propose to use. The firm must be able to operate this technology independently, without technical support from World Vision and must be able to extract the data in a format readable to World Vision. Where appropriate, the Consultancy must be able to independently set up any electronic surveys in the format required for database export.

## **VI. Duties and responsibilities:**

### **Major tasks and responsibilities of the Individual Consultant or Consultancy Firm**

The consulting firm/ or consultant (s) will be responsible for fulfilling the following key tasks:

- Forming and managing his/her team in order to conduct all activities and processes required in order to achieve the quality and fulfil the requirements of the assignment as agreed with World Vision. All types of costing related to the evaluation such as data collection, analysis, report writing, presentation and other logistics associated with their food, accommodation and transportations will be borne by the consultant.
- Remunerating all members of the Firm/ team. The male-female ratio of data enumerators must be 50:50 and enumerators must be able to explain the questions using the local dialect of the project area.
- Reading all project background documentation, baseline survey and CSOs capacity assessment report and researching all necessary Government documentation on SSNPs (Example: National

Social Security Strategy 2015; Office order of respective ministry or department on SSNP administration, Union Parishad manual, etc). The consultant must share with World Vision a list of all the documents and verify the current relevancy of the documents with the Government of Bangladesh.

- Development of an assignment plan and schedule and seeking approval from WV. The Plan must include the plan/schedule and outline of the assessment design and methodologies.
- Translation of specific tools into Bengali as needed for data collection
- In preparation for the field mission, the Consultant must organise at least two (2) days comprehensive training (including field testing) for the team to ensure the assignment mid-term evaluation objectives are understood, that WV Child Protection policies are understood and adhered to, and that the plan is developed considering the field level realities
- Providing weekly data collection updates to the World Vision team in Bangladesh, including up-to-date information on the number of surveys and interviews conducted per sample point and district, and detailed information on challenges observed, as well as solutions adopted for those.
- Organising a one day workshop at Dinajpur to share the mid-term evaluation findings in front of EVPRA project team, WVB national and regional office staff and relevant stakeholders
- Submitting of draft mid-term evaluation report with soft copy data sets (computer entered data) for validation and verification, to the EVPRA project team for review and feedback.
- Submitting the final mid-term evaluation report (a set of five coloured copies) to the EVPRA Project Management for final approval accompanied by a soft copy of report and all primary data (hard and soft copy), tables and database (SPSS) based on which report have been produced. WV will not sign off an evaluation that does not meet the BOND minimum standards for quality of evidence, detailed in Annex E, unless there are exceptional reasons that are clearly outlined in the report.
- Ensuring compliance with child protection policies and informed consent of participants in the various assessment steps.
- S/he will sign the behaviour protocol after confirming this assignment.

### **Major Tasks of the EVPRA Project and WV Bangladesh**

The Monitoring and Evaluation Coordinator of the EVPRA Project will provide overall guidance and coordination support to the consultancy firm/consultant. World Vision, Pollisree and PUMDO will provide the facilitation support on the field level research activities specific to the locations/Sub Districts each organisation is covering. If necessary, the M&E Coordinator will provide relevant contacts to the research team at the division or district level CSO, government department or EVPRA project beneficiaries where relevant. The EVPRA project staff will monitor the progress and oversee the quality of outputs during the day to day activities of the researcher(s).

Specifically, WVB will:

- Provide relevant project documents to the selected consultancy firm;
- Monitor the progress of the mid-term evaluation process as per the agreed work plan
- Review and give feedback on the work plan, tools in applicable languages, as well as draft evaluation reports within a reasonable timeframe
- Coordinate within WV departments, PUMDO, and Pollisree in order to support the implementation of the consultant's assignment plan, schedule, and mid-term evaluation.
- Coordinate with all reviewers (EVPRA team, World Vision National & Regional Office and WVUK) to ensure that comments from different reviewers are consolidated and shared with the consultants in a timely manner and ensure that all comments are incorporated in the report;
- Make payments based on agreed terms (the payment agreed terms i.e. 40% upon submission of 1st draft on time, 60% after final submission at agreed quality and on time).

### **VII. Key deliverables:**

At the start of the research work, an inception report will be submitted including any changes of the technical proposal, approved data collection tools and final action plan for the evaluation.

Additionally, and the main product of this assignment will be a mid-term evaluation report containing an analysis of EVPRA project progress, including overall objectives, specific objectives and results indicators based on the baseline survey and CSOs capacity assessment report and provision of recommendations for effective ongoing implementation of the project. The consultant must cover the report within a maximum of 100 pages including the following contents: cover-page, contents page, executive summary, background and context analysis, EVPRA logical framework, study methodology, evaluation findings, recommendation and conclusions.

Specifically, the mid-term evaluation report will be submitted together with relevant data sets in the following form:

- The final mid-term evaluation report must be in colour print (both in hard and soft copy)
- The final mid-term evaluation report must comply with EU Visibility guidelines (the EVPRA project team will advise on this)
- The mid-term evaluation report must be accompanied by interview answer sheets and FGD data entries (where applicable)
- The mid-term evaluation report must be accompanied by a summary of primary and secondary data tables/matrixes used in the report (both in hard and soft copy)
- The mid-term evaluation report must be accompanied by summary data for the progress of project log frame indicators based on the baseline survey and CSOs capacity assessment report
- A draft report must be submitted for review by the deadline stipulated below, and the final report submitted after incorporating comments received from World Vision.

#### **VIII. Duration and timeline:**

This mid-term evaluation assignment should be completed (with the final report submitted) by no later than 15<sup>th</sup> January, 2018 following the timeline below:

<b>Duration</b>	
Expected Start Date:	1 <sup>st</sup> December 2017
End Date:	15 <sup>th</sup> January, 2018
<b>Proposed Milestones to be included in Consultant Work Plan</b>	
Mid-term evaluation design including final detailed work plan:	2 <sup>nd</sup> December, 2017
Draft I Report:	4 <sup>th</sup> January, 2018
Findings presentation to the EVPRA team, WVB national and regional staff	8 <sup>th</sup> January 2018
Final Evaluation Report:	15 <sup>th</sup> January, 2018

#### **IX. Work plan**

As part of the application process, the Consultant / Firm must submit a proposed work plan covering the following broad elements as a minimum, and indicating the proposed number of billable days against each task:

- Review of secondary sources
- Preparation of assessment framework, methodology, tools, final work plan
- Travel to/from project areas
- Briefing by World Vision in Bangladesh (EVPRA team), refining of field tools, if needed, and other preparatory work
- Field work (visits, interviews etc.)
- Initial data analysis on site and presentation of top findings to EVPRA team & key project stakeholders
- Preparation of first draft and final report, including presentation to EVPRA team, WVB national and regional staff



## **X. Assignment Location**

The mid-term evaluation of the project will focus on the EVPRA project sites namely Joypurhat Sadar and Panchbibi sub-districts in Joypurhat district, and Fulbari and Birampur sub-districts, Dinajpur Sadar, and in Dinajpur district, Rajshahi and Rangpur Division, Bangladesh.

## **XI. Competencies, Required Skills and Experience**

The consultant(s) and/or the firm should have proven knowledge and project mid-term evaluation experience on social development issues, and have access to relevant government departments providing SSNP services. The consultant(s)/ firm should have proven experience in writing and publishing reports for a variety of audiences, and must also have significant experience of qualitative research methods meeting the demands of large institutional donor-funded programmes. The consultant(s)/firm should have the capacity to coordinate activities with government departments and other stakeholders and evidence of producing high quality, published researches on donor funded project of mid-term evaluation. The consultant(s)/ firm and members of the assessment team demonstrate excellent conceptual, analytical and communication skills and ability to write clear and useful reports in English. The team should be able to manage specified time and resources and to work under tight deadlines.

Importantly, the assessment team must be willing to work in remote areas, and have experience in working with ethnic minority groups and with the extreme poor. The members of the assessment team must also have strong experience in undertaking similar evaluation assignments in rural Bangladesh.

Career résumés of individual consultants will include academic training and technical skills in related fields such as social and evaluation research, knowledge of ethnic minority systems/cultural dynamics, community development and knowledge of the region and, where appropriate, of the local language. Also, the consultant/firm should have capacity in regards of logistics and facilities including data analysis and report writing; work plan and time, detail proposal of the assessment; context - appropriate methods of data collection in conducting this research.

The team to be dispatched to the field should have 50% male and 50% female composition and as much as possible be recruited locally or within the region. The team should have relevant knowledge of the local culture and customary practices in order to show respect and tolerance to rural communities.

## **XII. To Apply**

Applications (in English) must be sent by email to [wvb\\_scm@wvi.org](mailto:wvb_scm@wvi.org) by **23<sup>rd</sup> November 2017**, at 23:59 Bangladesh time indicating 'Proposal for EVPRA project "**Mid-term Evaluation**"' in the subject line. It should contain the following elements:

1. Consultant profile: To include organisational and legal details, core competencies of organisation/individual, relevant experiences in doing mid-term evaluation research, a statement of confirmation that the applicant is a registered company, with its own business bank account, and its own professional liability insurance. Attach curriculum vitae of each member of the team (maximum 3 pages each) clearly spelling out qualifications and experience.
2. Detailed evaluation outline for the assignment including an outline of qualitative and quantitative data collection methods (maximum 10 pages).
3. Evidence of how the consultant(s)/firm meet the ToR requirements, setting out the conceptual framework on how the work will be undertaken. This part will be based on the information provided in the TOR.

4. Detailed work plan and detailed timeframe, covering the items listed under the work plan section heading above (and including ethical considerations, internal monitoring etc.)
5. Detailed Cost estimate in BDT (Bangladesh Taka), demonstrating value for money and including human resource mobilisation, travel expenses for data collection, supplies, salary and remuneration (separating core consultancy costs and daily rates of team members), one day workshop cost, cost of relevant tools, administrative costs and other costs in separate line items. Please specify if VAT or any local taxes have been included where applicable. All quotations submitted must be inclusive of all costs;
6. Indication of availability (in relation to start and end dates). **The deadline is not negotiable.**
7. A statement regarding the legal, financial and professional independence of the consultant(s)/firm from World Vision, PUMDO and POLLISREE, and a declaration of any real or perceived conflict of interest with any of the project stakeholder.
8. The selected Consultant(s)/firm will be required to undergo Child Protection screening, training and adhere to WV's Child Protection Policy.
9. For consulting firm/agency/organisation a copy of VAT registration certificate and valid TIN are to be presented;
10. One sample of previous relevant and related work to be attached.

### **XIII. Management of Applications**

World Vision will not be able to acknowledge or reply to all applications received. Applicants being considered will hear from WV within 5 calendar days after the closing date of this request for application either for additional information or for a face-to-face presentation.

#### **Annex A**

Project Log frame



Annex-Amended  
Logical Framework c

#### **Annex B**

**Baseline Survey Report**



Baseline  
Report\_EVPRRA Proje

#### **Annex C**

**CSOs capacity Assessment Report**



CSO Capacity  
Assessment Report\_

#### **Annex D**

*Ethical principles for World Vision evaluation and research*



**WV Ethical  
Considerations.pdf**

#### **Annex E**



BOND Quality of  
Evidence Tool.xlsx