



Terms of Reference (ToR)

Feasibility study for the proposed project from 2023 until 2027 of NETZ and its partner organisations

1. Background and rationale

NETZ Partnership for Development and Justice (short: NETZ) is a non-governmental organisation that promotes human rights and justice in Bangladesh with a focus on the most vulnerable and marginalised people to foster an enabling and non-discriminatory environment in society. Under its Human Rights Programme NETZ strives together with its partner organisations to promote democratic governance and social justice to improve the life of the most vulnerable communities, including people living in poverty, women and girls as well as members of religious minorities and indigenous peoples. NETZ aims to contribute to a non-discriminatory democratic society where dignity as well as fundamental freedoms and rights of all citizens are guaranteed in compliance with the constitution of Bangladesh, the Universal Declaration of Human Rights and international Human Rights conventions as well as the Sustainable Development Goals 5 (Gender Equality), 10 (Reduced Inequality) and 16 (Peace, Justice and Strong Institutions).

NETZ aims to design a new project under its Human Rights Programme that will contribute to promoting rights-based culture and activism, strengthening the voices of youth groups as well as local and regional level civil society organisations to promote democratic governance and social justice for vulnerable communities through networking and dialogue with public authorities. The main components of the project include: (i) capacity building of young and adult civil society actors and their groups; (ii) promotion of an inclusive human rights culture; (iii) protection of the rights of vulnerable communities. The proposed project aims to promote and apply democratic dialogue and non-violent approaches to uproot structural causes of discrimination and systematic repression against vulnerable communities and to strengthen social coherence and peace. It is intended to implement the project in 12 sub-districts of 6 districts. For this purpose, NETZ and its partner organisations will bring together their local, regional and national networks as well as their collective experiences and good practices from ongoing activities for the implementation of the planned project.

2. Purpose, objectives and use

To establish a sound basis for the conceptual development of the above-mentioned proposed project, a feasibility study shall be conducted by an independent consultant. The study shall assess the feasibility of the planned project intervention by analysing whether it is well founded and meets the demands of the target groups and takes all possible opportunities and risks into account. At the same time, it shall assess the planned project's relevance, coherence, efficiency, effectiveness, impact and sustainability (DAC criteria).

The primary users and beneficiaries of the results of the feasibility study are the local implementing partner organisations and NETZ for improvement of the planned project intervention. Furthermore, the feasibility study report will be handed-in to the German Federal Ministry for Economic Cooperation and Development (BMZ) along with the project proposal.

3. Scope of work

3.1 Timeframe, geographic coverage

The feasibility study shall be conducted mainly from 3 August until 3 September 2022. For this purpose the required field research for the study shall cover the working districts of the local partner organisations. The feasibility study shall establish a concrete analysis of the specific challenges, needs and scope within the human rights sector and provide specific focus in this regard to the selected project districts. For this purpose, the consultant shall visit all selected three (03) working districts during the preparation of this study, if security measures by public authorities as well as of NETZ and its partner organisations related to the COVID-19 pandemic allow.

3.2 Mandatory report structure and guiding questions

The feasibility study report must be prepared by using the template reporting format provided by NETZ, which depicts the formal report structure provided below (see chapter 5 as well in this regard) and answer the mandatory guiding questions provided in **Annex 1**. Those guiding questions follow the key questions provided in the BMZ/bengo document “Guide for conducting feasibility studies” and have been, where required, added and specified by NETZ. The consultant is free to include new sub-chapters under the main chapter structure provided in the mandatory reporting format by NETZ, if feasible, to improve the overall structure of the report. The overall length of the main part of the report shall be maximum 30 pages.

Mandatory report structure

Chapter	Topic	Pages*	Remark
	Cover page (including 1 picture from field level work)	1	This part is not counted for overall maximum length of 30 pages for the report.
	Table of content	1	
	List of abbreviations	1	
0.	Executive summary	1	See mandatory guiding questions for these chapters in Annex 1; this part shall cover maximum 30 pages
1.	Purpose, objectives and utilisation of study	1-2	
2.	Methodology	1-2	
3.	Initial situation and problem analysis at macro/national (max. 1 page), meso/district (max. 1 page), micro/field level (at least 4 pages)	6	
4.	Local project implementation organisation in the partner country (i.e. implementing partner organisations and NETZ Bangladesh Office)	2-3	
4.1	Partner organisations (2-2.5 pages)		
4.2	NETZ Bangladesh Office (0.5-1 page)		
5.	Target group and other actors (at micro, meso and macro level)	3-4	
5.1	Target group (2-3 pages)		
5.2	Stakeholders (1 page)		

6.	Assessment of the planned project based on OECD/DAC criteria (short introduction paragraph + copy-paste of objectives, results and main activities from project proposal)	13-15 (about 2-3 pages per criteria)	
6.1	Relevance		
6.2	Coherence		
6.3	Effectiveness		
6.4	Efficiency		
6.5	Impact (Significance)		
6.6	Sustainability		
7.	Conclusion, incl. recommendations by the consultant	2-3	Annex not counted regarding overall maximum length of 30 pages for the report.
	Annex, incl. short profile (max. 0.5 page) of consultant (might include additionally e.g. a) ToR of the feasibility study; b) evaluation matrix; c) final timetable of the study; d) list of conducted interviews and dialogue meetings; e) list of references and literature; f) questionnaires and other data/information gathering instruments)		

**Please note: The mentioned page numbers for the individual chapters are only suggestions. At the same time, they provide an indication how much focus/priority should be given to which main chapter.*

3.3 Methodology

The methodology shall include at least the following:

- a. There will be one consultant to conduct the feasibility study, however she/he can hire associates.
- b. The consultant will review existing documents related to the proposed project to be evaluated, including the project proposal draft provided by NETZ.
- c. The consultant shall review for her/his preparation studies related to human rights and relevant evaluations and lessons learnt documents of previous NETZ supported projects.
- d. The consultant will conduct interviews and/or focus group discussions (FGDs) with representative of the target groups and respective local communities, civil society, local authorities (i.e. government officials) and staff of partner organisations and NETZ. If there are any travel restrictions related to the COVID-19 pandemic at the time of the field level research, this activity shall be planned jointly with NETZ to elicit what is possible at the given time. If required, digital means (e.g. Skype) and mobile phone conversations with the above-mentioned groups could be held to collect their perspectives, needs and suggestions.
- e. The consultant is expected to coordinate with the partner organisations and NETZ at the beginning of the feasibility study and continuously brief them as and when needed during the study. Debriefing sessions shall be organised by the consultant with staff of the visited partner organisations at the end of each working area visit and with the NETZ Bangladesh Office after the last working area visit to share and to discuss findings and recommendations.
- f. A draft study report by the consultant will be shared with all partner organisations and NETZ. Their feedback and suggestions shall be reflected during the finalisation of the report by the consultant.

A detailed working plan including methodology will be submitted by the consultant to NETZ for approval; for this purpose, NETZ will as well seek feedback and suggestions from the partner organisations.

4. Process

The following table summarises the different main phases of the feasibility study and will be concretised in cooperation with the selected consultant.

No.	Evaluation phase	Timeframe
1	Planning meeting with staff members of NETZ in Dhaka	3 August 2022
2	Review of respective documents, incl. draft proposal	4-7 August 2022
3	Field level work, including: a) Meetings with staff of partner organisations, b) data collection as well as c) dialogue meetings (incl. focus group discussions), interviews with representatives of the target group, local authorities, civil society etc.	8-19 August 2022
4	Preliminary dissemination of findings: a) de-briefing meetings with partner organisations' staff in working areas and b) with NETZ staff members in Dhaka after field level works	a) during field visit b) after return to Dhaka
5	Draft report preparation by the consultant on the basis of mandatory report structure and guiding questions provided by NETZ and submission to NETZ for feedback	Latest by 27 August 2022
6	Final report preparation by the consultant, including feedback and suggestions of NETZ	Latest by 31 August 2022
7	Submission of final report by consultant to NETZ	Latest by 3 September 2022

5. Outputs and deliverables

The consultant will prepare a report in English, which displays the findings and answers all guiding questions provided in Annex 1. The report must be prepared using the reporting template provided by NETZ (including the report structure provided in chapter 3.2) and will have a maximum length of 30 pages (only content counted); additional documents and case studies shall be included in the Annex of the report.

6. Required profile of the consultant

The independent consultant shall have comprehensive expertise regarding human rights issues in Bangladesh. She/He will get 30 working days (incl. 2 travel days) overall. The consultant is responsible for the steering of the feasibility study process, coordination with NETZ and the respective partner organisations, for compiling a draft report in English and for finalising the report on basis of the feedback provided by NETZ.

Required qualifications for the consultant:

- University degree in any discipline; preferably in Social Sciences.
- Proven experience of conducting feasibility studies.

- Proven track record in leading a study team.
- Profound skills in writing English and analytical skills.
- Theoretical and practical knowledge of qualitative and quantitative data collection methods.
- Experience of analysing logical frameworks and defining SMART indicators.
- Working experience in the human rights sector in Bangladesh
- Willingness to travel to working areas for assembling required information and data.
- Independent from NETZ, i.e. not related to the organisation or its staff members.

7. Tentative timetable

The evaluation work comprises a total of 30 person days, including 12 days (in total) for a field visit to the selected project districts and is scheduled to take place in at least 03 districts of Bangladesh. The consultant will start working from 3 August 2022 and shall submit her/his draft report until 27 August 2022. The final feasibility study report, which incorporates the feedback provided by NETZ, will be submitted latest until 3 September 2022. The partner NGOs will provide logistical support during the field visits. The detailed schedule for the feasibility study will be finalised in cooperation with the selected consultant on the basis of the following overview.

Overview for detailed feasibility study schedule and quantity structure

No.	Activity	Date	No. of day/s	Total person/day/s	Responsible
1	Preliminary meeting and discussions	3.8.2022	1	1	NETZ staff
2	Planning, setting methodology and incorporating feedback of NETZ and partner organisations	4.8.2022	1	1	Consultant & NETZ
3	Review of relevant project documents and secondary literature	5-7.8.2022	3	3	Consultant
4	Travelling to selected project districts and return back	8.8.2022 - 19.8.2022	2	2	Consultant
5	Field visit: interviews, meetings with partner organisations, information collection, start writing process, prepare draft feasibility study report	9.8.2022 - 18.8.2022	10	10	Consultant and team (if any)
6	Discuss findings of the field research with NETZ Bangladesh Office in Dhaka	21.8.2022	1	1	Consultant & NETZ
7	Finalising the first draft of the feasibility study report by using the mandatory template provided by NETZ as well as covering all mandatory guiding questions (see Annex 1)	21.8.2022 - 27.8.2022	7	7	Consultant
8	Finalising the feasibility study report and incorporating feedback provided by NETZ and partner organisations	29.8.2022 - 1.9.2022	4	2	Consultant
9	Presentation and discussion of findings with NETZ Bangladesh Office	3.9.2022	1	1	Consultant
Total			30	30	

8. Management of the feasibility study

The following persons will be involved in the overall management of the feasibility study.

Name (Position, NGO)	Responsibilities
Programme Manager, NETZ	Overall coordination with the consultant and partner organisations; providing required project documents to consultant; organisational support for consultant to plan field visit to project districts; providing feedback on draft study report (including feedback coming from partner organisations); all contract-related issues; planning regarding potential restrictions caused by the COVID-19 pandemic, e.g. regarding travelling (if situation demands).
Project Directors of partner organisations	Coordination and planning of project districts by consultant; ensuring participation of staff members and other stakeholders during field visit, interviews, dialogue meetings, debriefing etc.; providing feedback on draft study report via NETZ Bangladesh Office.

9. General conditions

- An individual financial contract will be signed after acceptance of this Terms of Reference (ToR) with the selected consultant.
- As the feasibility study requires direct dealing with the target group and partner organisations, NETZ expects to have a friendly and respectful environment throughout the study.
- The NETZ management reserves the right to disagree with any incomplete report and consequently NETZ may retain the last rate of remuneration.
- NETZ reserves the right to amend this contract at any time according to the necessity of the project given prior communication.
- The final payment will be made after the acceptance of the final report by NETZ in terms of fulfilling all required elements as laid out in the ToR. Tax will be deducted at source upon government rules.
- The contract may be terminated if the consultant is found non-compliant to the terms and conditions of the ToR.
- NETZ will provide food, accommodation and transportation at actual expenditure basis after submission of the bills.
- NETZ and the partner organisation will have the copyright of all results and documents elaborated under this feasibility study. Any publication also in extracts including using the feasibility study as work reference needs prior written approval of NETZ.