**Terms of Reference for End line & Midline Evaluation of GNB CDPs**

# 7 Community Development Projects (CDP)

# Ref: GNB/BHO/2022/542

Date: 27 July, 2022

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|  |  | **Terms of Reference (TOR)** |
| 1 | Introduction | **Good Neighbors is an international humanitarian and development non-governmental organization with membership in General Consultative Status in the**[**United Nations Economic and Social Council (UN ECOSOC)**](https://en.wikipedia.org/wiki/United_Nations_Economic_and_Social_Council)**. Good Neighbors Bangladesh, established in 1996, is operating 16 Community Development Projects (CDP) and 3 Projects with Specific Program (PSP) in**[**12 districts**](http://gnbangla.org/where-we-work/)**for child protection, education, health, women empowerment, income-generating activities, DRR, and ICT education project. Winner of**[**MDG 2**](https://en.wikipedia.org/wiki/Millennium_Development_Goals)**award in 2007 Good Neighbors Bangladesh (GNB) works with the mission to improve the lives of the community people especially registered sponsored children of GNB through education, health services, youth development, women empowerment and livelihood improvement.** |
| 2 | Evaluation Sectors | Education & child protection, Health & WASH and Income Generation |
| 3 | Selected Projects  | **End line evaluation of CDP’s:** 1. Gulshan CDP, East Vatara, Dhaka
2. Mirpur CDP, Pallabi, Dhaka
3. Sirajganj CDP, Raiganj, Ghurka & Chandaikona Union, Sirajganj
4. Ghatail CDP, Delduar Union, Tangail
5. Shakhipur CDP, 3 No. Gojaria Union, Tangail

**Midline evaluations of CDP’s:** 1. Nalka CDP, Raignaj, Nalka Union, Sirajganj
2. Nilphamari CDP, Sangalshi Union, Nilphamari
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| 4 | Purpose | 1. To evaluate the process, impact & outcome of GNB’s 7 Community Development Projects (CDP) through measurable indicator aligning with CDP redesign by the efforts of education, health, and income generation program.
2. To draw conclusions about lessons learned for future programming.
3. To ensure accountability and transparency.
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| 5 | Objectives | 1. To assess the CDP progress towards its goal and outcome based on the re-design of sector wise indicators.
2. To measuring the relevance, efficiency, effectiveness, impact and sustainability of the project against intended objectives and goals.
3. To identify the problems and constraints of the GNB CDP’s initiatives for achieving intended impacts & outcomes.
4. To identify best practices and implementation of activities to achieve the related outcomes.
5. COVID-19 impacts towards the project and beneficiaries
6. To identify CDP strengths and weakness and areas for the improvement.
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| 6 | Methodologies | **A) Evaluation Tools:**1. Secondary Documents Review (CDP data review),
2. Focus group discussion (FGD)
3. In-depth interview (IDI)
4. Key informant interview (KII)
5. Case study
6. HH survey (if necessary)
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| **B) Sampling Units: Simple Random sampling** * + Focus Group Discussion (FGD)- Sector wise
	+ Key Informant Interview (KII)- Sector wise
	+ In-depth Interview (IDI)- Sector wise
	+ House hold Survey (if necessary)
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| **C) Method**1. Both quantitative and qualitative methods will be followed to seek the answer of the key questions (questions in Evaluation Matrix).
2. Indicator based data will be collected through participatory process involving community people and all level stakeholders on a random sampling basis.
3. For collection of relevant data/ information following tools to be used like: Data review, Household survey, FGD, Document review, KII, IDI, Case Study/ Success story.
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| **D) Target Respondents:**1. Sponsored and non-sponsored children and their parents
2. CDC/ Cooperative members/ Child Council
3. Youths/ Volunteers
4. Community People/ Stakeholders/ Local Representatives
5. Educational institutes/ Teachers/ SMC
6. Govt. Officials
7. All CDP Staffs
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| **E) Evaluation Questions:*** Will be found in Evaluation Matrix- Health, Education, IG
* Evaluator will share the evaluation questions to CDP
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| 7 | Data collection and analysis | * Data collection by field visit and secondary documents review
* Data analysis should be as per evaluators convenient methods.
* Evaluator need to visit all locations and collect primary data
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| 8 | Cooperation & Coordination | * GNB respective CDP staffs & community resource will assist any kind of technical support during field visit and data collection process for this evaluation purpose.
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| 9 | Range of Evaluation Cost  | * End line evaluation cost: BDT 500,000-600,000
* Midline evaluation cost: BDT 200,000

- All expenses included food, travelling and accommodation - Included VAT & AIT - 30% payment will be provided after signing the MOU, 30% payment will be provided after field visit and rest of the payment will be after final report submission |
| 10 | Report content | Note: Evaluation reporting content are flexible.  |
| 11 | Evaluation action plan | 1. EOI submission with technical & financial proposal by 14 August 2022.
2. Selection & announcement by August 2022.
3. MOU signing by August 2022.
4. Evaluation Matrix submission by selected evaluator within 1st week of September 2022.
5. Draft report submission by 1st week of October 2022.
6. Report Presentation & feedback by 2nd week of October 2022.
7. Final Report submission by 25 October 2022.
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| 12 | Required documents submission | 1. Prescribed EOI form
2. Technical Proposal
3. Financial proposal
4. CV/Profile of research farm.
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| 13 | Expression of Interest Form |  <http://gnbangla.org/tor-endline-midline-evaluation/> |
| 14 | EOI Closing Date and Time | 14 August 2022, 5:00 PM |
| 15 | Submit EOI | procurement@gnbangla.org |

GNB reserves the right to accept or reject offers in part or full without assigning any reason whatsoever.

**PSEA Policy:**

GNB Maintains Zero Tolerance About Protection from All Forms of Sexual Exploitation & Abuse (PSEA). The stakeholder must concern about the child rights, PSEA and safety issues. If any of the stakeholders violate the PSEA policy/child rights issue/safety issues GNB can cancel the contract immediately.

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