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**Terms of Reference for Final (End line) Evaluation**

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# Evaluation Summary

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| --- | --- |
| **Program/Project,**  **Project Number** | Promoting Community Based Disability Inclusive Disaster Risk Reduction (CBDIDRR) in Coastal District in Bangladesh. Project No. 3754-BMZ-MYP |
| **Partner Organisation** | Action on Disability and Development (ADD) |
| **Project start and end dates, Phase of project** | 01/01/ 2018 to 31/03/ 2020 (with 3 months no cost extension) |
| **Evaluation Purpose** | The purpose of this end line evaluation is to assess  the project performance on relevance,  effectiveness, efficiency, impact, equity and sustainability. It will seek to assess the extent to which the project has achieved its intended objectives and results with particular focus on quality and equity as well as learning outcomes. |
| **Evaluation Type (e.g. Mid term or end of phase)** | Final (End line) |
| **Commissioning organisation/contact person** | ADD and CBM |
| **Evaluation Team members (if known)** | External evaluation team including the team  leader/principle evaluator and a person with disability representing disability issues and one sign language interpreter (if applicable) during data collection. |
| **Primary Methodology** | Both qualitative and quantitative methodology  considering context specific and participatory approach, tools and techniques to be followed. Data will be gathered through interviews including meeting with government representatives (as appropriate), home visit, and focus group discussions with persons with disabilities, DPOs and other stakeholders. |
| **Proposed Evaluation Start and End Dates** | 09 February to 20 March 2020 |
| **Anticipated Evaluation Report Release Date** | 20 March 2020 |
| **Recipient of Final Evaluation Report** | ADD & CBM/ASB |

# Background of Project

**Background**

ADD has been working with persons with disabilities with a vision where all women and men with disabilities are free from discrimination and oppression, ADD fights for their independence, equality and opportunity. ADD has been working with Disabled People's Organizations (DPO) and provides them with the tools, resources and support they need to build their organizations that help them achieve their full potential. ADD implements programmes in partnership with DPOs to build their capacities and generate learning and evidences for policy influencing.

CBM is an international development organization, committed to improving the

quality of life of people with disabilities in the poorest communities of the world

irrespective of race, gender or religious belief.

CBM addresses poverty both as a cause and consequence of disability and works in partnership with local and national civil society organizations to create an inclusive society for all.

The persons with disabilities and the DPOs have been supported in their capacity development in DIDRR project implementation and to policy advocate for effective implementation of disability inclusive DRR. Disaster management committees at different levels and local government institutions are also supported in DIDRR planning and implementation.

**Project Objectives, timeframe & location**

CBDIDRR project’s overall aim is to reduce the disproportionate risk of persons with disabilities in case of disaster through ensuring SFDRR commitments on disability inclusion are mandated and implemented. The project’s specific objective is to develop safe and resilient communities in which persons with disabilities and their organizations (Self Help Groups/DPOs and DPO networks) contribute to managing and reducing the risks associated with disasters. Through a DIDRR process, persons with disabilities, their families, communities and organizations are supported to build skills and knowledge to identify, prepare for and respond to risks associated with climate change and related disasters. The project has been implemented to contribute three global level outcomes of the DiDRRN joint concept note as follows:

Global outcome 1. Strengthened active participation of persons with disabilities in SFDRR related policy processes and mechanisms;

Global outcome 3. DRM key-stakeholders have a better understanding on relationship between risk and disability and

Global outcome 4. Increased resilience of most at-risk groups including persons with disabilities in case of disaster through delivery of practical approaches related to the implementation of SFDRR at the community level.

The project started its implementation from January 01, 2018 and will end on March 31, 2020. The project location is 45 communities/villages in Latachapli, Dalbuganj, Chakomoya, Kalapara and Kuakata unions/municipality under Kalapara Upazila of Patuakhali district in Bangladesh.

**Target Population/Stakeholders**

The project has been working with total 2,156 direct beneficiaries (male 1,241, female 915) including 750 persons with disabilities/older people (male 402, female 348) supported through 45 community level self help groups federated at 5 union/municipality level DPOs. Other direct beneficiaries are-members of disaster management committees at ward, union, upazila and school levels, local government representatives/officials, students, teachers and members ofschool management committee. The project also targeted a total of 44,700 people as indirect beneficiaries (male 22,500 and female 22,200), which includes family members, community people, persons with disabilities outside working unions.

**Key Activities Completed/Ongoing**

* Awareness raising and day observance related to Disability and DRR at union, upazila and district levels
* 45 Community/Union contingency plan developed and implemented
* Formation and training of 15 Ward Disaster Management Committees (WDMC) and 5 School Disaster Management Committees (SDMC)
* Capacity building of 45 SHGs and 5 DPOs, 26 DMCs and 5 local government institutions (unions/municipalities)
* 5 School DIDRR plan developed and implemented and awareness/training of teachers, management committees and students
* Livelihood supports to 500 persons with disabilities/older people through seed grants, skill training and income generating activities
* Distribution of 127 assistive devices,
* Distribution of 500 seed containers, coconut and mango saplings to direct beneficiaries
* Linkage building and networking with DRR stakeholders including DMCs and CPP (DDM/MoDMR)
* Policy advocacy meetings/dialogues, workshops and seminars
* Developed beneficiaries’ database, lessons learned documentation/publication (posters, booklets, case stories, video episode, reports) and sharing at local and national level

**Key Stakeholders**

* Women and men with disabilities (SHG/DPO members) and older people;
* Disabled People's Organisations (DPOs);
* Parents / Caregivers/family members of persons with disabilities
* Community people in neighbouring communities;
* WDMC, SDMC, UDMC and Upz.DMC;
* Students, teachers and management committee members;
* Local government authorities (union parishads/municipalities);
* Ministry of Disaster Management and Relief/Department of Disaster Management.
* National network of DPOs (NGDO and NCDW) and other disability actors (CDD),
* Print and electronic media

# Evaluation Objective, Scope and Intended Use

**Evaluation Objective**

The purpose of this end line evaluation is to assess the project performance on relevance, effectiveness, efficiency, impact, equity and sustainability. Using the project log-frame indicators, it will seek to assess the extent to which the project has achieved its intended objectives and results with particular focus on quality and equity as well as learning outcomes. The evaluation will gather evidence and learning related to outcomes and possible impacts of the project and document those to assess broadly to learn how disability inclusion has improved DRR planning and implementation at the local level.

The evaluation is expected to document and assess how adopted project strategies and activities addressed two key learning questions designed:

1. What are the key issues and challenges facing persons with disabilities during and after a disaster and what measures are available to them?
2. How far the project been successful to develop capacities of persons with disabilities and other stakeholders to face those issues and challenges
3. How far DPOs’ engagement has improved overall DiDRR situation reflecting persons with disabilities risks to disasters and livelihoods?

## Scope of the evaluation

The scope of the end line evaluation will cover the life of the project beginning January 2018 to March 2020, hence all the activities conducted, results delivered, the outcomes and impacts on the target groups, the good practices generated, the lessons learned, and the recommendations for future project design based on what has changed in the given context.

This end line evaluation will assess the project in light of national and international disability and disaster related policy instruments including UNCRPD, Disability Rights and Protection Act 2013, SFDRR and specifically investigating the following:

* Analysis of how the DIDRR component was conceptualized, operational, progress and opportunities created and actors and strategies to involve beyond 2019 for disability inclusive disaster risk reduction mechanisms before, during and after disaster
* Analysis on the exit of programme from rural setting of coastal area particularly current sustainability status and actions needed for that beyond project end.
* Level of skill and knowledge of local government institutions and Disaster Management Committees on Disability Inclusive Disaster Risk Reduction (DiDRR) and Good Governance developed.
* Capacity improvement of, Self-Help Groups and DPOs on management, Leadership, Resource mobilization and Documentation etc.
* Disability friendly, climate resilient livelihood activities and its management engaging persons with disabilities and DPOs.
* Rehabilitation and health care services (assistive device, psychosocial counseling) for persons with disabilities
* National level advocacy, capacity of DPOs and participation in national and

international events on DiDRR and DiDRRN activities

## Target audience and intended use

The target audience of the evaluation report is ADD and CBM as well as DPO and other DIDRR actors. The evaluation team is expected to provide de-briefing on the evaluation to facilitate learning for stakeholders. The report will be used for future designing of any DIDRR project and improving the intervention as well as the recommendation will be used for deciding future programme development.

**Intended use:**

* The findings from the evaluation will be important for ADD and CBM/ASB in identifying the key strategies of the project that are contributing to project success and sustainability.
* Learning’s from this evaluation will enable ADD and CBM to further strengthen and refine the DIDRR related potential activities/projects.
* Generate the idea and articulate the recommendations for future project/programme development.
* To inform the way in which ADD and donors can partner and work with government and other agencies in sustaining disaster risk reduction in coastal areas
* To improve on planning, implementation and monitoring for future similar projects
* The evaluation process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with disabilities.
* A dissemination event will also be organized to share evaluation report including recommendations

# Evaluation Questions

|  |
| --- |
| 1. **Relevance, quality of design and appropriateness:**   ***Appropriateness***   * How the DIDRR component was conceptualized, and operational in reducing disproportionate risk of persons with disabilities in disaster? * To what extent this project engaged DRR actors in supporting its planning and implementation * How much the initiative is suited to the priorities and policies of Bangladesh in relation to disability? * How this project contributes in achieving outcomes of SFDRR? * What were the key DIDRR activities with persons with disabilities and other stakeholders? * Are the DPOs and other stakeholders engaged adequately with the project? * Is the project scope appropriate? e.g. the geographical/size of catchment area/number of sub-partners/stakeholders etc.?  1. **Effectiveness:**  * How disability inclusion was built in the interventions of the project and its effect on the whole community and government stakeholder?? * How much the understanding of WDMCs, SDMC, UDMC, SHGs, DPOs changed on DIDRR? * Whether persons with disabilities have increased access to DRR services from the government? * Change in personal preparedness behavior of beneficiaries as well as family level disaster preparedness? * Are the gaps identified for disability inclusiveness in existing policies and programs of MoDMR? * Where are gaps/weaknesses in training provided by ADD? What awareness and training materials and inputs used for doing DIDRR activities? Were they effective? * Are DPOs and DMCs able to conduct their routine meeting and document activities independently in DIDRR? * Have psychosocial counseling and assistive devices helped Persons with disability for increasing their mobility and contribute to DiDRR? * How effectively women are contributing in DMCs, SHG, DPOs and union standing committees and other committees? * How effectively child and vulnerable adult safeguarding issue is considered in the whole process of project implementation  1. **Efficiency or cost-effectiveness (of planning and of implementation):**  * To what extent has the project activities carried out as per implementation plan including time? Where the plan changed and why? * To what extent the project resources were allocated over the project period according to the need of the project participants and stakeholders? * How value for money of program activities measured in different level of project implementation? * Was the cost of the activities/ interventions sufficient? * How economically resources and inputs (funds, expertise, time, etc.) are converted in to results as compared to alternative approaches to achieve the same results. * Comparing to the volume of work and jurisdiction of the project how efficiently manpower is being used? * What evidences generated and learning documents/publications produced * How these evidences and good practices disseminated among stake holders and how this project improved their own learning?  1. **Impact - Contribution to change:**  * Whether the target populations of the project (communities including women, men, girls and boys with disabilities) be considered well prepared and contributing to DiDRR? * Whether there are any unexpected results or unintended effects? * What national level policy change took place due to advocacy during this period? * Are children aware on disability and disaster preparedness? * How livelihood was functioning (with challenges and opportunities) by utilizing the full potentiality and skills of persons with disabilities? * What are the remaining gaps in the implementation process in terms of quality of design? * What about the understandings of DPOs to involve themselves for issue-based advocacy to the policy makers at the local/national level? * How livelihood activities contributed to the socioeconomic improvement of persons with disabilities and their families?  1. **Sustainability:**  * How the exit of programme functioned particularly current sustainability status and actions needed for that by ADD after project end? * To what extent the SHGs/DPOs have gained skills to run their organizations independently? If so, how? * In which degree WDMC, SDMC and UDMC are capable to manage crisis during disaster at local level for risk reduction. * How they maintain disability inclusiveness in their activities? * Whether Unions are allocating budget on Disability and DRR? * How voices are heard of persons with disabilities in Government initiatives? * What initiatives are taken by MoDMR to consider disability issues in DRR? * Are persons with disabilities able to cope with disaster situation independently? * Whether the DPOs are adequately capacitated in handling emergency situation without external support? * What capacity improvement plan DPO have and how they followed it up * To what extent the various plan developed by various committees are complementing each other and how this coordination is done with a view to maintain continuity of inclusion of persons with disability in various plans. * To what extent the field team has gained capacity on disability inclusive DRR in planning, monitoring and outcome evaluation?  1. ***Connectedness***  * How much the local institutions (SHGs, DPOs, DMC) are linked with local government to reduce the disaster risk of persons with disabilities. * How much support and services the project received from local government during project implementation?  1. ***Coherence:***  * What about the understanding of the project staff, local government representatives, government officials related to social service and disaster management, regarding Disability law, gender policy, core humanitarian standard, Standard Order on Disaster (S*OD),* etc. in the project location?  1. ***Coverage:***  * To what extent it involved the actors and agencies in the programme, what strategies to involve beyond project timeline for disability inclusive disaster risk reduction. * Is there any necessity/ felt need to e*xpand* Disability inclusive DRR activities further in other need based areas? * Have the people been reached on an equal basis and to what extent with regard to geographic coverage? How it has been ensured that the involvement of stakeholder based on types and severity of disabilities and gender?   **9. Equity**   * To what extent gender and disability inclusion are integrated throughout the project management cycle? |

**Gender**

The end line evaluation will consider gender aspects of the project and report on this. The project aimed at securing direct balanced representation of women and men with disabilities to in DPOs and DIDRR activities to ensure recognition of their needs and capacities. Gender disaggregated data will be collected and compiled, which will be used in beneficiaries’ database and reporting and in measuring outcomes and outputs in regard to gender. Data collected will be disaggregated according to gender. The methodology will ensure that the voices of both men and women are heard and considered. For each of the enquiry areas above, it would be useful to consider any changes in the participation of women and men and how factors have influenced these changes.

As in ADD’s gender policy, the project has an exclusive gender dimension in target groups and in activities. Gender inequality are identified during vulnerability assessment and are addressed. Project provided gender training to DPO members. The project location is in hard to reach areas, which ensured reaching those ‘left furthest behind’. The project expected improvement in the gender balance during the life of the project, resulting from capacity building support to DPOs on gender mainstreaming.

Particularly areas of enquiry under this evaluation which will look specifically at

gender equality:

* Access to capacity building, livelihoods for both men and women
* Access to rehabilitation services for men, women and children
* Participation of both men and women in SHGs, DPOs WDMC and SDMC.
* Differing needs for women and for men, for girls and for boys and how they have been identified and addressed by the project. Have mechanism that were developed and put in place benefitted both men and women/girls and boys on an equal basis?

**Child and Vulnerable Adult Safeguarding and Consent taking**

The evaluation must consider child and vulnerable adult safeguarding aspects including safe communication. Photos, interview taken from the concern DPOs/SHGs members and or others should have in agreement through written consent forms strictly following ADD International ‘Child and Vulnerable Adult Safeguarding Policy and CBM's Safeguarding Policy”.

The evaluation will look at how has the project approached this issue? How has training on Safeguarding been planned and implemented. What mechanisms have been put in place to ensure a child and vulnerable adult safe working environment that will also be kept up after the completion of the project?

# Methodology

The evaluation team will develop the methodology in collaboration with ADD. The team is expected to submit an evaluation plan/inception report whichwill provide details of the methodology. The evaluation must meet the principles of inclusion, participation and interaction, involving beneficiaries and stakeholders considering gender and age. The evaluation will be participatory in the best possible way. Appropriate sampling technique will be used choosing sample from the geographical areas keeping in mind the places where the project has better result and where the project had more difficulties. It is suggested touse a mixed method approach with qualitative and quantitative data collection methods (mostly qualitative).

Persons with disabilities, DPO members, DMC members and local government representatives are the prime target groups. While setting the methodology and collecting data from persons with disabilities sign language interpretation, accessible venues and additional time will need to be considered.

The methodology should include the following:

* Desk review of project documents;
* Consultant will study the project as well as DPO related documents (project report, project database) to understand the approach, interventions and results/ impacts of the project.

Review of report of exchange visit to Gaibandha project and provide comparative analysis to what extent this project learned from the visited project and implemented learning.

* A half day evaluation design and briefing workshop with the evaluation team
* Development of the evaluation approach, methodology and tools
* Consultant will visit the project locations for better understanding the situation and the context. She/he will meet with the DPOs, DMCs and project team
* Interviews / focus group discussions with project beneficiaries, community members and local and national government staff (gender segregated where relevant);
* Meetings / interviews with project staff;

Capturing experience and learning related messages/voices from project staffs and staffs of ADD and CBM.

* Data analysis;
* Presentation of initial findings and recommendations with ADD and CBM for incorporating feedback;
* Sharing draft report and incorporating feedback of ADD and CBM;
* Submission of the final report by the evaluator.

Regarding confidentiality/ data protection, the evaluation team must take all

reasonable steps to ensure that the respondents are not adversely affected by

taking part in the evaluation. The team must keep responses of interviewees

confidential at all times and has to ensure proper consent is given. Also,

particular care must be taken with children and teenagers. Permission must be

granted from a parent or responsible adult/caregiver, for interviews with

children aged under 18 and ADD/CBM’s child and vulnerable adult safeguarding policy should be applied in all circumstances. Data must be processed only for the purpose of this evaluation and must be kept safe at all times.

# Limitations

Cyclones or any disaster situation and political situation may hamper the planned schedule of evaluation.

# Evaluation Team and Management Responsibilities

## Commissioning responsibility

ADD in consultation with CBM is responsible for commissioning the evaluation, will review and approve work plan, draft and final report.

## Evaluation Team

External evaluation team will include the team leader/principle evaluator and a person with disability representing disability issues and one sign language interpreter during data collection. Evaluation team will be hired who are qualified and experienced having adequate knowledge of working with persons with disabilities (women, men children irrespective of age and types of disability) living in coastal areas as well as on disasters. In line with best practice for disability inclusive development, a Disabled People’s Organisation representative or person with a disability should accompany during evaluation.

The External Evaluator will be selected based on the following criteria:

* Higher university degree in development studies, related social studies, humanitarian action or similar
* At least 8 years of experience in international development/research work
* At least 3 years of experience in similar programs evaluation, in particular in rights based evaluations and participatory evaluation
* Experience in inclusive development and recent development debates.
* Good understanding on disability inclusion, gender and disaster risk reduction.
* Experience in community mobilization and communication.
* Proven report writing capabilities – ADD/CBM may ask for examples of reports of similar projects during the selection process
* Proficient in speaking and writing in Bangla and English
* Ability to perform work within given timelines
* Having good references from clients and peers (other evaluators). ADD/CBM may ask for reference during the selection process

**Child Safeguarding Policy/Child and Vulnerable Adult Safeguarding Policy**:

As a condition of entering into a consultancy agreement the Evaluator must sign the CBM Child Safeguarding Policy and ADD's Child and Vulnerable Adult Safeguarding Policy and abide by the terms and conditions thereof.

The evaluator is expected to collect data from project locations of Kalapara upazila under Patuakhali district which includes Latachapli, Dalbuganj, Chakomoya unions and Kalapara and Kuakata unions/municipalities.

## Management of the evaluation and logistics

**ADD’s Responsibilities**

* Selection and finalization of Evaluation team in consultation with CBM BCO and providing contract.
* Organize meeting with the evaluation team.
* Provide logistics support to the evaluation team. Ensure project related documents and relevant information to the team
* Identify “neutral” and disability accessible locations for interviews/ meetings to take place. Ensuring that access and inclusion factors are addressed, so that people with disabilities can participate fully
* Organize FGD, KII or any other activities as per the request of the evaluator.
* Provide feedback on draft report, approving final report and making payments.

**CBM Responsibilities**

* Participate in selection and approval of evaluator
* Provide feedback to draft report
* Confirming final report

**Evaluation Team leader has responsibility for:**

* Mobilize evaluation team, organizing team and managing work processes
* Maintains timetable for internal movement for field visits, Ensuring Products are delivered by due dates (briefings, presentations, reports)
* The lead evaluator will present the findings to key decision-makers and relevant staff of ADD, CBM
* Ensure their full understanding on the project
* Report writing
* Ensuring rights of persons with disabilities are protected in the evaluation
* Developing evaluation methodology and liaising with ADD and CBM BCO regarding meetings required to be organized
* Developing interview question guides, training evaluation team (if required), testing approaches, and quality control.
* Managing collection and collation of data and ensuring consent of interviewees and confidentiality of data
* Managing any conflicts of interest arising within the evaluation team
* Conduct a briefing and a debriefing meeting at start and end of project visit phase with stakeholders. Participate in inception briefing with ADD

# Expected Results/Deliverables

Inception Report due by: Within 5 day of contract signing/start of evaluation

Draft Report due by: 4th March 2020

Finalised Report due by: 20th March 2020

**Deliverables**

* Inception report outlining detailed methodology, work plan/schedule and evaluation tools.
* Draft and Final Evaluation report in English, according to ADD/CBM standard template and in accessible format.
* Inception and De-briefing meeting with to ADD and CBM.

**Standard procedures in the delivery of the products:**

Copyright of the report belongs to ADD International, CBM International and ASB. All documents in support of the implementation of the task will be provided by ADD International Bangladesh upon assignment of the concrete tasks. ADD International Bangladesh, CBM International and ASB reserve the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. The consultant undertakes to maintain confidentiality of all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the evaluation report which is the subject of this contract.

# Duration and Phasing

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Location | Number of Days | Expected Dates |
| Contract sign and Orientation for Evaluation team (by ADD/CBM) | ADD office | 1 | 09 February2020 |
| Review of documents and development of evaluation methodology and plan  (Evaluation team) | Home based | 2 | 10-11 February 2020 |
| Presentation of evaluation methodology and plan (by Evaluation team) and ADD/CBM feedback | Via e mail | 1 | 12 February 2020 |
| Logistics arrangement (by ADD)/submission of inception report by evaluator | Via e mail | 1 | 13 February 2020 |

|  |  |  |  |
| --- | --- | --- | --- |
| Data collection including travel to field | Kalapara upazila | 8 | 14-26 February 2020 |
| De-briefing (by evaluation team) to ADD/CBM | Home based | 1 | 27 February 2020 |
| Draft evaluation report preparation (by evaluation team) | Home based | 3 | 28 Feb-03 March 2020 |
| Draft Evaluation Report Submission | Via e mail | 1 | 4 March 2020 |
| Feedback on draft evaluation report (to evaluation team) by ADD/CBM | Via e mail | 5 | 5-14 March 2020 |
| Finalizing evaluation report | Home based | 2 | 15-19 March 2020 |
| Final Report Submission | ADD office | 1 | 20 March 2020 |

**Total 26 working days (May be revised)**

The consultant will be engaged for 26 working days (max) over a period of 09 February to 20 March 2020. The final report will be delivered to ADD International Bangladesh on 20 March 2020.

**How To Apply**

Potential Applicants for evaluation should submit Technical and Financial proposals separately with legal documents (registration certificate; VAT/Tax TIN; one or two previous similar work documents; any certification from previous works etc.) to: ADD International, House # 25, Road # 6, Block-C, Banani, Dhaka or [infobd@add-bangladesh.org](mailto:infobd@add-bangladesh.org) on or before **30 January 2020**

# Attachments

All relevant project documents will be shared with the evaluator after signing of the contract

**LIST OF ABBREVIATIONS OF ACRONYMS:**

|  |  |
| --- | --- |
| DPO | Disable People’s Organization |
| DIDRR | Disability Inclusive Disaster Risk Reduction |
| DDM | Department of Disaster Management |
| MoDMR | Ministry of Disaster Management and Relief |
| SOD | Standing Order on Disaster |
| SDMC | School Disaster Management Committee |
| SHG | Self-help Group |
| SFDRR | Sendai Framework for Disaster Risk Reduction |
| UpzDMC | Upazila Disaster Management Committee |
| UDMC | Union Disaster Management Committee |
| WDMC | Ward Disaster Management Committee |