



## TERMS OF REFERENCE FOR MIDTERM EVALUATION

### ‘Resilient, Inclusive and Innovative Cities in Bangladesh (RIICB)’ Project

Terms of reference	
Program/Project Title	<b>Resilient, Inclusive and Innovative Cities in Bangladesh</b>
Partner Organization/s	<ul style="list-style-type: none"><li>▪ NGO Forum for Public Health (NGOF)</li><li>▪ Bangladesh Institute of Labour Studies (BILS)</li><li>▪ Nari Maitree (NM)</li><li>▪ Dustha Shasthya Kendra (DSK)</li></ul>
Geographical Coverage:	5 Wards of Mymensingh City Corporation, Gazipur & Dhaka
Program/Project Lifespan	From July 2018 to June 2023
Total Project beneficiary	Approximately 65000 in Mymensingh and Approximately 3000 in Dhaka & Gazipur

#### I. Project Background

Bangladesh’s urban population of 42 million is one of the largest in the world. Cities like Dhaka and Mymensingh are experiencing exceptional urban growth rates, coupled with rising inequality and poverty. Both cities struggle with inadequate infrastructure, limited social services (particularly health, sanitation and waste management) and rapid environmental degradation. Both are highly vulnerable to natural disasters. The emerging urban economy in Bangladesh mostly relies on the growing informal sector where conditions for workers are poor, exacerbating inequality and disproportionately impacting women, un-skilled youth and ethnic minorities.

The “Resilient, Inclusive and Innovative Cities” Project aimed to support vulnerable urban communities, particularly women, youth, people with disabilities in Dhaka and Mymensingh to become more resilient to social, economic and climate shocks and stresses by 2023. The project is focusing to build a multi-sector model for urban resilience, primarily focusing on the key vulnerabilities and opportunities in an underserved area in Mymensingh. Specifically, by 2023 the project will:

- 1) demonstrate innovative and entrepreneurial models for resilient urban WASH, including a sustainable FSM System<sup>1</sup> that engages government, private sector, academia and the community;
- 2) demonstrate a model for urban disaster preparedness and response based on active citizenship, with five wards better prepared in DRR through trained community and school Disaster Management Committees (DMCs);
- 3) Increase youth agency, voice and collective action through leadership development, life skills training and expanding access to decent work opportunities; and
- 4) empower and support women working as domestic workers/home-based workers in Dhaka to fulfil their rights to decent incomes, work and social protection,

<sup>1</sup> Faecal Sludge Management

As planned and part of project monitoring strategy, the project will conduct a Midterm Evaluation to review the relevance, effectiveness, efficiency of project interventions. Moreover, this mid-term evaluation will provide the opportunity for accountability towards the project stakeholders, as well as important learning for the project teams and partners.

## II. Objectives of the Evaluation

The mid-term evaluation has the following objectives:

- Assessment of the contribution towards the outcomes achieved by the project so far, highlighting any unintended outcomes;
- Review of the results against project aims, and objectives based on the indicators of the Project log-frame;
- Generate learning on best practices for improving the influencing/advocacy strategy of the project, considering the context and the external factors affecting the project environment;
- Provide recommendations as to how the quality and process of activities can be improved to build towards sustainability of the project outcomes
- Review of the impact of COVID-19 on the project and make realistic recommendations on adjusting project activities to minimize negative impact.

In addition to the above analytical measures, the mid-term evaluation will provide an assessment of the following topics:

- Review of Financial Management procedures: This should include review of a) budget spent against plan, b) how the most recent audit recommendations have been addressed, c) and Value for Money.
- Gender and Disability inclusion and the extent to which the project has addressed access of excluded community groups to the project activities.
- Assessment of the contribution of each partner in line with partnership approach to the program results

## III. Approach of the Evaluation:

The evaluation approach should focus both on the processes of the project implementation, as well as on the contribution to the immediate results / outcomes:

- **Process Evaluation-** The process evaluation will focus on assessing how and in what ways the program is working, and for whom, it will provide opportunities for feedback and reflection amongst stakeholders. This should also answer whether the results achieved in terms of mobilizing the alliances / networks are sustainable. It will also assess whether the use of resources is proving to be effective and efficient and generating Value for Money.
- **Outcome Evaluation-** Outcome evaluation will assess how and in what ways the project is contributing to the changes outlined in the Theory of Change and if there have been any negative or unexpected effects. It should also seek to identify the mechanisms that have contributed to or worked against program effectiveness and successful change.

**The evaluation will be a mixed method of qualitative and quantitative as well as will build on the findings from the baseline and regular project monitoring data.**

#### **IV. Methodology of the Evaluation**

The evaluation team will require to develop detailed plan in consultation with Oxfam & partners during the review and before initiating the evaluation process. Primarily this assignment will require a desk review of relevant project documents, baseline reports and periodical program reports, photograph, publications, and other online & offline data sources.

The evaluation team will also require visiting project locations as well as apply remote data collection tools, features, and methodologies, to interview community group and key project stakeholders (key Government Officials, Community Members, HBW<sup>2</sup>, DW<sup>3</sup> Waste Collectors<sup>4</sup>, FSM Network Members, and relevant stakeholders when needed) for gathering information related project achievements and results.

The evaluation team will be required to conduct a few interviews with Oxfam and its implementing partners for compilation of information. During data analysis and report writing, the evaluation team will use both qualitative and quantitative data and expected to exercise triangulation of findings for making conclusive of findings.

#### **V. Key questions of the evaluation:**

The evaluation key questions should focus on the following but not limited to:

- 1. How effective and efficient the processes of Project's efforts are in achieving the project objectives?*
- 2. How effectively and appropriately has the project team is working with others and involved them in relevant stages through the process (partners, alliances, private sector, policy makers, media, etc.)?*
- 3. How has Oxfam contributed to a collaborative process with other actors? How effective a partner has Oxfam been?*
- 4. What are the capacity and the current gaps in human capacity (Oxfam staff and partners), accountability mechanisms, monitoring & evaluation systems and learning outcomes? (Review the team competence and level of engagement for realization of the deliverables within the project lifetime)*
- 5. What is the current progress towards the Project outcomes (based on project indicators)? What are the reasons?*
- 6. What is Oxfam's contribution in this process vs other complementary programs of Oxfam and other organizations?*
- 7. What are the unintended positive and negative results of the Project? How has the external socio-economic and political factors effected this process, constraints and contributing external factors?*

---

<sup>2</sup> Home Based Workers form Dhaka and Gazipur

<sup>3</sup> Domestic Workers form Dhaka and Gazipur

<sup>4</sup> The Fecal Sludge Collectors and Solid Waste Collectors from Mymensingh

8. *How relevant is the project to the priorities and policies of Bangladesh Government? Extent to which it is relevant both of the a) national governments in the countries, b) as well as the donor and c) beneficiaries, Alliance members, with specific reference to the experiences and opinions of women and other marginalized groups.*

## VI. Deliverables of the Evaluation

The following Deliverables are expected from the Evaluation Team:

No	Items as Deliverables	Type of Submission	Quantity
1	<b>Inception Report</b> including methodology, information collection plan, reporting outline and time table within five (05) days of commencing review work	<b>Hardcopy</b> with standard quality protective covers and <b>Softcopy</b> (in MS Word and PDF)	02
2	<b>Draft evaluation report</b> and presentation including key findings and recommendations for comments	<b>Softcopy (in MS Word and MS Power Point)</b>	01
2	<b>Final Evaluation Report</b> (core report not more than 40 pages with <i>Executive Summary</i> ) and <i>Visually Engaging Short Report of Key Evaluation Highlights</i> (no more than 6 pages)	<b>Signed Hardcopy</b> with standard quality protective covers and <b>Softcopy</b> (in MS Word in track change version with comments and Clean version PDF)	02
3	Questionnaire, Checklist, and Data Collection Tools along with Raw and Clean Data collected from field, including transcripts of FGDs, KII	As Annex of Core Report	02
5	Field Level 4-5 Key credible success stories from project location	Softcopy (in MS Word)	01
N.B. The Final report should be submitted within 10 (Ten) working days after receiving comments from Oxfam			

## VII. Schedule and logistics

Indicative time frame in working days are as follows which is subjected to change in consultation and agreed upon on the both parties, however the project start day will be the signing of the Agreement date:

Activity	Time frame
Initial meeting, Ddocument Review and Inception Report	10 days
Field visit & Data Collection from project locations <sup>5</sup>	20 days
Analysis and Drafting reports	20 days
Feedback incorporation and Reports finalization	10 days
Total	60 days

<sup>5</sup> Remote data collection will be highly appreciated

## **VIII. Oxfam's Commitment**

- Oxfam will provide the detail list of the project beneficiaries and the consultant will have full access to the relevant reports i.e. Baseline, Event Report, Field Visit Report etc
- Oxfam will set up the introductory meeting with the partner organizations
- Oxfam will commit to reviewing the draft content within the specified timely

## **IX. Responsibilities and Management Arrangements**

- The evaluator needs to follow the standard scope of work, health advice and policies considering the COVID-19 situation<sup>6</sup>. The evaluator needs to ensure all the safety measures for the person(s) how will be involved in the study
- The evaluator and any sub-contracted parties will commit to abiding by all of Oxfam's policies on Child Safeguarding, Prior and Informed Consent, Data Protection Policy etc
- The evaluation will be started tentatively from 15 November 2020. The anticipated working period of 60 days includes preparation, local travel, meetings, field visits, interviews, workshop and final report writing as above.
- The evaluation team/ consultant will have full access to project reports and other documentation among which Project Proposal and log frame, different reports, photos, case story, study documents and project budget, financial audit reports and management response.
- The evaluation team/ consultant will submit a technical and a financial proposal for the work.
- All costs related to data collection, translation and meetings will also be covered at applicant end. Applications will be considered those are most relevant and in line with the TOR.
- The evaluation team will be fully reportable to Humanitarian Programme and Operations Lead -Oxfam and will also work closely with relevant staff of Oxfam and partner.

## **X. Dissemination strategy, plan and responsibilities for sharing and using the findings**

- The evaluation findings will be shared with partners and other key stakeholders.
- The evaluation report will be shared with donor and urban/humanitarian actors.
- The full evaluation report will be posted on Oxfam's internal sharing platforms and made available for publishing to institutional donors. This is consistent with Oxfam's commitment to transparency and accountability.
- A management response to the findings and recommendations will be developed. This will include an action plan for addressing the prioritised findings including program development initiatives

---

<sup>6</sup> Health Advice by Bangladesh Government and Oxfam Standard

## XI. Evaluation team: Qualifications and Skills needed

- At least 5 years' experience of team leader in leading review/evaluation of projects/program with demonstrated skills in Bangladesh; especially in INGOs or donor agencies;
- Team should consist of at least one expertise on Waste Management with a degree of Civil Engineering or Environmental Engineering/Science (to understand the technical and market dimension), one statistician and an M&E expert;
- Strong skill and expertise on application of participatory methods in evaluation work with diversified stakeholders;
- Strong analytical skills, Excellent interpersonal communication skills;
- Excellent communication, analysis, writing and report presentation skills in English.

## XII. Process of the Selection of the Evaluation Team and Expectations for Evaluation Proposal

### Guideline of proposal submission

The proposal/ expression of interest should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work.

<b>Topic</b>	<b>Maximum Page Limit</b>
<i>Technical Proposal</i>	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the Assignment (Not just copy and paste from the ToR)	01 Page
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Proposed Methodology	02 Pages
Work Schedule	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
<i>Financial Proposal</i>	
Budget detailing out Consultancy days and fees (days should be mentioned for key member of the team) Travel and accommodation Any other expenditure (please mention nature of expenditure) 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax) Total amount	

### Evaluation process

Selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

## Evaluation criteria

Criteria	Weight (%)
<b>Technical</b>	<b>80</b>
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance & Data management	10
3. Management structure and qualifications of key personnel	
Team composition	30
<b>Financial</b>	<b>20</b>

## How to Apply?

**The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX):** The financial proposal should include **15% VAT ONLY**. Oxfam will **deduct 10% Income Tax<sup>7</sup>** at source from the agreed consultancy amount. Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work.

### ***For Consultancy Firm***

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment
- Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

### ***For Individual Consultant***

- Maximum 2 page profile highlighting related assignment completed with client name, contract person and mobile number along with detailed CV
- TIN certificate and any other relevant document (if necessary)

The submissions must reach Oxfam via email at [hcbd@oxfam.org.uk](mailto:hcbd@oxfam.org.uk) Subject line as **“Consultancy on Midterm Evaluation of RIICB Project”**

**Last Date of Submission: 30 October 2020**

---

<sup>7</sup> This (VAT & Tax) may vary as per the Government Policy or Notification