

Terms of Reference (TOR)

Evaluation of IC4N Project and Assessment of Nutritional Status of Cox's Bazar Municipality

Background

The Inclusive Cities for Nutrition (IC4N) project aims to improve the nutrition situation of targeted vulnerable population in Cox's Bazar city through strengthening the food systems under the leadership of Cox's Bazar Municipality. Another objective of the project is to break the perpetual cycle of undernutrition for the vulnerable population in Cox's Bazar Municipality. Project's achievements will eventually contribute to achieve the Sustainable Development Goals (SDGs 2 and 11). The IC4N project will be completed in August 2025. Therefore, an evaluation of the project has been planned to be conducted. At the same time Helvetas Bangladesh is planning for designing phase 2 of the IC4N project, for which an assessment of the nutritional assessment is required. For conducting the evaluation and the assessment a firm will be hired as per this Terms of Reference (TOR).

Brief Description of Inclusive Cities for Nutrition (IC4N) project

The IC4N project commenced operations in Cox's Bazar Municipality in November 2022. With financial support from The City of Zurich and HELVETAS, the project is being jointly implemented with Cox's Bazar Municipality and the support of PROTTYASHI (a national NGO). The project area encompasses 12 informal settlements across 8 wards within Cox's Bazar Municipality, covering 29,000 vulnerable urban consumers.

The project's goal is to enable vulnerable urban consumers in Cox's Bazar City to live active and healthy lives, supported by inclusive food systems that ensure nutritious and healthy diets are available and accessible to all.

The project's outcomes are as follows:

Outcome 1: Municipality coordinates with existing structures at local, district, and national levels and creates an enabling environment for implementation of nutrition-sensitive strategies across relevant policy fields, enhanced by evidence-based, participatory, and inclusive governance processes.

Outcome 2: Vulnerable urban consumers in Cox's Bazar city are sensitized to demand healthy and diverse diets and changed in their consumption behaviour and practices related to food and nutrition.

Outcome 3: Vulnerable urban consumers have geographic and financial access (affordability) to convenient, nutritious, sustainable, and safe food items and produce nutrition-sensitive fresh food items.

Outcome 4: Data-based evidence and documented good practices contribute to knowledge exchange, joint learning, and decision-making about inclusive, resilient, and sustainable urban food systems.

Objectives

The objectives of the assignment are twofold:

- To conduct an evaluation of the IC4N Project, we need to understand its relevance, coherence, effectiveness, efficiency, impact, and sustainability. The project's achievements should be assessed by following its Result framework (Annex 1).
- To conduct a nutritional assessment that will help inform the design of Phase 2 of the IC4N project.

The evaluation of the project is expected to cover the following:

- **Relevance:** Identify the relevance of the IC4N Project, in the current context of nutrition in the secondary city like Cox's Bazar, and the 8th Five-Year Plan of the Government of Bangladesh.

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- **Coherence:** Assess the extent to which the intervention is compatible with interventions of other actors, projects in Cox's Bazar in the area of nutrition in secondary cities (complementarity and synergies) as well as with other donor-funded projects
- **Effectiveness:** Assess to what extent the objectives of IC4N Project have been achieved or are likely to be achieved
- **Efficiency:** Critically review the project (i) structures and resources (management, monitoring, steering, coordination); (ii) systems and policies and (iii) monitoring system (How can the project's MEAL system be further strengthened?)
- **Impact:** What are the intended and unintended effects of the IC4N Project interventions, including the effects on the participants (beneficiaries) and others?
- **Sustainability:** Assess to what extent the positive results will be continued beyond the end of the funding support.

In addition to the above evaluation will address the following research questions.

- To which degree did the project influence nutritional behaviour (Outcome 2)?
- To which degree did the project influence food environments (Outcome 3)?
- Did the project have other (positive or negative) effects?
- To what extent does the project embedded gender, equity and social inclusion in its approach?
- What challenges did the project team faced during implementation of the project?

In the nutritional assessment it is expected to address the following research questions.

- How do nutritional behaviours differ in informal settlements that have not been covered by the project?
- How do food environments differ in informal settlements that have not been covered by the project?
- How can the identified nutrition issues be addressed more effectively?
- How can the identified nutrition issues be addressed more effectively?
- To which informal settlements should the project expand in Phase 2?

Methodology

The methodology should align with the evaluation areas and the research questions for both the evaluation and the nutritional assessment. A comparative analysis between baseline and endline situations should be conducted by following the result framework. At the initiation of the project a baseline study was conducted. It is anticipated that a combination of quantitative and qualitative methods will be used for data collection to ensure triangulation. Various stakeholders of the project should be involved in the study.

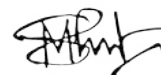
For the evaluation, data will be collected from the project area. However, for the nutritional assessment, the entire Cox's Bazar Municipality should be considered as the study area. Cox's Bazar Municipality contains 12 Wards, among those, 8 Wards are already been included in IC4N project. The methodology should be adjusted in consultation with the technical team of Heveltas Bangladesh.

Scope of Work

The scope of work includes, but is not limited to:

- Conduct a thorough desk review of relevant project documents, including the project proposal, operational and financial progress reports, internal/external audits, technical studies, and strategic guidelines.
- Engage with Helvetas project team members to gather insights on project design, management, and implementation processes.

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- Design a robust method for the study by addressing the evaluation areas and the research questions and develop relevant tools for data collection. Engage the stakeholders in the study according to the relevance of the study.
- Engage skill team for data collection, organize an extensive training for the team members. Complete data collection within stipulated time.
- Analyse data and produce draft reports (evaluation and nutritional situation assessment). Address the feedback provided by the project team.

Documents that we will be provided:

The documents as mentioned in the “Scope of Work” section” will be provided to the selected consultant which includes the following but not exclusive:

- Project document with log frame.
- Baseline study report.
- Mid-term review report.
- Annual Operation Plan (AOP).
- Relevant reports.
- Any studies done by the project (progress reports, inception phase report, etc.)

Expected Deliverables

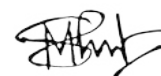
- An Inception report which will include detailed methodology, workplan and data collection tools. The report (except tools) will not exceed 10 pages. The inception report should be approved by the project team in Helvetas Bangladesh.
- Two separate draft report (evaluation and nutritional assessment). The report should be as per following format: A4 page size, normal margin, and font Arial 11. The reports should include an executive summary of a maximum of three pages, background and objectives, description of methodology, findings and analysis and precise recommendations aligned with the findings. The evaluation report should contain a comparative analysis between the baseline and the endline situation following the result framework.
- Two final reports by addressing the feedback of the project team of Helvetas Bangladesh.

Timetable

The assignment should be completed as per the following schedule:

Deadline	Step	Details
28 July 2025	Call for offers	Inviting 3 consultants who meet the qualification criteria
09 August 2025	Submission of offers	Proposed approach, work plan, team composition with CVs, budget
13 August 2025	Decision on offers, contracting	As per evaluation criteria above
17 August 2025	Submission of detailed work plan and survey tools	
07 September 2025	Surveys and stakeholder interviews completed	
14 September 2025	Presentation and validation of preliminary results	Draft report and ppt, presented to Helvetas and CBM

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18 September 2025	Submission of final reports	
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Application Process

The proposal should be divided into two sections i.e. technical and financial and zipped in one folder. The technical proposal should include firm's understanding about the assignment, detailed methodology, workplan and brief CV of the team members. The proposal should specify who will be the team lead in the study as Helvetas will maintain all study related communication with the team leader. The technical proposal should not exceed 15 pages.

The financial proposal should include an itemized budget that aligns with the study's methodology and team composition. While VAT can be shown in the budget, tax will not be considered a separate line item.

Interested firms should submitted the proposal to recruitmentbd@HELVETAS.org with the email subject: **Proposal for Endline and Nutrition Status Survey of IC4N Project** on or before 7 August 2025.

Required Competency of the Firm

Qualification Criteria:

- Experienced and skilled in conducting large scale quantitative and qualitative study.
- Proven expertise in the area of nutrition and food system.
- Familiarity with the system of Municipalities in Bangladesh.

Selection Criteria

The selection criteria are as below:

Selection criteria	Scores
Understanding of the assignment	20
Technical expertise and team composition	30
Appropriate methodology and work plan	30
Competitive budget	20
Total	100

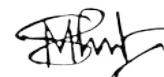
Mode of Payment

- Total value of the assignment will be paid in three instalments:
30% of the value of the consultancy will be paid upon acceptance of the inception report,
30% value of the consultancy will be paid upon submission of the draft report.
40% of the final payment will be paid after the acceptance of the final report.
- The payment would be made through bank transfer or account payee cheque by the name of the consultant.
- VAT will be paid by Helvetas and Tax will be deducted from before the payment at source as per the existing government rules.

Other terms and conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Swiss Intercooperation. The consultant should prior inform the focal person of the schedule/programme to implement the assigned task.
- The information collection will be done in coordination with the project team.

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- HEVETAS Swiss Intercooperation Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale.
- The final version of the assessment report prepared concerning the assignment will be treated as HELVETAS Swiss Intercooperation Bangladesh property.
- The assessment report or any part, therefore, cannot be sold, used or reproduced in any manner without the prior written approval of HELVETAS Swiss Intercooperation Bangladesh.
- HEVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment.

Contact Person

For additional information on the consultancy please contact:

Md. Mazharul Islam, Project Manager, Inclusive Cities for Nutrition (IC4N) project.

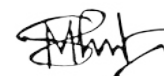
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Annex 1. Result Framework of IC4N Project.

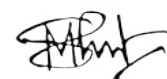
Result Chain	Indicators	Baseline Value	Means of Verification
Specific Project Objective			
To improve the nutrition situation of targeted vulnerable urban consumers in Cox's Bazar city as a result of strengthened food systems under the lead of the Cox's Bazar Municipality.	- Minimum dietary diversity women (MDD-W) increased by 30% by August 2025	10.97%	<ul style="list-style-type: none"> • Survey (baseline – endline) • Health report by Ministry of Health
Outcomes			
Outcome 1: Nutrition Governance Municipality coordinates with existing structures at local, district and national level and creates an enabling environment for the implementation of nutrition-sensitive strategies across relevant policy fields, enhanced by evidence-based, participatory, and inclusive governance processes	<ul style="list-style-type: none"> • % of Increased participation of CBM in nutrition-related multi-stakeholder platforms and increased efforts to promote sustainable food systems and nutrition by August 2025 	0%	<ul style="list-style-type: none"> • Annual report • Minutes of meetings
Outcome 2: Consumer Behaviour Vulnerable urban consumers in Cox's Bazar city are sensitized to demand healthy and diverse diets and have changed in their consumption behaviour and practices related to food and nutrition.	<ul style="list-style-type: none"> • % of Increased level of knowledge and positive attitude towards food and nutrition by August 2025 	0.65%	<ul style="list-style-type: none"> • Survey (baseline – endline)
Outcome 3: Food Environments Vulnerable urban consumers have geographic and financial access (affordability) to convenient, nutritious, sustainable and safe food items and produce nutrition-sensitive fresh food items.	<ul style="list-style-type: none"> • % of Increased availability of and access to safe and nutritious food by August 2025 	56%	<ul style="list-style-type: none"> • Survey (baseline – endline)

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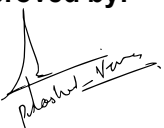





Outcome 4: Knowledge Management, Capitalisation, and Dissemination Data-based evidence and documented good practices contribute to knowledge exchange, joint learning and decision-taking about inclusive, resilient and sustainable urban food systems.	<ul style="list-style-type: none"> CBM communicates best practices to interested stakeholders and urban food system planning is informed by best practices from other cities. 	0	<ul style="list-style-type: none"> Project progress reports
Output 1.1: Cox's Bazar Municipality members and relevant stakeholders are knowledgeable on the food systems approach and understand their role.	<ul style="list-style-type: none"> Indicator 1.1.1. % of relevant staff members of CBM and representatives of Multi Sector Platform aware on NPAN2 other relevant policy and strategy document by August 2025 	0%	<ul style="list-style-type: none"> Project progress reports
	Indicator 1.1.2. Issues of CBM consulted per year in the existing MSPs	0	Annual Report
Output 1.2: Cox's Bazar Municipality has been capacitated to set up an evidence-based food system knowledge sharing mechanism.	<ul style="list-style-type: none"> Indicator 1.2.1. Stakeholders participated in the food system knowledge-sharing process by August 2025 	0	<ul style="list-style-type: none"> Project progress reports
	<ul style="list-style-type: none"> Indicator 1.2.2. Trainings organized in data collection, selection, and knowledge sharing set up by August 2025 	0	
Output 2.1: Vulnerable urban consumers in Cox's Bazar are aware on the benefits of consuming a healthy and diverse diet.	<ul style="list-style-type: none"> Indicator 2.1.1. Awareness raising and learning events conducted by August 2025 	0	<ul style="list-style-type: none"> Project progress reports
Output 2.2: Communities have access to information related to food hygiene and know how to apply them.	<ul style="list-style-type: none"> Indicator 2.2.1. Consumers accessed information on safe and healthy nutritional products, hygiene good practices by August 2025 	0	<ul style="list-style-type: none"> Project progress reports
	<ul style="list-style-type: none"> Indicator 2.2.2. School base events facilitated by August 2025 	0	<ul style="list-style-type: none"> Annual Report
Output 2.3: Community-based institutions and local institutions are sensitized to promote healthy and nutritious diet.	<ul style="list-style-type: none"> Indicator 2.3.1. Community-based institutions are sensitized and capacitated and actively participating related government programmes by August 2025 	0	<ul style="list-style-type: none"> Project progress reports Annual Report
	<ul style="list-style-type: none"> Indicator 2.3.2. Activities/programmes promoted by local CSOs to address nutrition challenges by August 2025 	0	<ul style="list-style-type: none"> Annual report
Output 3.1: Market actors, under the leadership of the municipality, are strengthened to uptake hygienic standards during food transportation, processing, preservation and distribution and to reduce food waste (food safety and quality).	<ul style="list-style-type: none"> Indicator 3.1.1. CBM staffs and 195 food value chain actors oriented on SOP/guidelines on food safety system, quality and hygiene practices and related act, authority, rules and standards in the country by August 2025 	0	<ul style="list-style-type: none"> Project progress reports
	<ul style="list-style-type: none"> Indicator 3.1.2. Of market actors practiced the SOPs/Guidelines developed based on PAHO/WHO recommended five keys to safe and healthy food by August 2025 	0	
Output 3.2: Slum dwellers are knowledgeable on how to produce their	<ul style="list-style-type: none"> Indicator 3.2.1. Of beneficiaries engaged in diversified and 	12.72%	<ul style="list-style-type: none"> Project progress reports

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own food and have access to the support need.	integrated homestead gardening (DIHG) activity by August 2025.		
	<ul style="list-style-type: none"> • Indicator 3.2.2. Established linked between beneficiaries and service providers by August 2025 	0	•
Output 4.1: Communication material developed in consultation with Cox's Bazar municipality and other stakeholders on best practices and project innovations and disseminated to stakeholders by Cox's Bazar municipalities.	<ul style="list-style-type: none"> • Indicator 4.1.1. Existing communication materials have been selected through negotiation with respective stakeholders and multiplied and disseminated for further use by August 2025 	0	• Project progress reports
	<ul style="list-style-type: none"> • Indicator 4.1.2. New communication materials developed designed, printed and disseminated by August 2025 	0	•
Output 4.2: Best practices, lessons learned and success stories on how to strengthen food systems are known and discussed by city representatives.	<ul style="list-style-type: none"> • Indicator 4.2.1. Dialogues initiated between C2C for knowledge sharing and learning 	0	• Project progress reports

Approved by:  Prashant Kumar Verma Country Director	Endorsed by:  Shamim Ahamed Deputy Country Director	Reviewed By:  Amina Mahbub Country MEAL Manager	Prepared By:  Md. Mazharul Islam PM, IC4N
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