

**Terms of Reference for the
Evaluation of the Gender Impacts of the Comprehensive Poverty Reduction Program
(CPRP) Phase IV**

Introduction: Brief profile of the organization

Christian Commission for Development in Bangladesh (CCDB), one of the leading national NGOs , initiated in 1973, to continue relieve and rehabilitation work of its predecessor-Bangladesh Ecumenical Relief and Rehabilitation Services (BERRS) that was formed in 1972, after the War of Independence in 1971. Over the time, CCDB undertook numerous development initiative to bring positive changes in the lives of poor and marginalized people of Bangladesh.

CCDB envisions a just and caring society, where poor people live in peace; with dignity and harmony all of God’s creation. Guided by the vission and ecumenical principles, CCDB's mission is to create a society where the poor, marginalized and vulnerable people claim and enjoy human rights and justice for a sustainable livelihood with dignity. To accomplish the mission, CCDB has taken several strategies like empowering extreme poor with special focus on women through community based people's organizations, introducing People's Managed Savings and Credit Program (PMSC), capacity building of the peoples organizations in management, leadership, finance etc. At the same time CCDB endeavours poverty reduction through skill training, support for self employment, etc. CCDB has been practicing Peoples Centered Development Approach where people are put at the center of dession making process with regard to their own development, and role transformation is an integral part of this approach where the role of CCDB in faciitating their development process is visbibly prominent but over the time, the direct role of the peoples’ organizations increased significantly, and the total control is taken after the completion of the graduation process.

CCDB has been working in many areas of development which includes Formation and strengthening peoples institution, poverty reduction, food security, livelihood improvement, non formal education, health & WATSAN, Societal Peace, Gender equity and Justice, Promoting culture of Indigenous Community, Pro poor market development, Seed production and promotion, Promotion of organic agriculture, Disaster Rsk Reduction Climate change adaptation & mitigation, Resettlement, societal peace and harmony, etc.

Background and Salient Information of CPRP

CCDB is currently implementing Comprehensive Poverty Reduction Program (CPRP), an overarching development program since 2007. The fourth phase of CPRP was started in July 2018 for three years. This program has been implementing in 31Upazilas under 15 Districts through seven area offices. Sustainable Livelihood Approach (SLA) was significantly

considered in designing this program, and effort has been made to address poverty from all directions.

The CPRP is completing its fourth Phase in June 2021. It has been decided by the project holder that an evaluation of the project would be undertaken by external consultants at this stage to assess the achievements of the set project objectives, expected results, overall effectiveness, etc.

Brief rationale of undertaking the program: CCDB is implementing this program in some of the most poverty stricken areas. High prevalence of poverty is one of the major rationale for undertaking this program. In the current phase CCDB has included more little more than 10000 reference people from poor and extreme poor households. Women of the working areas were not organized therefore their voice was not heard, they didn't have control on resources, lacked livelihood skill, etc. Over the period of implementation, the target group has been able to increase their agriculture production but failed to receive fair price for their product. Dowry, drop out of children from school, violence against women at household level, etc were considerably remained high. Vulnerability to climate change and natural disaster in some of the areas were significant. Climate change has been appeared as another challenge that can erode hard earned development achievement.

Development goal, Project objective and outcome indicators

The overall development goal of this program is “Poor and marginalized people are leading a dignified life both in the family and society” whereas the project objectives and associated outcome indicators are as follows

Project Objective 1: People’s Organization emerged as sustainable social force for eradicating poverty and establishing rights.

Indicator-1: 90% (282 forums out of 313) of status quo forums and 30% (40 forums out of 132) of phase-in forums have developed realistic action plan with clear reflection of various actions for institutional capacity building of forums.

Indicator 2: At least 95% (298 out of 313) of the status quo forums and 40% (53 out of 132) of the phase in forums registered under Cooperative Act by the end of the project period.

Indicator 3: At least 70% (170 out of 242) of the phase-out-forums have achieved/fulfilled all set criteria for graduation forums and will be out phased from the programme by the end of the project period

Project Objective-2: Economic condition of the members of people’s organizations improved.

Indicator-1 : At least 20% (2380 out of 11897) members of phase-in forums and 100% (19640) members from status quo forums have stepped up from poverty line as compared with the baseline data.

Project Objective-3: Agricultural adaptive capacity of the members of the people's organization to climate change impacts enhanced.

Indicator-1: At least 1720 (out of 6300 farming households having cultivable land) farming households of the forum members adopted low cost climate adaptive agriculture methods.

Apart from objective specific indicators CPRP has an gender focused indicator as follows

Indicator: Indicator: At least 30 women forum leaders (5 from each CPRP area) became the member of any of the 13 standing committees of local government institutions (Union Council) in the project period.

Project Duration: July 2018-June 2021

Operational Areas: CPRP has been implementing in 15 districts covering 31 Upazilas, 156 union and 876 villages.

Target Beneficiaries: Through CPRP Phase IV, a total 48,785 Forum members (41720 women) organized under 687 Forums (Peoples Organization) of three different categories were directly involved in this program, and altogether 198, 488 women, men and children will be benefited. Particular focus were there throughout the current phase to strengthen the institutional as well as financial capacity of **11897** (organized in 132 forums) "Phase In" Forum members (These Forum members included in early of the current phase, and selected from extreme poor and poor households through wellbeing raking). Besides, efforts were there to consolidate the achievements **17248** (organized in **242** Forums) Phase Out and **19640** (organized in **313** Forums) Status Quo Forum members.

Apart from the direct beneficiaries, other community people will be benefitted indirectly through local level advocacy initiatives to be taken by Networks.

CCDB is also working with the ethnic minorities in Bandarban, Rangpur and Dinajpur districts. The total number of ethnic minority target group in these areas is **9881**.

Each Forum comprised 100-120 members in plain land, and 50-60 members in ethnic minority areas.

Detail distribution of the target groups is given in the table below

Target population of CPRP by Area Office

Area	Phase In Forums						
	No. Of Forums	Female	male	Total	Bengali	Indigenous	Total
Gournadi	27	2551	307	2858	2858	0	2858
Daschira	26	2450	365	2815	2815	0	2815
Chapai Nawabganj	25	2140	260	2400	240	2160	2400
Pabna	28	2607	223	2830	2830	0	2830
Bandarban	13	274	198	472	100	372	472
Daudpur	13	225	297	522	100	422	522
Sub Total	132	10247	1650	11897	8943	2954	11897
Area	Status Quo Forums						
Gournadi	63	4808	3	4811	4811	0	4811
Daschira	41	2947	155	3102	3102	0	3102
Chapai Nawabganj	57	4257	319	4576	3136	1440	4576
Pabna	42	3398	81	3479	3479	0	3479
Bandarban	45	778	469	1247	0	1247	1247
Daudpur	65	535	1890	2425	1195	1230	2425
Sub Total	313	16723	2917	19640	15723	3917	19640
Area	Phase Out Forums						
Gournadi	49	3861	3	3864	3864	0	3864
Daschira	23	1928	53	1981	1891	90	1981
Chapai Nawabganj	28	2668	176	2844	1486	1358	2844
Pabna	54	5637	60	5697	5697	0	5697
Bandarban	22	224	397	621	0	621	621
Daudpur	66	432	1809	2241	1300	941	2241
Sub Total	242	14750	2498	17248	14238	3010	17248
Grand Total	687	41720	7065	48785	38904	9881	48785

Major Intervention: CPRP has following three major area of intervention

- A. Institutional_development (Objective 1)
- B. Economic and Social Development (Objective 2)
- C. Climate Change, Environment and DRR (Objective 3)

Funding Source: This program has been implemented with financial support from Bread for the World, Germany, Global Ministry, USA and Tearfund, UK

Other stakeholders of the evaluation: Apart from the target beneficiaries, other stakeholders can be representatives of Union Parishad, department of cooperative, different government service providing institutions at local level, officials of government administration at local level, private sector involved with this program, etc

Last Evaluation: last Evaluation was conducted in 2017.

The evaluation has the following objectives

1. To assess the status of anchoring gender equality and gender justice in the CPRP program and in the built-up forums
2. To identify encouraging and hindering factors for anchoring of gender equality and gender justice in the program
3. To identify/specify successful approaches (inclusion, participation and equal power relation/ i.e. in light of GAD principles) and strategies of gender work that benefit the program
4. To provide recommendations for CCDB and CPRP to anchor improved gender equality and gender justice in the program considering International/ and nationally agreed norms on gender equality are met by this intervention.

Specific questions:

Institutional anchoring:

- Which concepts and approaches of gender work do the partner organizations use?
- To what extent is gender justice anchored in governance, management, personnel policy, culture and values of the organization/in the field/in the project?
- To what extent is there enforcement of gender policy demands through advocacy and lobby at all levels (local, national,) in the work of partner organizations?

Anchoring in the project:

How is gender equality anchored in the theory of change and in project monitoring?

- Does project design and implementation takes into account the promotion of gender and equality following a more need-based and practical approach or are strategic interests promoted - or are both approaches taken into account
- To what extent is the project strengthening the capacities of people's organizations to advance women's rights and gender equality?
- To what extent has the project achieved enduring changes in systems and norms in support of women's rights in the way the project is designed?

To what extent are girls specifically approached in the project, how are their interests/needs considered or addressed in the project

Relevance:

On what basis are the target groups of the projects selected? What methods and tools were used to assess the need and capacity of the beneficiaries from the aspects of economic empowerment of women and gender justice perspective?

- To what extent was the project aligned with the needs and priorities of men, women and other key groups?
- Does the promotion of gender and gender equality play a role in the selection process? Is there a connection to the strategy of the organization?
- To what extent has the gender work of the projects changed since its beginning?
- Has the project adapted to changing contextual conditions?
- To what extent staff team and management were trained/oriented and was engaged to anchor gender equality and gender justice in the implementation of CPRP?

Effectiveness

- What results are achieved in the promotion of gender equality through the project-specifically in Forum / Group leadership, Networking - local and national platforms, and advocating in the local and national level etc.?
- What was CPRP's specific role into it?
- Which were the supporting and hindering factors (e.g. conceptual, institutional, socio-political and cultural context, personalities (change agents), donors and networks) can be identified for the implementation of gender work?
- What worked for the implementation / development of gender work? Which concepts / approaches / strategies / policies / instruments have proven to be suitable and which have not.
- Which gender equality principles were used (e.g. equality, participation, social transformation, inclusiveness, empowerment, etc.) in the implementation of the intervention and the results achieved and why it is important?
- How the Network's functioned to access rights and entitlements from the duty bearers?
- How effective is the PMSC model in empowering women's economic situation?
- What mechanisms followed by the CPRP beneficiaries/Forums to reduce GBV and conserve peace in the forum as well as in the community?

Efficiency

- Which policies, practices and frame conditions in CCDB favor good / high efficiency in the promotion of gender work in the project – which one hinders?
- Are synergies from working in networks used to achieve effects?

- To what extent resources were used to achieve the expected results for women empowerment and gender equality?
- To what extent are staff team trained / involved in achieving expected result for women empowerment and gender equality?
- What were the unanticipated events, opportunities and constraints that contributed to or hindered the delivery of the interventions in a timely manner?
- What were the associated risks at the field level disrupted achievements and how were these addressed?

Overarching developmental impacts

- Which significant changes for more gender equality have been achieved for the target groups?
- Which changes have been made at the individual level of target group in related to attitude, beliefs, self-esteem, confidence and practices regarding – women equal participation on economic role in the family, property rights, freedom of movement, rights, GBV, and recognition of domestic work?
- To what extent has the inclusion of gender issues led to better quality results of the project?
- To what extent the gender-sensitive approach led to an improved living standard among women?
- To what extent the livelihood as well as income of the women improved?
- Which capacity and capability have been achieved by reference people about application of knowledge, autonomy on decision making, violence against women, accesses to savings and credit?
- What changes have been achieved of reference people about participation in groups/forums, union council election, standing committee, public events, etc. and access to rights and legal institutions?
- What leadership capacities of women have been achieved to govern people's organization/forum?
- What is the involvement of women in household decision making on expenditure, investment and management?
- What are the status on control over family assets and properties and contribution to household income, and poverty reduction?
- What are the success on obtaining safety net items, access to various services from the advocacy initiatives by the Network/Forum?
- What are the success in participating union council election by the people's organization leaders?

Sustainability:

- What strategies does CCDB has to ensure the sustainability of its gender related achievements
- Is the level of stakeholder ownership sufficiently gender sensitive or gender-specific to allow for project outcomes/benefits to be sustained?
- How CCDB strategized gender equality and gender justice in the organizations? What are the mechanisms available to execute those strategies?
- How the organizational culture is adapting gender equality and advocating on gender equality at the leadership level?
- What is the level of capacity of people's organization/ forum continuing its role in empowering women and gender equality? What are the mechanisms of People's organization/forum applied in developing economic condition of women members?
- What are the good practices /examples – of women led graduated/ phased out groups running smoothly without the support from CCDB.
- What are the strategies to continue capacity development of reference women for their empowerment?
- What are the approaches/ strategies are used to continue forum's interventions after discontinuation of CCDB's supports?
- What are the capacities of Network/ Forum leaders to continue its advocacy and lobby for ensuring rights, and entitlements of reference people?

Evaluation Design/ Methodology

The consultant team will devise a detail methodology including a representative sample size in the EoI. However some indications are as follows.

- Desk review of relevant documents (CCDB will provide all necessary documents to the consultants)
- A specific gender analysis tool should be used.
- Gender Screening or gender marker system to assess gender relevance.
- Consultation with CCDB team relevant to CPRP
- Field research for quantitative and Qualitative analysis and assessment supported by a sample size specific data from project area and its target people.
- Stakeholders consultation at field and national level
- Questionnaire survey on target beneficiaries /households selected on random sampling basis for collecting of relevant data /Information from them.
- Focus group discussion (FGD)with target beneficiary
- Identification and analysis qualitative changes and preparation of case stories of significant changes that have taken place in the lives of the beneficiaries.
- Meeting with local key informants.
- FGD with concerned CCDB and CPRP staff.
- Formal and informal meetings with concerns staff of the CCDB

Time Frame

The assignment will be completed within 25 working days spread over in 1.5 calendar months. The consultants will accomplish the entire assignment of project evaluation within this time frame.

Serial	Major activity	No. of working days
1	Review of relevant documents made available to consultant.	3
2	Development of data/ information collection tools including checklists for FGD and case stories.	2
3	Training of the enumerators	1
4	Field testing of data collection tools and revising accordingly	3
5	Field work: questionnaire survey, FGDs, case stories preparation, meeting with key informants, etc, including checking and editing of collected data/ information and ensuring total quality control at every stage of performance of the assignment.	5
6	Processing/ tabulation of collected data/ information.	3
7	Draft report preparation.	3
8	Preparation of final Report based on comments/suggestions of CCDB and donor partners	5
	Total	25 days

Expected deliverables/products from the Consultant(s)

The consultant is expected to prepare an analytical report in English including an Executive Summary where the, questionnaire, FGD checklist etc. can be attached as appendices. The details are as follows:

- The Consultant will submit brief inception report which includes a presentation of the assignment concept, detailing the methodology and approaches, time frame and potential restrictions etc.
- By the end of the agreed period, the consultants will submit a draft report in hard copy and soft copy to CCDB. The Consultant will give a power point presentation with findings and recommendations.
- After finalization of the evaluation report the consultants will submit in hard copy and soft copy to CCDB. The lead consultant will present the evaluation findings in formal meeting with CCDB and resource sharing partners.

Evaluation team:

CCDB expects a team led by gender expert to carry out this assignment. The lead gender consultant in consultation with other consultants (Consulting firms/individual consultants can propose more sector specific consultant if necessary providing rationale in the technical proposal) will develop tools and methods to conduct evaluation. The gender expert is expected to have the following qualification/expertise.

- Gender expert must have university degree with at least 15 years proven experience in conducting gender impact analysis, capacity and vulnerability analysis, gender analysis, development of strategies for both gender mainstreaming as well as targeted gender initiatives. She must have skills in conducting focus group discussion, field data analysis and report writing.

Contents of the EOI

1. CVs of all evaluators involved

2 . Technical Proposal

a) Technical Approach, Methodology, and Organization of the Consultant's team: *Please* explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.

b) Work Plan and Staffing: Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

c) Comments on the ToR : Your suggestions should be concise and to the point.

3. Financial Proposal. (Please break down of each cost Item)
 - 3.1 Remuneration of each consultant and other team members (per person/day)
 - 3.2 Training of the enumerator
 - 3.3 Travel cost
 - 3.4 Food and accommodation
 - 3.5 Stationeries and printing(Add more if you feel necessary. Please include VAT and Tax which will be deducted at Source)
4. Sample of previous work similar to this assignment.
5. VAT registration certificate and TIN Certificate.