

# Request for Expression of Interest (EOI)

for

## Mid-Term Evaluation

### EVALUATION SUMMARY

<b>Program/Project, Project Number</b>	3828-MYP
<b>Partner Organisation</b>	Disabled Rehabilitation and Research Association (DRRA)
<b>Project start and end dates, Phase of project</b>	01/01/2019-31/12/2021
<b>Evaluation Purpose</b>	The purpose of this evaluation is to evaluate the effectiveness and document the lessons learned. Also the recommendations for way forwards is expected to be generated from this evaluation.
<b>Evaluation Type (e.g. midterm, end of phase)</b>	Midterm evaluation
<b>Commissioning organisation/contact person</b>	Disabled Rehabilitation and Research Association (DRRA) CBM International
<b>Evaluation Team members (if known)</b>	
<b>Primary Methodology</b>	Both qualitative and quantitative methodology considering context specific and participatory approach, tools and techniques to be followed. Data will be gathered through interviews including meeting with government representatives (as appropriate), home visit, and focus group discussions with persons with disabilities, DPOs and other stakeholders.
<b>Proposed Evaluation Start and End Dates</b>	14 <sup>th</sup> December, 2020 to 30 <sup>th</sup> December , 2020

<b>Anticipated Evaluation Report Release Date</b>	31 <sup>st</sup> December, 2020.
<b>Recipient of Final Evaluation Report</b>	Disabled Rehabilitation and Research Association (DRRA) & CBM International

## 1. BACKGROUND OF PROJECT

Vulnerability of women, persons with disabilities and other marginalized groups are high for any natural catastrophes due to lack of awareness, participation and support. The casualties and injuries of people with disabilities may increase due to inappropriate disaster preparedness and management system. Lack of timely and proper early warning, evacuation system and inaccessible shelter, houses and infrastructures may create more vulnerability to life and properties and avoidable fatalities. To reduce the disaster vulnerability of women, persons with disabilities and other marginalized groups in Atulia and Burigoalini unions of Satkhira District, DRRA with support from CBM is implementing a pilot project named Community Centred Disability Inclusive Disaster Risk Management (CCDIDRM). This project has undertaken awareness development, social empowerment and livelihood activities to reduce disaster vulnerability of the targeted population.

The project's **overall objective** is to contribute to inclusive and resilient communities leading to improved quality of life of people with disabilities and other vulnerable groups.

The **specific objective** is to reduce vulnerability of target coastal communities to impact of natural disasters and climate change through improved inclusion approaches in community socio-economic and disaster-risk management policies and programs.

The project has 4 expected results,

- Union disaster Risk Reduction Action Plan (RRAP) and Upazilla Disaster Management Committee (UzDMC) and regular programs are inclusive of people with disabilities and marginalized groups;
- People with disabilities and other vulnerable groups have increased income through adaptation of livelihood practices that are disaster and climate change resilient;
- Schools have increased capacity to prepare for and respond to disasters;
- DRRA has improved evidenced-based knowledge on inclusive disaster risk reduction practices and contributing to local and national policy advocacy.

Timeframe & location:

The project planned duration is 3 years starting from 1<sup>st</sup> January, 2019 to 31<sup>st</sup> December, 2021). The project location is 2 unions (Atulia and Burigoalini) of Shyamnagar Upazila in Satkhira District.

Target population:

Women, Persons with Disabilities, DPOs, SHGs, UzDMC, UDMC, WDMC and UP members.

Key Activities Completed/Ongoing:

- Develop capacity of DPOs, SHGs, UzDMC, UDMC, WDMC and UPs on inclusive DRM and CCA.
- Provide direct support to the selected structures and community people to improve accessibility and inclusiveness.
- Documentation, IEC material development and organization of awareness events on iDRM for Local government, community people, UzDMC, UDMC and WDMC.
- Provide financial, referral and technical support to selected 100 beneficiaries for adoption of climate resilient livelihood opportunities.
- Provide Social Support to persons with disabilities including women with disabilities and others participants for meaningful participation in livelihood option
- Capacity building of School Management Committee (SMC) and Students Council on School Safety Plan and inclusive Disaster Preparedness
- Accessibility support for children with disabilities
- Development of awareness materials

Key Stakeholders:

- Persons with disabilities
- School Management Committees & Students
- Union Parishad

## **2. UPAZILLA LEVEL GOVERNMENT AND NON-GOVERNMENT**

### **OFFICIALS EVALUATION OBJECTIVE, SCOPE AND INTENDED USE**

Consider the intention/utilisation for this specific evaluation – accountability, improvement of performance, or communication and learning.

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

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

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

## **2.1. SCOPE OF THE EVALUATION**

The evaluation will cover the period of the project starting from 1<sup>st</sup> January, 2019 to 30 June 2020. Therefore, all the activities conducted, achievements against expected results and impacts, the lessons learned during this period, and the recommendations for future planning and area of improvement needs to be evaluated. Due to COVID-19 pandemic, all schools are closed and as a result school based activities are currently postponed. it will cover two Union named Atulia and Burigoalini of Shyamnagar Upazila, Satkhira. its target group is all direct beneficiary and stakeholder reached by the project in last one and half year.

## **2.2. TARGET AUDIENCE AND INTENDED USE**

The target audience of the evaluation are DRRA and CBM as well as DPO and other DiDRR actors the outcome of this midterm evaluation could have great role to measure the achievement of activities implementation strategy or shows scope of work to achieve the targeted results of the project, on other hand it can also help the stakeholder to understand how much impact by the project bring at their community as well as their involvement in this project. it will also help for local and national level advocacy as an evidence. The lessons learned and recommendations will be also shared to local, national and international stakeholders. to ensure accessibility evaluator will follow the CBM guideline. The evaluation team is expected to provide de-briefing on the evaluation to facilitate learning for stakeholders. The report will be used for future designing of any DiDRR project and improving the intervention as well as the recommendation will be used for deciding future programme development.

### **Intended use:**

- The findings from the evaluation will be important for DRRA and CBM in identifying the key strategies of the project that are contributing to project success and way forward towards sustainability.
- Learning's from this evaluation will enable DRRA and CBM to further strengthen and refine the DiDRR related potential activities/projects.
- Generate the idea and articulate the recommendations for future project/programme development and area of improvement of existing project.

### 3. EVALUATION QUESTIONS

#### 1. Relevance, quality of design and appropriateness:

This measures the extent to which the project is suited to the priorities and policies of the target group, the partner organisation, to local and national development priorities, to CBM policies, including changes over time.

**Appropriateness** is the tailoring of humanitarian activities to local needs, increasing ownership, accountability, and cost-effectiveness accordingly.

How the DIDRR component was conceptualized, and operational in reducing disproportionate risk of persons with disabilities in disaster?

- To what extent this project engaged DRR actors in supporting its planning and implementation
- How much the initiative is suited to the priorities and policies of Bangladesh in relation to disability?
- What were the key DIDRR activities with persons with disabilities and other stakeholders?
- Are the DPOs and other stakeholders engaged adequately with the project?
- Is the project scope appropriate? e.g. the geographical/size of catchment area/number of sub-partners/stakeholders etc.?

#### 2. Effectiveness:

This measures the extent to which the project actually achieved what it set out to do.

- How disability inclusion was built in the interventions of the project and its effect on the whole community and government stakeholder??
- How much the understanding of WDMCs, SDMC, UDMC, SHGs, DPOs changed on DIDRR?
- Whether persons with disabilities have increased access to DRR services from the government?
- Where are gaps/weaknesses in training provided by DRR? What awareness and training materials and inputs used for doing DIDRR activities? Were they effective?
- Are DPOs and DMCs able to conduct their routine meeting and document activities independently in DIDRR?
- Have assistive devices helped Persons with disability for increasing their mobility and contribute to DiDRR?
- How effectively women are contributing in DMCs, SHG, DPOs and union standing committees and other committees?
- How effectively child and vulnerable adult safeguarding issue is considered in the whole process of project implementation?

### **3. Efficiency or cost-effectiveness (of planning and of implementation):**

This measures the outputs in relation to the inputs (costs, both financial, staffing, time) and whether funds are used in the least costly way in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

- To what extent has the project activities carried out as per implementation plan including time? Where the plan changed and why?
- To what extent the project resources were allocated over the project period according to the need of the project participants and stakeholders?
- How value for money of program activities measured in different level of project implementation?
- Was the cost of the activities/ interventions sufficient?
- How economically resources and inputs (funds, expertise, time, etc.) are converted in to results as compared to alternative approaches to achieve the same results.
- Comparing to the volume of work and jurisdiction of the project how efficiently manpower is being used?

### **4. Impact - Contribution to change:**

This assesses the positive and negative consequences of the project activities, direct and indirect, intended and unintended.

- Whether the target populations of the project (communities including women, men, girls and boys with disabilities) be considered well prepared and contributing to DiDRR?
- Whether there are any unexpected results or unintended effects?
- Are children aware on disability and disaster preparedness?
- How livelihood was functioning (with challenges and opportunities) by utilizing the full potentiality and skills of persons with disabilities?
- What are the remaining gaps in the implementation process in terms of quality of design?
- What about the understandings of DPOs to involve themselves for issue-based advocacy to the policy makers at the local/national level?

How livelihood activities contributed to the socio economic improvement of persons with disabilities and their families?

### **5. Sustainability:**

The likely ability of an intervention to continue to deliver benefits for an extended period of time after completion. Projects need to be environmentally as well as financially and socially sustainable.

In addition to the above three criteria may be used, in particular in the case or emergency actions.

- To what extent the SHGs/DPOs have gained skills to run their organizations independently? If so, how?
- In which degree WDMC, SDMC and UDMC are capable to manage crisis during disaster at local level for risk reduction.
- What further support needed for make this initiative sustainable?
- Whether unions are allocating budget on DiDRR and persons with disabilities?
- How the active participation of persons with disabilities ensuring in the government initiatives?
- What is the level of capacity of persons with disabilities to handle the emergency situation and take necessary steps align with UDMC and WDMC?
- What are the gaps in terms of sustainable capacity of persons with disabilities to response any disaster without any external support?
- To what extent various plan developed by various committees are complementing each other and how this coordination is done with a view to maintain continuity of inclusion of persons with disabilities in various plans.
- To what extent field team has gained capacity on Disability inclusive DRR in planning, monitoring and outcome evaluation.

**6. Connectedness** refers to the need to ensure that activities of a short-term emergency nature are carried out in a context that takes longer-term and interconnected problems into account.

- How much the local institutions (SHGs, DPOs, DMC) are linked with local government to reduce the disaster risk of persons with disabilities.
- How much support and services the project received from local government during project implementation?

**7. Coherence:** The need to assess security, developmental, trade and military policies as well as humanitarian policies, to ensure that there is consistency and, in particular, that all policies take into account humanitarian and human-rights considerations.

- What about the understanding of the project staff, local government representatives, government officials related to social service and disaster management, regarding Disability law, gender policy, core humanitarian standard, Standard Order on Disaster (SOD), etc. in the project location?

**8. Coverage:** The need to reach major population groups facing life-threatening suffering wherever they are.

- To what extent it involved the actors and agencies in the programme, what strategies to involve beyond project timeline for disability inclusive disaster risk reduction.
- Is there any necessity/ felt need to expand Disability inclusive DRR activities further in other need based areas?
- Have the people been reached on an equal basis and to what extent with regard to geographic coverage? How it has been ensured that the involvement of stakeholder based on types and severity of disabilities and gender?



## Gender

For the evaluation a Gendered Approach should be considered in evaluation questions, methodologies, in the composition of the evaluation team as well as specific mention of gender issues in the report. Data collected should also be gender disaggregated.

## Child Safeguarding

The evaluation must consider safeguarding aspects of children and adults-at-risk as well as safe communication during the entire evaluation process where children and adults-at-risk are involved. Case stories, still photography, and interviews taken from the concern of persons with disabilities, project beneficiaries, DPOs members and/or relevant others stakeholders must have prior consent in written using prescribed forms following CBM's 'Safeguarding Children and Adults-at-risk Policy'.

## 4. METHODOLOGY

The evaluation will employ a mixed method (qualitative and quantitative) approach. The consultant will conduct both desk review and field study. Relevant documents will be provided by DRRRA. The consultant will provide detailed methodology after initial discussion and finalize the methodology in collaboration with CBM BCO and DRRRA before data collection. The evaluation must meet the principles of inclusion, participation and interaction, involving beneficiaries and stakeholders considering gender and age. The evaluation will be participatory in the best possible way. Persons with disabilities, DPO members, DMC members and local government representatives are the prime target groups. While setting the methodology and collecting data from persons with disabilities sign language interpretation, accessible venues and additional time will need to be considered.

The evaluation should reach all type of stakeholders (Appendix A). Representative and achievable sampling should be drawn according to the situation and availability. Consultant should consider COVID-19 situation and take safety and security measures during data collection. Persons with disabilities are major part of the project, therefore their participation in evaluation process needs to be ensured and should be reflected in methodology.

## 5. LIMITATIONS

COVID-19 pandemic situation may affect the data collection process.



## 6. EVALUATION TEAM AND MANAGEMENT RESPONSIBILITIES

### 6.1. COMMISSIONING RESPONSIBILITY

DRRA with the consultation of CBM is responsible for commissioning the evaluation by hiring the consultant. DRRA and CBM will approve methodology, work plan, draft report and final report.

### 6.2. EVALUATION TEAM

The evaluation team should be inclusive of men and women and persons with disabilities.

The Consultant should have following qualifications,

- Post-graduate or higher degree in, or social sciences or development studies or in medical sciences or disaster management
- Experience in disability and development
- Experience in disability inclusive disaster risk management or disaster management
- Experience in quantitative as well as qualitative data collection and analysis
- Experience in participatory evaluation methodologies
- Experience on Inclusion and, Gender,
- Experience on evaluating donor funded projects
- Working experience with international NGO is preferable
- Fluent in both oral and written English and Bangla. Skills in sign language will be of added value.

### Child Safeguarding Policy:

The consultant or firm have to sign CBM child safeguarding and Adult at risk policy along with DRRA code of conduct. it will be applicable all member of this consultation work.

### 6.3. MANAGEMENT OF THE EVALUATION AND LOGISTICS

Detail specific **responsibilities of the consultant** regarding logistics: N/A

**Regional Office** has responsibility for: N/A

CBM BCO in responsible for:

- Reviewing draft TOR and approval of final TOR
- Take part in hiring process of consultant
- Approve methodology developed by consultant
- Take part in planning meetings with consultant
- Reviewing draft report and approval of final report

Consultant is responsible for:

- Maintaining privacy and dignity of persons with disabilities
- Team management
- Developing detail methodology including data collection tools and communicate with DRRA and CBM BCO for approval
- Data collection, compilation and analysis
- Draft and final report preparation
- Ensuring timely deliverables

DRRA is responsible for:

- Developing TOR with CBM and developing/refining evaluation methodology
- Organising interviews with beneficiaries according to the consultant's requirement
- Ensuring appointments for interviews for evaluation team are organised before team arrive
- Ensuring availability of required documents for evaluation
- Ensuring that access and inclusion factors are addressed, so that people with disabilities can participate fully.

## 7. EXPECTED RESULTS

The consultant will develop following documents,

- Evaluation plan with detail methodology and data collection tools in English within 2 days of project briefing meeting
- prepare inception report.
- Draft evaluation report in English after 11 days of project briefing meeting
- Reviewed evaluation report incorporating feedback after 13 days of project briefing meeting
- Final evaluation report in English after 16 days of project briefing meeting
- Provide an accessible version of the document.

## 8. DURATION AND PHASING

Task	Location	Number of Days	Expected Dates
Project briefing with consultant by DRRA and CBM BCO	Online meeting	0.5	
Submission of methodology and questionnaire	Via email	1	
Review of methodology and questionnaire by DRRA and CBM	Dhaka	0.5	

Feedback meeting with consultant	Online meeting	0.5	
Incorporation of feedback into methodology and questionnaire	Dhaka	0.5	
Data collection	2 locations	4	
Analysis of data and Draft report submission	Dhaka	2	
Review of draft report by DRRRA and CBM BCO	Dhaka	2	
Feedback meeting with consultant	Online meeting	0.5	
Incorporation of feedback by consultant	Dhaka	0.5	
Final report submission		0.5	
Review of final report by DRRRA and CBM BCO	Dhaka	2	
Acceptance of final report by DRRRA and CBM BCO and final payment.	Dhaka	0.5	

## 9. COSTS AND PAYMENTS

The total payment would be made by two (2) installment. 50% of the total amount will be paid after signing the agreement & rest 50% will be paid after submission of the final report. 1st party will make the payment of the through DD/account pay cheque or pay order in favor of the 2nd party after completion of the assignment. The 1st party would deduct the VAT & Tax and challan copy provided to 2nd party. VAT and tax will be deducted as per government's NBR policies.

## 10. ATTACHMENTS

### APPENDIX: STAKEHOLDER ANALYSIS FOR EVALUATION.

Stakeholders Please list <b>all</b> current and potential external and internal stakeholders including beneficiaries that contribute or influence the success of the proposed project(s)	What is the their interest and contributions in the proposed project?	What is their power and influence in the project?  (1-5 rating, 1=low, 5=high)	How does the project involve / plan to involve these stakeholders?
<b>1. Primary Stakeholders</b>			
Persons with disabilities/Elderly people	Inclusion in DRM through accumulates knowledge; contribute to implement in the project activities.	5	Inclusion in various community groups; involve in resilient livelihood adaptation
Women with disabilities	Inclusion in DRM through accumulates knowledge; contribute to implement in the project activities.	5	Inclusion in various community groups; involve in resilient livelihood adaptation
Extreme poor	Gain knowledge on climate change adaptation and livelihood option.	5	Involve in resilient livelihood adaptation
Student/student council	Gain knowledge on school safety and education in emergency	5	Involve in SBiDRM, student council, mock drill, dissemination of knowledge

<b>Stakeholders</b>  Please list <b>all</b> current and potential external and internal stakeholders including beneficiaries that contribute or influence the success of the proposed project(s)	<b>What is the their interest and contributions in the proposed project?</b>	<b>What is their power and influence in the project?</b>  <b>(1-5 rating, 1=low, 5=high)</b>	<b>How does the project involve / plan to involve these stakeholders?</b>
<b>2. Secondary Stakeholders</b>			
SHGs/DPOs	To gain knowledge about Disability inclusive DRR and contribute themselves by involving project activities by sharing their ideas, experiences, recommendation	4	Capacity building on CBiDRM, advocacy, inclusion in various committee
CPP/Community volunteer	Gain knowledge on CBiDRM	2	Early warning, search and rescue, 1 <sup>st</sup> aid responder.
UDMC, UzDMC	UDMC and UzDMC can help to conduct the community, family resource mapping, vulnerability analysis along with addressing livelihoods requirement of People with Disabilities in context of DRR that would be addressed to the MYP	3	Focal structure for CBiDRM
Upazilla level government and non-government officials	They will contribute their idea knowledge's, experiences and	2	Project will be established linkage and collaboration for exploring mainstreaming

Stakeholders  Please list <b>all</b> current and potential external and internal stakeholders including beneficiaries that contribute or influence the success of the proposed project(s)	What is the their interest and contributions in the proposed project?	What is their power and influence in the project?  (1-5 rating, 1=low, 5=high)	How does the project involve / plan to involve these stakeholders?
	recommendation through the seminar		services, involve in technical capacity building of livelihood activities.
Community clinic	Contribute by providing their existing experience and knowledge /community practices relevant to DRR & Emergency response in the process of developing planning fund.	2	Sensitize on disability, inclusive DRM and preparedness to response disaster/cyclone.
School Management committee(SMC)	School is usually using as emergency shelter during any disaster. Children are more in risk at that time and also out of study. so SMC & SC will give idea that how the situation can improve and how they will engage with DRR as well emergency management.	3	Capacity building on SBiDRM and key player for continuation education in emergency.
Climate Change Alliance	Share lesson learning, avoid duplication of resources and contribute in project designing	4	Involve in regional and national level advocacy.

Stakeholders Please list <b>all</b> current and potential external and internal stakeholders including beneficiaries that contribute or influence the success of the proposed project(s)	What is the their interest and contributions in the proposed project?	What is their power and influence in the project?  (1-5 rating, 1=low, 5=high)	How does the project involve / plan to involve these stakeholders?
	through shricing information		

**RFQ Issuing Date: 03 December,2020**

**RFQ closing Date:** Bids must be provided no later than **1700Hrs, GMT+6 on 9 December, 2020**. Bids received after the stated deadline would be considered invalid.

**Submission instruction:**

You are required to submit '**Part 1 - Technical Proposal**' and '**Part 2 – Financial Proposal**' signed and dated offers on your company letterhead along with relevant documents as requested.

Please submit the proposal by sending email on the following email mentioning the subject on the subject Line:

Email: [recruitment@drra-bd.org](mailto:recruitment@drra-bd.org)

Subject: Mid-Term Evaluation

RFQ REF: DRR/CCDIDRM/**12.03.2020**

To  
Procurement Committee  
Disabled Rehabilitation & Research Association  
2/5, Road no: 1, Shyamoli, Dhaka



**Please submit your bid (Financial & Technical) to tender box and sign in the register**

Any incomplete applications with documents would not be accepted. *DRRA reserves the right to accept or reject any or all the proposal without assigning any reason whatsoever. Based on field requirement and to reach the objective DRRA reserve the right to customize their requirement at any stage with proper agreement of all parties.*