

Terms of reference (ToR) for
Project Performance Evaluation of PROTIVA project

1. Background

Bangladesh is the eighth largest youth population country in the world with over 48 million young people between the ages of 15 and 35 years, at a time when about 02 million new faces are joining to the country's workforce annually. Out of this population 100.61 million are above 15 years of age who are estimated as workable person, as per the survey 6, presently 62.1 million people are labor force as per ILO definition. Out of this 62.1 million population, 59.5 million are employed in both formal and informal sector (41.8 million male and 17.8 million female). Rest 2.6 millions are unemployed (This people do not work even for an hour weekly as per ILO standard). Among male, 81.9% is presently employed and among women, present employment rate is 35.6%. Most of them are entering the job market without requisite skills and basic competencies for formal work resulting in high level of unemployment. In particular, out of school girls are facing competitive job-seeking migration, limited access to vocational training and skills development, and lack of preparedness for the actual needs of the labor market. Furthermore, out of school girls, especially those are from marginalized ethnic minority community have additional barriers and risks that often relegate them to lower-paying jobs and lower-status work. The wage difference between male and female still remain as a problem.

1.1. Project Goal and Objectives

Goal: To empower and technically equip marginalized school dropout girls to have confidence, career aspiration and a positive self image which, in turn, promotes protective and positive behaviors' to stand against the harmful social practices specially child marriage, and increasing income generating capacity by the end of the project period.

Outcome-1: Enhanced life skills and technical skills of 75 out of school adolescent girls to empower with confidence to protect them from harmful social practices and enhance livelihood capacity and career aspiration for making better employment choices.

Outcome-2: Resilient livelihoods of 75 targeted families are ensured

Outcome-3: Five (05) selected vulnerable households are safe from flood and started clean energy business through solar energy

1.2. Major interventions

- Survey to identify school dropout girls and Trainee selection
- Organize training for girls on Garments sewing machine operation.
- Arrange internship or apprentice with job industries
- Accreditation or certification
- Support trained girls for job placement
- Productive Asset Support to selective trainees HHs
- Training on asset management
- Raise homestead place considering last flood level for household
- Solar Support for household
- Latrine Support for household
- Vegetables Seed support with fencing for Gardening for household
- Life Skill Based Education (LSBE) for school going children at school level
- Capacity building of union disaster management committees

1.3. Working Area of the project:

District	Upazila	Union
Gaibandha	Gobindaganj	Kamdia
		Katabari
		Shapmara
		Shakhahar
	Saghata	Saghata
Total	02	05

2. Purpose and focus of Evaluation

The ultimate purpose of the PROTIVA project evaluation is to provide a basis for accountability, including the provision of information to the beneficiaries and donors, as well as to provide recommendations and lessons learnt to inform future projects design.

2.1. Objectives of the Evaluation

The project evaluation aims to:

1. Assess whether the project strategies and planned activities and outputs have been realized, and are contributing effectively to the realization of the project objectives
2. Formulate recommendations for future project activities, with specific attention to sustainability and scaling of results

2.2. Audience

The primary audience of this evaluation are the PROTIVA and project donors ICCO Cooperation and KerkInActie (KiA). Conclusions and recommendations will support the PROTIVA and ICCO in considering the potential of the PROTIVA project for replication and scale up. The evaluation report will be made publicly available and will be shared through workshop.

2.3. Focus of the Evaluation

Considering the nature of the evaluation and complementarily in relation to monitoring and evaluation activities that are already conducted, this evaluation will focus on external validation of the PROTIVA project effectiveness and sustainability.

2.4. Key evaluation questions

Effectiveness

1. Did the project deliver what was planned?
2. To what extent does the project documentation demonstrate that intended outcomes have been achieved?
3. What are the main achievements (both planned and unplanned) and challenges of the project?

Sustainability

1. Is it likely that benefits of the PROTIVA project will be sustained after the project has ended?
2. What are key factors supporting the sustainability of the effects?
3. How can implementation and project strategies be improved to enhance impact and sustainability, as described above, of the project?

3. Guiding principles

The PROTIVA project considers the following standards and guiding principles important:

Utility: the Evaluation serves the practical information needs of the intended usage and users. Intended users include the consortium partner's project managers. Intended use includes future strategic planning;

Accuracy: the Evaluation reveals accurate information that is founded with evidence or supportive argumentation, with clear reference to sources or analyses;

Feasibility: the Evaluation is planned and carried out in a realistic, diplomatic and frugal manner;

Propriety: the Evaluation is carried out legally, ethically, and with due regard for the welfare of those involved in the Evaluation as well as those affected by the results. This includes the protection of the rights and confidentiality of persons interviewed.

4. Methodology

The project evaluation will build on the documentation collected throughout the project. The main role of the evaluator is to provide external judgment of the reliability of the information provided, and draw independent conclusions about the successful implementation and realization of project objectives.

The following methods are proposed:

- **Document review:** Review project documentation and reports, monitoring data on quality and outputs of activities, outcome and research data, including a review of data processing and analyses and spot checks of source data
- **Interviews with project staff, beneficiaries and external stakeholders:** to allow the external evaluator to gain further insight in the process of implementation, collaboration, challenges encountered and perspectives of project staff, beneficiaries and external stakeholders of the PROTIVA project. A list of relevant stakeholders is to be provided by the PROTIVA project manager.
- **Reflection session with project team:** organize a reflection session with all stakeholders to share lessons learnt, challenges and best practices from stakeholders perspective and to facilitate to formulate recommendations for future programming and sustainability.

4.1. Data collection

Besides the review of general project documentation and reports, the document review includes at least the following monitoring data collected and made available by GUK:

- Training module and skill assessment checklist
- Monitoring data of IGA implementation
- Focus Group Discussion with students
- Key Informant Interview with project staff, local government representatives, relevant government officials
- Household survey

4.2. Analysis

The evaluator will be responsible for analysis and interpretation of the documents and data reviewed, and information collected through interviews to answer evaluation questions convincingly. Triangulation (two or more sources of information indicating the same finding) is considered essential to come to valid conclusions. The report should include visualizations and/or tables that provide a clear overview of the quantifiable results and achievements of the project. In the analysis section of the report, the evaluator is requested to provide clear and well-described arguments to support conclusions drawn based on information available. If the information available is insufficient to come to conclusions, this should also be noted in the report.

4.3. Recommendations

As indicated in this Terms of Reference, the GUK is interested in recommendations for improving effectiveness and sustainability of the results of the project.

5. Deliverables

5.1. After an initial review of documentation, the evaluator is requested to provide a plan for conducting interviews with project staff and stakeholders, including number and type of stakeholders, and topics to be covered in interviews.

5.2. The consultant(s) is requested to facilitate a one-day reflection workshop with project stakeholders

5.3. A draft project Evaluation Report (<=20 pages, excluding Annexes): In English. Content has to address the evaluation questions as described in this Terms of Reference and all conclusions and recommendations should be based on solid and verifiable facts and/or argumentation;

- Include the following chapters: I. Title page; II. Table of contents; III. Glossary of acronyms; IV. Executive summary; V. Evaluation methodology; VI. Findings (including graphs and charts); VII. Conclusions; VIII. Recommendations IX. Annexes: list of resources, report of reflection workshop.

5.4. A Final project Evaluation report (<20 pages, excluding Annexes) in which the feedback of GUK and ICCO on the draft report has been processed.

7. Team, organization and coordination

The contact person responsible for coordination of the project performance evaluation process is Mr. Abu Sayem Md. Jannatun Nur, Director, Gana Unnayan Kendra (GUK) (sayem.rishat@gukbd.net).

8. Requirements of the Consultant(s)

The assignment is to be fulfilled by a consultant with expertise in requirements described below. Contact between GUK and evaluator will take place between evaluation contact person and consultant.

8.1. Mandatory requirements

- Proven track record in undertaking evaluations;
- Demonstrated experience with the use of quantitative and qualitative methods for data collection and analyses;
- Demonstrated familiarity with TVET in context of Bangladesh;
- Relevant university degree.

8.2. Preferred skills

- Excellent intercultural and interpersonal communication skills, including coordination, facilitation and presentation;
- Excellent writing skills;
- Fluent in English, both spoken and written.

9. Timeframe

Activity	Timeline
Compile and share relevant documentation	3 days
Review documents and prepare a detailed inception report, including the review matrix and the data collection tools	3 days

Prepare a Study Protocol	2 days
Planning and facilitation of the data collection activities, logistical arrangements and schedule	2 days
Data collection, including travel time	7 days
Draft report	7 days
Review and comments on the draft report	2 days
Stakeholders Meeting	1 day
Final report	3 days
Total	30 days

10. Mode of payment

Instalments	Percentage	Timeline
First instalment	30	Agreement signed and acceptance of inception report
Second Installment	40	After 50% of completion of activities based on agreed work plan (after draft report submission)
Third Installment	30	After full completion of activities based on agreed work plan

11. Criteria and scoring of evaluation

Criteria	Score
Appropriate methodology to complete the objectives	40
Relevant competency of team leader and team composition	40
Amount of budget and justification	20

12. Recruitment and appointment

Interested and qualified consultants are invited to submit the following application documents by **31 May 2019**.

- Expression of Interest (EoI) with draft action plan, including financial proposal (including TAX & VAT);
- CV of consultant involved

All documents should be sent electronically to the following e-mail address: info@gukbd.net