**Terms of Reference for**

**Capturing Knowledge and Learning of ‘Alternative Orphan Family Sponsorship Programme Through Sustainable Interventions-Phase II’ (ALO-II) Project**

Date: 2nd June 2021

**Background of Islamic Relief Bangladesh:**

Islamic Relief Bangladesh (IRB) started operations in Bangladesh in 1991. Presence in 35 districts. IRB envisages a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others. Our innovative integrated approach sees us work closely with the vulnerable communities that we serve. They identify the problems and are part of the solutions. As a result, our programs often encompass many interlinked areas. These include the Humanitarian and Resilience Programme, Child Rights and Inclusion Programme, Economic Empowerment and Governance Programme.

**Overview of ALO II Project:**

The “Alternative Orphan Family Sponsorship through Sustainable Livelihoods” project is developed for supporting orphan families with an integrated approach. This project addresses the livelihood needs of the most vulnerable orphan families through business development, assists them in protecting their children with continued education, maintains their family with dignity, and creates quality access to line departments through voice raise platform and supports communities to implement community-led total sanitation (CLTS). The project aims to address vulnerabilities, social dignity, rights, and poverty issues of the orphan families by supporting the most vulnerable women-headed households to develop their capacity as well as to ensure sustainable development and social dignity through enhanced productivity, income, livelihood security, rights, and protection.

**Overall objective:** To ensure sustainable development of the orphan and their families as well as restore their social dignity and protection.

**Specific objective:** To ensure sustainable development and social dignity through enhanced productivity, income, livelihood security, rights, and protection of the orphans and their families at Ulipur Upazila under Kurigram District in Bangladesh.

**Project Duration:** July2017- June 2021

**Beneficiary Details:** Total628 orphan families [500 direct and 128 replicated]

**Project Location:** Total 7 unions named Balapara, Tepa Madhupur, Kursha, Haragach, Shahidbag, Sarai, and Haragach Pourashava under Kaunia Upazila in Rangpur District

**Expected Results of the project:**

Result -1: Enhanced wellbeing - survival, protection, participation, mobilization, and healthy development - of the targeted orphan children including to continue their education.

Result-2: Improved status of the orphan families and their livelihood through economic productivity, income, asset, food accessibility and- consumption and living status

Result-3: Increased community awareness and established linkage of the community organizations with local government institutions for ensuring social dignity through participation, social inclusion, and voice rise to rights and protection

Result-4: Replicated and scaled up ALO model in new 02 Unions under the same sub-district through local resources mobilization (community contribution, linkage with local government institutions and private and public service providers)

**Description of the Assignment:**

“Learning is the process whereby knowledge is created through the transformation of experience” (Kolb, 1984)[[1]](#endnote-1) Hence, documenting the learning and knowledge is vital to work to contribute to the future advancement of conservation and development activities. The aim is to capture the learnings valuable for future planning and decisions on similar programs aiming at empowering poor communities and especially women and children to improve their livelihood. The learning document process combined a desk study of available reports, case studies, and monitoring data with interviews, meetings, and workshops with stakeholders. The meetings with stakeholders will be carried out as appreciative inquiries. The learning emerging from the appreciative inquiries will be analyzed in a framework for the empowerment of poor rural communities.

***Objectives*** of the assignment follow:

* To document the relevance, appropriateness, efficiency, and effectiveness of the project activities;
* To document the project approaches, methodology, strategies, and its appropriateness;
* To document the socio-economic changes/effects in the lives of targeted households as a result of the project;
* To study the effectiveness and impact of mainstreaming issues including gender, women empowerment, disability child rights, DRR, etc.;
* To identify and document the process, lessons learned, innovations, and good practices of the project;
* To document program outcomes and sustainability
* To provide recommendations for future strategic directions for scaling up or replication of the current project’s strategy & approach based on the findings and lessons learned analysis

**Methodology:**

The knowledge and learning document will be conducted through a participatory process involving all stakeholders, with particular focus given to the participation of women and children.

Review existing documentation work: As the Alo – II project completed four years, the wealth of information already exists in different forms including project proposal, concepts, approaches, studies, result chain, strategies, case stories, database, etc. These may be in the published forms, in the progress reports, monitoring reports, etc. The available information will guide on the additional information required and the volume of fieldwork needed. The consultant shall review the Results Chain of different components and document the learnings based on the outputs and outcomes delivered by the interventions.

Interactive workshops/meetings with stakeholders, key staff, and beneficiaries are important to document the learning of their participation, contribution, and capacity building in the overall project implementation process. Participants will vary depending upon the topic for documentation.

* Develop methodology: The consultant will be responsible to prepare a detailed methodology and will share it for approval with the IRB members.
* **Data analysis, reflection, and synthesis:** Once the data are gathered from the field and existing reports, they should be analyzed and synthesized. Knowledge generation and learning capturing are some of the key tasks in this step.
* **Documentation and publication:** After the analysis, the information is well documented. The document should be concise, coherent, logical, reader-friendly, and contributing to program development.

**Expected Outcomes:**

Knowledge and Learning Document of the ALO II project comprising;

* appropriateness of the project interventions, approaches, and methodology;
* learning, good practices, analysis, gaps, process, and recommendations

**Specific Tasks:**

The document should analyze the answers to the following questions and need to arrange them properly. This may entail rework on the information collection modality and volume of information to be collected from the field.

* What are the socio-economic changes in the lives of targeted households as a result of project interventions and change and implementation of government policies;
* How widely are the ALO interventions distributed across the landscape?
* Who is benefitting from the ALO interventions supported by IRB, particularly concerning poor, vulnerable, and socially excluded, and the widow?
* What preconditions and incentives does the market-based livelihoods demand compared to the equity-based livelihoods focus? Are their conflicting dimensions?
* What amount of revenue has been generated from different livelihoods interventions?
* How the project establishes linkages with different govt. stakeholders?
* What are the issues and challenges in implementing ALO interventions?
* What sustainability factors have been considered in ALO projects and what needs to be done for ensuring long-term sustainability?
* What is the sustainability of project results, impact, and approach at the household, community, and organizational levels;
* What are the key lessons learned and best practices IRB has experienced so far?
* To what extent are the approaches, strategies, and outcomes produced are in line with the Theory of Change and Results Chain?
* How effective are various livelihoods options in generating monetary and non-monetary benefits to the households?
* How effective are the business plans in promoting different enterprises?
* To what extent the project has collaborated with local government bodies and other stakeholders to execute the livelihoods interventions? How are the resources leveraged?
* How the ALO interventions ensure in promoting rights of the children and women
* How the resilience of the women of the ALO project, widowed with children and leading their households
* What is the effectiveness and impact of mainstreaming issues including gender, disability child rights, and disaster risk reduction;

The consultant is expected to prepare a matrix explaining the information that exists in the currently available documentation and that needs to be explored, included in the **inception report**.

**Deliverables:**

• Inception report • Draft report • Final report

• Data generated in the process of this study in Excel

**Timeframe & Reporting:**

The total duration for planning, Collection case study, analysis & research, draft documentary, and master production is 4 weeks from the date of signing the contract.

The consultant will start the assignment in 2021 and will complete the assignment on or before 31st October 2021. The final number of working days will be agreed upon by negotiation before the signing of the contract. The working locations will be different Unions of Kaunia Upazila under the Rangpur district. The details reporting schedule are as follows:

* The work plan and inception report will be submitted by – 20th September 2021
* 1st draft report will be submitted to IRB by – 20th October 2021
* 2nd draft report will be submitted to IRB by – 27th October 2021
* The final report will be submitted to IRB by – 31st October 2021

All drafts and final reports should be submitted through  IRB  in both paper copy and electronic versions. IRB will be the sole authority of the report for publication. The knowledge & learning documentation report structure will be in the standard format and agreed upon.

**Profile of the Consultant:**

The consultant/organization should have:

* Proven experience of the team including Team leader in the area of child rights, women empowerment, sustainable livelihood development, etc.
* Proven experience in qualitative and quantitative research methodology
* Good knowledge and experience in working with ultra-poor, NGO, multi-disciplinary stakeholders
* Highly respectful towards poor people’s dignity and honor
* Ability to work in an adverse situation, remoteness and with diverse peoples and groups
* Excellent report writing & presentation skills
* Experience of knowledge & learning documentation in a similar type of project will be preferred

**Application Types & Process**

Individual consultants/Organizations are requested to send proposals (Technical and Financial) including:

* Understanding of assignment
* Methodology
* Details work plan (format is attached below)
* Detail budget including VAT & TAX
* CV of the lead consultant & other team member/s (If any)
* E-TIN/B-TIN/Trade License

Interested Individual consultants/Organizations are expected to submit the technical proposal to **technicalproposal@islamicrelief-bd.org** and Financial Proposals to **financialproposal@islamicrelief-bd.org** on or before **September 11, 2021**. It is strictly advised not to send any other document unless specified above. Violation of the clause will result in disqualification from the bid participation. Please mention only the Proposal on knowledge & learning documentation of the ‘Alternative Orphan Family Sponsorship Programme Through Sustainable Interventions-Phase II’ (ALO-II) Project as the subject of the email.

The detailed work plan should be as like the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key Tasks | Time/Day Allocation | Proposed Date | Location | Responsibility | Note |
|  |  |  |  |  |  |

**Confidentiality:**

All the outputs e.g. reports, documents, information, etc. produced by this assessment will be treated as IRB’s property and consequently confidential. So, the above-mentioned outputs or any part of it can’t be sold, used, or reproduced in any manner by the assigned organization/individual without prior permission from IRB.

*“This* knowledge & learning documentation *has been produced with the financial assistance by ALO- II project. The findings of this* knowledge & learning documentation *are the sole responsibility of Islamic Relief Bangladesh.”*

1. [↑](#endnote-ref-1)