**Terms of Reference (TOR)**

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| 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). Good Neighbors Bangladesh, established in 1996, is operating 16 Community Development Projects (CDP) and 3 Projects with Specific Program (PSP) in 12 districts for child protection, education, health, women empowerment, income-generating activities, DRR, and ICT education project. Winner of MDG 2 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, and women empowerment and livelihood improvement. |
| 2 | **Evaluation Sectors** | Nutrition |
| 3 | **Project name with location** | Name: Bangladesh Sirajganj Community Based Nutrition Project for ChildrenLocation: Good Neighbors Bangladesh, Sirajganj Community Development Project, Ghurka, Raiganj, Sirajganj |
| 4 | **Purpose** | 1. Conduct project end line survey.
2. To evaluate the process, impact & outcome of “Bangladesh Sirajganj Community Based Nutrition Project for Children” through measurable indicators aligning with Project baseline survey.
3. To compare result between intervened school with a non-intervened school.
4. To draw conclusions about lessons learned for future programming.
5. To ensure accountability and transparency.
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| 5 | **Objectives** | 1. To assess the Nutrition project progress towards its goal and outcome based on the baseline survey & it’s indicators.
2. To measure 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-Nutrition project initiatives for achieving intended impacts & outcomes.
4. To identify best practices and implementation of activities to achieve the related outcomes.
5. COVID-19 impacts the project and beneficiaries
6. To identify project strengths and weaknesses and areas of lesson learnt.
7. Result sharing by evaluator in externally.
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| **6** | **Methodologies** | **A) Evaluation Tools:**1. Secondary Documents Review (Project data review),
2. Focus group discussion (FGD)
3. In-depth interview (IDI)
4. Key informant interview (KII)
5. Case study
6. HH survey

**B) Sampling Units: Simple Random sampling*** 1. Focus Group Discussion (FGD)- project based
	2. Key Informant Interview (KII)- project based
	3. In-depth Interview (IDI)- project based
	4. Household Survey
	5. Case study

**C) Method**1. Both quantitative and qualitative methods will be followed to seek the answer of the key questions (questions in the Evaluation Matrix).
2. Indicator-based data will be collected through a participatory process involving community people and all level stakeholders on a random sampling basis.
3. For the collection of relevant data/ information following tools are to be used: Data review, Household survey, FGD, Document review, KII, IDI, and Case Study/ Success story.

**D) Target Respondents:**1. Project beneficiaries (children and their parents)
2. 03 Governments primary school head teacher
3. 03 Governments primary school assistant teacher
4. 03 School Management Committee (SMC)
5. Community People/ Stakeholders/ Local Representatives
6. School Feeding Management Committee (SFMC)
7. Upazilla Education Officer & other government officials
8. All CDP & Project Staffs

**E) Evaluation Questions:**1. Will be found in Evaluation Matrix
2. The evaluator will share the evaluation questions with Sirajganj CDP
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| 7 | **Data collection and analysis** | 1. Data collection by field survey and secondary documents review
2. Data analysis should be as per evaluators’ convenient methods.
3. The evaluator needs to visit all locations and collect primary data
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| 8 | **Cooperation & Coordination** | GNB’s Sirajganj CDP staff, Project staff & community resources will assist with any kind of technical support during the field survey and data collection process for this evaluation purpose. |
| 9 | **Range of Evaluation Cost** | * End line survey cost: **BDT 350,000-450,000**

– All expenses included food, traveling, and accommodation– Included VAT & AIT– 30% payment will be provided after signing the MOU, 30% payment will be provided after the field visit, 30% payment will be after the final report submission and rest amount will be provided after the project report sharing by evaluator in project closing ceremony. |
| 10 | **Report Content** | Evaluation reporting content is flexible. |
| 11 | **Evaluation action plan** | 1. EOI submission with technical & financial proposal by 02 October 2022.
2. Selection & announcement by 11 October 2022.
3. MOU signing by 18 October 2022.
4. Evaluation Matrix submission by selected evaluator within the 24 October 2022.
5. Draft report submission by 17 November 2022.
6. Report Presentation & feedback by the 24 November 2022.
7. Final Report submission by 01 December 2022
8. Report presentation by evaluator in project closing ceremony by 12 December 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 | **Prescribed Expression of Interest (EOI) Form** | **Visit gnbangla.org** |
| 14 | **EOI Closing Date and Time** | 02 October 2022, 5:00 PM |
|  | **Submit your EOI** | **raymond@gnbangla.org** |

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

**PSEA Policy:**

**Good Neighbors Bangladesh is concerned about the rights of children and women and has a “Zero Tolerance” policy for any kind of Sexual Exploitation and Abuse.**