**Terms of Reference (ToR) for Final Evaluation of**

**Economic Empowerment of Rural Women (EERW) Programme in Bangladesh**

1. **Summary**

**1.1. Purpose:** The Bangladesh Red Crescent Society (BDRCS) and the International Federation of Red Cross and Red Crescent Societies (IFRC), with support from the Kuwait Red Crescent Society (KRCS), seek to evaluate the relevance, efficiency, effectiveness, timeliness, impact, and sustainability of the Economic Empowerment of Rural Women (EERW) Programme and to assess the programme achievement, goal and objective of building resilience and improved livelihoods of marginalized and underprivileged women in the target communities/areas.

**1.2. Audience:** The results of this evaluation will be used by BDRCS, IFRC, KRCS, PNS and other stakeholders involved in the programme to assess the progress made towards achieving the planned objective of the Economic Empowerment of Rural Women (EERW) Programme.

**1.3. Commissioner**: This evaluation is being commissioned by the BDRCS (DD/PM) and the IFRC (Sr. Manager).

**1.4. Evaluation team:** A hired consultant or consultancy firm from national level will conduct the evaluation. BDRCS and IFRC programme team will assist the Evaluator to collect quantitative and qualitative data from the field.

**1.5. Reporting to:** BDRCS and IFRC Evaluation Management Team (EMT).

**1.6. Duration:** Up to 28 days.

**1.7. Estimated dates:** 01 June 2021 – 30 June 2021.

**1.8. Location:** Bangladesh (at one (Kachukata) Union[[1]](#footnote-1) under Sadar Upazila[[2]](#footnote-2) of Nilphamari District).

**1.9. Methodology summary:** The evaluation will be using mixed method(s), both quantitative and qualitative approaches will be used. The evaluation data can be sourced from the household surveys, observation, FGD[[3]](#footnote-3), KII[[4]](#footnote-4), In-depth interview and field visit. The secondary data sources will also be used for this evaluation.

1. **Organizational Context**

The International Red Cross and Red Crescent Movement is a global humanitarian network of 150 million people that helps communities affected by disasters, conflict, health, and social problems. It consists of the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies and the 192 National Red Cross and Red Crescent Societies. Each has established legal identity and roles; however, the movement are united by seven Fundamental Principles. These principles are humanity, impartiality, neutrality, independence, voluntary service, unity, and universality. Each component of the Movement is committed in respecting and upholding all these principles.

The Bangladesh Red Crescent Society (BDRCS) has longstanding experience in implementing livelihood programs in Bangladesh as part of recovery, community development, and community-based disaster risk reduction programs.

1. **Background of the Women Empowerment Programme**

**Brief Summary of the Programme:**

|  |  |
| --- | --- |
| Programme name  | Economic Empowerment of Rural Women (EERW) Programme in Bangladesh. |
| Programme goal | To build resilience and increase the livelihood options amongst marginalized and underprivileged women to become economically productive and empowered through established livelihoods and prevention on SGBV. |
| Implemented by  | Bangladesh Red Crescent Society (BDRCS) |
| Supported by | International Federation of Red Cross and Red Crescent Societies (IFRC).  |
| Funded by | Kuwait Red Crescent Society (KRCS). |
| Programme location  | The programme is being implemented at one (Kachukata) Union under one (Sadar) Upazila of Nilphamari District of Bangladesh. |
| Beneficiaries | * 841 women for livelihood support (Kachukata Union)
* 280 local community leader and Govt. Officials for SGBV Orientation (Nilphamari District)
* And 14,205 indirect beneficiaries
 |
| Timeline  | 21 Months (From October 2019 to December 2021). |
| Short description of the programme  | The EERW in Bangladesh programme is being implemented in one Union of Nilphamari District of Bangladesh by BDRCS. The programme is financially supported by KRCS and technically supported by IFRC. The programme targets to build resilience and improve livelihoods of the targeted under-privileged women in the community. The targeted women will be supported to increase their capacities and economic empowerment through vocational and skill development trainings, i.e. tailoring/handicraft/basic computer application/animal husbandry/fish culture/seed bank management/advanced agriculture and farming, etc. based on the women’s economic needs. These capacity building initiatives under the programme will help the targeted women to improve their skills and capacities which will allow them to start income generating activities. The targeted women and girls will be coached and oriented on various livelihoods skills and will get some orientation looking at better understanding women’s rights how to promote women’s leadership and mainstream those in disaster management, child protection, gender-based violence risks and concerns. It is expected that the targeted women will invest the benefits of the income generating activities from the programme in the improvement of their family, in child education, health and other purposes in the future. They will also be advocated on savings activity and investing their income for disaster preparedness and response through formation of women savings group and access to markets. The male counterparts of the selected female beneficiaries will also be oriented on financial management so that the earnings of the women are invested in the welfare of the targeted households. Besides, the programme will conduct sensitization activities to 280 Community Leaders, local government representatives, and government officers on women’s rights, gender equality and DRR in order to support the community of women and female volunteers of the Red Crescent Unit. The programme will adhere to ensure the quality in line with the Community Engagement & Accountability (CEA) framework and environmental protection will accumulate and disseminate good practices following the Planning, Monitoring, Evaluation and Reporting (PMER) framework. Community based participatory approach is being used as a strategy from the very beginning of the programme to increase ownership of the women through economic security and sustainable income as well as making them engage to achieve community resilience. The approach will be continued to the end of the programme period.  |
| Programme outcomes  | **The programme has the following two outcomes:** * Underprivileged women equipped with skills, strengthened their livelihoods income have access to basic needs-help improved household resilience.
* Strengthened women's empowerment and protection through SGBV prevention activities.

**Outcome Indicators:** * 60% of women beneficiaries reporting that the livelihoods support has helped established income opportunities.
* 40% of women reported have increased income by 10% after receiving support from the project are able to have control over it and meet their food and other basic needs.
* 40% of women started their income generating activities have reported increased 20% of their savings.
* 60% of people's knowledge increased on gender equality and SGBV issues.
 |
| Programme outputs  | **The programme has the following two output:** * Underprivileged women received vocational skills training and livelihoods support in the period of 18 months have increased income opportunities and control over it through job generation and employment.
* Women have increased awareness on protection and women’s rights through awareness sessions, community dialogues and advocacy on sexual and gender-based violence (SGBV), have increased coordination with local actors at the community and local government level reduces the risks of SGBV.

**Output Indicators:** * 841 women received training on livelihoods (agriculture, livestock, and vocational skill).
* 841 Women received livelihoods support.
* 5 RC volunteer trained on vocational skill training.
* 100 targeted Women received orientation on market linkage and advocacy.
* 5 business development plans are linked with local market.
* 40% of household level income is increased based on local market linkage and savings fund.
* 40% of women participated in savings activity for savings fund.
* 70% of SGBV related services and information are available at Local Government level.
* 60% of women have access to services and information are available at Local Government level.
* 280 community influencers and local Government representatives are sensitized on the importance of SGBV prevention.
* 50% of community women, men, girls & boys in the communities are aware and sensitized on SGBV and Child Marriage prevention.
* 9 women forum/groups are functional as an information focal points to prevent and response on SGBV issues in coordination with the Local Government.
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1. **Evaluation purpose and Scope**

**4.1: Purpose**

The purpose of the Final Evaluation is to assess the performance of EERW programme and to capture the programme’s achievements to build resilience and improved livelihoods of marginalized and underprivileged women in the target communities (09 Wards). The evaluation will also identify challenges, best practices, key lessons, and recommendations to improve livelihoods focused resilience programmes of BDRCS and IFRC in future

The findings and recommendations will be considered as an important guideline for the management of BDRCS and IFRC for decision making of ongoing and future similar programmes. It will also be a significant advocacy document for further programme improvements, strategic planning and policy making in the arena of economic empowerment of women and community resilience. The findings of the evaluation be exemplary so that the success of EERW programme can be shown as an evidence of economic empowerment of rural women among different stakeholders around the world.

**4.2: Scope**

The evaluation will assess the relevance, efficiency, effectiveness, timeliness, and sustainability of the EERW Programme in Bangladesh, to identify key lessons and recommendations, capture evidence and success to improve future programmes. The evaluation will also assess the overall quality of the implementation of the programme. It is important to include beneficiaries’ opinions on the quality of the services that they had received under EERW programme.

The consultant/consulting firm will be responsible for designing the evaluation plan, developing the evaluation tools, collecting data, analysing the gathered data, case studies along with conveying key findings, writing the evaluation report, and recommendations, and suggestions to BDRCS and IFRC. The consultant/consulting firm will be required to adhere to IFRC Framework for Evaluation throughout the consultancy period as well as it will be required to work closely with an Evaluation Management Team comprised of representatives from BDRCS and IFRC.

The Final Evaluation will be conducted at one (Kachukata) Union under one (Sadar) Upazila of Nilphamari District of Bangladesh.

The evaluation will consult various target groups including IFRC, BDRCS leadership and senior management team in NHQ and staff members in Unit/branch offices, district and upazila level government officials and non-govt. stakeholders and decision makers, community leaders and influencers, and direct and indirect beneficiaries under EERW programme

1. **Evaluation objectives and Criteria**

**5.1 Evaluation Objectives**

The Final Evaluation will be conducted for the following objectives:

* To evaluate whether the programme delivered relevant, efficient, and effective activities to the targeted beneficiaries/women and community people as set in the programme logical framework.
* To assess how the sustainable rural livelihoods options provided to the marginalized and underprivileged women have helped them to be economically empowered and more knowledgeable about SGBV.
* To assess whether the coordination and collaboration among BDRCS, IFRC, Government, non-government and other stakeholders at Union, Upazila, district and NHQ level were strengthened in implementing the programme.
* To identify and assess key lessons, challenges, best practices, and recommendations for utilizing in future economic empowerment or similar programmes of BDRCS, IFRC and others.

**5.2 Evaluation Criteria**

The evaluation will focus on the following criteria. the followings standard/sample questions will need to be adjusted with the successful consulting firm/consultant, in agreement with the Evaluation Management Team, at the stage of the inception report.

| **SL. No** | **Criteria** | **Specific Questions under the criteria** |
| --- | --- | --- |
| 1 | **Adherence to Fundamental Principles and Code of Conduct** | * To what extent the Red Cross and Red Crescent (RCRC) guiding principals were followed while delivering interventions?
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| 2 | **Relevance and Appropriateness** | * To what extent the relevant programme plan fulfills the needs of the targeted area? Is there a need to change programme implementation and/or direction infuture?
* To what extent the programme fulfils the outcomes and impacts articulated in the work plan?
* Are the activities and outputs of the programme consistent with the overall goal?
* Are the activities and outputs of the programme consistent with the intended impacts and effects?
* How effective is the programme in seeking and responding to feedback from targeted communities?
* To what extent the programme activities and results are resilient and, women livelihoods and SGBV focused?
* How were the relevant interventions and activities implemented under the programmein addressing needs of the targeted women, community people and stakeholders?
* Is the timeline (21 months) of the programme appropriate to get intended results from such type of issue (women empowerment)
 |
| 3 | **Efficiency** | * How efficient was the delivery of the programme in terms of implementation of its interventions and activities?
* To what extent the programme modality considered the intervention quality?
* What preferences were given priority in terms of collaboration between BDRCS and other stakeholders during programme implementation?
* To what extent the programme information and learning were shared among targeted women, beneficiaries and stakeholders?
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| 4 | **Effectiveness** | * To what extent the planned objectives in the logical frame of the programme were reached and delivered effective, efficient, relevant and timely activities to the targeted women community people and stakeholders as per the indicators?
* To what extent the programme interventions and activities contributed to meeting the programme goal?
* Was the programme effective for increasing the income and improving living standard of targeted women and beneficiaries?
* What types of opportunities for collaboration between BDRCS and other stakeholderswere explored and strengthened and how the collaboration contributed to increaseeffectiveness for the programme?
* To what extent the programme encouraged community engagement and ensuredaccountability issues during the programme life cycle management?
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| 5 | **Coherence** | * What are the barriers and/or enablers to strengthening coordination and collaboration among BDRCS and targeted stakeholders in the sector?
* Did the activities of the programme complement to the work of other stakeholders for contributing to women empowerment, SGBV and community resilince initiatives in the country?
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| 6 | **Sustainability and connectedness** | * Will the achievements accumulated under the programme retain its continuation in the targeted women/beneficiary and among the stakeholders considering the geo-physical situation of the community?
* What mechanisms were set in programme areas to retain the key programme outcomesin future?
* How the programme worked with Community committees or units (I.e Union women forum and Ward women forums, etc) and other local stakeholders to increase their capacity in a sustainable way?
* Were there any potential risks for retaining the programme results and continuing the achievement?
* To what extent are the relationships between key stakeholders and likelyto be sustained beyond the end of the programme? Is there anything that could be done tostrengthen these?
* To what extent is the programme linking, coordinating, learning from, or sharing learningswith external partners and agencies?
* To what extent are the capacities of the different stakeholders including BDRCS built by the programme?
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1. **Evaluation Methodology & Process**

The Final Evaluation will be conducted at nine wards of Kachukata Union in Sadar Upazila under Nilphamari district by a hired National Consultant or Consultancy Firm. IFRC Bangladesh Country and BDRCS will provide required support to the Consultant or Consultancy Firm to complete the Evaluation. The Consultant will do the desk works for reviewing the secondary materials before the fieldwork. The methodology will adhere to the [IFRC Framework for Evaluation](http://www.ifrc.org/Global/Publications/monitoring/IFRC-Framework-for-Evaluation.pdf)[[5]](#footnote-5), with particular attention to the processes upholding the standards of how evaluations should be planned, managed, conducted and utilized. Applicants to this consultancy should detail their technical approach to the evaluation, proposing a clear design and a subsequent methodology that should link with the financial components of the proposal.

**Methodology**

As part of the contract, the selected consultant/consultants shall provide a complete and detailed methodology of conducting the Final Evaluation, which shall include: timeframe, research tools, methods, sample size and any other relevant segments to be used by the consultant.

The data collection will be both qualitative and quantitative in nature and will include information gathered on indicators mentioned in the program log-frame. All data, qualitative and quantitative, collected through the assessment must be disaggregated by Sex Age Disability Disaggregated Data (SADDD) format of IFRC. The result and discussion should clearly highlight the findings of the study, in relevance to the program outcome and should be self-explanatory with usage of graphical representation.

* 1. **Quantitative Data Collection**

The consultant will design the questionnaire for quantitative survey based on the logical framework of EERW and share with EERW team before it is finalized, and field tested. The data collection modality, either paper or mobile based, need to be agreed with the team prior to application. BDRCS will provide necessary information and support to connect with relevant shareholders, community people and administration. The consultant will be solely responsible for data collection, setting up meeting, conducting survey, FGD and KII, data management and analysis.

The study will prepare and use appropriately designed **questionnaires** to be used in interviews to extract information from stakeholders. The sample size for study will be appropriately selected. The consultant must ensure that the procedure of sample design causes the least sampling error possible and helps to control the systematic bias in an efficient way.

The methodology will be further detailed with the assistance of the consultant once commissioned, e.g. with an inception report. The final inception report is required to demonstrate a clear understanding and realistic plan of work for the survey. The inception report interprets the key questions and how the quantitative data will be used for triangulation of the quantitative data. It also elaborates a reporting plan with identified deliverables, draft data collection tools if needed, travel and logistical arrangements for the survey. The consultant will start with a desk study, to detail the evaluation methodology and set-up.

* 1. **Qualitative Data Collection**

The qualitative part will allow verifying the perceptions and knowledge of the beneficiaries in the communities. The questions of the qualitative data should be made in such a way that they reflect and strengthen the data driven from the quantitative survey and compliments the indicators whose results could not be driven from the quantitative survey. The following should at least be done in each selected community:

* Focus Group Discussion (FGDs) with women (who received Livelihood’s support, at least 4)
* FGD with women forums (Word and Union Women Forum)
* Kye Informant Interview (KII) with community leader (who received SGBV Orientation, at least 3)
* KII with BDRCS and IFRC EERW staffs
* KII with Project Implementation Committee member in Nilphamari district
* IDI with local government representatives (Union chairman, members)
* IDI with district and Upazila level government officials

Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation.

The logical framework of EERW, from which the indicators are to be driven, is given as an annex inside the ToR.

A generic methodology would usually include but not limited to below steps.

* Inception/Kick Off Meeting
* Literature Review and Sampling
* Inception Report
* Developing Evaluation Tools
* Training and Field Test
* Data Collection
* Data Analysis
* Report Writing, Presentation and Draft Report sharing
* Address comments/feedbacks and share the Final Report.

The specific evaluation methodology will be detailed in close consultation between the consultant/consultancy firm and EMT (BDRCS and IFRC), but will draw upon the following mixed methods, conducting both quantitative and qualitative data collection:

* **Desk review** of relevant organizational and operational background documents and history relating to BDRCS and IFRC, including national policies and prior BDRCS and IFRC reports, and any relevant sources of secondary data, such as exit surveys, Post-Distribution Monitoring (PDM) reports, needs assessment reports, learning review reports and other evaluations/reviews from BDRCS, IFRC and other actors in the country.
* **Questionnaire Survey** (including field test) with targeted beneficiaries.
* **Key Informant Interviews** with institutional representatives, beneficiaries, and non-beneficiaries as appropriate.
* **In Depth Interview** with Local Government Authorities and other stakeholders.
* **Focus group discussions** with institutional representatives, beneficiaries, and non-beneficiaries as appropriate.
* **Field visits / observations** at intervention locations.
* **Data analysis** using relevant tools and development theories.
* **Comparison** of baseline and end line data.
* **Case studies** combining both quantitative and qualitative data.

**Sampling method** is to be decided by the consultant/consultancy firm. The consultants will use the information from the literature review to calculate a representative sample (with the consent of BDRCS and IFRC) so that the information collected is a true representation of the targeted beneficiaries.

* **Data collection methods** and **pace** are to be decided by the consultant/consultancy firm, in consultation with the EMT but should consider the reality of difficult-to-reach locations.
* The consultant/consultancy firm should visit a **representative number of communities** in the programme areas.
* The consultant/consultancy firm will be responsible to clearly outline the support needed in-country. This will be agreed with EMT based on resources available.

Finally, the methodology should adhere to the ethical guidelines to the extent possible, but bidders are free and encouraged to be as creative as possible in arriving at a suitable methodology that will ensure that the objectives of the study are fully met in a timely and efficient way.

1. **Evaluation deliverables**

**Inception Report** – The inception report will be a scoping exercise for the evaluation and will include the Background/Introduction, proposed methodologies, data collection and reporting plans with draft data collection tools such as interview guides, the allocation of roles and responsibilities within the team, a timeframe with firm dates for deliverables, and the travel and logistical arrangements for the team etc. The inception report should be approved by the Evaluation Management Team.

**Debriefings / feedback to management at all levels**: The evaluation team will report its preliminary findings to the IFRC country office, BDRCS and operational partners, and the IFRC the IFRC Asia Pacific Regional Office (APRO).

**Draft report:** A draft report identifying key findings based on facts and will separate from the report opinions or rumours, conclusions, recommendations, and lessons for the current and future operation, will be submitted by the team leader within one weeks of the evaluation team’s return from the field.

**Final report:** The final report will contain a short executive summary (not more than 1,000 words) and a main body of the report (not more than 10,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, clear recommendations. Recommendations should be specific and feasible. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed and any other relevant materials. The final report will be submitted one week after receipt of the consolidated feedback from BDRCS and IFRC.

**Case Studies:** To highlight stories of success in the field.

All products arising from this evaluation will be owned by the IFRC. The evaluators will not be allowed, without prior authorization in writing, to present any of the analytical results as his/her own work or to make use of the evaluation results for private publication purposes.

The draft and final reports will be submitted to Evaluation Management Team (BDRCS and IFRC), who will ensure the quality of the report providing input if necessary. The Evaluation Management Team will submit the report to the key stakeholders interviewed for review and clarifications. The Commissioner will oversee a management response and will ensure subsequent follow up.

**The Final Report will sketch with the following headings:**

* Acknowledgements
* Acronyms
* Glossary
* Executive Summary
* Introduction/Background
* Rationale and Objectives of the Final Evaluation
* Scope of the Final Evaluation
* Evaluation Methodology
* Findings and Discussion
* Recommendations
* Conclusion and lessons learned
* References
* Annex (including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed, case studies and any other relevant materials etc.).
1. **Proposed Timeframe**

The Final Evaluation will be expected to last a maximum of 4-6 weeks starting from 01 June 2021 and ending on 30 June 2021. Additional one week will be given to submit the final report after receiving the feedback from BDRCS and IFRC. The following tentative timeframe will be applicable for the Evaluation:

* Inception Report submitted to the BDRCS by 05 June 2021.
* Desk work/Secondary Document Review and Preparation of Data Collection Tools from 5 June to 10 June 2021
* Data collection (both quantitative and qualitative) at field level from 12 to 18 June 2021
* Draft Report Submission 25 June 2021
* Debriefing/Sharing daft report findings with BDRCS and IFRC on 26 June 2021
* Submission of Final Evaluation Report to IFRC after one week on receiving feedbacks from BDRCS and IFRC.

### **Proposed Timeline of the Evaluation by Weekly Plan**

It is expected that within **28 days (paid consultancy days)** the evaluation will be completed following schedule.

|  |  |  |
| --- | --- | --- |
| **Activities** | **Key Deliverables** | **Time for the activity** |
| Review relevant program documents for better understanding on the program, along with secondary documents for literature review | The consultant team may raise questions on their confusions or better understanding, if any. This might help the survey team to develop questionnaire more appropriately | 3 days |
| Inception meeting with EERW team on key background documents and existing data collection tools | Presenting updated methodologyPresent final data collection tools (including questionnaire)Present timeline, which shall include: interview and community visit schedule (all levels)Inception report  | 1 day |
| Feedback by BDRCS/IFRC on questionnaire/and other data collection tools by EERW team | Feedback on questionnaire and checklist to consultant | 2 days |
| Finalize the questionnaire and approval from the EERW team  | Final questionnaire and checklist | 1 day |
| Data collection at all levels (NHQ, Nilphamari, and Union) | Qualitative data collectionQuantitative data collectionData cleaning | 8 days |
| Data analysis and report writing | Draft findings with statistics and graphical representation of data | 6 days |
| Feedback on draft report from EERW team | Draft report with analysis | 2 day |
| Revise, finalize and submit the final report, along with a brief presentation on the overall data analysis | Final report Presentation on the data analysis | 5 days |
| **Total 28 days for the completion of the Final Evaluation** |

1. **Evaluation quality and ethical standards**

The evaluators should take all reasonable steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the evaluation is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the evaluation team should adhere to the evaluation standards and applicable practices outlined in the IFRC Framework for Evaluation.

The IFRC evaluation standards are:

1. **Utility**: Evaluations must be useful and used.

2. **Feasibility**: Evaluations must be realistic, diplomatic, and managed in a sensible, cost effective manner.

3. **Ethics & Legality**: Evaluations must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the evaluation.

4. **Impartiality & Independence**; Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.

5. **Transparency**: Evaluation activities should reflect an attitude of openness and transparency.

6. **Accuracy**: Evaluations should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.

7. **Participation**: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.

8. **Collaboration**: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

 It is expected that the evaluation will respect the seven Fundamental Principles of the Red Cross and Red Crescent: [www.ifrc.org/what/values/principles/index.asp](http://www.ifrc.org/what/values/principles/index.asp)

1. **Obligations of Key participants in the Final Evaluation**
	1. **Obligations of the Consultant**
2. Inform the EERW team in a timely status of progress made and of any problems encountered.
3. Implement the activities as expected, and if modifications are necessary, bring to the attention of EERW team before enacting any changes.
4. Report on a timely basis of any possible conflicts of interest.
5. Share the study report along with database (both soft and hard copy) to the EERW team.
6. Share at least three copies of printed report with bindings.
7. All types of cost for completing study from work start to final report (receiving final version by EERW team) submission will be cared out by consultant.
	1. **Obligations of the EERW team**
8. Make sure that the consultant is linked with the required human resources and logistics support and answer any day-to-day enquiries.
9. Facilitate the work of the consultant with beneficiaries and other local stakeholders.
10. Monitor the daily work of the consultant and flag any concerns.
11. Receive and sign off on deliverables and authorize payment.
12. Coordinating with target communities to plan the survey data collection.

	1. **Obligations of BDRCS - NHQ Technical Team**
13. Review and approve the proposed methodology.
14. Provide technical oversight in the review of all deliverables.
15. Monitor data collection process at community level.
16. Provide timely comments on the draft report.
17. Receive and sign off on deliverables and authorize payment.

	1. **Responsibility and Competence**

The consultant agrees to comply in all professional tasks with the rules and regulations of EERW. Either party can cancel this agreement within a 7-day written notice. EERW team can terminate the agreement without notice and payment in the following cases:

1. If the consultant cannot fulfil the requirements and the agreed deadlines.
2. If the consultant cannot submit the deliverables within the time specified in the mandate.
3. If the quality and standards of the work fail to meet reasonable standards that have so been communicated in writing.
4. **Evaluation Team and Required Qualifications**

A Lead Evaluator/Consultant/Consultancy Firm will facilitate the entire process of evaluation. BDRCS and IFRC programme team will assist the Lead Evaluator/Consultant to conduct the entire Evaluation process. The Lead Evaluator/Consultant must have the following qualification:

* The Individual Consultant or Lead Evaluator of the Consultancy Firm may have post-Graduation University Degree in Social Sciences/Disaster Management/Anthropology/Development Studies/Gender Studies etc.
* Demonstrated experience in conducting Mid-Term Review and Final Evaluation specifically in the field of community resilience, disaster risk reduction and climate change.
* Working experiences in Red Cross and Red Crescent (RCRC) movement are given priority.
* Strong knowledge on KoBo Toolbox for data collection.
* Proven experiences in fieldwork, flood resilience and monitoring and Evaluation
* Proven competence in managing quantitative data and statistical issues.
* Proven experience working in Economic Empowerment/Livelihoods and SGBV sectors.
* Proven track record of conducting qualitative research including the development of interview schedules and qualitative data analysis.
* Excellent analytical and presentation skills.
* Experience in providing to training local staff for field data collection.
* Strong computer skills in spreadsheet, word processing, database management and statistical analysis software familiarity (SPSS, Stata, SaaS)
* Demonstrated capacity to work both independently and as part of a team.
* Excellent writing and speaking in English skills are essential.
* Excellent communication and report writing skills.

The Consultant/Consultancy Firm will take all responsibilities to ensure that the Final Evaluation is designed and conducted to respect and protect the rights and welfare of community people and to ensure that the Evaluation is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the Evaluation team should adhere to the Evaluation standards and specific, applicable process outlined in the [IFRC Framework for Evaluation](http://www.ifrc.org/Global/Publications/monitoring/IFRC-Framework-for-Evaluation.pdf).

1. **Application Procedures**

Interested consultants or consultancy firm should submit their expression of interest to belal.hossain@bdrcs.org/sabina.yasmin@bdrcs.org by May 20, 2021. In the subject line, please state the consultancy you are applying for, your company name or last name and first name. **(SUBJECT: FINAL EVALUATION OF Economic Empowerment of Rural Women (EERW) Programme in Bangladesh)**.

1. **Application materials should include:**
* **Cover letter** clearly summarizing your experience and competency as it pertains to this assignment (addressing Director, DRM, Bangladesh Red Crescent Society, National Headquarters, 684-686 Red Crescent Sarak, Baro Moghbazar, Dhaka-1217).
* **Technical proposal** not exceeding eight pages expressing an understanding and interpretation of the ToR, the proposed methodology, and a time and activity schedule.
* **Financial proposal** itemizing estimated costs for services rendered (daily consultancy fees), accommodation and living costs, transport costs, stationery costs, and any other related supplies or services required for the review in BDT and modality of payment. Please also attach a TIN/Registration Certificate.
* **Detailed CVs** of all professionals who will work on the Final Evaluation. If there is more than one consultant on the proposed Final Evaluation team, please attach a table describing the level of effort (in number of days) of each team member in each of the baseline study activities.
* **Professional references** needed to provide two or three references from your previous clients.
* **Short example from previous** Final Evaluation report that is relevant to this work (5-7 pages).

*Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process and the selection panel does not have the capacity to respond to any requests for application feedback. Please take note that expressions of interest that do not cover these requirements will not be considered.*

1. **Application procedures**

Please email the complete applications to: belal.hossain@bdrcs.org/sabina.yasmin@bdrcs.org

**Deadline for applications:**

 20 May 2021

1. **Timelines**

The assignment is expected to take not more than 28 days in mentioned period. The consultancy needs to be completed and final report submitted before 30 June 2021. Proposals with an implementation timeframe of more than 28 days will be considered unresponsive and will be disqualified from further evaluation.

1. Union is the smallest rural administrative and local government unit in Bangladesh. [↑](#footnote-ref-1)
2. Upazila is the second lowest tier of regional administration in Bangladesh. [↑](#footnote-ref-2)
3. Focus Group Discussion (FGD) is a qualitative research technique consisting of a structured discussion and used to obtain in-depth information from a group of people about a particular topic. [↑](#footnote-ref-3)
4. KII (Key informant interviews) are qualitative in-depth interviews with people who know what is going on in the community. The purpose of key informant interviews is to collect information from a wide range of people—including community leaders, professionals, or residents—who have first-hand knowledge about the community. [↑](#footnote-ref-4)
5. https://www.ifrc.org/Global/Publications/monitoring/IFRC-Framework-for-Evaluation.pdf [↑](#footnote-ref-5)