

**TERMS OF REFERENCE**

**Project Endline Evaluation**

**Name of the Project:**

**“Taking successful innovation to scale - pathways for disability-inclusive graduation out of poverty” (UKAID Direct)**

**Project implementation period**

**April 2018 to March 2022**

**Version: Final**

**Date: 4 October 2021**

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**Terms of Reference for End Line Evaluation**

**“Taking successful innovation to scale – pathways for disability-**

**inclusive graduation out of poverty” (UKAid Direct Project)**

# Section 01: General Information

### About Humanity & Inclusion

Humanity and Inclusion (formerly Handicap International) is an international non- governmental Organization founded in 1982 and currently located in more than 60 countries worldwide. Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

### About Humanity & Inclusion in the country/region

Handicap International- humanity & inclusion has recently accomplished Taking Successful Innovation to Scale - Pathways for Disability-Inclusive Graduation out of Poverty project funded by UK AID, which was cascading result of successfully completion of SHIREE (Stimulating Household Improvements Resulting in Economic Empowerment, 2011-2014) and GPAF (Global Poverty Action Fund, 2015- 2018).

The project developed new strategic partnership with BRAC, their Research and Evaluation Division (BRAC-RED) and the Targeting the Ultra Poor Programme (BRAC-TUP) for scaling up the disability-inclusive poverty graduation at HI beneficiaries’ level at Kurigram Sadar Upazila (Sub-district), Ulipur Upazila of Kurigram district and Sitakunda Upazila of Chottogram district. Cyclones and regular flooding are correlated with higher rates of poverty, especially in predominately agricultural areas in the project target upazilas. Along with BRAC, DPOs, YPSA, Islamic Relief Bangladesh and Helvetas Swiss Inter Cooperation Bangladesh are the partners of this project with the aim to enhance the sustainability of the project.

# Section 02: Context of the Evaluation

This project implemented a disability-inclusive graduation approach with 1200 extreme poor households including the people with disabilities in Sitakund Upazila of Chittagong district and Sadar Upazila of Kurigram. The outcome of the project is a refined disability-inclusive poverty graduation model while 98% households of people with disabilities were graduated

This disability inclusive poverty graduation model is being implemented in current phase (from 2018 to 2022) of the project through four implementation modalities:

**Modality I:** Continued direct implementation in collaboration with the organizations for persons with disabilities

**Modality II:** The economic empowerment of women beneficiaries

**Modality III:** Mainstreaming this model into the economic inclusion programming of mainstream development organisations

**Modality IV**: Undertaking a systematic capacity development process of DPOs

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| **Project Title** | “Taking successful innovation to scale – pathways for disability – inclusive graduation out of poverty” (UK AID Direct) Project |
| **Implementation dates** | April 2018 to March 2020 |
| **Location/Areas of intervention** | Ulipur and Kurgram Upazila under Kurgiram District, and Sitakund Upazila under Chattogram District |
| **Operating Partners** | 1. Handicap International – Humanity and Inclusion 2. YPSA 3. Islamic Relief Bangladesh 4. Helvetas Swiss Inter-Cooperation Bangladesh 5. OPDs |
| **Target Groups** | Persons with disability (ies) and their family members; women and older persons |

### Project impact, outcome, output and indicators

* + 1. **Impact:** Persons with disabilities and their households in rural Bangladesh are economically empowered and exercise their rights on an equal basis with others

### Impacts Indicators:

1. Percentage of 1237 target rural households (including persons with disabilities) living above (a) the national poverty line and above (b) the extreme poverty line
2. Percentage of persons with disabilities (target 3000 individuals) supported by mainstream development organizations through poverty alleviation programmes that have improved functional autonomy, social participation and access to services.
   * 1. **Outcome:** Households including persons with disabilities in Kurigram and Chittagong districts graduate out of extreme poverty and out of poverty, have better access to services, and are less vulnerable to shocks and natural disasters

### Outcome Indicators:

1. Number and percentage of households and individuals (1237 target households) that are economically empowered.
2. Percentage of women reporting an increase in their economic empowerment compared to their self-assessed baselines (linked to Output Indicator 1.2, 2.2, and 2.3).
3. Percentage and number of target households (1237 BHH) that demonstrate their self- confidence in preparedness to withstand disasters and and other household shocks.
4. Extent to which 3 mainstream development organizations are disability inclusive.
5. Extent to which 8 Disabled People's Organizations are able to represent people with disabilities and promote their rights at district level

### Output and output indicators:

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| **OUTPUT** | **Output Indicators** |
| Output 1: Persons with disabilities have gained functional autonomy and increased their social inclusion | 1.1. Number of persons with disabilities out of 1237 BHH (male and female) receiving health, functional rehabilitation (including reasonable accommodation support) and psychosocial services. |
| 1.2. Number of persons with disabilities (out of 1237) who report higher social inclusion (per index). |
| Output 2: Persons with disabilities and their households are engaged in resilient economic activities leading to an increase in assets and income. | 2.1.Number and percentage of households that receive consumption support and asset transfer: a) start-up for 600 new households; b) 2nd round follow-up for 600 BHH; c) group businesses (out of 1237 BHH); d) lower performance businesses (out of 637 BHH). |
| 2.2. Change in reported a) profit in start-up businesses (out of 600 extreme poor BHH); b) productive assets in start-up businesses (out of 600 extreme poor BHH + 637 BHH); c) number of persons in wage employment (out of 1237); d) profit of group businesses (out of 1237). |
| 2.3. Number and percentage of households out of 1237 that have access to financial services and social protection. |
| 2.4. Number of households (out of 1237) that have taken a) individual and household levels preparedness and mitigation actions identified in |

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| **OUTPUT** | **Output Indicators** |
|  | household contingency plans; and number of b) community level measures to prepare and mitigate against disasters identified in community disaster plans (linked with Output Indicator 1.1.) |
| 2.5. Extent to which 53 self-help groups are able to provide mutual support to their members on economic activities and social inclusion. |
| Output 3: Helvetas, Islamic Relief and YPSA have enhanced capacities to offer disability-inclusive poverty reduction initiatives | 3.1. Number of persons with disabilities accessing different programmes (health, DRR, social protection and livelihood services) run by Islamic Relief |
| 3.2. Number of persons with disabilities accessing financial services run by YPSA |
| 3.3. Number of persons with disabilities accessing Helvetas services |
| Output 4: Production of the first robust evidence on the effectiveness of using a disability inclusive poverty- alleviation graduation model | 4.1. Technical peer review of Randomized-Control Trial (RCT) study by graduation model practitioners. |
| 4.2. Number of presentations made in Bangladesh and internationally about the RCT findings to relevant government and non-governmental stakeholders. |

### Project stakeholders

* People with disabilities and their family members
* Organizations for Person with Disabilities
* Mainstream partner organizations
* Service providers at the local and national level
  + Department of agriculture
  + Department of livestock
  + Department of fisheries
  + Department of social welfare
  + Department of women and children affair
  + Vocational training Institute
  1. **Justification of the evaluation**

The baseline study of the project was conducted in October 2018 and Midterm Evaluation in January 2020. As part of the HI Planning Monitoring and Evaluation Policy, project end

evaluation is mandatory for all long-term projects. The end line evaluation of the project will help to measure the short run and long run impact to the targeted beneficiaries. The learning of the study will help HI and peer organizations to demonstrate in future programming and national level policy advocacy.

# Section 03: Objectives of the evaluation

### Overall objectives and expectations of the evaluation

The final evaluation is intended to assess the progress made by the project in fulfilling its agreed objectives through the planned activities; to evaluate the relevance of the project to the implementation areas; and to assess the efficiency and effectiveness with which resources have been used to generate results. The main objective of this final evaluation is not only to understand the impact drawn by the project especially at the beneficiary level but also to have an understanding on issues, like, relevance, sustainability, effectiveness, efficiency, feasibility, cooperation.

### General Objective

* + - * What are the available models of “Disability inclusive Poverty Graduation Model”

tested in Bangladesh? How does this project benchmark against them?

* + - * How do we assess the overall success of the project as a graduation model? What lessons can we draw from the project to design such programme in future?

### Specific Objectives

* To determine the relevance and level of achievement of project objectives, effectiveness, efficiency, impact and sustainability. The impact of the project that need to know includes **effectiveness, efficiency and sustainability.**
* To know the **value for money** of project interventions that executed. Impact of interventions against expense.
* To know the **justification of project implementation approach**. Need to know the approach either relevant or not. To what extend the approach is executable for the livelihood of the family of persons with disability.
* To identify the project **innovation and good practices** for replication in future project intervention.

### Evaluation criteria and evaluative questions

### Evaluation Criteria

* **RELEVANCE** is the intervention doing the right things? The project meets demonstrated priorities and adapts to the intervention setting.
* **EFFECTIVENESS** is the intervention achieving its objectives? The project successfully achieves its objective
* **EFFICIENCY** how well are resources being used? The project makes optimal use of resources (human, financial, logistics, technical…)
* **IMPACT** what difference does the intervention make? The project aims to achieve positive short-, medium- and/or long term change for the targeted groups
* **SUSTAINABILITY** will the benefits last? The project aims to achieve positive effects that will be ongoing once the intervention is over
* **Value for Money –** What is the return on investment, using the 4es framework?

### Key Evaluation questions

* To what extent did the project meet the needs of the direct beneficiaries?
* Has the project significantly reduced the vulnerability of all beneficiaries in terms of economic disaster and other relevant household shocks?
* Are the project activities consistently within HI's, donors, and Government policy and strategy?
* Has the project sufficiently adapted its actions to the context of the country of intervention?
* Did the intervention method adopted achieve the results in cost effective manner?
* To what extent has the project team optimized resources?
* To what extent have the resources (human, logistical, financial, technical) available enabled the project objectives to be achieved?
* Is the technical quality of the project achievements in line with HI's technical standards?
* Did the project produce significant positive changes in the lives of the beneficiaries in a sustainable manner?
* Has the project sufficiently taken into account and/or avoided the risks of negative effects (environmental, economic, safety...)?
* Are the actions implemented during the project really sustainable?
* Has the project put in place adequate means to ensure business continuity after closure?
* To what extend households economically empowered? Did the project achieve economic inclusion outcomes? To what extend women increase economic empowerment?
* To what extend implementing partners like Islamic Relief, YPSA, HELVETAS are inclusive?
* To what extend the Organizations for Persons with disabilities are representing and promoting their rights?

# Section 04: Evaluation methodology and organization of the mission

### Research methodology

The evaluator supposed to use both qualitative and quantitative data collection methods, such as – FGD, KII, IDI, Case story collection, document review, individual survey etc. The evaluator will lead the data collection design, which must be validated by evaluation steering committee. The project has conducted baseline and midline evaluation where the consultant may get appropriate information on the evaluation process and standard. Consultant will need to draw standard and robust sampling strategy aiming that the evaluation response all the evaluation questions with statistical significance.

### Actors involved in the evaluation

The consultant will work closely with Country MEAL Manager for national level and the project manager for the field level. The evaluation team will closely coordinate with Project Manager and Country MEAL Manager. While the evaluation team work independently, the project team will support to identify the location and beneficiaries the evaluation team on request. Technical Unit will provide necessary input in thematic areas. HI HQ will provide backstop support.

### Organization of the mission

The steering committee is comprised of Technical Unit Manager, Country MEAL Manager, Project Manager. The role of this steering committee are as follows.

* + - The Steering Committee must participate in the scoping meeting (methodology, expected results) and validate the inception report for the future steps
    - The Steering Committee and the evaluator ensure that they have a common understanding of the conclusions & recommendations expressed. Also, The Steering Committee provides elements that allow the valuator to refine his recommendations
    - The Steering Committee must participate in filling in the end-of-evaluation questionnaire.
    - The Steering Committee must specify the quality aspects expected from the evaluator for the final report, and provide feedback on the draft report.
    - The Steering Committee provides feedback on the draft report and then validates the quality of the evaluator's final report.
    - The Steering Committee participates and validates, with the teams, the action plan and follow-up of the recommendations.

# Section 05: Principles and values

### Protection and Anti-Corruption Policy

The Assignment will adhere to the Humanity and Inclusion code of conduct, Protection of beneficiaries from sexual exploitation, abuse and harassment policy, Child Protection Policy, Anti-fraud and anti-corruption policy and DFID rules and regulations (see the table below).

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| [***Code of***](https://hi.org/sn_uploads/document/ID_CodeOfConduct.pdf)[***Conduct***](https://hi.org/sn_uploads/document/ID_CodeOfConduct.pdf) | [***Protection of beneficiaries***](https://hi.org/sn_uploads/document/PI03_HI_Protection-Beneficiaries_EN.pdf)[***from sexual exploitation,***](https://hi.org/sn_uploads/document/PI03_HI_Protection-Beneficiaries_EN.pdf)[***abuse and harassment***](https://hi.org/sn_uploads/document/PI03_HI_Protection-Beneficiaries_EN.pdf) | [***Child Protection***](https://hi.org/sn_uploads/document/PI02_HI-Child-Protection_EN_1.pdf)[***Policy***](https://hi.org/sn_uploads/document/PI02_HI-Child-Protection_EN_1.pdf) | [***Anti-fraud and***](https://hi.org/sn_uploads/document/PI04_IP_antiFraud-bribery-corruption-policy_1.pdf)[***anti-corruption***](https://hi.org/sn_uploads/document/PI04_IP_antiFraud-bribery-corruption-policy_1.pdf)[***policy***](https://hi.org/sn_uploads/document/PI04_IP_antiFraud-bribery-corruption-policy_1.pdf) |

### Ethical measures\*

As part of each evaluation, HI is committed to upholding certain ethical measures. It is imperative that these measures are taken into account in the technical offer:

* **Guarantee the safety of participants, partners and teams:** the technical offer must specify the risk mitigation measures.
* **Ensuring a person/community-centered approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
* **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the **participants.**
* **Ensure the security of personal and sensitive data throughout the activity**: the technical offer must propose measures for the protection of personal data.

## \*These measures may be adapted during the completion of the inception report.

### Participation of stakeholders and beneficiaries

The involvement of stakeholders and beneficiaries in the evaluation:

* + - Involvement of beneficiaries in data collection process as respondent
    - Consultation of beneficiaries in the construction of the tools
    - Consultation of beneficiaries during data collection with clear objectives
    - Communication with Government counterpart
    - Communication with other stakeholders

# Section 06: Expected deliverables and proposed schedule

### Deliverables

* + 1. An inception report (including Action plan and Tools in attachment) of not more than of 15 pages refining / specifying the proposed methodology for answering the evaluation questions and an action plan. This inception report will have to be validated by the Steering Committee.
    2. A presentation document presenting the first results, conclusions and recommendations, to be presented to the Steering Committee with first draft of report.
    3. A final report of approximately 50 pages maximum.
    4. A summary of findings
    5. Soft copy of data collection tool, raw data, output of analysis.

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| The final report should be integrated into the following template: | The quality of the final report will be reviewed by the Steering Committee of the evaluation using this checklist: |
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### End-of-Evaluation Questionnaire

An end-of-evaluation questionnaire will be given to the evaluator and must be completed by him/her, a member of the Steering Committee and the person in charge of the evaluation.

### Evaluation dates and schedule

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| **Phase** | **Activities** | **End Date** |
| Hiring Consultant | Advertise the ToR to hire a consultant | 17 October |
| Recruitment of Consultant (interview, etc.) | 31 October |
| Kick-off meeting | Kick-off meeting between the Steering committee and Consultant | 1 November |
| Document Review, Inception report Finalization | Review Secondary Document, Development of an inception report, tool and action plan in order to clarify the process, agree on the evaluation process, agree on consultations with country teams and partners, agree on the format of the final compilation, etc. | 10 November |
| Orientation of enumerators, and Field Data collection, Data Analysis and Draft preliminary findings sharing | Orientation the enumerators, Qualitative and quantitative data collection at field, draft findings sharing | 8 December |
| Submission of first draft of compilation | Incorporate the feedback in findings sharing presentation and submit a comprehensive evaluation report | 15 December |
| Submission of second draft of compilation | Consultations with country teams, consultation with partners, data collection and developing others if needed, compilation of all the documentation. | 20 December |
| Submission of final report | Submission and approval of the Final copy of Final Evaluation Report and presentation | 25 December |

# Section 07: Means

### Expertise sought from the consultant(s)

### Qualifications and experience required

The composition of the team or individual is expected to be as follows:

* + - * The lead Research must have Masters in related field, Phd preferable;
      * Minimum 5 years of Knowledge and proven experience of work in the field of Impact evaluation study/ Midterm study/ Baseline study
      * An International expert member on quality management of the survey in the team will get added advantage
      * Have minimum 5 impact evaluation / end line evaluation.
      * Experience in the area of poverty graduation model evaluation.
      * Experience and knowledge of disability inclusive development programming will be an added advantage. Provide proof of work in similar work.
      * Excellent interview, teamwork and communication skills and dissemination skills.
      * Ability to write clear, concise reports and presentations in English. Provide copies of previous reports (could be reports, presentations, or any other way in which learnings can be spread)

### Assessing the Consultants/ Firms

### Stage 1: Screening of Applications (Administrative review)

* + - * All applications will undergo a preliminary screening to ensure the application has all the necessary documents/ requirements.
      * Administrative review will look at the minimum requirements; CV, Cover/ application letter, technical proposal, financial proposal, if it’s a company submit legal registration certificates (if any individual consultant no legal registration needed).

### Stage 2: Shortlisting of Applications

* + - * From the Consultants/ Firms that meet all the minimum requirements and have been screened, they are assessed using document review using the criteria below.
      * A reasonable number of candidates/ firms will be selected to move to the next stage of the interview. This will be based on the scores according to the Criteria below.
      * The shortlisting will be based on team experience/ composition, Experience in documenting learning/ knowledge management, Proposed methodology and quality of previous reports.

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| **General Profile** | **Bid review: Experience in Baseline/ Midterm/**  **End line study (1 to 15)** | **Bid review: Relevance of the proposed tools/**  **Methodology (1 to 15)** | **Bid Review: Quality of Previous Reports/**  **Assignments (1 to 15)** |
| **10%** | 20% | 15% | 15% |

### Stage 3: Interview of the shortlisted Consultants

The shortlisted applicants will be interviewed based on the; Experience with Disability and SRH, proposed tools/ Methodology, Soft skills (communication / English / writing / consortia) and Means and Planning

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| **Means and Planning** | **Interview: Experience in Baseline/ Midterm/ End**  **line study** | **Interview: Relevance of the proposed tools/ Methodology** | **Soft skills (communication / English / writing / consortia,**  **Flexibility)** |
| **5%** | 20% | 10% | 5% |

### Recruitment Process

The recruitment of the consultant/ firm will follow a competitive and transparent process. A call for consultant(s) will be advertised. From the pool of applicants, a reasonable number will be shortlisted and interviewed. The consultant will be assessed based on the standards as stipulated in the Assessment Criteria.

### Budget allocated to the evaluation

The Consultant should submit a detailed Financial Proposal clearly outlining technical fees of the Consultant(s) per day, number of days spent at each stage of the assignment, cost of proof reading, review, Logistics (internet costs, stationery costs, etc.).

The payments will be released based on the submission of deliverables, as follow:

* 25% after the submission of deliverables 1 - inception report and format for the final compilation
* 75% after the submission of all deliverable and final submission with presentation

## **Caution:** please **note** that the last payment is conditional on the validation of the final report and not on the sending of the final report. By validation, we mean validation of the quality and under no circumstances of the appreciation of the project evaluated (based on the quality checklist attached, chapter 6).

### Available resources made available to the evaluation team

* + - Project Narratives
    - Project Logical Framework
    - Project Theory of Change
    - Project Annual Reports

# Section 08: Submission of applications

### Application must be submitted in English and include:

* + - * Interested Firms/ Consultants MUST submit Cover letter and CV of the led consultant (maximum 4 pages; with references), Company profile(s) if it’s a firm/ organization and documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration as consultancy firm).
      * Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
      * Financial Proposal. The financial proposal should provide cost estimates for services rendered including daily consultancy fees. The consultant has to cover all field related costs (internet, soft wares, etc.). Note the assignment is remote based and the consultant will not be required to travel to any country.
      * Sample of previous work/ production on documentation of learning (compilation, report, final products).
      * Consultants that meet the requirements should submit soft copy application by email to: [logistics@bangladesh.hi.org.](mailto:logistics@bangladesh.hi.org) Email must not exceed 10MB.
      * Submission deadline: 17 October 2021.

# Section 09: Appendices

## [HI's Quality Framework,](https://hi.org/sn_uploads/document/QualityFramework_EN.pdf) on which all evaluators must base their evaluation.

## [The Disability - Gender - Age Policy,](https://hi.org/sn_uploads/document/IP_DisabilityGenreAge_1.pdf) which must guide the approach and the construction of evaluation tools in the technical offer.

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| *Name of Documents* | *Attachment* |
| **Theory of Change (ToC) of the project:** |  |
| **HI Quality Framework** |  |
| **Baseline Survey and Midterm Evaluation Report** |  |
| **Randomized Controlled Trial Evaluation**  **Report** | Will share during the inception phase |