**Terms of References (ToR)**

**On**

**End line Evaluation of Making Market Work for Women (MMWW) Project, ActionAid Bangladesh.**

**Background**

ActionAid Bangladesh (AAB), an affiliate member of ActionAid Federation, has been working in Bangladesh for three decades in solidarity with the poor and excluded people to end poverty and injustice. AAB’s aims at facilitating people challenging poverty and exclusion through human, practical, politically intelligent and open strategy underpinned by its Human Rights Based Approach (HRBA). AAB believes in a theory of change that requires purposeful individual and collective action, led by the people living in poverty and supported by solidarity, credible rights-based alternatives and campaigns that address the structural causes and consequences of poverty. AAB mobilizes and empowers the poor and excluded to enable their collective analysis, identity, movements and actions. In solidarity with citizens, partners and supporters, AAB fosters partnerships and networks for strengthening support, voice and actions to campaign and advocate with the state and non-state actors and institutions for influencing their policies and practices that safeguard the rights of the poor and excluded people. Making Market for Women (MMWW), is a project is being implemented by ActionAid Bangladesh since November 2015 and its partners which is supported by Embassy of Kingdom of Netherlands (EKN). The project is aligned with the country strategic plan (CSP V) of ActionAid Bangladesh with an overall objective is Strengthening Food Security in Bangladesh by Making Market Work for Women. The project is working on improving systemic market behaviour towards women entrepreneurs and increasing capacity of women entrepreneurs for competing with the existing market environment.

**Overview of the MMWW Project**

ActionAid Bangladesh is advocating for women rights including right to food and nutrition security and SRHR. At the grassroot level ActionAid Bangladesh is implementing several projects that address the critical SRHR and nutrition issues particularly of women entrepreneurs. “Making Market Work for Women” (MMWW) aims to strengthen food security in selected districts of Bangladesh through improving women’s access to SRHR and nutrition. MMWW project is being implementing in Faridpur, Gaibahdha, Patuakhali and Bogura district through partnership with Shushilan, SKS Foundation and Association for Scio-Economic Advancement Bangladesh (ASEAB). Women’s contribution to agriculture is widely not addressed and considered as unpaid work. They face many folds barriers that hinder their access to market. The prevailing gender norms and unfavorable power relations are the causes of women’s limited control over productive resources which is considered as key challenge of women in participating economic activities. In Bangladesh, women are directly engaged with agricultural production including input collection, land preparation, use of fertilizer, weeding, pest management, harvesting, seed production and preservation for next cultivation. They are also involved in the non-agricultural production to increase income through income generating activities along with daily household activities. Rural women play a key role in supporting their households and communities in achieving food security, generating income and improving rural livelihoods and wellbeing.

Over its implementation period, MMWW focuses on comprehensive actions which includes climate resilient input actors development, strengthening roles and responsibilities of market committees, connecting with market linkages at local, regional and national level for institutionalization, development and sustainable management of community led collection point and market places at local market, enhancing access to public and private services, refresher training business and financial management, ensuring business plan, leadership development on advocacy and lobby with relevant stakeholders including financial institutions, strengthening organizational development, sustaining Local Service Providers (LSP), awareness on sexual and reproductive health rights and nutrition issues by undertaking various interventions, capacity building of Community Volunteers. The project also focuses on establishing linkages with big buyers with women entrepreneurs’ group/association/collection point management committee, promotion of e-commerce and institutionalization of women entrepreneurs’ associations. After completion of five years, the women entrepreneurs are now linked to regional and national level market actors including online platform and promoting their business initiatives with relevant stakeholders. In the project implementation period, women entrepreneurs’ associations have been strengthened through initiating registration from relevant authority with the aim to institutionalize the collective initiatives of the entrepreneurs. Union associations are contributing to develop linkage with various regional and national level buyers and to protect the interest of the small entrepreneurs including fair price of their produces. Transformation of the traditional marketplace into gender sensitive market is the prime intention of the project for creating opportunities to women entrepreneurs for getting accessibility and contribution in agro-value chain system. It has been observed that many entrepreneurs are now acting both as retailer and wholesaler at local marketplace. Through establishing collection points at the community level and local marketplaces in last five years, MMWW has also created opportunities for women entrepreneurs to meet the buyers face to face and sell locally produced agricultural and non-agricultural produces at fair price.

One of the prime focus of the project was institutionalization and scaling up of potential project outcomes through intensive advocacy. The project facilitated advocacy initiatives with Local Government Engineering Department (LGED) and Local Government Division (LGD) to create budgetary provision to construct women friendly facilities (i.e. market shed, WASH facilities, Breast feeding corner etc.) in rural marketplaces in the country. The project conducted advocacy actions with LGD/LGED to develop construction, operation & maintenance guidelines for women friendly infrastructure. Moreover, this project also initiated advocacy with Local Government Division (LGD) to introduce a legislative obligation to include women representatives in the market committee to ensure WE’s interest and create an inclusive environment for their businesses. The project also strengthened their advocacy efforts with relevant government agencies (i.e. Department of Youth Development, Dept. of Women and Child Development) at the union and upazila levels to obtain trade certificates and registration. The project strengthened its advocacy with Directorate General of Family Planning to introduce flexi hours in the remaining Union Health & Family Welfare Centre (UHFWC), Community Clinics (CC) and also increase its advocacy efforts through CC/ WE associations with local and national level health authorities to make the flexi time compulsory for other community clinics.

**Purpose of the Assignment**

The purpose of this end-line evaluation is to assess result of the MMWW project as guided by the logical framework and strategic planning of the project and changes to be measured in the life targeted community based on strategic actions over the period of implementation.

**Specific Objectives**

The specific objectives of the end line are as follows:

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The specific objectives of the evaluation are as follows:

* To assess the effectiveness and efficiency of the project design and its implementation process.
* To assess the changes/impact in the lives of women and other key participants of the project in line with the project goal and objectives.
* To assess the relevance of strategic plan and actions objectives of MMWW.
* What extend service providing institutions were become accountable and responsiveness that enhanced access of people living in poverty to service institution.
* What process and mechanism have been followed to ensure accountability and transparency towards community? Does this process help to improve programme quality?
* What sustainability measures taken after phaseout of the MMWW?
* To capture the learning throughout the project interventions and provide recommendation for future scaling up of the actions carried out by MMWW.

**OECD-DAC standard:**

During the end line evaluation when considering how the impact and outcomes have been achieved, the findings will be assessing in line with OECD DAC standards.

1. Relevance – did the project confirm to the context and beneficiary needs and prevailing issues in line with AAB and partner’s strategy? /did we do the right thing?
2. Effectiveness – did we do the right thing well?
3. Efficiency – did we get the most (and best) results for our inputs?
4. Impact- did the project bring about change in the lives of the people and their communities stated in the project strategies?
5. Sustainability – did the project create ownership and bring long lasting changes (people living in poverty, government policy, structure & practices and context in the MMWW working areas)?

**Methodology and Expected Approach:**

It is expected that a detailed methodology to be developed that enables the end line evaluation to meet the objectives given above and that addresses the key evaluation questions. As a guide only, the following methodologies and processes may be considered:

* **Comprehensive desk review (Secondary data):**All relevant Project documentsi.e. ALPS, HRBA, CSP-V, MTR report, baseline assessment report, monitoring reports, different modules, photobook, case story, as well as project annual reports, plans and budget, financial documents, and other related documents as deemed important.
* **Extensive field visit to the project area (Primary Data collection):** This is highly anticipated that the consultant(s)/agency will take up both quantitative and qualitative methods for data collection design as per appropriate methodology for respective result indicators. The consultant(s)/agency will be appreciated for using participatory tools and techniques for qualitative data collection and real time quantitative data collection using Kobo toolbox or any other digital platform. Besides the community participants, the consultant(s)/team may hold participatory data collection sessions with the civil society actors, policymakers, duty bearers and other stakeholders to understand their involvement and perceptions about the changes they have noticed as well as their views about future of the Project. The AAB staff/partners staff may assist the consultant(s)/team in the process of these consultations.
* **Participation:**Theteam will have to fully engage our primary stakeholders (i.e. women entrepreneurs, and their household members, market actors and community people etc.) who may play the most significant role as informant of the endline evaluation and hence be consulted on their overview of the changes through Project interventions.
* **Comparative analysis:** while presenting the findings in the report data should be compared with context analysis and baseline data and national level data as well.
* **Ethical standards:** The evaluators should explain clearly to communities involved in the evaluation what the purpose of the exercise is, how people’s information will be used. The evaluation should follow ActionAid’s ethical standards for research and data collection and should include a risk assessment covering security risks to communities. As a minimum, the evaluation should ‘do no harm’.

**Scope of Work**

The consultant(s)/agency’s roles and responsibilities are as follows:

* End line evaluation will be administered for MMWW project.
* Present an overall sampling strategy and timeline for data collection at sampled facilities and in catchment areas (Surrounding communities);
* Review documents, including the Performance Measurement Framework and data collection tools;
* Assessed result will be compared with the Theory of Changes of MMWW project and with the Country strategy so that management can understand the contribution of the program clearly;
* Recruit enumerators and field supervisors (as necessary) ensuring gender balance as appropriate;
* Prepare and conduct enumerator training with support from focal persons ActionAid Bangladesh, MMWW project and MEAL Team members;
* Ensure all data collection tools are translated into the local languages by consultant(s)/agency and piloted prior to enumerator training involving ActionAid Bangladesh representative(s);
* Submit an inception report and provide updates on progress in information/data collection;
* Oversee data collection including supervision and spot checking;
* Ensure that all data collection activities are gender responsive and child friendly;
* Create a comprehensive analysis framework for all outcome indicators, with support from focal persons at AAB;
* Produce draft and finalize evaluation report, incorporating all feedback;
* Liaise with focal persons at AAB and with MMWW project, MEAL for technical support throughout the process, and integrate feedback provided;
* Consultant will take part and share study finding with PNGOs, Govt. Official and other stakeholders through a workshop arranged by ActionAid Bangladesh (if needed).

**Expected Competency:**

* Minimum of 7 years of experience in coordinating and administering baseline, mid-term/end line studies.
* Demonstrated experience in training, facilitation and supervising survey enumerators and data entry operators to collect and enter data as per high quality standards;
* Demonstrated experience in qualitative and quantitative data analysis;
* Proven experience and knowledge on Market System Development, SRHR, Nutrition, Women right, Governance, DRR, Climate Change and Resilience, Women Economic Empowerment, Policies and operational system, Human Rights Based Approach, Gender and participatory development programs;
* Fluency in English and ability to write clearly and concisely in English;
* Ability to produce high quality work under tight timeframe;
* No history of violation of gender and protection compliances;
* Ability to work jointly with the MEAL working Group and the ActionAid Bangladesh Office, and integrate feedback as required.

**COVID 19 Risk Consideration:**

Consultant(s)/agency is responsible to maintain COVID 19 protective measures throughout the study period including the field data collection. Consultant(s)/agency will ensure the personal protective equipment (for example: masks, soap, hand sanitizer) to the respondents, enumerators a consultant. AAB will not provide any COVID 19 personal protective equipment support to the consultants, enumerators and respondents. Consultants and enumerators must follow the social distance (Minimum 2 meter) during data collection with each other and with respondents. AAB will not be liable for any COVID 19 infection cases of any consultants or enumerators.

**Use and User of Evaluation Study:**

The end line evaluation is intended to primarily benefit both partner and AAB staff. The findings of the evaluation would be used by the Project planning and implementation teams of ActionAid Bangladesh and will be used in future programming on access to natural resources and control over by people leaving in poverty. AAB will also replicate the best practice of this Project, if it is found as an effective. The Resilience and Women Right team of AAB can also assess the cost-effectiveness of MMWW project interventions. Learning from this Project will be shared with wider audience including relevant government agencies, donors, researchers, development practitioners. ActionAid international may take learning and replicate in others country programs if applicable.

**Roles and Responsibilities of End Line Evaluation Team:**

**External:**

An external Consultant/s/agency will conduct the end line evaluation. The Consultant(s)/agency will be selected through competitive process upon thorough and fair scrutiny of the technical and financial proposals of the competing interested parties.

**ActionAid Bangladesh:**

On behalf of AAB, MEAL team will support the external evaluator to clarify AAB’s perspective and provide an overview of AAB, strategy, ALPS, approaches, SP focus and MMWW project-level interventions throughout the evaluation process. It should be mentioned here that the external Consultant/s/agency will be oriented on the gender sensitivity and balance issues before field visit for review.

**MMWW Project Partners:**

The MMWW partners will be responsible to mobilize and organize communities to participate in the evaluation study. They will provide relevant information that may be required by the evaluator. Besides, the community and participants of the MMWW will be responsible for evaluating ActionAid and partners on the delivery of MMWW Project. They will participate in focus groups decisions, household’s and interviews and key informant interview (case study).

**Specific deliverables:**

1. An inception report with detailed work plan and final tools.
2. Agreed data collection tools in both English and Bangla.
3. All raw dataset field notes, filled-in questionnaire, qualitative data set, attend sheet of participatory sessions, consent form, and other relevant documents.
4. All electronic database (data set in SPSS/Excel, Audio/video recording, photographs and other relevant documents).
5. Draft Evaluation Reports of MMWW project.
6. Final Evaluation Reports of MMWW project.
7. An executive summary reports.

**Time Frame:**

30 working days or to be decided based on discussion between both the parties. It is expected that the whole task should be finished within 45 calendar days and draft report should be submitted within 45 days from the starting date. AAB staff will join with her/him on the field days specified by the Consultant. Smart approach such as real time electronic data collection from field may reduce the time of data processing so that please suggest your approach of quick work delivery within expected timeline.

**Budget:**

* We are expecting the financial proposal will propose within BDT 15,00,000 (Including Vat & Tax)

**Mode of Payment:**

The payment will be done according to the following time frame/arrangement:

|  |  |  |
| --- | --- | --- |
| **Instalments** | **Amount** | **Timeline** |
| 1st instalment | 30% of the total amount | After inception report finalization and depends of agreed tools and work plan. |
| 2nd instalment | 40% of the total amount | After submission of three draft evaluation report |
| 3rd instalment | 30% of the total amount | Satisfactory completion and submission of all documents and final Evaluation Reports and accepted by AAB. |

The payments will be made in A/C payee cheques/Bank Transfer in the name of the Consultant/s/Agency**.** AAB will deduct income tax at source as per the rules of GoB and it will be deposited to treasury of GoB. Besides, no other benefits shall be admissible beyond what is stipulated in the contract, nor does it guarantee a regular position in AAB.

**Note:** Keep in mind that this is small scale evaluation. Therefore, estimated budget for evaluation would be BDT 15,00,000 including VAT and TAX.

**Selection procedure of the Consultant(s)/Firm:**

Individual consultant(s)/agency will be evaluated through Cumulative Analysis Method. The award of the contract will be made to the individual consultant/s/agency whose offer has been studied and determined as:

1. Responsive/compliant/acceptable, and
2. Individual Consultant/agency will be evaluated in total 100 marks according to below template:

|  |  |
| --- | --- |
| **Assessment Criteria** | **Score** |
| **Part A- technical proposal** | **80** |
| Understanding of the task | 10 |
| Conceptual Framework of the end line evaluation | 15 |
| Appropriate methodology to address study objectives | 15 |
| Data collection, data quality assurance and management plan | 10 |
| Operational plan | 10 |
| Relevant competency of team leader and team composition | 10 |
| Recent study report | 10 |
| **Part: B -Financial** (Amount of budget and justification) | **20** |
| **Total** | **100** |

**Outline of the Technical Proposal:**

It is mandatory that the proposal should maintain the following format:

|  |
| --- |
| Topic |
| Title of the Study |
| Understanding of the Task |
| Conceptual framework of the study |
| Methodology (data collection systems/ techniques/methods, detail about sampling design and distribution strategy, data processing & analysis, ensure data quality) |
| Operational plan |
| Team composition-roles and responsibilities of the proposed team members (Position, tasks, Allocated % of time, name, rate and man days required for this assignment) |
| Short brief of the proposed team members (name, education, experience, etc.) |
| Submitted by: (with contact details) |
| Sample documents in favor of the previous relevant studies. |

Detailed CV’s of the team members should be included in the annexure of the technical proposal. It is desirable that the proposal should contain the above-mentioned sections only.

**Copyright and Ownership of Data:**

AAB reserves the copyright of all information, findings and the final report produced through this review process.

**General:**

1. Required logistics support, as prescribed in the agreement, will be provided by ActionAid Bangladesh.
2. All documents prepared during the assignment will be treated as ActionAid Bangladesh property.
3. Assignment will not be sub-contracted to anyone.
4. In the event that, additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by ActionAid Bangladesh in writing.
5. In case of any change made in the Scope of Work by Action Aid Bangladesh because of an increase or decrease in required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
6. Requests for increase of consultancy period must be submitted to Deputy Director/Head – HROD & ICT, ActionAid Bangladesh, before 10 days ending of Consultancy period. Request for Extension must be submitted with proper justification, via the Hiring Team.
7. Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the Consultant, financial penalties will be imposed upon the Consultant in terms of payment. This is specified as follows:

* In case of delayed submission of the deliverables up to one month of delay, 10% of the contract amount will be deducted.
* Delay of more than one month, will result in auto cancelation of the contract and forfeit of the remaining 30% of the contract value.

1. Confidentiality of all aspects of the assignment is to be assured by the Consultant at all times.

**Negotiable Flexibility:**

Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.

**Contact Person and Reporting:**

Focal person of MEAL unit of AAB will be the contact person on behalf of AAB. The Consultant/s/agency should report to Manager-MEAL; email: [Saiful.Alam@actionaid.org](mailto:Saiful.Alam@actionaid.org) or assigned MEAL staff of AAB nominated by the Manager-MEAL.

**Withdrawal/Termination:**

This agreement shall be effective between dates mentioned in agreement, unless otherwise earlier terminated.

ActionAid may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to review and non-compliance of any terms and conditions as agreed upon in this agreement.

In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

**Preparation of the Proposal:**

The technical and financial proposals should be marked properly and should include the name and detail contact address of the lead consultant/agency mentioning. Mention the specific name while submitting the proposal.

**Confidentiality:**

All the outputs e.g. reports, documents, information etc. produced by this assessment will be treated as the AAB’s property. So, the above-mentioned outputs or any part of it cannot be sold, used, or reproduced in any manner by the assigned reviewer/team without prior permission from AAB.

**Submission of Proposal:**

Interested Consultant(S)/Consultancy Agencies are requested to submit their Technical and Financial Proposals through **e-mail**. [**aab.jobs@actionaid.org**](mailto:aab.jobs@actionaid.org)

Interested Consultant(S)/Consultancy Agencies should include the name and detail contact address of the consultant/team. Detailed CVs of the team members should be included in the annexure of the technical proposal.

The **deadline** for submission of **Proposa**l is **Thursday, 20 May 2021**