**Terms of Reference (ToR)**

**End line Evaluation of the Bangladesh Flood Response 2024 project**

**Feni and Noakhali District**

1. **Background and Rationality:**

The Bangladesh Flood Response 2024 project aims to provide immediate relief and foster long-term recovery for flood-affected communities in Noakhali and Feni districts covering Sadar Upazilla of Noakhali and Chhagolnaiya Upazilla of Feni. The project location has been selected based on the vulnerability ranking by NAWG, local partner’s field observation and Oxfam rapid assessment team where Feni and Noakhali is reported as the worst affected districts. Also considered the presence and capacity of Oxfam and partners as well. Total six unions of two Upazila’s have covered under the project. The project has covered a 37,909 population from 8,500 flood affected households (HH). Vulnerable households such as the ultra-poor, female headed households, religious and ethnic minorities, and persons living with disabilities have been especially targeted. The project has taken major interventions such food security; livelihood restoration; water, sanitation, and hygiene (WASH); Non-Food Item (NFI) support; and gender and protection with strong communication and stakeholder engagement. An estimated 90% of direct participants are women.

The overall objective of the project is to enhance food security and restore livelihoods through food support, financial support and create employment through Cash for Work (CFW). The project also focuses on WASH activities like tube well installation, repairs and disinfection, community latrine construction and repair to ensure access to safe drinking water, improve hygiene which is essential for preventing waterborne diseases. for households affected by the floods. The project engages local volunteers, building their capacity to promote leadership. The project also provides protection services; addresses gender inequities that contribute to GBV; and strengthens local humanitarian leadership. The project promotes community participation in activity implementation and enhances community safeguarding and accountability.

The project is nearing its phase-out stage. At this point, it is essential to measure progress against the project's outputs, outcomes, and overall impact. To this end, DAM is planning to conduct an endline evaluation of the project by commissioning a suitable consultant, either an individual or an agency.

The evaluation is scheduled to begin in the second week of July 2025. It will assess the relevance, coherence, effectiveness, efficiency, and impact of the project. Additionally, it will evaluate achievements against agreed indicators, identify strengths and weaknesses, and capture key learnings from the project's inception to its conclusion.

The primary audience for this evaluation include Oxfam, DFAT, DAM, CODEC, local government bodies, civil society organizations (CSOs), community members, and other stakeholders. The findings will be used to prepare the final project progress report and to inform future investments in similar programming.

1. **Overview of the Project**

|  |  |
| --- | --- |
| Goal | Inclusive multi sectoral humanitarian assistance to the most vulnerable flood-affected people to reduce suffering and save lives. |
| Outcome | Outcome 1: Enhanced food security and restored livelihoods for households affected by the Eastern floods in Bangladesh.  Outcome 2: Increased access to sustainable improved WASH services for households affected by the floods.  Outcome 3: Flood-affected individuals have increased access to protection services; and gender inequities that contribute to GBV are addressed; and local humanitarian leadership is strengthened |
| Output | Output 1.1: Flood-affected marginalized households have access to essential services that meet their basic needs.  Output 1.2: Strengthened disaster preparedness initiatives in flood-affected communities through Cash for Work activities.  Output 1.3: Vulnerable households impacted by the flood have resumed their income-generating activities with the help of livelihood cash grants and winter vegetable seeds support.  Output 2.1: Access to Sanitary Latrines, Bathing Cubicles, and Safe Water for Flood-Affected Communities  Output 2 .2: Local youth and community members (disaggregated) mobilized for tube well disinfection, the repair and rehabilitation of latrines.  2.3 Improved hygiene practices, including menstrual hygiene management (MHM), among vulnerable households affected by flooding.  Output 3.1: Women, youth and community leaders with increased knowledge and awareness of leadership, gender equality, GBV and child protection.  Output 3.2: Community protection mechanisms established to prevent GBV and protect children  Output 3.3 Local humanitarian staff with increased capacity in promoting inclusive humanitarian response. |
| Project location | |  |  |  |  | | --- | --- | --- | --- | | Sub-Grantee | Project location | | | | District | Upazila | Union | | Dhaka Ahsania Mission (DAM) | Feni | Chhagalnaiya | 1. Mohamaya | | 1. Pathannagar | | 1. Radhanagar | | CODEC | Noakhali | Noakhali Sadar | 1. Underchar | | 1. Kaladaraf | | 1. Aojbalia | |

1. **Objectives of the Assignment:**

The end evaluation of Bangladesh Flood Response 2024 project typically aims to assess the project's overall effectiveness, efficiency, relevance, impact, and sustainability in mitigating flood risks and promoting community resilience. It also seeks to identify lessons learned and best practices for future flood management initiatives.

**The specific objectives of the assignment are as follows:**

* To measure the result of the project towards the specified expected indicators of the result chain through assessing relevancy, coherence, efficiency and appropriateness, effectiveness, and impact of the project intervention
* To assess the extent to which the targeted affected people have improved their well-being through enhanced food security, restored livelihoods, improved WASH services, and access to protection services.
* To capture lessons learned, best practices, and emerging opportunity to inform future project cycles.

**Sample research questions:**

1. Relevance
   1. How appropriate were the project’s objectives, design, and activities in the context of the local socio-economic and environmental conditions?
2. Effectiveness
   1. To what extent were the intended outcomes (food security, WASH access, protection services, and gender equity) achieved?
   2. How effective were the project’s strategies in reaching the most vulnerable populations, including female-headed households and persons with disabilities?
3. Efficiency
   1. Were resources (financial, human, and material) used in the most cost-effective way to achieve the intended results?
4. Impact
   1. What significant changes (intended or unintended, positive or negative) have occurred in the lives of the target communities as a result of the project?
5. Sustainability
   1. To what extent are the benefits of the project likely to be sustained after its completion?
6. Localisation
   1. How effectively did the project promote local leadership, decision-making, and capacity strengthening of partners (CODEC and DAM)?
   2. To what extent has the local humanitarian system (e.g. Disaster Management Committees (DMC), local government, and volunteers) been strengthened as a result of the AHP flood response?
7. **Scope of Work:**

DAM is going to engage a Bangladesh-based consultant or consultancy firm to conduct primary and data collection and analysis for the study. The consultancy work will take place between of 15th July 2025 and 19th August 2025, with 36 estimated days.

**The process of consultancy work and expected deliverable are:**

1. Design a data collection and analysis plan (in consultation with the DAM to investigate areas requiring further evidence based on the secondary analysis.
2. Recruit, train, supervise and mentor a team of interviewers (if need be) to carry out all data collection activities.
3. Ensure effective engagement of partners from diverse sectors including Project Implementation Committee (PIC), project participants, , different stakeholders.
4. Ensure the evaluation is guided by Oxfam’s feminist principles and a decolonizing approach, using inclusive, participatory, and power-aware methodologies
5. Scope to apply appropriate methods and analysis like OECD-DAC/VFM, contribution analysis etc.
6. Analyze both qualitative and quantitative data using appropriate software.
7. Administer data collection in the study area that includes supervision, cross-validation, quality control and data transcription.
8. Produce a report summarizing the data collection approach and findings.
9. **Methodological consideration:**

The Assignment will employ a mixed approach combining qualitative and quantitative methods for data collection and analysis. Developmental Evaluation approach[[1]](#footnote-1) will be considered in this study to investigate progress, learning and adaptation, good practice, through iterative, embedded evaluation. The consultant will propose appropriate research methodology including conceptual framework, methodological approach, study area and sampling strategy, sample size determination, data collection methods, data quality assurance, data processing and analysis, ethical consideration, limitation of the study, uptake engagement strategy for the DAM & Oxfam.

The evaluation will use participatory tools, prioritize marginalized voices, and ensure findings are co-owned and disseminated with affected communities.

1. **Deliverables from consultant:**

| Deliverable | Format | Length | Detail | Timeline |
| --- | --- | --- | --- | --- |
| Inception report | MS Word | As per need | An inception report including detailed methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, limitation of the study, work plan etc.), reporting outline and timetable shall be submitted after the signature of the contract for review and approval by DAM. | Inception report by 15th July 2025  DAM, CODEC, Oxfam in Bangladesh and Oxfam Australia will provide feedback and the inception report.  Inception Report finalized by 19th July, 2025 |
| Data Collection Tools  (questionnaire, checklist, etc.) | MS Word | As per need | The draft data collection tools will be shared to DAM. The consultant will test tools in the field and will be finalized based on pre-test findings | Data Collection Tools  (questionnaire, checklist, etc.) submit by 15th July 2025  DAM, CODEC, Oxfam in Bangladesh provide feedback and the tools will be finalized by 19th July, 2025 |
| Data collection and analysis | Survey CTO, Kobo collect, SPSS, Excel, Word, as appropriate | As per need | Both draft and final versions. The draft tools are to be shared with DAM for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings. The consultant will analyze all quantitative and qualitative findings, and indicator analysis based on the projects Indicator’s data Analysis plan. The consultant will also share cleaned database both quantitative and qualitative with DAM | Data collection and data analysis will be completed by 12th August 2025  The consultant will work closely with DAM’s teams in active data collection, analysis and final report. |
| Draft Report | MS Word | Not exceeding 40 pages (excluding annex) | The expected structure of the report is given at the end of this table. | The consultant will be responsible for Data Analysis according to the Indicators Data Analysis Plan  Draft Report of all evaluation findings (including cross-method analysis of desk review, qualitative, quantitative) by 14th August, 2024 |
| Draft Report review and feedback | MS Word | Not exceeding 40 pages (excluding annex) | The expected structure of the report is given at the end of this table.  The report should include 4 case studies, photos and visual data representation | DAM and Oxfam will provide review feedback by 17th August 2025 |
| Final Report | MS Word and PDF | Not exceeding 45 pages (excluding annex) | Revise and finalise report based on feedback on draft report and during the presentation. It should be of a high standard in English. | Final Report by 19th August, 2025 |

1. **Guideline of proposal submission:**

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| --- | --- |
| The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work. Topic | Page Limit (max.) |
| **Technical Proposal** | |
| Cover Page | 01 Page |
| Table of Content | 01 Page |
| Understanding of the study- Background, Objectives, scope, and key question etc. (Not just copy and paste from the ToR) | 03 Pages |
| Proposed Methodology (methodological approach, proposed study area, sampling strategy, data quality assurance, data processing and analysis, ethics, limitation of the study etc.) | 05 Pages |
| Study plan/work schedule (grant chart) | 01 Page |
| Experience in leading similar study work (Provide at least 2 examples of similar work, agency, and time of conduction) with 02 references | 01 Page |
| Team composition along with its rationale (CV in annexes) | 02 pages |
| Any other relevant information (if required only) | 01 Page |
| **Financial Proposal** | |
| Detailed budget  ▪ Consultancy days and fees (days should be mentioned for a key member of the team)  ▪ Travel and accommodation cost  ▪ Any other expenditure (please mention nature of expenditure)  ▪ Please calculate 15% VAT on the total base amount.  ▪ Total base amount (inclusive of Tax) | |

1. **Timeline of the deliverables:**
2. The Consultant/Vendors will be implemented over a maximum period of Thirty-six (36) days. It is expected to commence in 3rd week of August 2025.
3. For major output areas, the contractor/vendor will prepare (a) draft bill submitted to DAM for review.
4. **Qualifications**

The Consultant should have at least the following qualification:

The applicant (lead consultant) must be an individual or an institution holding the necessary legal status to work in Bangladesh.

Master’s degree/Ph.D. in Sociology/ Anthropology/ economics /statistic/Disaster Management or equivalent fields

Demonstrated experience, particularly in research, baseline study, evaluation and impact assessment.

Demonstrated experience in methodologies and approaches such as process and contribution tracing.

Demonstrated experience conducting multi-stakeholder evaluations or reviews in the development or not-for-profit sector.

Proficiency in Bengali and English, with a strong focus on presentation and English report writing skills

The consultant team should have.

Good communication and relationship building skills.

Demonstrated experience in using the relevant tools and digital platforms such as Survey CTO and conducting data analysis using software such as STATA /SPSS / Excel / NVivo or others.

Ability to facilitate and relate to stakeholders at multiple levels and in diverse contexts.

Ability to co-facilitate workshops on data analysis and sense-making.

Preference will be given to evaluators with experience in feminist and decolonial evaluation approaches

1. **Evaluation process**

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/ compliant/acceptable with reference to this TOR.

| Evaluation Criteria | Weight |
| --- | --- |
| Technical | 80 |
| 1. Expertise of the consultants/ consulting firm/ organization | |
| Understanding of the TOR | 10 |
| Strong skill and expertise on carrying out similar assignment (based on provided evidence) | 20 |
| 2. Methodology | |
| Appropriateness of methodology in response of the indicators | 20 |
| Quality assurance & data management | 10 |
| 3. Management structure and qualifications of key personnel | |
| Team composition | 20 |
| Financial | 20 |
| Total | 100 |

1. **Payment Claims:**

The payment to the consultant will be in the following payment schedule

|  |  |  |
| --- | --- | --- |
| **Installments** | **Timeline (Period)** | **Percentage Tranche** |
| Installment 1 | After submission and approval of the inception report | 40% |
| Installment 2 | After submission and Acceptance of Final Report | 60% |
| Total: | | 100% |

For each claim of payment, the consultant must submit the following the agreement requirements.

* Required Reports due complete with annexes
* Signed billing invoice complete with bank account details

Once payment has been made, the consultant must submit the followings:

* Official Receipt or Signed Acknowledgement Receipt
* Proof of tax payment certificate if applicable

**How to Apply?**

**The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX):** The financial proposal should include **15% VAT ONLY**. DAM will **deduct 10% Income Tax[[2]](#footnote-2)** at source from the agreed consultancy amount. Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work. Interested firm/consultant are requested to send your application to [ccdrr.dam@gmail.com](mailto:ccdrr.dam@gmail.com).

**For Consultancy Firm**

* Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and mobile number
* Lead Consultant’s (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in of the completed assignment
* Other Team members’ (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
* Firm’s Certificate, TIN and VAT registration

**For Individual Consultant**

* Maximum 2-page profile highlighting related assignment completed with client name, contract person and mobile number along with detailed CV
* TIN certificate and any other relevant document (if necessary)

**Last Date of Proposal Submit: 07/07/2025**

1. <https://www.betterevaluation.org/en/approaches> [↑](#footnote-ref-1)
2. This (VAT &Tax) may vary as per the Government Policy or Notification [↑](#footnote-ref-2)