
Terms of Reference (ToR)

An Endline Survey and End of Project Evaluation on CSO PVE Capacity Building in Bangladesh & Sri Lanka Project

1. Background

About HELNETAS:

HELNETAS Bangladesh is a part of a network of independent development organizations. With head office in Switzerland, Germany and the USA, HELNETAS is working in 30 countries in Africa, Asia, Latin America and Eastern Europe. We bring about real change in the lives of over three million disadvantaged people every year. HELNETAS Bangladesh implement development projects in the areas of Governance & Rights, Economic Development & Migration, Climate Change & Sustainable Development and Humanitarian Response.

About CSO PVE Capacity Building in Bangladesh & Sri Lanka Project:

HELNETAS is entrusted with the implementation of the project titled “CSO PVE (Preventing Violent Extremism) Capacity Building in Bangladesh and Sri Lanka¹” contracted by The European Union. Initiated in 2020, the project is a multi-country civil society initiative contributing to the specific objective of exploring preventing violent extremism (PVE) in diverse contexts and forms of extremism. It aims to engage Bangladesh and Sri Lankan Civil Society Organizations (CSOs) and their actors in PVE in their constituency. Co-funded by the European Union, the project is carrying out in Sri Lanka and Bangladesh simultaneously, implementing by National Peace Council in Sri Lanka and Rupantar² in Bangladesh coordinated by HELNETAS Sri Lanka and Helvetas Bangladesh³ respectively. The project is implementing in 10 sub-districts of Rajshahi and Rangpur divisions namely Dinajpur Sadar, Gaibandha Sadar, Lalmonirhat Sadar, Nilphamari Sadar, Rangpur Sadar, Bogura Sadar, Joypurhat Sadar, Naogaon Sadar, Pabna Sadar and Rajshahi City Corporation.

The overall objective of the project is to “contribute to mobilising and capacitating CSOs in Bangladesh and Sri Lanka to prevent violent extremism”. This is supported through three outputs under the specific objective “To interweave international and in-country learning to initiate multi-layered PVE processes that counter push and pull factors of violent extremism” which include,

1. CSOs across two partner countries capacitated as lead resource on PVE and associated issues,
2. Multi-sectoral sub-national state and non-state actors mobilised by capacitated CSOs &
3. Contextual PVE initiatives carried out.

The project supports youth, CSOs and targeted communities in capacity building and conducting community level interventions pertaining to PVE.

¹ <https://www.theworldofpeace.org/>

² <http://rupantar.org/>

³ www.helvetas.org/bangladesh

2. Objective(s) of the consultancy

The Project has been implemented for 24 months (1 September 2020 to 31 August 2022). This endline survey/end of project evaluation focuses on the entire implementation period.

The key purposes of the evaluation are:

- To provide information on the nature, extent and where possible, the potential impact and sustainability of the PVE project.
- To assess the project design, scope, implementation status
- To evaluate the success in achieving or capacity to achieve project objectives.
- To collate and analyze lessons learnt, challenges faced, and best practices obtained during implementation. The emphasis on learning lessons speaks to the issue of understanding what has and what has not worked as a guide for future project conceptualization and designing.
- To assess the performance of the project against planned results and the preliminary indications of potential impact and sustainability of results.

3. Scope of work

The work will consist of two key elements:

1. **Plan and conduct an endline survey**, i.e. data collection related to the logical project frame and indicators, and comparison of the collected information against baseline survey information. The selected consultant will have to ensure the statistical relevance of the data collection.
2. **Conduct the end of project evaluation**, taking into consideration the data collected through the endline survey. The end evaluation must follow the DAC evaluation criteria⁴ and apply a gender-lens to the criteria⁵.
The project evaluation must consist of:
 - a. Desk review of existing documents and information
 - b. Quantitative data analysis, including analysis of data of the endline survey
 - c. Qualitative data analysis, including key informant interviews and focus group discussions.

The evaluation will cover the 10 sub-districts where the project is being implemented: Dinajpur Sadar, Gaibandha Sadar, Lalmonirhat Sadar, Nilphamari Sadar, Rangpur Sadar, Bogura Sadar, Joypurhat Sadar, Naogaon Sadar, Pabna Sadar and Rajshahi City Corporation. In terms of thematic scope, the evaluation will assess the relevance, efficiency, effectiveness, impact, sustainability and coherence of the project which will focus on project design, activity implementation strategy and results. This will also include roles and responsibilities, coordination, partnership arrangements, institutional strengthening, capacity building, community level interventions and platforms, beneficiary participation, replication and sustainability of the programme. The evaluation will include a review of the project design and assumptions made at the beginning of the project development process. Project management including the implementation strategies; project activities; it will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross cutting issues of mainstreaming gender and human rights have been addressed. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning. In order to achieve these objectives; will focus on the areas in 3.2 below.

⁴ <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

⁵ https://www.oecd-ilibrary.org/development/applying-evaluation-criteria-thoughtfully_543e84ed-en

4. Deliverables

Inception report (detail work schedule, methodology, including sampling methodology for the endline survey, list of documents to review and persons or groups to interview for the qualitative and quantitative analysis, and field visit plan).

Draft endline survey report for feedback. The survey report must both explain methodology of sampling and data collection, as well as include data for all project indicators.

Draft project evaluation report for feedback. The evaluation report must be structured along the six DAC evaluation criteria and include an executive summary, draft conclusions, and annexes.

Final draft sharing with presentation.

Finalized Endline survey report and finalized end of project evaluation report, integrating Helvetas feedback (both in soft-PDF and word file and hard copy-3 spiral copies) with other necessary documents like cleaned data set (Excel file preferable), all transcripts, voice records (if any), data collection instruments, power point presentation, photograph.

5. Time frame of the assignment

The duration of the assignment will be 45 days, starting on 18 July 2022 and to be completed on 31 August 2022. The consultant/consultant team will provide an Action plan that includes detailed timetable in its technical proposal, specifying the distribution of tasks with persons responsible for and duration to complete each task. The proposed sequencing in the table below is an indicative proposal which could be improved in the technical offer. The budget of the study will be offered as per proposed activity line linking with person days involved.

Task/output	Suggested timeline
1. Upload ToR in Bdjobs website	by 16 June, 2022
2. Submission of proposal/EoI	by 4 July, 2022
3. Evaluation of the submitted proposals and selection of successful consultant/consulting firm	by 14 July, 2022
4. Contract signing with selected consultant/consulting firm, and inception meeting among successful bidder and PVE project team, representatives from Helvetas country management and Partner organizations.	by 18 July, 2022
5. Submission of inception report including field plan, finalization of data/information collection tools and methodologies, field test, orientation of enumerators etc.	by 26 July, 2022
6. Data/information collection and its analyses	by 15 August, 2022
7. Draft report sharing and presentation	by 22 August, 2022
8. Feedback on the report by Helvetas project team and management	by 29 August, 2022
9. Final report (including other deliverables) submission	by 31 August 2022

6. Qualification and Experiences of the consulting firm/consultant

The endline team will comprise consultant(s) who will have overall responsibility of designing, implementing, and coordinating the entire endline process guided by the ToR. All consultant(s) should have practical, demonstrable, and relevant experience of doing similar work in any donor funded projects. Required experience and expertise for the team of consultants include:

- Proven expertise with at least 10 years of professional experience in planning, implementation, management, monitoring and evaluation of development projects more particularly on governance and development, issues of PVE, youth and social cohesion.
- Good understanding on PVE, global and current PVE context of Bangladesh.
- Ability to analyze data by using appropriate statistical software and synthesize different information related to the scope of the baseline
- Experience to work for EU funded project will be an advantage
- Ability to work independently
- Good interpersonal communication, easy presentation and report writing skills in English is desired
- Commitments to deliver the final products in line with the set TOR within the agreed timeline.

7. Evaluation/ 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 are in compliance with standard survey methods; logical and result oriented self-explanatory sufficiently detailed presentation; well-balanced team composition toward achieving the results within set time frame and desired quality	10
Evidence of experience in <ul style="list-style-type: none"> • Planning, implementation, management, monitoring and conducting baseline, and end-line of development projects in developing countries. • Experience with similar work on PVE, Youth engagement or social cohesion in developing countries • Good understanding on PVE, global and current PVE context of Bangladesh • Experience for EU project evaluations will be an advantage 	20
Team profile (if any) CVs of the key consultants	10
Costs – value for the assignment with justification	10
Total	50

8. Mode of Payment

- Payment will be made through account payee cheque or bank transfer upon receiving final report with invoice.
- VAT and Tax will be deducted at source as per government rules and regulations.

9. Other Terms and Conditions

- The selected consultant will implement the work in coordination with the focal person. of HELVETAS Bangladesh. The consultant will inform the focal person on the schedule/programme prior to implementing the assigned task.
- HEVETAS Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale.
- All reports and documents prepared during the assignment will be treated as the property of EVOLVE project for HELVETAS Bangladesh.
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HEVETAS Bangladesh.
- The final Baseline report shall ensure EU visibility where it is applicable.

- HEVETAS Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment.

10. Application process

Interested consultants/firms are requested to send their proposal within mentioned deadline as per following process:

A brief **Technical Proposal** that contains -

- Cover page with contact details of the applicant (1 page maximum)
- Table of content (1 page)
- Introduction and understanding of the assignment (maximum 1 page)
- Description of relevant thematic and skill related experience and expertise of the firm/consultants for the mandate (maximum 2 pages)
- Methodology (including proposed work plan, sample frame, tools & methodology and approach, possible list of stakeholders to interview, timeline of each level of tasks (maximum 5 pages)
- Brief CVs (in the main proposal) of key members, team composition highlighting research experience, pertinent thematic area to the study along with references (i.e., Name of contact person, email and organization) for which similar work has been conducted in last two years (maximum 2 pages).
- Other relevant documents like company profile (if applicable), legal documents (VAT registration certificate, TIN Certificate, Company registration certificate etc.) can be provided as annex in the proposal.

Financial Proposal (with necessary breakdown) will be sequential to technical proposal that contain detailed budget (financial part) for the study which must be inclusive of tax and VAT. This should detail consultants itemized fees, data collection and administrative costs, etc. (NB – Payment of consultancy fee is subject to withholding tax unless there is evidence of exemption) (maximum 2 pages) requesting to propose within the budget limit **of BDT.460,000 Max.**

Application/proposal should be presented in English language of Arial/ font with the font size of 11. Interested and qualified consultants/firms are asked to submit their Technical and Financial Proposals to recruitmentbd@helvetas.org. Please write “**Endline and end project evaluation for CSO PVE Project**” in the subject line. The proposals should be submitted **by 4 July 2022**. We are only able to consider electronic submissions.