

## Terms of Reference for Evaluation

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## Evaluation Summary

<b>Program/Project, Project Number</b>	Project Number: 3949 – MYP Project Name: Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation (CDDiDRM & CCA)
<b>Partner Organisation</b>	Centre for Disability in Development (CDD)
<b>Project start and end dates; phase of project if applicable</b>	January 2020 to June 2021
<b>Evaluation Purpose</b>	<p>The purpose of the evaluation is to evaluate the effectiveness and efficiency of the project interventions. It will also assess the overall impact of the key results.</p> <p>The evaluation is expected to provide a clear description of how project activities contributed to achieve the projects expected outcomes.</p> <p>Through this evaluation, it will be known how the disability inclusive disaster risk management activities will continue even after the completion of the project.</p>
<b>Evaluation Type</b>	Final evaluation
<b>Commissioning organisation/contact person</b>	Centre for Disability in Development (CDD) Broja Gopal Saha, Deputy Director, Centre for Disability in Development (CDD)
<b>Evaluation Team members (if known)</b>	Evaluation team including team leader, disability expert, DRR expert, data analyst and sign language interpreter for data collectors.
<b>Primary Methodology</b>	Mixed methods of evaluation using both qualitative and quantitative technique in a participatory way
<b>Proposed Evaluation Start and End Dates</b>	30 <sup>th</sup> October to 17 <sup>th</sup> December, 2021
<b>Anticipated Evaluation Report Release Date</b>	17 <sup>th</sup> December, 2021
<b>Recipient of Final Evaluation Report</b>	Nazmul Bari, Director, Centre for Disability in Development (CDD) Mushfiqul Wara, Country Director, CBM-BCO Talal Waheed, DiDRR Global Advisor, CBM

## 1. Background of Project

**Overall Objective:** Enhancing resilience of the most at-risk community through Sustainable Disability inclusive Disaster Risk Management (DRM) & Climate Change Adaptation (CCA) in rural and urban areas of Bangladesh.

**Specific Objective:** Communities in rural and urban areas of Bangladesh benefit from disability inclusive disaster risk management and climate change adaptation policies and practices.

**Expected Result:** Haripur and Sreepur unions of Gaibandha district sustained DiDRR and group based Livelihoods interventions.

**Time Frame:** Activities of the project at Gaibandha started from 1<sup>st</sup> January 2020 and successfully ended in 30<sup>th</sup> June 2021. This part of the project was implemented in 6 wards of Sreepur Union and 9 wards of Haripur Union of Sundarganj Sub-district under Gaibandha District.

Centre for Disability in Development (CDD) in partnership with CBM is implementing "Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation" (CDDiDRM & CCA) titled project in selected areas of Dhaka North City Corporation (DNCC), Gaibandha district, Savar Municipality and Bagerhat district. The project is divided into three component. These are DiDRM in Gaibandha, DiDRM in Dhaka & Savar and Disability inclusive Climate Change Adaptation (DiCCA) in Bagerhat. DiDRM in Gaibandha component is being implemented in partnership with Gana Unnayan Kendra (GUK) at Sreepur and Haripur union under Sundarganj Sub-district of Gaibandha District. In 30<sup>th</sup> June, 2021 project has successfully completed and phased out at Gaibandha.

The key focus of Gaibandha part of the project is to develop and practice sustainable mechanism at community level on DiDRR, operated by the leadership of Organization of Persons with Disabilities (OPD), Self-help Group (SHG), Ward Disaster Management Committee (WDMC) and local government administration. Gaibandha component of this project is a model that can be replicated in other region of the country. This project helps to build sustainable resilience of the community people including persons with disabilities from any kind of disaster especially flood. So that persons with disabilities, their family members and other most at risk group of the people of that community can easily deal with such situation effectively. Also project demonstrate how persons with disabilities are empowered and practicing to access in different sectors like health, agriculture, social welfare, livelihood etc. in a sustainable manner.

## 2. Evaluation Objective, Scope and Intended Use

The specific objectives of the evaluation are as follows:

- To measure the impact of project interventions
- To identify the achievements considering expected result with effectiveness and efficiency

- To know how the results contributed for achieving both specific and overall objectives of the project
- To understand how DiDRR activities will continue by OPD, SHGs and local government considering sustainability
- To document good practices, impact areas, story of changes that represent the overall scenario of the project interventions
- To document the evidence of inclusive climate resilient group based livelihood and VSLA initiatives of the project

**Scope of the evaluation:**

The scope of the evaluation covers the duration of the Gaibandha part of the project from January 2020 to June 2021, hence all the activities conducted, inputs delivered, the outcomes and impacts on the target groups, the good practices generated, the lessons learned and documented inclusive climate resilient livelihood initiatives of the project.

**Determine the target audience of the evaluation:**

The evaluation is intended for CDD, partner organizations, Organization of Persons with Disabilities (OPD) and CBM. The learning, best practices and recommendations will be widely shared among non-government and government stakeholders at local, national and international levels.

**3. Evaluation Questions**

Evaluation area of Inquiry	Evaluation Questions
Relevance	<ul style="list-style-type: none"> <li>• Is the project scope associated with target group appropriate?</li> <li>• How relevant was the combined effort from OPDs, SHGs, WDMC and local government administration to practice DiDRR?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>• What have been achieved considering project expected result?</li> <li>• For achieving the major outcomes how the stakeholders and project participants contributed?</li> <li>• To what extent has the project completed activities against the plan in both qualitative and quantitative? What has succeeded, what has failed? Why?</li> <li>• How OPDs, SHGs, WDMCs and local government administration worked for practicing Disability inclusive Disaster Risk Management (DiDRM) in the community?</li> <li>• What changes OPDs, SHGs, WDMCs and local government administration made considering DiDRM?</li> <li>• To what degree has OPDs and SHGs been able to mobilise for DiDRR? What has been achieved?</li> <li>• How effective is the participation of persons with disabilities in DMCs?</li> <li>• How SHG members are practicing Village Savings Loan Association (VSLA) approach in their groups? Will they continue VSLA? If yes, why?</li> </ul>

	<ul style="list-style-type: none"> <li>• How disability inclusive livelihood initiatives are practicing by persons with disabilities along with their family members? Will they continue?</li> <li>• How livelihood initiatives helped to reduce disaster risk of persons with disabilities and their family members?</li> <li>• How effective was the extended rehabilitation services?</li> <li>• How Union Parishads are practicing Disability inclusive Disaster Risk Management? Will they continue?</li> <li>• Were the project implemented followed by local culture and practice based on the indigenous knowledge of the community?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• In what ways project influence OPDs, SHGs, WDMCs and local government administration to practice disability inclusion in DRR?</li> <li>• How project could influence DiDRR stakeholder and help them to take initiative for taking inclusive measures in terms of DRR?</li> <li>• Is allocated budget and human resources were optimum and available for implementing activities smoothly?</li> <li>• How management, coordination system and monitoring mechanism worked during implementation of the project?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>• What has been the impact of OPDs in their communities focusing DRR?</li> <li>• What changes have been created among the community people including persons with disabilities and project participants as outcome of this project?</li> <li>• What impact of this project had on reducing the disaster risk of persons with disabilities and other most at risk group of people?</li> <li>• Can the target population be considered better prepared for practicing sustainable DiDRR in the community?</li> <li>• What are some of the best impact areas to showcase in the project?</li> <li>• What level of inclusion that has been ensured by the project?</li> <li>• Were there also negative effects and consequences?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• What evidence demonstrated that the OPDs and SHGs will continue their ongoing activities focusing DiDRR after the project?</li> <li>• What indication shows that the local government and OPDs feel ownership for maintaining disability inclusive activities focusing DiDRR done by the project?</li> <li>• Is the project activities are replicable in other parts of the country?</li> <li>• Considering project outcome how the interventions will scale up for enhancing community resilience?</li> <li>• What level the community is resilient after intervention.</li> <li>• How community ownership created for practicing DiDRR? Will they continue?</li> </ul>

## Gender

Evaluation will consider gender aspects of the project and report on this. Data collection will be disaggregated according to the gender aspect of the project catchment area. The methodology will be ensured that the voices of both men and women are heard and considered. For each of the enquiry of the areas above, it would be useful to consider any changes in the participation of women and men and how factors will be influenced these changes.

Particularly areas of evaluation which will know specifically at gender including:

- Access to climate resilient livelihoods for both men and women
- Access to health and rehabilitation services for men, women and children
- Participation of both men and women in OPDs, SHGs, WDMC and Cattle Farming Groups and decision making stage
- Participation of women in the initiatives of the project, OPDs and WDMCs

## Safeguarding

Evaluation must consider child safeguarding aspects and report on this. Like the present status of child safeguarding in the project location, existing mechanisms which are practicing to ensure a safer working environment for the children. And evaluation team will must follow child and adult safeguarding policy of CDD and CBM.

### 4. Methodology

Consultant will conduct desk study and field study of the project documents. Relevant documents will be provided by CDD to the Consultant. The consultant will conduct consultations with CDD management and project team, and CBM representatives before field visits.

The evaluation should be participatory with all stakeholders including persons with disabilities where both quantitative and qualitative methods will be used. Considering the COVID situation, consultant will design detailed sampling tools, techniques and data collection process that should be used to avoid the risk of contamination.

The Consultant is expected to provide detail evaluation methodology, schedule, and instruments to the CDD and CBM management for feedback upon which the Consultant will finalize the methodology.

### Location selection criteria will include

1. Total 9 Wards from 15 Wards (at least 4 wards from each union)
2. A considered mix on apparent strengths
  - 2 Perceived Best practices
  - 2 Perceived representatives of average result
  - 1 perceived as still Work in Progress (challenging)
3. Consideration of at least two sites where Gender is well represented
4. Consider at least one hard to reach community

## 5. Limitations

The ongoing worldwide COVID-19 pandemic can become a major challenge at this time which may limit the evaluation result during the specified timeframe. Rigorous weather (monsoon) can be a challenge in some working locations. Besides, it may create challenge for the consultant to communicate with persons with speech and hearing impairment, persons with mental health needs and to involve persons with severe disabilities in the evaluation process.

## 6. Evaluation Team and Management Responsibilities

### Commissioning responsibility

The evaluation will be commissioned by CDD by contracting the Consultant(s), approving the design proposed by the Consultant. The evaluation report will be provided to CDD and CBM for appropriate distribution to stakeholders and finalized based on comments from CDD and CBM.

### Evaluation Team

It is expected that the evaluation team will include team leader (national consultant), disability expert (person with disability is preferable), DRR expert, data analyst and sign language interpreter.

The Consultants/ evaluation team should have

- At least seven 7 years' experience conducting and leading end line study both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
- All legal papers e.g. valid trade license, latest audit report, TIN etc.
- Higher university degree in disaster management and development
- Experienced in participatory evaluation methodologies, questionnaire development, testing and training and managing field enumerators
- Experience in quantitative as well as qualitative data collection and analysis
- Experience in disability inclusive disaster risk reduction
- Experience in documenting good practices, process documentation etc.
- Excellent writing skill of reports in English
- Sign language interpreter as team member for data collection
- The team shall include both male and female members and a person with disabilities in the team would be considered an asset.

## 7. Management of the evaluation and logistics

Name	Organization	Roles	Outputs
Consultant/ Evaluation Team	External	<ul style="list-style-type: none"> <li>- Provide inception report</li> <li>- Develop detailed methodology</li> <li>- Train data collectors</li> <li>- Conduct interviews</li> <li>- Data analysis</li> <li>- Report preparation</li> </ul>	<ul style="list-style-type: none"> <li>- Inception Report</li> <li>- Data collection tools</li> <li>- Draft Report</li> <li>- Final Report</li> <li>- Document on the evidence of inclusive climate resilient group</li> </ul>

			based livelihood and VSLA initiatives of project
Gana Unnayan Kendra (GUK)	Internal	<ul style="list-style-type: none"> <li>- Organize logistics</li> <li>- Provide knowledge of local context to the team</li> <li>- Undertake interviews</li> </ul>	N/A
OPD Member	Internal	<ul style="list-style-type: none"> <li>- Support in interpretation of information</li> </ul>	N/A
CDD	Internal	<ul style="list-style-type: none"> <li>- Support by providing required documents, data and information linked with the project</li> <li>- Provide feedback on plan and report</li> <li>- Provide recommendation on acceptance of the evaluation report</li> </ul>	N/A
CBM	Donor	<ul style="list-style-type: none"> <li>- Review ToR, inception report, data collection tools, methodology and draft evaluation report and approve the final report</li> </ul>	N/A

## COMMISSIONING RESPONSIBILITY

### Consultant/ Evaluation Team

- Organizing team and managing work processes
- Developing evaluation methodology and liaising with CDD and CBM BCO regarding meetings required to be organized
- Managing any conflicts of interest if arise
- Development of interview question guides, provide training to the evaluation team (if required), testing approaches, and quality control.
- Managing collection, collation and confidentiality of data
- Undertake evaluation team briefings and debriefings
- Conduct a briefing and a debriefing meeting at start and end of field level conversation with stakeholders.
- Present the findings to key decision-makers and relevant staff of CDD, CBM and GUK
- Ensuring Products are delivered by due dates (briefings, presentations, reports)

### CDD

- Development of evaluation ToR with CBM and developing/refining evaluation methodology



- Identifying universal accessible locations for interviews/ meetings to take place
- Ensuring appointments for interviews for evaluation team are organized before team arrive
- Working with the Project Partner to manage evaluation logistics and source for required information
- Ensuring that access and inclusion factors are addressed, so that people with disabilities can ensure their meaningful participation and active engagement.

## **CBM BCO**

- Review draft ToR and approval of final ToR
- Participate in selection and approval of consultant and members of the evaluation team
- Confirming methodology of the evaluation process proposed by consultant
- Participate in key planning and scoping meetings with consultant.
- Communicate with CBM Germany on any significant issues arising during the evaluation process
- Reviewing draft report and approval of evaluation report

## **8. Expected Results**

Selected consultant/evaluation team will provide following deliverables considering digital accessibility:

- Inception report including detail methodology, data collection plan and time frame considering digital accessibility
- Data collection tools both in Bangla and English
- Signed safeguarding code of conduct by the consultant and evaluation team before initiating the field level work
- Draft reports in soft copies in MS Word and PDF format considering digital accessibility
- Final evaluation report in both hard (3 copies) and soft copies considering digital accessibility (within 25-30 pages)
- A 2-pager summary report considering accessibility
- Tangible story with photos considering digital accessibility that represent the success of project interventions to get the change and impact of the project
- Document on the evidence of inclusive climate resilient group based livelihood and VSLA initiatives of project in both hard (3 copies) and soft copies considering accessibility
- Presentation on findings of evaluation

Detailed work plan and evaluation tools.

Inception Report due by: 4<sup>th</sup> November, 2021

Draft Report due by: 4<sup>th</sup> December, 2021

Finalised Report due by: 14<sup>th</sup> December, 2021

## 9. Duration and Phasing

It can be considered a planning meeting with CDD and CBM that is scheduled weeks before the field work, where methodology and sampling is discussed.

Task	Location	Number of Days	Expected Dates
MoU Signing and Project Brief	CDD Office	1	30 <sup>th</sup> October, 2021
Desk review of information and submission of inception report	Consultant's office	5	4 <sup>th</sup> November, 2021
Review and feedback from CDD and CBM on inception report	N/A	4	8 <sup>th</sup> November, 2021
Reviewed inception report submission by consultant	Consultant's office	1	9 <sup>th</sup> November, 2021
Data collection tools of evaluation developed	Consultant's office	3	12 <sup>th</sup> November, 2021
Review and feedback from CDD and CBM on data collection tools	N/A	5	17 <sup>th</sup> November, 2021
Reviewed data collection tools submission by consultant	Consultant's office	1	18 <sup>th</sup> November, 2021
Field Visit and Data collection	Gaibandha	7	25 <sup>th</sup> November, 2021
Meeting with CDD project team to discuss initial findings and provide feedback	CDD office	2	27 <sup>th</sup> November, 2021
Consultant submits i) Draft report ii) Document on the evidence of inclusive climate resilient group based livelihood and VSLA initiatives of project iii) Tangible story with photos	Dhaka	7	4 <sup>th</sup> December, 2021
Comment on draft report, document on the evidence of inclusive climate resilient group based livelihood and VSLA initiatives of project and Tangible story with photos by CDD and CBM	Dhaka	8	12 <sup>th</sup> December, 2021
Consultant makes changes as necessary and submits final report, document on the evidence of inclusive	Dhaka	2	14 <sup>th</sup> December, 2021

Task	Location	Number of Days	Expected Dates
climate resilient group based livelihood and VSLA initiatives of project and Tangible story with photos			
Consultant submits 2-page summary of report	Dhaka	2	16 <sup>th</sup> December, 2021
Present evaluation findings with CDD and CBM through meeting by consultant	Dhaka	1	17 <sup>th</sup> December, 2021

## 10. Costs and Payments

The cost for evaluation should take into account all HR costs and professional fees, travel costs, daily allowances and other expenses. CDD will make payments by bank transfer to the firm's/individual's bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work

- 1<sup>st</sup> Payment: 50% of contract value will be paid based on submission and acceptance of inception report
- 2<sup>nd</sup> Payment: 50% of contract value will be paid based on submission and acceptance of final evaluation report, inclusive climate resilient livelihood initiatives and Tangible story with photos

**VAT and tax will be deducted as per government's NBR policies.**

## 11. Applications

Expressions of Interest shall be submitted by **20<sup>th</sup> October 2021** to [info@cdd.org.bd](mailto:info@cdd.org.bd) and shall include:

- Brief description of consultancy firm/consultant/team
- Detailed CVs of each suggested team member
- Understanding of this ToR and suggested methodology
- Availability of team and suggested schedule
- Financial proposal

Only complete applications will be considered for the next stage of selection. CDD may ask for references and/or examples of previous work and reports during the recruitment process. CDD reserves the right to terminate the contract in case the suggested and agreed upon team members are unavailable at the start of the evaluation and no adequate replacement can be provided.

Each team member, including interpreters, enumerators etc. need to fully comply with and sign CBM's and CDD's Code of Conduct and Child Safeguarding Policy as well as commitment to data security and privacy.

## 12. Attachments

All the necessary document will be made available to the consultant after signature of contract.

### 13. Appendix 1: Stakeholder Analysis for Evaluation

<b>Stakeholders</b>	<b>What is their interest and contribution in the proposed project?</b>	<b>What is their power and influence in the project (1-5 rating, 1=low, 5=high)</b>	<b>Will the project involve / these stakeholders in the evaluation? How?</b>
<b>Primary Stakeholders</b>			
Self Help group and OPD members	Skill and knowledge of these members will be enriched on Institutional management, Leadership, Resource mobilization, Documentation, etc.	4	They will be involved in evaluation through participate in focus group discussion and KII.
Cattle Farming Group members	Skill and knowledge of these members will be enriched on cattle farming. They will be able to practice climate resilient livelihood and reduce their disaster risk		They will be involved in evaluation through participate in focus group discussion and KII.
Parents / Caregivers of persons with disabilities	Learn basic therapy and provide same for better care of children with disabilities	4	Interview
UDMC and WDMC	UDMC and WDMC and will be able to manage disaster situation through own initiatives	4	They will be involved in evaluation through participate in focus group discussion and KII.
<b>Secondary stakeholders</b>			
Union Parishad	Awareness, budget allocation and expenditure on disability issues and	5	Interview

<b>Stakeholders</b>	<b>What is their interest and contribution in the proposed project?</b>	<b>What is their power and influence in the project (1-5 rating, 1=low, 5=high)</b>	<b>Will the project involve / these stakeholders in the evaluation? How?</b>
	disaster risk reduction		
Community people	Awareness on disability and disaster specifically on flood preparedness	3	FGD/KII
OPD	Issue based advocacy with policy makers at local level for inclusive DRR	4	Interview