

TERMS OF REFERENCE (TOR) FOR ENDLINE EVALUATION



Evaluation of “Preparedness and response support in water, sanitation and hygiene to Rohingya refugees and host community in Cox’s Bazar and Bhasan Char (BGD 1045)” project

Country: Bangladesh

On behalf of Welthungerhilfe (WHH) Bangladesh and partner organizations – ANANDO and Uttaran

1. INTRODUCTION AND CONTEXT

Country:	Bangladesh
Project title:	Preparedness and Response Support in Water, Sanitation and Hygiene to Rohingya Refugees and Host Community in Cox’s Bazar and Bhasan Char
Project holder:	Welthungerhilfe (WHH) Bangladesh
Donor	German Federal Foreign Office (GFFO)
Project period:	October 01, 2022 to June 30, 2024 (21 months)
Implementing partner	ANANDO and Uttaran

About Welthungerhilfe: Deutsche Welthungerhilfe e.V. is one of the largest non-governmental organizations in Germany operating in the humanitarian assistance and development fields. It was established in 1962, as the German section of the “Freedom from Hunger Campaign”, one of the world’s first initiatives aimed at the eradication of hunger. Welthungerhilfe’s work is still dedicated to the following vision: All people have a right to a self-determined life in dignity and justice, free from hunger and poverty.

By 2021, Welthungerhilfe and its partner organizations ran 404 international projects in 37 countries with an overall financing volume of EUR 184 million, comprised of private donations, and public national and international funds.

In addition, Welthungerhilfe operates a marketing and fundraising department in Germany to engage and educate a wider public on development-related topics and to mobilize funds from currently more than 57,000 permanent private donors.

Welthungerhilfe (WHH) Bangladesh program portfolio: WHH started operation in Bangladesh in 1975 and till now going on with both parts as humanitarian response and development. In Cox’s Bazar, WHH started emergency interventions with GFFO and its own funds to support the Rohingya Refugees (RR) and Host Communities (HC) since the beginning of the influx (2017) through different local partners. From 2018-2019 WHH has been implementing an integrated project in consortium with

both international and local partners on WASH, Nutrition and Protection funded by GFFO, where WHH was leading the entire program and directly implementing a WASH Component. From 2019 to 2021, WHH has been recognized by UNHCR as one of the leading and strong providers of WASH services in camps 24 and 27. Currently, WHH is working in BGD through the local partner ANANDO with a project-specific partnership/hosting agreement. WHH has an emergency office in Cox's Bazar and a field office in Teknaf with a small team of staff working on the Cox's Bazar office. WHH is actively involved in the coordination of activities on the Cox's Bazar level, primarily through the humanitarian coordination system, which is mainly organized through NGO Forum, DSK TDH, Save the Children, Nabolok, Action Aid and UN organizations. Regular exchange with the regional and national authorities has enabled the organization to implement projects. At the technical implementation level, there is close cooperation with coordinating bodies (e.g. UN Cluster System) and local and international NGOs, particularly in the WASH sector.

This document provides Terms of Reference for endline evaluation of the “BGD 1045: Preparedness and Response Support in Water, Sanitation and Hygiene to Rohingya Refugees and Host Community in Cox's Bazar and Bashan Char” project, which is being implemented by ANANDO and Uttaran. The project is funded by the German Federal Foreign Office (GFFO), and the grant is managed by Welthungerhilfe (WHH) Bangladesh.

Partner organizations and their program: ANANDO, and Uttaran in partnership with WHH, has been implementing the present project since September 01, 2022, at Teknaf Cox's Bazar, and Bhasan Char Island. The 24-month project is now scheduled to be completed by 21 months on June 30, 2024. The overall objective of the project is to contribute to the improvement of the living conditions and access to critically needed WASH services for the Rohingya refugees and vulnerable Host Communities in Cox's Bazar and Bashan Char (Noakhali), Bangladesh. The project coverage area includes Chattogram (Cox's Bazar - Camps 24, 26, 27, Teknaf Upazila, Nhila Union) and Noakhali (Bashan Char) Bangladesh.

Detail of the project: August 2017 saw the beginning of an influx that soon became one of the largest and most severe humanitarian crises of recent years. Over 700,000 people fled Myanmar, escaping persecution and violence, and traveled to Bangladesh, where they faced further difficulties in meeting their basic daily needs. Currently the total Rohingya population reached 978,003 as of March 31, 2024, according to UNHCR. The vast majority of these displaced people live in what is today the world's largest refugee camps in Ukhia and Teknaf Upazila under Cox's Bazar district. A number of different donors support these extremely vulnerable refugees to help them meet their basic needs, such as food, health, shelter, and WASH.

To ensure access to safe and affordable wash facilities, the project undertaken by WHH has been investing in adequate infrastructure, providing accessible sanitation facilities and encouraging hygiene at every level. To sustain these water, sanitation, and hygiene services, the project engaged the full participation of women, girls, and persons with disabilities in the decision-making process, planning, design, and implementation of the WASH programs and in the management of WASH systems. A Complaint Response Mechanism (CRM) has been established as the most effective way of collecting feedback from the project participants, through volunteers, block Majhi, honorable persons from the camp, and social leaders from the host community.

In the Teknaf area, the project has constructed new latrines, bathing cubicles, waste collection points, hand washing devices, solar lights and rehabilitated wash access pathways. Furthermore, in Bashan Char, the rehabilitation of drain has been completed. In the meantime, the project also conducted regular repairs and maintenance of the existing wash facilities to make them functional and ensure safe access for the beneficiaries. These wash facilities were constructed and operated in the assigned project areas, following regular consultation with the beneficiaries and the relevant approvals by government officials.

For the proper management of faecal sludge in the camp areas of Teknaf and Bashan Char, the project engaged volunteers who regularly desludged latrines and safely disposed of the waste to protect people from disease risks and ensure a safe and clean environment. ANANDO also upgraded

one Faecal Sludge Management plant in Camp-24 in Teknaf, therefore contributing to maintaining the sector's standard efficiency and protecting the environment.

Solid Waste Management is one of the core components of the WASH project. The project-assigned volunteers collect waste from household level bins/baskets, communal bins, and drains daily using wheelbarrows or try-cycles and transport it to the waste management plants. In the Teknaf camp area, Anando operated a solid waste management plant in Camp 27 and constructed one new solid waste plant in Camp 24. Furthermore, Uttaran collected solid waste from four clusters in Bachan Char and handed over waste to the Acting Wash Actor, the leading organization managing solid waste. To collect solid waste at the household level, ANANDO distributed 2,500 pairs of waste buckets/bins (one red and one green) in Camp-27 at Teknaf.

The project has been organizing hygiene promotion sessions by trained volunteers to increase awareness on hygiene issues, especially for behavioral change in the targeted populations. Regular household visits have been conducted to ensure the utilization of WASH facilities, operation, and maintenance. The project formed some WASH operation and maintenance committees for WASH facilities' cleanliness, operation and maintenance, and committees for regular water distribution. The project regularly organized capacity-building initiatives for the committee members, volunteers, and staff for effective activity implementation, operation, and maintenance.

Project objective: The overall objective is to contribute to the improvement of the living conditions and access to critically needed WASH services for the Rohingya refugees and vulnerable Host Communities in Cox's Bazar and Baschan Char (Noakhali), Bangladesh.

Project outcome: Reduce suffering, uphold human dignity, and save lives among conflict affected Rohingya refugees and the host community through WASH provisions.

Project outputs:

- Result 1: WASH infrastructure and facilities are established and maintained at project locations
- Result 2: Improved safe, equitable, and sustainable access to sufficient quantity of water for drinking and domestic hygiene
- Result 3: Enhanced hygiene practices and behavioral habits of target groups

2. EVALUATION PURPOSE

The main objective of the evaluation is to assess and report to WHH and the donor - GFFO the extent to which the outputs of the project have been delivered and the desired outcomes have been achieved. The evaluation report will also provide relevant conclusions, lessons learned, recommendations, and way forward to both agencies. Since the project is going to end by June of this year (2024), so this is high time to initiate the evaluation process to learn and adopt the insights from the assessment, which will also help the organizations to design relevant programs based on the assessment results.

3. SCOPE OF THE EVALUATION

3.1 Type of the evaluation: This evaluation will be the project endline or final evaluation. The final evaluation of the project will be conducted during the project implementation period, as a result, the evaluation team will have the opportunity to make a real-time evaluation of the humanitarian assistance ongoing on the ground.

3.2 Subject of analysis: The end-line evaluation is only for a single project, which is implemented by two different implementing partners, ANANDO and Uttaran, in two different locations.

3.3 Geographical coverage: Since this is not a multi-country project, the evaluation team will only be assigned in Bangladesh, particularly to the project's implementation areas, e.g., Teknaf, Cox's

Bazar, Bhasan Char, Noakhali, and the WHH area office in Cox's Bazar and the Country Office in Dhaka, including the offices of partner organizations.

3.4 The period under consideration: The project period only. However, the previously implemented similar projects can also be under consideration, if necessary.

4. USERS OF THE EVALUATION

4.1 Primary users: The evaluation results will be utilized by the staff of the project implementing partners, the managerial staff of the partners, the staff of the Welthungerhilfe area office, the Welthungerhilfe country office, the Welthungerhilfe head office, the financing partner, and donors, including potential donors and partners. The evaluation report will be used in several ways, including as a set of recommendations for future project concept development. The aforementioned users will gain a better understanding of the underlying causes and risk factors, contextual dynamics, and most effective solutions through analyzing the evaluation report, which details accomplishments, problems, and implementation strategies despite socio-economic barriers.

4.2 The secondary users: The achievements and key results will be shared with external stakeholders including (I)NGO's, sectors, clusters, and government authorities in Teknaf and Cox's Bazar.

5. EVALUATION QUESTIONS (AND CRITERIA)

Under the OECD DAC evaluation criteria and/or the ALNAP evaluation criteria (see <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>), the evaluation consultant has to **analyze the following points:**

- the extent to which the project has already achieved its objectives and results or is likely to achieve them.
- the strengths (opportunities) and weaknesses (challenges/constraints) of the project in terms of planning, management and implementation and how this could have been improved.
- the extent to which cross-cutting issues (gender, protection and environment mainstreaming, social inclusion) were applied.
- how well is the project integrated with other projects?
- how well did the project maintain coordination and collaboration with sectors, like-minded NGOs, government authorities, and relevant stakeholders?
- what are the key learning points that provide recommendations for a future project design?
- what are the implementation challenges that require a revision of the strategy and guidance for the planning of a successor project?

The evaluation should look to answer the following questions:

Relevance/appropriateness: Relevance/appropriateness questions explore the extent to which the intervention objectives and design respond to beneficiaries', global, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change.

- Were the planned project activities appropriate for addressing the problem?
- Is the engagement based on an appropriate, gender-sensitive assessment of the context and needs? Has the program been designed & implemented to ensure it is safe for target people?
- Is the project acceptable to the local community? Was it based on community consultation?
- How were the people supported to meaningfully participate across the program cycle?
- Have the MEAL and complaint mechanisms been implemented? Were they relevant and appropriate? How could they be improved?

Coherence: The coherence criterion explores to what extent to which the intervention's compatibility with other interventions in a country, sector or institution.

- How well does the intervention fit?
- Did the program support beneficial synergies and linkages with other interventions?

Effectiveness: Assessing the effectiveness of a project explores the question:

- To what extent were the project objectives met?
- What was the most suitable project approach to achieving the objectives?
- Did the project measures have unintended effects (positive or negative)? If yes, what were they and what steps were taken in response?

Efficiency: Assessing the efficiency of a project looks at the question:

- Could the objectives be achieved in an economically efficient way through the planned project? Was the intervention cost-effective?
- To what extent is the intervention delivering, or is likely to deliver, results in an economical and timely way?

Impact: The criteria explore the following questions-

- What has changed for whom (immediate impact)? Did the project help achieve broader development impacts?
- The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects?
- To what extent and how have the project interventions impacted and contributed to the change of life? Was the project's influence only one of many factors that contributed to the change (Make a contribution and attribution analysis).
- What is the existing coordination mechanism? What are the strengths and weaknesses?

Sustainability

- Will the positive impact last after the project has been completed (without external support)?
- Which components of the project are likely to continue after the end of the project timeframe?
- What were the major factors that influenced the achievement or non-achievement of sustainability of the project/program?
- What could be done and/or improved to ensure sustainability?
- Are efforts being made to establish structures that will remain in place after the project has been completed and which can be maintained without continued (GFFO) funding?
- Was consideration paid to local ownership?
- To what extent do the net benefits of the intervention continue, or are likely to continue?
- Has the project documented learning that can be replicable to other programs? What are the key lessons and learnings generated throughout the program intervention?

Coverage

The criterion of coverage assesses the extent to which extend major population groups which are facing life-threatening suffering were reached by humanitarian action.

6. EVALUATION DESIGN AND METHODOLOGY

The evaluator (s) will propose a (detailed) design and methodology for the evaluation in their offer/inception report. Because the evaluator(s) are proposing the design and methodology, this ToR will not specify the methods. However, the evaluator (s) must take a standard evaluation methodology and approach. The evaluator(s) will estimate the resources required for the methods they want to use. The evaluation methodology has to allow for sex-disaggregated data, showing how males and females benefit from the project. The methods and data sources should be triangulated to enhance the validity of evaluation findings. Existing data (e.g., baselines, internal assessments, milestone reports, secondary data, data stemming from the project feedback and complaints mechanism) must be included, where appropriate, for the evaluation's purpose and scope.

3.5 Evaluation Methodology/Approach: The evaluation will consist of the following several phases-

Contract and Kick-off meeting: The contract is signed, and the assignment is discussed. The evaluator is provided with the first documents, including available data.

Desk Study: The evaluator studies all necessary project documents and analyses the intervention logic and theory of change and its assumptions. Existing data needs to be analyzed and interpreted.

Inception Phase: In the inception report, the evaluator will describe the evaluation's design, including submitting the evaluation design and methodology and an evaluation matrix outlining key evaluation questions, data sources, data collection methods/tools, and methods for the data analysis. The use of a data collection planning worksheet or a similar tool will be incorporated in the inception report. Data triangulation and quality control are very crucial to be included in the inception report. The evaluation team must include a data quality control plan and a risk assessment and mitigation plan in the inception report. A final agreement on the evaluation design and methodology will be presented by the consultant to WHH and discussed on the basis of the submitted inception report.

Field-phase: Data needs to be gathered by conducting key informant interviews, focus group discussions, and household surveys, as well as carrying out online meetings if necessary.

Presentation: Presentation of key findings at the end of the field level data gathering.

Data analysis and Interpretation: Based on the evaluation, data compromising desk research and empirical data need to be analyzed and interpreted. The evaluation is expected to include quantitative and qualitative data disaggregated by age, sex, nationality, and disability.

Final Draft Report: Submission and presentation of the final draft report, including comments from the contractor.

Final Report: Submission of the final report.

Due to the sensitivities around primary data collection, beneficiaries, staff, and stakeholders (a list of stakeholders will be shared) to be interviewed for this evaluation may choose not to answer certain questions. Participants must not be quoted in the reports without their consent. In principle, interviews are to be anonymized. However, the evaluation team must keep the source of information in their possession and share it when required by WHH.

7. MANAGERIAL ARRANGEMENTS

The endline evaluation will be carried out exclusively by the external evaluator, who will be responsible for its management and responsibilities. WHH and its partners will assist the evaluation team on the ground. However, no project staff or volunteers will be engaged in the data collection process and report preparation. The evaluation team will manage necessary logistics, enumerators, travel, accommodation, and other associated arrangements.

8. DELIVERABLES AND REPORTING DEADLINES

SL	Particulars	Details	Deadlines
01	Inception report and presentation	The Inception Report (4-6 pages) and the presentation will contain the proposed methodology, including sampling, tools, and work schedule.	5 days after contracting
02	Data Validation presentation	The data validation presentation/ debriefing notes (2-4 pages) will introduce the initial findings from the field.	At the end of the field data collection
03	Draft report and presentation	The draft evaluation report and presentation will allow for feedback from WHH within one week of the end of the field assignment and presentation of the draft report.	10 days after field data collection
04	Final report	The final report, incorporating feedback from WHH and its partner organizations, is to be submitted within three days of receiving the response.	05 days after sharing the draft report
05	Final presentation	The lead evaluator of the evaluation team must present the key findings and insights in a national level dissemination workshop with relevant stakeholders.	After acceptance of the report

Guideline for the deliverable content

Deliverable	Content	Responsibilities
Inception report	The evaluator provides clarifications on methodology (incl. a list of documents to be reviewed, sampling, tools, and work schedule)	The evaluator submits to WHH: pankaj.kumar@welthungerhilfe.de malte.schuemmelfeder@welthungerhilfe.de octavian.sarker@welthungerhilfe.de alamgir.ahmed@welthungerhilfe.de nilema.jahan@welthungerhilfe.de
Field mission	Meeting with WHH & briefing on the project. Review secondary information. Data collection in the field Meeting with partners/stakeholders	Review of necessary secondary data provided by WHH. Field trips to project locations Data collection and meeting with beneficiaries, people/stakeholders/actors present in the project area
Validation presentation	Initial Findings from field data collection	The evaluator needs to conduct a validation session with the staff of the WHH Cox's Bazar area office and/or country office.
Draft report and presentation	Full report (25 to 35 pages of main chapters excluding annexes and forefront pages), a presentation of	The evaluator sends the draft report to: pankaj.kumar@welthungerhilfe.de malte.schuemmelfeder@welthungerhilfe.de

	the draft report to WHH and partners.	octavian.sarker@welthungerhilfe.de alamgir.ahmed@welthungerhilfe.de nilema.jahan@welthungerhilfe.de
Final report	Revised report	The evaluator sends the final report to: pankaj.kumar@welthungerhilfe.de malte.schuemmelfeder@welthungerhilfe.de octavian.sarker@welthungerhilfe.de alamgir.ahmed@welthungerhilfe.de nilema.jahan@welthungerhilfe.de
Final presentation	A Powerpoint Presentation, A short report on the recommendations and comments shared during the final dissemination workshop.	The lead evaluator will have to deliver the PPT at the final dissemination workshop and share it with WHH before presenting it. The evaluator or the team sends a report (2-5 pages) on findings, recommendations and ways forward.

Desired Structure of the Final Report:

Evaluation report as draft and final (In the English language, 25–35 pages main text, including the executive summary but excluding the front page, table of contents, and annexes). The evaluation report has to contain an executive summary of a maximum of 5 pages and several mandatory annexes. The executive summary should summarize key findings and recommendations. An outline for the evaluation report is as follows:

- **EXECUTIVE SUMMARY:** This is a summary of the evaluation, with particular emphasis on the main findings, conclusions, and recommendations.
- **INTRODUCTION:** This section describes the evaluation, its logic, history, organization, and stakeholders. It also presents the evaluation's purpose and questions. Background description
- **METHODOLOGY:** Description of the sampling strategy and methods used for data collection; description of the limitations. conceptual framework of the evaluation, including study matrix.
- **FINDINGS:** Factual evidence relevant to the questions asked by the Evaluator and interpretations of such evidence. Graphs, charts, and infographics will be appreciated. Findings against outcome and its indicators as per log frame compared with the baseline value.
- **CONCLUSIONS:** Problems and needs (Relevance), Coherence, Achievement of purpose (Effectiveness), Sound management and value for money (Efficiency), Achievement of wider effects (Impact), Likely continuation of the project/results (Sustainability), Key lessons learned, implications of the findings or learnings.
- **CHALLENGES/RISKS** (regarding socio-cultural barriers, access, security, etc.)
- **RECOMMENDATIONS AND WAY FORWARD**
- **ANNEXES** (Project log frame, study ToR, Inception Report, Study schedule, List of people involved, data collection tools, questionnaire, PPTs, pictures, reports, etc.)

NB: The evaluator must submit all raw data, databases, analysis and exercise files to WHH/Partners.

The final report will also include the following elements:

- A short dissemination and communication strategy stating which stakeholders receive which information in which format and when. WHH and its partners will assist the evaluator.
- A one-pager for field staff or a compilation of good practice examples.
- Photos: The evaluator(s) should provide a digital file with up to 20 photos of the evaluation, including photos related to the evaluation process (e.g., of group discussions, interviews, and workshops). The photos should be in a JPEG or PNG format. The informed consent of the person presented is a prerequisite.

Quality of the Final Report will be judged according to the following criteria:

- Does the report contain a comprehensive and clear executive summary?
- Were the Terms of Reference fulfilled, and is this reflected in the report?
- Is the report structured according to the OECD/DAC and ALNAP criteria?
- Are all evaluation questions answered?
- Are the methods and processes sufficiently documented in the evaluation report?
- Does the report describe and assess the intervention logic (e.g., log frame, program theory) and present/analyze a theory of change and its underlying assumptions?
- Are cross-cutting issues analyzed in the report?
- Are the conclusions and recommendations based on findings, and are they clearly stated in the report? Does the report clearly differentiate between conclusions, lessons learned, and recommendations?
- Are the recommendations realistic, and is it clearly expressed to whom the recommendations are addressed?
- Were the most significant stakeholders involved consulted?
- Does the report present the information in a presentable and clearly arranged form?
- Is the report free from spelling mistakes and unclear linguistic formulations?
- Can the report be distributed in the delivered form?

9. RESOURCES AND AVAILABLE DATA

The entire evaluation process is expected to require a maximum of 30 days, including travel to Teknaf, Cox's Bazar, Bhasan Char, and Noakhali. Furthermore, the evaluation team will be supported in drafting the inception reports and draft reports by a wide range of data supplied by WHH and its partners (e.g., yearly internal assessments, milestone reports, indicator progress reports/log frame updates, outcome monitoring results, monthly progress reports, annual reports, and interim reports). The evaluation team must recruit external enumerators; however, the WHH and its partners will provide on-the-ground support by facilitating connections among potential key stakeholders to conduct KII and FGDs. In addition to that, WHH/partners will organize the final dissemination workshop; the lead evaluation just needs to be present at the event to deliver the evaluation results. The evaluation team may request financial resources in the proposal or financial offer, taking into consideration the workload and the time required to complete the evaluation.

10. TIME FRAME / SCHEDULE

The entire evaluation process should not exceed thirty days from the date of contract signing and must be completed by June 25, 2024.

11. CONFIDENTIALITY

All documents and data acquired from documents, as well as during interviews and meetings, are confidential and to be solely used for the purpose of the evaluation. The deliverables, as well as all material linked to the evaluation (produced by the evaluator(s) or the organization itself), are confidential and always remain the property of WHH.

12. EXPERTISE OF THE EVALUATORS

The evaluator (s) should have the following expertise and qualities:

- Minimum 15 years of experience in evaluating humanitarian and development projects.
- The lead evaluator must be a prominent researcher and a nationally recognized person.
- Lead evaluator's affiliation with a reputed research organization or university will be given priority.

- Must have experiences with gender-responsive / transformative planning, monitoring and evaluation, and other relevant cross-cutting topics (i.e., Core Humanitarian Standard)
- Proven record of conducting evaluation of WASH-centric projects.
- Good language skills (written and oral) in both English and Bengali.

13. TECHNICAL AND FINANCIAL OFFER

Applicants have to provide:

- A technical and financial offer
- The technical part of the offer should include a reference to the perceived feasibility of the ToR. It should also include a brief description of the overall design and methodology of the evaluation and a work plan/adaptation to the time frame (maximum 4 pages).
- The financial part shall include a proposed budget for the complete evaluation. It should state the fees per working day (plus the respective VAT, if applicable), the number of working days proposed, and other costs (e.g., travel).
- Proof of professional registration and taxation is also required (e.g. by providing the evaluator(s) tax identification number).
- CV with references.

Instruction for financial offer:

- Include a breakdown of budgets mentioning travel, accommodation, logistics, enumerators, and other associated costs which will be managed by the evaluator (s).
- The currency will be the Bangladeshi Taka.

14. EXPRESSIONS OF INTEREST

Expressions of interest from qualified applicants, researchers, consulting firms, NGOs, and university departments should address the following:

- **Technical proposal:** An outline of the procedure for completing the evaluation. The proposal should be very specific and in accordance with the ToR.
- **Financial proposal:** It should be very specific and detailed, including a breakdown of each proposed expenditure. Applicants may propose a daily rate or the whole package, along with a detailed budget breakdown. The budget should be mentioned in local currency (BDT).
- **Consultant profile:** soft copies, including hard copies of the proposal and the respective consultant's profile, should be submitted. The profile should include all necessary and relevant information including valid legal certifications, testimonials, experience, evidence of work, etc.
- **Technical person/team profile:** The CV or experience of the consultant team should be attached to the EOI.
- **Signed ToR:** The consultant must submit the ToR with an authorized signature.
- **Experience:** Experience in conducting similar types of consultancy services. The applicants must share their previous evaluation report or proof of work or work orders as a reference.
- Details of 2 professional referees (if available).
- All documents associated with the EOI have to be signed in a letter head pad.

15. PAYMENT

Terms of Payment:

- 40% after finalization of the inception report and the work schedule of the assignment. An invoice must be submitted.
- 30% after submission of first Draft report. An invoice must be submitted.
- 30% after submission of the final report including all other deliverables, VAT challan copy must be submitted with the final invoice.

Mode of Payment: After the work is satisfactory, payment will be made through Bank transfer to the evaluator (s) from WHH HQ, Germany.

16. APPLICATION PROCEDURE

Interested consultants/firms are required to submit the following Technical Documents/information through email procurement.BGD@welthungerhilfe.de

- A **forwarding letter** addressing the Country Director of WHH.
- **Signed ToR:** Brief understanding of the task.
- **Profile/portfolio:** Descriptions in brief on the experiences of carrying out high-quality and credible completion of relevant tasks (proof required).
- **Technical proposal:** Brief on the methodologies for the evaluation.
- **Financial proposal:** Detail financial proposal with breakdown, and applicable VAT/TAX.
- **Work schedule:** Tentative schedule for completing the task.
- **CV(s)** of the lead researcher including team members highlighting similar experiences.
- **Work references:** contact details (e-mail addresses) of referees (organizations for whom you've produced similar evaluations).

Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Interested individual consultants may submit their technical and financial proposal along with a CV, NID copy, and TIN certificate (with acknowledgment copy of income tax return for the most recent year, if applicable) to the following address.

17. CONTACT DETAILS

Welthungerhilfe (WHH) Bangladesh

Bangladesh Country Office:

Baro Bhuiyan, Apartment: A3,
House: CWN (A) 3B, Road:49,
Gulshan-2, Dhaka 1212.

OR

Cox's Bazar Area Office:

Sayeman Pink Pearl, Flat: F3, 6th floor,
Plot No: 71, Block A, Kolatoli Residential Area,
Cox's Bazar 4700, Bangladesh.

18. CONTACT PERSON

Mr. Alamgir Ahmed

MEAL Coordinator

Welthungerhilfe (WHH) Bangladesh

Email: Alamgir.Ahmed@welthungerhilfe.de

Phone: 01723735347

19. PROPOSAL SUBMISSION DEADLINE:

May 18, 2024.