



## **Terms of Reference for the End line study of the project titled Eradication of extreme poverty and hunger in structurally disadvantaged areas of Bangladesh and India (DABI)**

### **1. Background**

NETZ Partnership for Development and Justice (NETZ), a non-profit organization registered in Germany and Bangladesh, has been working in Bangladesh since 1989 and in India since 2011 to establish human dignity and to fight against poverty with a bottom-up, self-help approach. Across its programmes, NETZ works together with local partner NGOs and focuses its support on income and food security for extremely poor people, primary education for children of extreme poor families and promotion of human rights in Bangladesh and India.

Under its Livelihood programme, NETZ currently continues its efforts to fight extreme poverty and hunger through a number of projects. NETZ aims at contributing to the eradication of extreme poverty (SDG 1) and hunger (SDG 2) in the poverty stricken areas in the South Asian region. As part of its endeavours, NETZ started the DABI project to support the self-help abilities of 3,000 marginalised households (HHs) in the district of Dinajpur in Bangladesh and Birbhum and Murshidabad in India. The project started in July 2018 and ends in December 2021. The specific objective of the project is that the food security of 12,000 extreme poor people in the project working area (all members of the targeted 3,000 families) is permanently improved and that they can sustainably meet their nutritional needs and claim their basic economic, social and cultural rights. The expected results of the project are: 1) The targeted families significantly increase their income; 2) The vulnerability of the target group in relation to their health, their nutrition intake, future natural disasters and the risk of losing their productive assets decreases significantly; 3) The established CBOs have developed strategies and implement these to claim their rights and hold local authorities and service providers accountable regarding the distribution of Social Safety Net measures and public services.

The target group includes 1400 HHs under two upazilas in Dinajpur of Bangladesh and 1600 HHs under 4 blocks from 2 districts in India. The selected geographic areas in Bangladesh and India are largely affected by extreme poverty, with the highest proportion of people suffering from malnutrition. During the course of the project, the participants received productive assets with required trainings to enable them to start income generating activities (IGAs). Other project activities included awareness building measures on health- and hygiene-related issues including the creation of nutrition gardens at the domestic spheres.

### **2. Objectives**

In the beginning of the project, NETZ Bangladesh conducted a baseline study to capture the socio-economic conditions of the selected participants and set benchmarks for the indicators of the project. The sample size of the baseline survey was 428 households (199 in Bangladesh and 229 in India). The endline survey should capture the endline values of the project's key indicators, capture additional agreed-upon data points (e.g. participation of project participants in local decision making, policy influencing/making and policy application processes), and assess project effects.. The End-line findings shall help to establish the achievement level against the set indicators. Thus, the findings of the end line study should be compared with those of the base line survey.

### **3. Scope of work**

The consultant will lead the end line study. She/he will propose the issues of inquiry and design the questionnaire based on the project's indicators, the baseline questionnaire and input from NETZ and its Partner NGOs working in the project locations. Among other things, this might also

include the adaptation and refinement of region-specific data collection tools and instruments to assess dietary diversity and food insecurity, such as the Household Dietary Diversity Score (HDDS) and the Food Insecurity Experience Scale (FIES – SM). The consultant will train enumerators / data collectors for the survey in data collection and data entry and provide oversight during the survey’s implementation. A detailed activity plan shall be developed after signing of the ToR. Among others, tasks will include:

1. Literature/document review
2. Adjustment/refinement of data collection tools (incl. region-specific instruments to assess dietary diversity and food insecurity, such as the HDDS and the FIES).
3. Training of the enumerators / data collectors
4. Fieldwork for data collection
5. Analysis of data using widely recognised statistical software
6. Preparing a first draft of the report and presentation of the draft for feedback from NETZ
7. Finalisation of the report

#### **4. Methodology**

The methodological approach of the survey will be developed by the selected researcher and be finalised in consultation with NETZ. The survey will use a stratified sample of project participants. The sample size for the end-line should be the same as for the baseline survey. A structured questionnaire will be developed based on the baseline questionnaire, the project’s logical framework and other data points considered to be relevant in analysing the target group’s socio-economic conditions, vulnerabilities and ability to participate in decision-making processes. The analysis of data is conducted with widely recognised software, such as SPSS or STATA.

#### **5. Study locations**

The study shall be conducted in a number of Unions and Panchayets in Bangladesh and India respectively. However, the study areas will be determined considering the COVID 19 situation and scope of travelling.

#### **6. Outputs and deliverables:**

Both the draft and final reports shall be written in English and should ideally consist of no more than 30 pages (excluding annexes). The report should, at a minimum, include the following contents:

- a) Executive Summary: a tightly drafted, to-the-point document including the key issues of investigation, major findings.
- b) Introduction: Background and purpose of the study, scope, key questions and short description of the context
- c) Methodology
- d) Key findings including progress toward targets and comparison of end line measures to baseline data structured along the objectives and results (and associated indicators) of the logical framework of the project and the additional data points considered to be relevant in analysing the target group’s socio-economic conditions, vulnerabilities and ability to participate in decision-making processes.
- e) Conclusions based on evidence and analysis highlighting issues from the data that may be of importance, interest or significance.
- f) Annexes (TORs, timetable of the study, references, data collection instruments)

The entire survey data set shall be submitted to NETZ in electronic form (as MS Excel-file, SPSS-file or other common file type) together with the draft report.

## 7. Reporting

The consultant shall:

- Present a detailed study plan to NETZ and the Partners within three days of signing of the ToR
- Finalise the questionnaire and other tools based on field tests and the feedback of NETZ and its partner NGOs
- Present the draft survey report in a debriefing session with NETZ
- Submit the final report within 5 days of getting feedback from NETZ on the first draft

## 8. General terms:

- 1) The Consultant will provide a financial proposal along with the technical proposal for this study and will receive 30% of the amount as mentioned in the contract after signing the financial agreement for this assignment. The remaining 70% will be paid after acceptance of the final report by NETZ
- 2) VAT and Taxes will be deducted at source upon government rules. NETZ will bear the food, accommodation and travel costs to be incurred in an economical manner during field visits and meetings under the proposal
- 3) The NETZ management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher
- 4) NETZ reserves the right to terminate the contract at its sole discretion in case of non-compliance of the terms and conditions that will be finally agreed
- 5) NETZ and the project participants deserve the sheer rights over all the produced documents, data and tools of data collection including the questionnaire, survey outcome and results of the survey. The consultant must obtain the prior permission of NETZ for the use of data and documents generated under the assignment.
- 6) The consultant will keep the COVID situation in consideration and strictly follow the agreed upon health and hygiene protocols.

## 9. Timeframe

The study shall be conducted expectedly in one and a half months from start of the study, and is scheduled to preferably start in the first week of November 2021. The consultant will submit the final report latest by mid- December 2021. The timeframe will be finalised as agreed by the consultant and NETZ. A time plan of 18 days following the below-given format for the assignment has to be submitted by the consultant and to be agreed by NETZ. (as Annex)

Tasks	No. of Days/ consultant	Total man/days	Responsible person(s)
<b>Total</b>			

## 10. Composition of the Research Team

The study team will consist of one lead consultant who will team up with enumerators /data collectors hired at two countries by NETZ. The lead consultant should have profound knowledge of the dynamics of poverty and structural causes of poverty in the working region, and expertise in the areas of climate change and minority rights as well as specific nutrition- and food-security-related knowledge for the entire project working area. The consultant should also have profound knowledge of the use of quantitative and qualitative methods in development research. She/he should have required knowledge and skills to use widely recognized statistical software, such as SPSS or STATA.

## 11. Management of the Survey

The NETZ Bangladesh Office will be responsible for the management of the entire logistics for the study. The NETZ Partner-NGOs will ensure that all necessary arrangements are in place to provide the researcher with support needed to conduct their fieldwork.

<b>Name (Position, NGO)</b>	<b>Responsibilities</b>
Programme Manager, NETZ	Overall coordination with the consultant and partner organisations; organisational support for consultants to plan working area visits with partner organisations; providing feedback on draft report; all contract-related issues. He will keep close contact with Senior Programme Manager of NETZ.
Project Director of partner organisation	Coordination and planning of interviews, dialogue meetings, debriefing etc.; providing required programme documents to consultants; providing organisational feedback on draft report.