

ToR for Impact Assessment (Process, Outcome and Learning from the Project)

Basic Information:

Title of the Work	Consultancy for “ Impact Assessment (Process, Outcome and Learning from the Project) ” for SFB’s project partners in Cox’s Bazar
Duration	10 September 2023 to 25 November 2023 (Around 75 days/ 2.5 month)
Background	<p>The Start Fund Bangladesh is a rapid, flexible pooled fund that offers timely financing for people at risk of and affected by small to medium scale crises. It is collectively owned and managed by its 47 member agencies, including 27 local and national NGOs who have equal participation in the decision making and access to funds.</p> <p>Under Organizational System Strengthening program of Start Fund Bangladesh, the capacity of 10 local humanitarian agencies operating in Cox’s Bazar is being strengthened through “<i>Capacitating Local NGOs in Cox’s Bazar</i>” project funded by Swiss Embassy in Bangladesh & The Netherlands Ministry of Foreign Affairs.</p> <p>In line with the objective of the project, SFB is seeking proposal from interested, expert consulting agencies to document the process, outcome and learning from the project. This ToR details out the objectives and deliverables for the above-mentioned purpose.</p> <p>ESDO, as the hosting agency of this project, has the legal responsibilities for fund management. Hence, the consultant/consultancy agency for the exercise will work closely with the concerned team of the hosting agency & SFB & it’s project partners.</p>
Objective of the work	<p>The specific objectives of this exercise will therefore be:</p> <p>Document the process, outcome and learning from the project. This will more likely be a project report, than an evaluation report to demonstrate.</p> <p>(i) What is achieved in terms of evidence/impact/results, backed by qualitative and quantitative analysis</p> <p>(ii) How it has been achieved (process) and</p> <p>(iii) What we have learned that could be instrumental to promote and sustain the leadership of local NGOs, & how they influence the humanitarian and development context of Cox’s Bazar from a localization perspective.</p> <p>The preference will be more towards data, analysis, infographics, cases stories and critical reflections to avoid a text-heavy documentation.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Facilitate a call for Expression of Interest (EOI) • Share detailed work plans with dates, modality, list of required logistical items to SFB & its relevant project partners for this task. • The consultant should consult with the SFB, relevant project partners of SFB & key stakeholders to address the requirements of this ToR • The consultant/ consulting agency will organize workshops & meetings with partner agencies & other stakeholders as & when requires in consultation with SFB

	<ul style="list-style-type: none"> Project Partners and SFB members will share feedback on the deliverables, and then the consultant will finalize the deliverables. The consultants/consulting agency will have to arrange his/her/their own travel, accommodation, food, and local transportation.
Deliverables	<ol style="list-style-type: none"> One compiled Report, incorporating the three elements (process, outcome and learning from the project) One Policy Brief, with gist from the compiled report, i.e., findings and reflections from the whole exercise
Work Location	Cox's Bazar, Bangladesh
Responsible organization & Contact	Start Fund Bangladesh , its project partners & ESDO (Hosting Agency) Proposal to be submitted to ESDO, email: procurement@esdo.net.bd by or before 04 September 2023

1. Estimation of days:

- 10 September 2023 to 25 November 2023 (Around 75 days)
- Submission of proposal by 04 September 2023
- Assessing & shortlisting by 06 September 2023
- Selection & contract sign by 10 September 2023
- Draft submission of deliveries with SFB by 15 November 2023
- Final submission of deliveries with SFB by 25 November 2023

2. Proposal Submission:

The bidder (consultants/ consulting agency) shall submit one copy of technical proposal (Along with CV(s) & detailed workplan with dates & modalities) & a financial proposal in a single document of max 10 pages. The CV(s) must contain the experience of similar work, academic background, capacity & skills. The proposals should include the name and contact details (address, telephone number, mobile number, bank details and email) of the bidder.

3. Validation of the Proposal:

All cost should be quoted in Bangladesh Taka (BDT) and will remain valid up to **sixty (60)** days from the date of proposal submission.

4. Outline of the Financial Proposal:

The Financial Proposal will include VAT and TAX (25%) and which will be deducted at the source during settlement of invoice as per government rule.

5. Payment Modality:

The payment will be made by ESDO (Direct bank payment) in 02 instalment:

- 1st instalment – 40% - at the initiation of the assignment, i.e., after signing.
- 2nd instalment – 60% - after the formal acceptance of the final deliverables.

6. General condition of consultancy:

- The consultants/ consulting agency need to work with SFB & its relevant project partners.
- The consultants/ consulting agency will conduct the work using own computer & other associated & required equipment.
- The consultants/ consulting agency will have to bear the transport, food, accommodation & other costs for the assignment.

7. Criteria for Selection:

The consultants/ consulting agency will therefore be selected following a two staged evaluation. For the first stage the following criteria will be used for shortlisting.

Criteria	Total Points
Knowledge, skill, and capacity: <ul style="list-style-type: none"> • Methodology • Technical compliance • Capacity • Conceptual & contextual clarity 	50%
Professional experience: Experience of similar work (Documentation of the process, outcome & learning from a project” in any development-humanitarian context)	50%
Total	100%

The shortlisted consultants/ consulting agency will be then called for an interview and the final contract will be offered upon satisfactory performance.

8. Eligibility Required:

The consultants/ consulting agency we are looking for preferably meets the following eligibilities:

- Knowledge & experience in developing in “Strategic Planning” any humanitarian context through ensuring Safeguarding, PSEA, Child Protection, Ethical Considerations, Diversity Inclusion (Age, Disability, Gender etc.), Humanitarian Principles, AAP, CHS etc.
- Post-graduation in social sciences with proven working experiences in humanitarian contexts 05 years experiences in developing “Documentation of the process, outcome and learning from a project” in humanitarian-development context.

9. Competencies Required:

The consultants/ consulting agency preferably meets the following competencies:

- Awareness and understanding of the humanitarian system as well as recent developments that have arisen after the Grand Bargain, Charter for Change commitments for addressing the underlying requirements of more equitable partnerships with local and national NGOs.
- Strong background & previous work experience in humanitarian contexts/ development-humanitarian nexus in Cox’s Bazar (Working with/for local partners will be an added value)
- Experience of working & conceptual clarity on localization, capacity assessment & organizational system strengthening will be considered as an added value.
- Excellent analytical, planning, presentation, report writing & documentation skills.
- Fluency in written and spoken English and Bangla.
- Willingness & capacity to be flexible & accommodating during challenging working conditions.

10. Supervision:

This assignment will be supervised by Sajid Raihan & Fhakrul Islam of Start Fund Bangladesh.

11. Confidentiality:

All the outputs will be treated as SFB & its project partners' property & the outputs or any part of it cannot be sold, used, or reproduced in any manner without prior permission from them.

12. PSEA, Safeguarding, Child Protection, Diversity Inclusion (Age, Disability, Gender):

SFB & its project partners are committed to maintain all the policies & standard regarding PSEA, Sexual Misconducts & Harassment, Safeguarding, Child Protection, Diversity Inclusion (Age, Disability, Gender etc.) & expects that their consultants/ consulting agency should also follow these policies & standards with transparency, accountability & highest priority. Violation of any PSEA, Sexual Misconducts & Harassment, Safeguarding, Child Protection, Diversity Inclusion policies may result in the end of contract for the consultants/ consulting agency.

13. Expression of Interest Submission Address & Modality:

The consultants/ consultancy agency will submit a technical proposal (Along with CV(s) & detailed workplan with dates & modalities) & a financial proposal in a single document of max 10 pages) according to the Terms of Reference (ToR). Proposal to be submitted to the ESDO, email: procurement@esdo.net.bd by or before 04 September 2023.

14. In case of any query please contact:

For any further clarification about the assignment, please feel free to contact: Naim Ahamed (email: naim@startnetwork.org) & Fhakrul Islam (email: fhakrul.islam@startnetwork.org)