

Terms of Reference for the Phase-end Evaluation of the Panii Jibon Phase II Project

Program/project title	Panii Jibon-Water is Life Phase II
Geographical coverage	14 unions under 3 sub-districts (Morrelganj, Koyra and Paikgacha) under Khulna and Bagerhat districts.
Program/project lifespan	3 years (1 January 2018 to 31 December 2020)
Evaluation commissioning manager	Project Manager
Evaluation focal person	M&E Specialist

This is the Terms of Reference for the phase-end evaluation of the ‘Panii Jibon–Water is Life’ Phase II project, a three-year initiative (January 1, 2018 to December 31, 2020), implemented by HELVETAS Swiss Intercooperation. HSI¹ is implementing the project through four partner organizations namely DORP², BDPC³, ICCCAD⁴ and OKUP⁵ with financial support from CJRF⁶, City of Zurich and HSI itself.

1. Project Brief

In order to strengthen resilience and sustain the well-being of disadvantaged communities in the climate change affected and rapidly transforming agro-ecological, social and economic context, the project addresses interrelated and catalytic Entry Points which enhance the absorptive, adaptive and transformative capacities of about 100’000 people, particularly vulnerable women and youth. Response strategies which address basic rights to water and food, will be leveraged and sustained with actions that enhance economic inclusion (access to markets), contribute to the diversification of income from outside the area (migration & livelihoods), and strengthen governance and advocacy capabilities and mechanisms that support community led initiatives and foster accountability for public resource allocation and climate change finance.

The overall objective of the project is to build resilience and reduce well-being loss of climate change affected disadvantaged communities, and particularly vulnerable women and youth, in the disaster-prone areas of South West Bangladesh. The theory of change is, that women, who are often left behind by migrating men, will improve their resilience and overcome their lack of absorptive and adaptive capacities to climate change; and that women and the youth will be able to explore transformative potentials to overcome underlying drivers of vulnerability to climate change, if they

- *demand their basic rights for WASH services through their strong participation in local government accountability mechanisms, and benefit from improved WASH governance to increase year-round access to and use of safe drinking water, sanitation facilities and hygiene practices;*

¹ HELVETAS Swiss Intercooperation

² Development Organisation of the Rural Poor

³ Bangladesh Disaster Preparedness Centre

⁴ International Centre for Climate Change and Development

⁵ Ovbashi Karmi Unnayan Program

⁶ Climate Justice and Resilience Fund

- *enhance their food security and income through adaptation of their farming and water management systems and improved market linkages;*
- *can strengthen their transformative capacities and sustain their basic livelihood assets and income through long-term benefits from (seasonal) out-migration;*
- *benefit from improved governance that leads to more participatory, transparent and accountable resource allocation mechanisms for the scaling-up of climate resilient strategies and actions.*

The overall objective will therefore be achieved through four sets of interrelated and mutually reinforcing results, where the water (O1) and food security (O2) related results areas will be leveraged in terms of impact, scale and sustainability through the two transversal outcomes enhancing the diversity of livelihoods transformative actions (TO1), and participative and accountable governance structures and mechanisms (TO2). The project focuses on 4 outcomes:

Outcome 1: Disadvantaged communities, and particularly the women, demand their basic rights for WASH services and benefit from improved WASH governance to increase year-round access to and use of safe drinking water, sanitation facilities and hygiene practices.

Outcome 2: Women and youth enhance their food security and income through adaptation of their farming and water management systems and improved market linkages

Outcome 3 (Transversal Outcome 1): Women and youth enhance their transformative capacities and build and sustain their basic livelihood assets and income through long-term benefits from (seasonal) out-migration.

Outcome 4 (Transversal Outcome 2): Disadvantaged communities, and particular women and youth, benefit from improved governance that leads to more participatory, transparent and accountable resource allocation mechanisms for the scaling-up of climate resilient strategies and actions

2. Rationale and purpose of the phase-end evaluation

The ‘Panii Jibon-Water is Life’ Phase II project is ending on 31 December 2020. At the time of this phase-end evaluation, the implementing partners will be wrapping up the implementation of activities. The main aim of the phase-end evaluation is to gather valuable information about the changes occurred in the lives of the beneficiaries between the initial time of Phase II and the present situation. It compares both stages by describing their socio-economic characteristics and how it has changed over time. It will also diagnose the main learnings and to identify the challenges that still remain. The phase-end evaluation will serve as a reference for adapting approaches and planning activities for the new phase. Therefore, this evaluation will cover capacity building and awareness raising on DRR⁷, awareness on gender and social equity, and human and institutional development, community mobilization and knowledge management.

So, the main focus of this phase-end evaluation shall hence be on the outcomes and processes rather than the impact level. Through the evaluation it will be qualitatively analyze the outcomes and its underlying working mechanisms.

The purpose of this phase-end evaluation is three-fold:

⁷ Disaster Risk Reduction

- **Identifying the socio-economic changes:** The evaluation will identify lessons learned and generate knowledge of the socio-economic changes of the beneficiaries both in terms of interventions and approaches of the capacity development and awareness on climate change and DRR, gender and social equity as well as human and institutional development.
- **Enhancing sustainability:** Based on the gathered information and knowledge, the evaluation will recommend actions so that the achieved changes (in capacity, knowledge, relationships, policy changes) can be sustained, as part of PJ⁸ project exit strategy.
- **Accountability:** The phase-end evaluation will allow the PJ project to provide accountability to its various stakeholders, in particular to the project participants, other agencies/actors (including LGI⁹), INGOs and donors in countries and at global level, and PJ's donor; CJRF and HSI.

Primary users of the phase-end evaluation results are the following:

- HSI Panij Jibon staff and partners implementing the project
- Other HSI staff (global + in-country) who are supporting PJ project
- The donors; CJRF, City of Zurich and HSI

Secondary users of the phase-end evaluation results will be the following:

- Other agencies/initiatives that are already supporting or interested to support the project

3. Objectives of the Phase-end Evaluation

The phase-end evaluation emphasizes on the outcomes, but it also prefers to cover the outputs in some cases. The main objectives of the Phase-end evaluation are as follows:

1. To assess to what extent there is an observed change in the socio-economic situation (with regard to drinking water, sanitation, hygiene, farming and fishing techniques, financial states, food security, governance, job skill, job connectivity, gender and knowledge management) of targeted beneficiaries at the end of the Phase-II.
2. To analyze to what extent the project could contribute to the defined outcomes and objective (based on analyzing some indicators of the logframe) of PJ Phase II project.
3. To provide effective information for steering decisions and learning process for helping PJ project management to adapt and to better plan the next phase of the project.

4. Key questions of the evaluation

The main questions areas to be answered by the evaluation process are the following:

- **Relevance** – of the project activities and approach to the local needs and context. Evaluation questions could include (but not limited to):
 - Does the intervention and/or impact logic of the project support achieving intended results?
 - Were the project's strategies, approaches and objectives relevant to the identified needs?
 - How did PJ consider ownership and empowerment of the beneficiaries?

⁸ Panij Jibon-Water is Life

⁹ Local Government Institutions

- Did the approaches and activities suit the priorities and needs of the disadvantaged groups (including women, youth, minority, persons with disabilities etc.)?
- Were the capacity investments of PJ being appropriate? What worked well? What could be improved? How could the project process have been made more participatory?
- Was the project setup/structure (the roles and responsibilities of the Helvetas PJ team, implementing partners and others-LGI) appropriate?
- **Effectiveness** – assessing the extent to which project activities achieved their purpose. This shall also involve an examination of the main reasons why the intervention achieved or did not achieve particular objectives. Evaluation questions could include (but not limited to):
 - Were the activities and results of the project effective? (inline to the Theory of Change)?
 - To what extent did the Project’s M&E and financial mechanism contribute in meeting project results?
 - How effective were the strategies, approach, tools and methods used in the implementation of the project?
 - Major factors influencing in achievement or non-achievement of project results/outcomes?
 - How was the level of stakeholders’ participation through the different project activities, (including feedback mechanism and incorporation of observation)?
 - Were lessons learnt and recommendations gathered along project implementation effectively fed into design and implementation (iterative learning)?
- **Efficiency** – measuring the outputs (mainly qualitative and sometimes quantitative) in relation to the inputs (including a financial analysis). Evaluation questions could include (but not limited to):
 - Were the capacities and resources required for achieving the intended project objectives in place (among PJ team, partners and beneficiaries)?
 - Whether the outputs and outcomes justify the costs incurred and time spent?
 - Were the structure and collaborative approaches efficient? To which extent were the investments of capacity development efficient? What could/should have been done to enhance effectiveness?
 - Were activities cost-effective and if not, what could have been done differently?
 - Did project activities overlap and duplicate other similar interventions?
 - Efficiency of financial management, monitoring and accountability structures of the project
- **Sustainability** – the phase-end evaluation should assess;
 - The sustainability of the created relationships among stakeholders (HSI, Partners, Beneficiaries and others), and their respective roles. – both at district and national level.
 - Did the capacity development approach result in sustainable capacity in local beneficiaries?
 - To what extent the benefit of project on likely to be sustained after the completion of this project?
- **Impact** – in view of the duration and scope of the project, evaluation questions could include:
 - Real changes happened in the lives of the poor and disadvantaged
 - Unintended changes produced by the project?
 - Positive or negative long-term economic & social change by the project (directly or indirectly).

Note that, the evaluation questions will be further fine-tuned throughout the process to ensure they respond to the specific information needs of the PJ team and other key stakeholders.

5. Proposed approach/methods of the phase-end evaluation

Proposed approach for the evaluation

The evaluation process shall consist of a desk review of available project documents (listed below) followed by interviews with project beneficiaries and relevant stakeholders. The key documents need to review for this evaluation:

- The Panii Jibon proposal
- The Logical Framework
- Project activities guideline & workplan
- Monitoring data at outcome (KPI) at output level (activities)
- Various studies undertaken internally
- Reports: monthly narrative reports, yearly annual reports, Audit report

A number of monitoring data has been collected during the course of the project, the evaluator/s shall hence analyze (as required from the available data and reports).

Evaluator/s shall use as much as possible participatory methods for data collection (i.e. FGD, KII and IDI etc.). The list of individual beneficiaries/persons and stakeholders to be interviewed will be finalized (based on random/purposive or any other sampling method) with the evaluator/s after submission of the detailed methodology.

The following basic principles are expected to guide the further development of the methodology:

- **Participation:** Allow for the meaningful participation of the stakeholders in the evaluation process. Ensure strong participation of project beneficiaries- in the key evaluation questions.
- **Conflict sensitivity:** The evaluation should be conducted in adherence to conflict-sensitivity principles, while also not raising expectations from direct/indirect beneficiaries.
- **Gender equality:** The proposed approach should collect views from women, men, youth, marginalized groups, older, persons with disabilities who have been involved in PJ project.
- **Data triangulation:** The evaluator/s will try possible to gather information through different complementary sources, including actors who are not been directly engaged with the project.

Proposed timing

The general timeline below is tentative and shall be confirmed with the selected evaluator/s:

Submission of proposals	By 10 October 2020
Evaluation of proposals	By 19 October 2020
Selected evaluator and signing of contract	By 25 October 2020
Start off meeting (evaluator and PJ team)	26 - 29 October 2020
Inception report (including methodology)	By 05 November 2020
Data collection from the fields	07 - 13 November 2020
Debriefing of findings from the field	15 November 2020
Analysis and report writing	15 - 25 November 2020
Submission of 1 st draft report	By 26 November 2020
Feedback/comments on 1 st draft report	By 30 November 2020
	By 05 December 2020

Submission of 2nd draft report

By 08 December 2020

Feedback/comments on 2nd draft report

By 12 December 2020

Submission of final evaluation reports

Logistics

Evaluator/s will be responsible for arranging accommodation and transport and protect team will support for data collection (i.e. scheduling/organizing of interviews, FGDs, workshops etc.).

Deliverables

Deliverable	Deadline	Payment
A clear and concise draft inception report providing, based on the literature review, the proposed methodology and detailed work plan	05/11/2020	40%
A clear and concise draft phase-end evaluation report, following the outline agreed upon during the inception phase	26/11/2020	N/A
Final report of the phase-end evaluation reports (in line with the requirements) including an Executive Summary written for a wider audience capturing the essence of the project, the main findings and recommendations.	12/12/2020	60%

6. Qualification & Experiences of the Evaluator/s

We are looking for a team of experienced evaluator/s, with preferably a principal consultant, who shall take the overall lead and responsibility, and some sector specialists (either academician or practitioner). The principal consultant shall lead on the preparation of the methodology, data collection and writing of the overall evaluation report. The team should as far as possible be gender-balanced, and it should possess the following qualifications:

- Experience in planning, implementation, management, monitoring and conducting end-line of development projects in developing countries.
- Demonstrated understanding of socio-economic situation with regard to drinking water, sanitation, hygiene, farming and fishing techniques, financial states, food security, governance, job skill, job connectivity, gender and knowledge management.
- Experience with Climate change and DRR programmes/projects
- Experience of team members preferably with four entry points of the project including WASH, Food Security and Income, Livelihood and Migration, and Governance
- Excellent communication, writing and presentation skills in English
- Knowledge of the local context and ability to understand the local dialect
- Knowledge of the work of Helvetas Swiss-Intercooperation (Desirable)

7. Structure of the phase-end evaluation proposal:

We are looking for the proposal from the evaluator/s in the following structure:

- *Cover page* with contact details - 1 page
- *Section-1:* Introduction and understanding of the assignment- maximum 1 page
- *Section-2:* Methodology (including proposed work plan, methodology and approach, timeline of each level of tasks)- maximum 2 pages

- *Section-3:* Experience in similar survey (minimum two references of previous assignments performed related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 3 pages
- *Section-4:* Knowledge and experience on works that linked to WASH, Food Security and Income, Livelihood and Migration, and Governance including the reference of the organizations worked with - maximum 1 page
- *Section-5:* Updated and detailed CV of 2 key consultants with brief descriptions of similar assignments – each CV maximum 3 pages. If awarded, the bidder would not be entitled to change proposed key consultant for this assessment.
- *Section-6:* Financial proposal including budget breakdown in Excel sheet – maximum 2 pages
- The proposal documents should be presented in English language by Arial font and the font size should be 11.

8. Evaluator/s Selection Process and Criteria

Evaluator/s Selection Process

The proposal submitted by the evaluator/s will set out and describe how they will operationalize and carry out the evaluation, bringing refinements, specificity and elaboration to the ToR. The evaluation of the consultants' offers will focus on the value for money criterion, with particular attention for the technical quality of the proposal and the experience of the proposed team (CV's).

The selection of the evaluator/s will follow Helvetas Bangladesh policy and procedures. Helvetas Bangladesh withholds the right to conduct interviews with one/more potential evaluator/s to seek further clarification on the submitted quotations, proposal.

The Project Manager-PJ will be the Evaluation Commission Manager. The Monitoring and Evaluation Specialist-PJ will be the Evaluation Focal Person and he will be the first point of contact for the evaluator/s and ensure access to documents other information needed to answer.

Evaluator/s Selection Criteria

On receipt of the EOI, a designated team will evaluate the proposals and take a decision about the consultants/firm for the assignment. Selection of the consultants/ consulting firm will be based on:

Selection Criteria	Score
Proposed methodologies and tools in compliance with standard survey methods; logical and result oriented self-explanatory sufficiently detailed presentation; well-balanced team composition toward achieving results within set time frame and quality	10
Evidence of experience in <ul style="list-style-type: none"> • planning, implementation, management, monitoring and conducting end-line of development projects in developing countries. • socio-economic situation with regard to drinking water, sanitation, hygiene, farming and fishing techniques, financial states, food security, governance, job skill, job connectivity, gender and knowledge management. • Experience with Climate change and DRR programmes/projects • Experience of team members preferably with four entry points of the project including WASH, Food Security and Income, Livelihood and Migration, and Governance 	20
Team profile: CVs of the key consultants	10
Costs – value for the assignment with justification	10
Total	50

Mode of Payment

- a) Payment will be made through account payee cheque or bank transfer upon successfully receiving the products with invoices.
- b) VAT (15%) and Tax (10%) will be deducted at source as per government rules and regulations.

9. General Terms and Conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Bangladesh. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- HELVETAS Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- HELVETAS or its representatives reserve the right to monitor the quality and progress of the work during the assignment
- All reports and documents prepared during the assignment will be treated as HELVETAS Panii Jibon Project's property
- The final evaluation report shall ensure donor (CJRF & HIS) visibility where it is applicable
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Bangladesh

10. Application Process

The EOI should be submitted to HELVETAS Bangladesh with the documents including:

- 1. Letter of Interest**
- 2. Technical Proposal:** detailed proposal based on the ToR provided that includes a clear description of the intended scope and methods to be used, work plan, potential risks, end-line survey and ethical standards to be followed and a detailed timeline;
- 3. Financial Proposal:** the financial proposal will include the detailed budget for this assignment which must be inclusive of VAT (15%) and Tax (10%). Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption) requesting to propose within the minimum budget limit.
- 4. Profile of the consultant/consulting firm:**
 - Highlighting relevant experience in undertaking similar assignment.
 - Detailed CVs of key consultants, i.e. team composition with rationale
 - References: Names and contact details of two organizations for which similar work has been conducted in the last two years; and
 - Legal documents should be attached as annex

EOI should be submitted by e-mail to recruitmentbd@helvetas.org

The deadline for submission is Saturday 10 October 2020 at 5:00 PM Bangladesh time.

For further communication for additional on the consultancy, please contact with Ashish Barua, Project Manager-Panii Jibon, email: ashish.barua@helvetas.org (before the deadline)