



FRIENDSHIP

External Independent Evaluation of the Certificate Course “Development in Practice” run by Friendship Academy & Department of Development Studies, University of Dhaka

Terms of Reference (ToR)

Reference: Friendship/Edu/FA/January 001

January 14, 2026

Background

1. Friendship, a social purpose organization, has been working for the last 22 years to help address the needs of remote and marginalized climate-impacted communities in Bangladesh, i.e., mostly people living in the northern shifting riverine islands and southern coastal belt areas. Friendship provides effective and integrated services, across six sectors interacting holistically with each other i.e., Health, Education, Climate Action, Inclusive Citizenship, Sustainable Economic Development, and Cultural Preservation. The organization, started in 2002 with the first mobile ship hospital, is now creating access to dependable basic services with innovation and impact in healthcare, education, and direct climate adaptive solutions for more than 7.5 million people a year.
2. Since independence in 1971, there had been significant development activities across Bangladesh where government, non-government organizations and private sectors are working in tandem. Parallely, in the academic field there had been a consequential growth on development studies. However, it is felt that there lies a notable gap between the development industry and academia. Students in the development studies courses are getting satisfactory theoretical knowledge but lack adequate practical orientation and thus make it difficult in balancing these two. Hence, Friendship Academy initiated a new window in 2023 in collaboration with the Department of Development Studies (DDS) University of Dhaka (DU) to foster the excellence of learning and knowledge development by integrating theory with practice.
3. In this backdrop, a month-long certificate course titled “**Development in Practice**” was launched in 2023 in the framework of Summer/Winter School. Over the last four cohorts, around 150 participants—early-grade professionals, fresh graduates, and job seekers—have successfully completed these courses. As the program continues to expand, Friendship and the DDS, DU and with the support of Friendship Luxembourg aims to conduct an **external independent evaluation** of these courses so as to assess how effectively it has met the course objectives, and how it is contributing to participants’ professional development; the extent to which it satisfies participants’ expectations and aspirations and suggest areas of improvement.



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Compare curriculum, course duration, delivery methods, and market positioning to relevant peer programs to identify gaps and strengths.

e. **Produce a comprehensive assessment report with clear findings, evidence, and recommendations.**

Prepare a structured final report summarizing key observations, analytical findings, and actionable recommendations for future improvements.

Methodology.

7. The consultant/firm should propose a clear, robust, and participatory methodology that may include:

- a. Literature review.
- b. In-person visit to the sessions under DU-FA Summer School 2026 (April-May) to assess the overall quality, class delivery, relevance, etc.
- c. Qualitative and quantitative data collection
 - Conduct **key informant interviews (KIIs)** with course facilitators, instructors, organizers, and relevant stakeholders of Friendship Academy and the Department of Development Studies.
 - Administer **surveys** and/or conduct **Focus Group Discussions (FGDs)** with alumni from all four cohorts.
- d. Sampling framework for alumni and stakeholders
- e. Analytical tools and evaluation criteria
- f. Validation workshop or presentation of findings (optional).
- g. Applicants are encouraged to explain how they will ensure data reliability and gender-sensitive, inclusive analysis.

Deliverables

8. The deliverables shall include but not limited to are:
- a. **Inception Report** – outlining methodology, work plan, and tools like (questionnaire, checklist), raw datasets and transcripts, PPT for dissemination session, etc.
 - b. **Draft Evaluation Report** – including preliminary findings and recommendations.
 - c. **Final Evaluation Report** – a refined, comprehensive report incorporating feedback from Friendship and the Department.
 - d. **Presentation of Key Findings** to relevant stakeholders.



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Evaluation Criteria

12. Proposals will be evaluated based on:
 - a. Understanding of the assignment
 - b. Quality and feasibility of methodology
 - c. Relevant experience of the applicant
 - d. Qualifications of the team
 - e. Cost-effectiveness of the financial proposal

Submission Details

13. Interested and eligible firms/consultants are requested to submit their proposals by: 7th of March 2026 to the following address/email: info-lux@friendship.ngo, nayamat@friendship.ngo, tender@friendship.ngo

Only shortlisted applicants will be contacted.

Confidentiality Agreement – Copyright

14. The Consultant shall maintain strict confidentiality of all Friendship information which the Consultant will become aware of in the context of his assignment. Friendship shall solely possess the copyright of all the works produced by the Consultant within this consultancy task and the consultant must not share any information, data, or analysis related to or borne from this task with anyone other than Friendship, without Friendship's prior written consent.

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