**Terms of Reference (ToR) for mid-term evaluation of IDIQLPWD Project**

***P 5183 Inclusive Development for Improved Quality of Life among persons with disabilities***

**Brief Description of the project**

**DRRA** (Disabled Rehabilitation and Research Association) is a non-governmental and non-profit organization in Bangladesh for people with disabilities, registered with the NGO Affairs Bureau, Department of Social Welfare. DRRA was founded in 1996 by a group of Bangladeshi philanthropists and works for justice by seeking positive changes in the lives of people with disabilities through the creation of an enabling environment and an inclusive society. Over the past 24 years, DRRA has directly reached more than 1.3 million people with disabilities and their careers through the implementation of programs in 35 districts in cooperation with 42 grass root organizations and DPOs (Disabled People's Organization).

DRRA have started to implement the ***Inclusive Development for Improved Quality of Life among persons with disabilities project*** from the year December’2020. The overall objective of the project is *“****Contribution to improving the quality of life of people with disabilities through social inclusion and equal access to services”*.** The project aims to promote the empowerment of people with disabilities, to increase the knowledge of stakeholders and to provide needs-based services to the most disadvantaged. The project works in all the 5 domains of Community Based Rehabilitation (Health, Education, Social, Livelihood & Empowerment) guidelines issued by World Health Organization.

Specific objectives of the project is “1000 people with disabilities claim their rights, participate in health, education and have access to income-generating activities” and outcomes are; (i) Public awareness and knowledge of the needs and rights of people with disabilities is improved (ii) The capacities of DPOs, local government representatives and private sector associations are strengthened with regard to the implementation of the Enforcement of Disability Right and Protection Act 2013. (iii) The access of PWD to health, education and income-generating activities is improved and (iv) Local government administrations are aware of the rights and needs of PWD and take them into account.

The project is being implemented by DRRA through the financial support of Federal Ministry for Economic Cooperation and Development (BMZ Germany) and German Leprosy and Tuberculosis Relief Association (DAHW).

**Project Activities**

Following key activities were carried out by the project from the inception of the project:

* Project Launching
* Introductory training for project staff
* Disability screening surveys and need assessment by community volunteers
* Awareness raising events in the villages
* Development of IEC materials
* Development and maintenance of an online platform with disability-specific data and information
* Celebration of the International Day for People with Disabilities
* Activation/reactivation and strengthening of 10 local DPOs
* Capacity building of local government
* Awareness raising for private sector associations
* Network building with DPO, NGO and private sectors
* Stakeholder mapping
* Biannual meeting of DPOs to exchange progress
* Direct support to persons with disabilities and practice referral (Health and rehabilitation, Education, access to safety net services, Vocational training, engagement of persons with disabilities and their family members with IGA etc)
* Accessibility check by DPO members and conversion work
* COVID 19 response.

**Purpose & Scope**

The purpose of this midterm evaluation is to review the overall progress of project targeted activities conducted by the period of December 2020 to December 2021, to have an in-depth understanding of the initiatives that are supported by BMZ & DAHW and how the support has benefitted all the stakeholders the persons with disabilities. The midterm evaluation **aim to assess the continued relevance, effectiveness of existing strategy of project intervention and the progress made towards achieving its planned objectives**. It also will provide an opportunity to make modifications (if require) to ensure the achievement of these objectives within the lifetime of the project. The evaluator shall also document the key lessons learnt, key challenges and make appropriate recommendations so that DRRA and DAHW might use to improve the design and implementation strategies of this project for rest of project period and the considering area for any further development of same project in future.

**Objectives**

1. **The general objectives of Mid-Term Evaluation** (MTE) are to:

* Assist the DRRA and DAHW to assess the progress efficiency, effectiveness, relevance, and impact of the project.
* To measure accountability for results to the project’s stakeholders, and beneficiaries.
* Review the adequacy of DAHW & BMZ support to the project.

1. **The expected outcome of this Mid-Term Evaluation** is a strategic review of project performance to date to:

* Ascertain the overall achievements primarily among persons with disabilities, community, and stake holders in general.
* Provide project management and stakeholders with recommendations (a) capturing additional opportunities, as well as (b) for corrective actions to resolve outstanding issues and improve project performance for the remainder of the project duration.
* Analyze the challenges including the underlying factors beyond project control.
* Help project management and stakeholders to explore specialized areas/ services that require further strengthening based on identified needs/ gaps and set the further course for the remaining duration of the project.
* To find out appropriate or alternative strategies that can be adapted over the project period.
* Help project management and stakeholders to draw initial lessons through project implementation, and management.

**Key questions**

* What is the current disability situation for inclusion in the project targeted areas and what is the contribution of the project?
* How effectively the project is contributing to increases access the services?
* Assess the effectiveness of the direct support to the persons with disabilities? Esp. for health and Rehabilitation support, referral linkage aids & appliances, education materials, and other linkages.
* Whether the capacity building activities of the project is effective? Highlight the achievements and the challenges.
  + Training to develop Self-esteem involving persons with disabilities, their family members, DPOs
  + Inclusion of persons with disabilities in existing services
* Staff- qualifications, activities, training status. Is human resource adequate and effectively utilised?
* Is timely submission of reports (technical & financial) to DAHW/ BMZ
* Budget of the project and its utilisation – How efficient and effective?
* Is DAHW Asia guidance, supportive supervision effective and adequate?
* What is the status of the project’s networking with other NGOs, government departments and other stakeholders who provides services to persons with disabilities?
* How effectively knowledge management performed by the project?
* What extent the disability inclusion occurred in the project implementation area with the project initiatives?
* How is the Advocacy and lobbying working for project sustainability?
* What are the value additions this project brings into the community?
* What are the changes brought by the project initiatives among the stakeholders and community people in term of awareness raising?
* What is the adaptation required for increasing the effective project implementation?

**Scope of work**

1. Propose Action Plan for the Evaluation Activities consulting with the project authority
2. Desk review of project documents
3. Finalize the methodology and questionnaire
4. Field visit at two working area
5. Collect qualitative and quantitative data and information
6. Analyse the collected data and information.
7. Facilitate reflection meeting on the findings.
8. Write the draft, executive summary, and final report, incorporating feedback / comments/ recommendation from DRRA & DAHW.

**Deliverables**

* Comprehensive assessment report highlighting the project stand, existing strategies, gaps with specific recommendations to improve the project’s effectiveness and disability inclusion. Recommendations with specific suggestions to modify the project implementation strategies considering the local context and needs of the community.
* A summary report.
* A formal presentation (PPT with 2 minutes video presentation) on the findings of the evaluation and share the soft copy with DAHW & DRRA.

**Evaluation Schedule**

The evaluator or the consultant and team will complete the evaluation in 21 days (including travel & report preparation) commencing from the 13th February 2022 to 6th March 2022 of duration as per the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| SL no | Particularize | Required days | Timeline |
| 1 | Meeting with key staff at DRRA office for briefing the evaluation methodology with management and staff and required document for desk review (reports/registers/materials).(one day for report review and 2 days for Desk review) | 03 | 13th Feb to 15th February’22 |
| 2 | Field visit at Satkhira (Including travel and field visit)  Meeting at District office, site visits including visiting beneficiaries, interview various stake holders & government department & verification of achievements | 05days | 16th February to 20th February’22 |
| 3 | Field Visit at Chattogram (Including travel and field visit)  Meeting at District office, site visits including visiting beneficiaries, interview various stake holders & government department & verification of achievements | 5 days | 22nd to 26th February’22 |
| 4 | Report preparation | 05 days | 27th February to 3rd March’22 |
| 5 | De-briefing with DRRA management & online sharing with DAHW Asia officials | 1day | 4th March’22 |
| 6 | Finalize report and submission | 2days | 5th to 6th March’22 |

**Eligibility of the evaluator**

DRRA welcome proposals from evaluators who:

* Have proven experience in similar evaluations
* Have vast contextual knowledge on disability and inclusion in Bangladesh, the disability sector and government policies.
* Use methodologies which focus on learning and decision making and validate their recommendations with key stakeholders.
* Rehabilitation professionals are encouraged to apply.
* Candidate having the research background will get priorities.
* Are pleasant to cooperate with; ability to adjust to different situation.
* Value stakeholders involved and engagement of all.
* Speak fluent English and Bangla.
* Candidates with a disability are strongly encouraged to apply.

**Preferred team combination**

* A lead consultant (experiences on Research and disability development)
* Person with disabilities as a team member
* Disability expert as a team member (if the lead consultant has not from disability field).

**Submission of the proposal**

The Expression of Interest (EOI) should include:

**Letter of interest**

**Technical Proposal**

* Section-1: Introduction and understanding of the assignment- maximum 1 page
* Section-2: Methodology (including proposed work plan, methodology and approach, timeline of each level of tasks)- maximum 3 pages
* Section-3: Experience in similar work- if available share a report with the reference of recent last two clients
* Section-4: Updated and detailed CV of key consultant(s) with brief descriptions of similar assignments – each CV maximum 2 pages.

**Financial Proposal**

* Proposed details budget and fees including applicable taxes (mentioning the rate of VAT & AIT)

**Administrative Document**

* For consultancy firm, please submit copy of legal registration & TIN certificate
* For Individuals, please submit copy of TIN certificate

On receipt of the EOI, a designated team will evaluate the proposals and will come to a selection of max 3 best proposals. The team will meet with the shortlisted consultants for further discussion (telephone/Skype/Zoom/Teams/etc.) to understand the technical offer to select the best suitable proposal. The selection criteria will be mainly based on the presented methodology, affinity of the consultant with the type of evaluation and target group, financial proposal of the consultant. The detail scoring areas are as follows:

|  |  |
| --- | --- |
| **Selection Criterion** | **Scores** |
| Technical proposal consists of methodologies and tools follow standard methods; logical and result oriented, self-explanatory, and sufficiently detailed presentation toward achieving the results within proposed time frame and desired quality | 15 |
| Evidence of experience   * Previous Experience on similar task * Experience in different Survey Tools Designing, Reporting Format Preparation and Compliant Mechanism related document preparation. * Experience and knowledge on contextual facts on SRHR in Bangladesh | 10 |
| Team profile (if any) - CVs of the key consultant/firm experience | 10 |
| Experience on Disability | 5 |
| Financial proposal | 10 |
| Total Marks | 50 |

**Mode of Payment**

a. Payment will be made through account payee cheque or bank transfer upon receiving the final deliverables within the timeline.

b. Any VAT/TAX incurred from this assignment will be deducted at source as per government rule and policy.

**General Terms and condition**

The selected consultant should implement the work in coordination with the DRRA representative.

* DRRA reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
* DRRA or its representatives reserve the right to monitor the quality and progress of the work during the assignment
* All reports and documents prepared during the assignment will be treated as property of the DRRA
* The reports/documents or any part, therefore, cannot be sold, used, and reproduced in any manner without prior written approval of DRRA
* Need to declare conflict of interest if you have any.

Interested individuals/consulting firm are requested to submit their Expression of Interest (EoI) electronically to the following address [recruitment@drra-bd.org](mailto:recruitment@drra-bd.org) on or before **28th January 2022 (BST 16:00hrs**. The email subject should contain the following **EoI for mid-term Evaluation of IDIQPWD Project**

For Hard copy submission: submit your proposal in a sealed envelope mentioning **EoI for Mid-term évaluation of IDIQLPWD Project** on or before **28th January 2022 (BST 16:00hrs) to House 2/5, Road:1, Shyamoli, Dhaka.**

Thanking you,

Executive Director

DRRA