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Enhancing the Participation of Community-based Organisations (CBOs) and Civil Society Organisations (CSOs) in Democratic Governance in Bangladesh



**TERMS OF REFERENCES (TOR)  
FOR END LINE EVALUATION  
ON THE EUCSO PROJECT TITLED OF  
ENHANCING THE PARTICIPATION OF COMMUNITY-BASED ORGANISATIONS (CBOS) AND CIVIL  
SOCIETY ORGANISATIONS (CSOS) IN DEMOCRATIC GOVERNANCE IN BANGLADESH**

**1. Introduction:**

The UN Sustainable Development Goals (SDGs) constitute with the vision of a universal, integrated and transformative a sustainable world by 2030. Bangladesh is one of the countries committed to achieving the SDGs. Despite the attainments of some areas, but, achieving the goals within the set timeframe is a challenge and there is no doubt about that, particularly in the critical areas of No poverty, Zero Hunger and reduced inequality (SDG 1, 2, 10), clean water and sanitation (SDG 6), quality education, decent work and economic growth (SDG 1, 4, 8), climate action (SDG 13) and gender equality (SDG 5). The Bangladesh government has made policy efforts and plans – including the 7<sup>th</sup> National Five-Year Plan (NFYP) - to address poverty, inequality, climate change, water scarcity, and gender inequality in recent years, but implementation gaps remain pervasive. A lack of transparency and accountability in public decision-making is among the principal factors impeding progress toward development targets in these critical areas. State-society dynamics in Bangladesh, influenced by its colonial history, remain deeply imbalanced and characterized by clientelism rather than a rights and duties framework

The country ranked 145th/176 in the Transparency International Corruption Perceptions Index in 2016 and scored 23/100 in public participation in the 2015 Open Budget Index, implying absent opportunities for the public to engage in planning, policymaking, budgetary and accountability processes. This has meant that decisions related to critical government services at the local and national level are often made in disregard of actual citizen needs, particularly those of the poor, women and other vulnerable groups. Community participation in policymaking largely remains limited to a small number of like-minded civil society groups in centralized and exclusive policy dialogues, and the idea of public participation in the minds of policymakers remains limited to voting, commenting or lobbying as part of an interest group. There are a huge gap in terms of appropriate communication, integration, participation and access between rightsholders and duty bearers. People’s participation in planning and implementation process is not ensured as appropriate to achieve the SDGs and the government’s goals i.e. vision 2021, 2040 etc. The top-down approach is dominating at the local level which doesn’t fulfil people’s issues and expectations rather increases the gaps between government and mass-people. As a result, powerful interest groups at the local and national level influence policy and decision-making processes to engage in rent-seeking at the expense of the needs of ordinary citizens. In order to improve service delivery and reach development targets, there is an urgent need for a participatory governance framework that emphasizes power sharing in multiple tiers of decision-making.

Most grassroots civil society organizations (CSOs) and community-based organizations (CBOs) lack the knowledge, technical, organizational and influencing capacity to dialogue and negotiate with government officials and hold them accountable. National and local level duty bearers suffer from a lack of skilled human resources and experience in grassroots community engagement. LAs in



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particular suffer from lack of capacity after decades of centralized rule and lack of investment in education and skills. There is also a lack of local contextualization of national SDG and policy targets, which constrains LAs from being able to effectively plan and rationalize policy and SDG targets in relation to local needs. Women’s participation in public life remains inhibited by their social exclusion from decision-making and lack recognition of their civic roles.

**2. Background of the EUCSO project:**

Oxfam is an international confederation of 20 organizations networked together in more than 90 countries, as part of a global movement for change, to build a future free from the injustice of poverty. Oxfam since the beginning of the journey in Bangladesh wants to create a vibrant and equitable society where women and men both can demonstrate their knowledge, skills and leadership towards resilient societies through good governance process – with a focus on improving the lives and promoting the rights of women and girls. We work directly with communities, partners and women's rights organizations to challenge the systems that perpetuate inequality and keep people poor. Together we seek to influence those in power to ensure that women trapped in poverty have a say in the critical decisions that affect them, their families and entire communities (this portion you can customise, because it’s more related to gender justice and social inclusion).

In response to above mentioned scenario, Oxfam in Bangladesh and Centre for Policy Dialogue (CPD) with funding from the European Union (EU) are jointly implementing a project titled “Enhancing the Participation of Community-based Organisations (CBOs) and Civil Society Organizations (CSOs) in Democratic Governance in Bangladesh” for the duration of 3.5 years (January 2018- June 2021) to strengthen capacity of grassroots CBOs and CSOs in 13 districts (Nilphamari, Rangpur, Kurigram, Gaibandha, Jamalpur, Sirajgonj, Kishoreganj, Netrokona, sumangonj, Satkhira, Pirojpur, Barguna, and Chittagong) of the country to secure the social and economic rights of vulnerable individuals and communities in implementing government policies, programs and budgets related to Sustainable Development Goals (SDGs).

The project is enhancing CBOs of vulnerable and marginalized communities (led by women) and CSOs in the participation of democratic governance in Bangladesh. It is facilitating to build knowledge and capacity of CBO and CSO members around relevant SDGs, relevant government policies and plans, related entitlements; and to strengthen their capacity in conducting social accountability tools (Citizen-led Social Audit) and knowledge to successfully hold Local Administrations (LAs) accountable for policy implementation and SDG progress in order to actualize their social and economic rights (R1). This project supporting LAs to be more sensitive and responsive to community needs through constructive community engagement and provide support to institutionalize spaces for multi-actor engagement and joint action between government and CBOs/CSOs for achieving policy and SDG targets (R2). This is instituting mechanisms for CBOs to engage in oversight and accountability of LAs and special interest groups to ensure adherence to relevant laws and policies (R3). It is contextualizing the SDG framework for citizen oversight and tracking at national and local levels, while sharing lessons of success from the experience of participatory SDG-oriented governance at national global levels (R4).

This project is conducting research related to public services, social SafetyNet and the SDG-linked policies, programs and implementation process. These research findings and joint mechanisms developed at sub-national level share at national level policy dialogue. Moreover, these software



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interventions intended to contribute in the implementation of the 7th Five Year Plan and show realistic path to reach government’s Vision 2021.

**3. Summary of the project:**

<p><b>Project’s overall and specific objective:</b></p>	<p>The project’s <b>overall objective</b> is to enhance the participation of community-based organizations (CBOs) of vulnerable and marginalized communities (led by women) and civil society organizations (CSOs) in democratic governance in Bangladesh.</p> <p>The project’s <b>specific objective</b> is to strengthen grassroots CBOs and CSOs to secure the social and economic rights of vulnerable individuals and communities in the design and implementation of government policies and budgets related to SDGs.</p>
<p><b>Expected results of the project</b></p>	<p><b>R1:</b> CBOs and CSOs have enhanced organizational and influencing capacity to work with local authorities (LAs) to address government commitments on SDGs and the National Five-Year Plan.</p> <p><b>R2:</b> CBOs and CSOs support LAs to effectively deliver people-centred services as per existing laws and policies relating to SDGs.</p> <p><b>R3:</b> Communities, CBOs, and CSOs hold LAs and interest groups accountable on existing laws and policies relating to SDGs.</p> <p><b>R4:</b> Relevance and effectiveness of SDG framework is enhanced through contextualization at local, national and global levels</p>
<p><b>Project location</b></p>	<p>13 districts (Nilphamari, Rangpur, Kurigram, Gaibandha, Jamalpur, Sirajgonj, Kishoreganj, Netrokona, sumangonj, Satkhira, Pirojpur, Barguna, and Chittagong)</p>
<p><b>Project’s target groups</b></p>	<p>The project’s target groups consist of 50,000 members of 325 women-led CBOs/CSOs and 300 CSO representatives in 13 upazilas (sub-districts)</p> <p>450 local administration (LA) representatives, including Upazila Nirbahi Officers (UNOs), Social Welfare Officers (SWOs), Agriculture Officers (AOs), Women and Children’s Affairs Officers (WCAOs), Fisheries Officers (FOs), Public Health Engineers (PHEs), Land Officers (LOs) and Livestock Officers responsible for administration of government services and 650 local government representatives (Upazila and Union Council chairpersons and members).</p> <p>Final Beneficiaries are approximately 175,000 women, men and children of CBO member households and other stakeholders in 13 districts who lack access to basic services, decision-making spaces and government functionaries<sup>1</sup></p>
<p><b>Implementing partners</b></p>	<p>Oxfam in Bangladesh and Centre for Policy Dialogue (CPD)</p>

<sup>1</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large



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<b>Assisted in local level implementation</b>	13 Community volunteers and REECALL 2021 PNGOs (RDRS Bangladesh, SKS Foundation, GUK, Pollisree, US, POPI, SWF, BNPS, Shushilan, SDI, Jago Nari, DDJ)
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#### 4. The rationale and purpose of the evaluation:

The three year and six months’ project will be ended up on June 30, 2021. The aims to carry out of the end-line evaluation by the suitable consultant/agency is for investigating impact, effectiveness, efficiency, relevance and sustainability of the project. The final review will provide an independent assessment of the project’s achievements, strengths, and weaknesses, from its inception to conclusion. The primary audience is internal, namely: Oxfam, European Union, and project partners. The review will build on findings from EUCSO’s baseline, mid-term, and several periodic evaluations. It will inform the future programming of Oxfam in Bangladesh on specific thematic areas, for instance, Civil Society Organisations (CSOs) and CBOs role, democratic governance in Bangladesh and so on. The evaluation will also surface lessons learned, reasons for changes (or lack of changes) and recommendations for future interventions. Results will be shared with strategic stakeholders in comprehensible language. Main highlights will also be shared with the journalists trained by the project to publish in print and electronic media.

#### 5. Specific objectives of the assignment

In general, through this end-line evaluation it is expected to assess project’s achievements against outputs and outcome. The study team will focus on some of the areas below, but not limited to:

- Provide an independent assessment of the project, including strengths and weaknesses.
- Measure the end result of the project towards the specified goals, expected results, output and outcome indicators according the project indicators.
- Compare the findings of the end-line evaluation with baseline and Periodic Monitoring survey 2, 3 and 4 and with other studies with data at the national and district levels. Also, assess how findings and recommendations from these studies impacted the program.
- Assess the evaluation parameters such as relevance and appropriateness, efficiency, effectiveness, impact and sustainability of the project interventions against projects outcomes and results.
- Identify discrepancies, if any, between EUCSO’s initial assumptions and actual occurrences.
- Indicate adjustments and changes relevant to potential future projects.
- Capture lessons learned and challenges and provide recommendations to enhance future democratic governance programming.

#### 6. Scope of work:

The scope of work of the consultant/firm under this TOR shall include, but not necessarily be limited to the following:

- Review project related all documents (Project Proposal, baseline study, Periodic Monitoring Survey 2, 3 & 4, yearly narrative report, research reports, policy brief, manual, Joint Action Mechanism, Sub-national and national dialogue reports, media clippings, logical framework, success case stories, achievement, impact, resource documents, budget, operation plan/guidelines etc.).
- To receive detail briefing including clarification of all issues deemed necessary from the management of Oxfam before start of the fieldwork and obtain necessary data and information from them for proper evaluation of the project.



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- Should prepare and submit details field work/data collection plan.
- Participate in the planning meeting at the beginning of the study design with relevant stakeholders; The Consultant will finalize an evaluation design and methodology that adopts a mixed-methods approach. Develop appropriate methodology and data collection instruments in consultation with Oxfam and finalize the tools through pre-testing.
- Engage qualified enumerators and researchers and train them on data collection and ensure data quality assurance.
- Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
- Analyze both qualitative and quantitative data using appropriate software.
- To prepare and submit draft and final reports incorporating all important findings, suggestions and recommendations, etc to the project holder and the donors.
- To apply best judgment of the consultants wherever felt necessary.
- Positioning MEAL as an integral part of social transformation,
- Shifting power to participants in evaluations,
- Understanding the role of the evaluator as a facilitator,
- Valuing collective, context-driven knowledge generation,
- Providing a learning orientation to evaluative exercises, and
- Rooting feminist MEAL is safe programming, guided by ‘do no harm’.

### 7. PCM analysis key questions

The evaluation team need to consider the following PCM analysis key questions in evaluating the project. As a cross cutting issue gender perspective need to be taken into account in relevant part of following evaluation questions. In addition, gender segregated data need to provide in the report. The evaluation team will also provide recommendations from gender perspective wherever applicable

PCM analysis key questions		
Analysis Area	Definition	Key question for PCM analyse
Relevancy analysis	Are the services relevant to the target group?	<ul style="list-style-type: none"> <li>▪ Does the project presently response to the needs of the targeted group?</li> <li>▪ Is the stakeholders being relevant the project objectives?</li> <li>▪ Is there effective coordination system at local, district and national level including CBO, CSO, LA, LG, partner and donor?</li> <li>▪ The extent to which the program is suited to the priorities of the target group and the recipients</li> <li>▪ Are the activities, output and outcome planned appropriate to achieve the goal.</li> <li>▪ Have key stakeholders been involved in the designing process</li> <li>▪ Have the relevant cross cutting issues been adequate by mainstream in the project designing?</li> <li>▪ Is the PP achievable in the project framework?</li> <li>▪ To what extent the project objectives are valid;</li> </ul>



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PCM analysis key questions		
Analysis Area	Definition	Key question for PCM analyse
		<ul style="list-style-type: none"> <li>Whether the planned and implemented activities, outputs of the program consistent with the attainment of set Project Objectives/Outcomes;</li> </ul>
Efficiency Analysis	Does the project Use it resources wisely	<ul style="list-style-type: none"> <li>Was the project implemented in the most cost-efficient way compared to alternatives.</li> <li>How well are activities monitored by the project and are corrective measures taken if required?</li> <li>Project resources managed in transparent and accountable manner?</li> <li>Is an activity schedule (or work plan) and resource schedule available and used by the project management?</li> <li>To what extent are activities implemented as scheduled? If there are delays how can they be rectified?</li> <li>The evaluator will make an assessment of whether the project resources (budget, assets, and staff) were used efficiently in relation to the planned activities, outputs and outcome.</li> <li>What is the quality of outputs to date?</li> <li>Are the outputs achieved likely to contribute to the intended results? Are they correctly reflected through the OVIs/targets?</li> </ul>
Effectiveness	Has the project achieved its stated objectives? Using result for improving the project	<ul style="list-style-type: none"> <li>Have the planned results to date been achieved?</li> <li>What is the quality of the results/services available?</li> <li>Have all planned target groups access to / using project results available so far?</li> <li>Are there any factors which prevent target groups accessing the results/services?</li> <li>To what extent project has achieved the objectives as stated in the project documents and project outline.</li> <li>Will also ascertain the extent to which the project beneficiaries are being involved in implementation and acquired ability in decision making where the support has been provided by Oxfam was found effective.</li> <li>If any unplanned negative effects on target groups occurred, or are likely to occur through the project, to what extent did the project management take appropriate measures?</li> <li>To what extent are unplanned positive effects contributing to results produced / services provided?</li> </ul>
Impact	Have people's lives changes as a result of the project? Analyzing	<ul style="list-style-type: none"> <li>What are the direct impact prospects of the project at Overall Objectives level? What, if any impacts are already apparent? What impacts appear likely? Are any external factors likely to jeopardize the project's direct impact?</li> </ul>





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PCM analysis key questions		
Analysis Area	Definition	Key question for PCM analyse
	collecting information	<ul style="list-style-type: none"> <li>To what extent does/will the project have any indirect positive and/or negative impacts? (i.e. environmental, social, cultural, gender and economic). Have there been/ will there be any unplanned positive impacts on the planned target groups or other non-targeted communities arising from the project? How did this affect the impact? Did the project take timely measures for mitigating the unplanned negative impacts? What was the result?</li> </ul>
Sustainability	Will the project activities continue by external supports after withdrawn?	<ul style="list-style-type: none"> <li>Financial / economic Sustainability</li> <li>Institutional Sustainability</li> <li>Environmental Sustainability</li> <li>Social Sustainability</li> <li>What is the level of ownership of the project by target groups and will it continue after the end of external support?</li> </ul>

## 8. Evaluation methodology

**8.1 Survey methods and tools preparation:** Oxfam is looking for an appropriate methodology to achieve the objectives of end-line evaluation. The evaluation will employ a mixed approach combining qualitative and quantitative method for data collection and analysis. Data will be collected from both primary and secondary sources. Regarding primary sources, quantitative data will be collected from CBO leaders, CBO member, local Authority and Local Government using a structured questionnaire. On the other hand, FGD, KII, IDI, meeting, case study, etc. mainly will be used for collecting qualitative information from different stakeholders such as CBO, CSO, Project partner staff, Oxfam, Oxfam staff, CPD staff and other Relevant GO/NGO stakeholders etc. The cross-sectional (retrospective in nature) method will be considered in this study. The project team might assist in identifying the survey respondents, as appropriate. All data, both qualitative and quantitative, collected through the end-line evaluation will be segregated by age, gender and area, if necessary. Other factors highlighted in project indicators should also be considered.

**8.2 Study area selection and Sampling strategy:** The project has been implemented at 13 sub-districts in 13 districts of three ecological zones including Haor, Char and Costal. The targeted respondents will be identified using probability sampling technique like cluster sampling, systematic, simple random and stratified random sampling techniques to represent the target population with study coverage. Among the 13 districts at least 50% districts (at least 7 Districts) will be covered considering proportionate distribution of ecological zone using cluster sampling. Union council will be considered as last unit for the sample selection. Respondents selected as per ratio of gender, age and economically segregation status.

**8.3 Quantitative method:** To keep up with the expectations of the end-line evaluation, the consultant/firm will be required to conduct the questionnaire survey to obtain primary data and information from the project beneficiaries. The quantitative data will be collected from CBO leaders, CBO members (HHs), Local Government, Local Authority for sample at least 7 districts. . A representative sampling approach will be undertaken. The sample considered at a 95% confidence



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level, with an accuracy rate or amount of admissible error margin of +/-5% as we had exact beneficiary count and to sample the sample representative equally for each district and distributed proportionately in accordance with population size. The following sampling approach and statistical formula will be applied for the sample design. 
$$n = \frac{z^2 \cdot p \cdot q \cdot N}{z^2 \cdot p \cdot q + (N-1)e^2}$$

Where,

- n = Sample size
- N = Targeted Population size
- e = Admissible error in the estimate
- p = Proportion of defectiveness or success for the indicator
- q = 1-p
- z = Standard normal variable at the given level of significance

**Respondents/stakeholders category wise sample size determination as follows:**

Table 1: The detail of quantitative sample size distribution

Quantitative sample size distribution			
Type of respondents	N=Total population	e=Admissible error in the estimate	Sample size = n
CBO leaders	175	5% admissible error margin	120
CBO members	50000	5% admissible error margin	381
Local Government	175	7% admissible error margin	93
Local Authority	175	7% admissible error margin	93

For ensuring representative sample size from each district the equal proportion of sample size would be selected. Area wise sample size distribution through stratified random sampling as follows:

Formula: 
$$n = \frac{\text{Area wise population (XXX)}}{\text{Total population, HHs base (XXX)}} \times \text{sample Population(XXX)}$$

**8.4 Qualitative assessment:** Qualitative assessments will be carried out to get more detailed from the beneficiaries (CBO) , CSO, Project partner staff, Oxfam, Oxfam staff, CPD staff and other Relevant GO/NGO stakeholders etc s to inquire the effectiveness, efficiency, sustainability and scalability of the project intervention. Different PRA tools and techniques, namely Focus Group Discussion (FGD), Key Informants Interview (KII), In-depth Interview (IDI), case study, etc. will be applied in the study to get the qualitative reflection. The output is expected to reinforce and validate the data and information collected by the quantitative study. A sample table is given below:

Table 2: Qualitative Sample distribution

Tools	Target groups and criteria	Char Area	Coastal Area	Haor Area	Dhaka	Total
FGD	CBOs (Women led)	6	4	4		14
IDI	Community volunteers	3	2	2		7
	CSO	6	4	4		14





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Tools	Target groups and criteria	Char Area	Coastal Area	Haor Area	Dhaka	Total
KII	PNGO	3	2	2		7
	CPD	1	1	1	2	2
	Oxfam				2	2
	EU				1	2
Case study	CBO	3	2	2		7
<b>Total</b>						<b>55</b>

Qualitative sample size will be depended on data saturation and data redundancy. If homogenous information come from the respective respondents, then above-mentioned sample size would be covered and if significant heterogeneous information come out sample size would be increased at least 5%.

**8.5 Data collection and quality assurance:** The consultant/firm will ensure the selection/recruitment, quality and training of data collectors. This includes development of training materials/tools for the data collectors to be engaged in field assessment. The consultant/firm will organize an in-depth training program for the counters and supervisors, which include both home orientation and repeated practice sessions. The team will also ensure the quality checking of the data collection process during field assessment. At least 5% respondents under both quantitative and qualitative assessment will be cross-checked by the consultant/firm and shared instant feedback, if any to the data collectors for finalizing the interviewed questionnaires/tools. Any kind of bias in data will not be granted and data must have to be cleaned in appropriate way. In terms of data collection strategy, the survey will be carried out through face to face interview process for capturing the response, however, if countrywide lockdown is going on due to spread out COVID 19 then interview will be carried out through over the phone.

### 9. Expected deliverables and timeframe

The specific deliverables for this evaluation are detailed in the following table.

Deliverable	Format	Length	Detail
Inception report	MS Word	As per need	An inception report including details methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, workplan etc.), data calculation methods, reporting outline and time table shall be submitted after the signature of the contract for review and approval by Oxfam.
Workplan	MS Word	As per need	A detail work plan (under inception report) describing how the consultant will implement the survey within the research framework and timeframe outlined by OXFAM.



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Deliverable	Format	Length	Detail
Data Collection Tools (questionnaire, checklist, etc.)	MS Word	As per need	Both draft and final versions. The draft tools to be shared with Oxfam for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings.
Draft Evaluation Report	MS Word	Not exceeding 45 pages (excluding annex)	The expected structure of the report is given at the end of this table.
Final Evaluation Report	MS Word and PDF	Not exceeding 45 pages (excluding annex)	Based on the feedback to draft report and during presentation the report should be finalised. It should be in English.
Data sets	SPSS, Excel, Word, Stata, as appropriate	Final version of data	Soft copy both quantitative data and qualitative transcript

Tentative content of the evaluation report are followings:

- Title page
- Acknowledgement
- Acronyms/Glossary
- Table of content and list of figures and tables
- Executive summary
- Fact sheet: Target, Baseline VS Edline finding based on the project result framework
- Introduction and Background (short description of context, project background and description & rationale of the study, evaluation objectives)
- Evaluation methodology (it will include description of study location, sampling procedure, data collection method, data quality assurance procedure, ethical considerations, data processing and analysis and limitations)
- Findings and analysis (it should be organised as per the evaluation objectives, results, indicators comparison with baseline and MTR information and analysis)
- Effectiveness, efficiency and sustainability of the project
- Conclusion with lessons learned, challenges and recommendations
- Capture success stories among the beneficiaries (Case study)
- References
- Annexes

### 10. Guideline of proposal submission

The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work.

Topic	Page Limit (max.)
<b>Technical Proposal</b>	
Cover Page	01 Page
Table of Content	01 Page



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Topic	Page Limit (max.)
Understanding of the study- Background, Objectives, scope and key question etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology	02 Pages
Data calculation methods	01 page
Study plan/work schedule (grant chart)	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
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
<b>Financial Proposal</b>	
<ul style="list-style-type: none"> <li>▪ Detailed budget</li> <li>▪ Consultancy days and fees (days should be mentioned for key member of the team) Travel and accommodation</li> <li>▪ Any other expenditure (please mention nature of expenditure)</li> <li>▪ Please calculate 15% VAT and 10% Tax with total budget</li> <li>▪ Total amount</li> </ul>	

### 11. Qualifications

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding necessary legal status to work in Bangladesh.
- Master's degree/Ph.D. in social science e.g. Economics/Political Science/Public Administration/Sociology/Public Policy/Anthropology/Statistic or equivalent fields having at least 10 years' experience in the related field;
- Minimum 7 years working experience, particularly in research, baseline study, midterm evaluation, impact assessment and evaluation.
- In addition, one co-researcher must have gender expert and one person must have research experienced

### 12. Evaluation process

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/compliant/acceptable with reference to this TOR.

Evaluation Criteria	Weight
<b>Technical</b>	<b>80</b>
<b>1. Expertise of the consultants/ consulting firm/ organization</b>	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
<b>2. Methodology</b>	



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Appropriateness of methodology in response of the indicators	20
Quality assurance & data management	10
<b>3. Management structure and qualifications of key personnel</b>	
Team composition	20
<b>Financial</b>	<b>20</b>
<b>Total</b>	<b>100</b>

### 13. General terms and conditions

- All soft and hard copies of the assignment will be treated as the property of Oxfam
- In any circumstances, consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- The consultant/firm must maintain the standard quality in data collection, processing and reporting
- The consultant/firm shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/firm shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.

Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

### 13 Timeframe of consultancy

The total duration of the assignment will be for 60 days.

Indicative time frame	
Activity	Time frame
Signing contact	Day 1-1
Documents and literature review	Day 2-4
Preparation of questionnaire/ tools/guidelines	Day 5-10
Develop and share inception report	Day 11-14
Review tools and inception report	Day 15-16
Finalization inception report and tools	Day 17-18
Organize training for data enumerators	Day 19-20
Data collection (qualitative and quantitative)	Day 21-30
Data cleaning, processing and analysis	Day 31-40
Draft report preparation and submission	Day 41-50
Review of draft report	Day 51-55
Draft report presentation	Day 56-56
Feedback incorporation and Reports finalization	57-60 days
<b>Total</b>	<b>60 days</b>



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#### 14. Application procedure

The financial proposal should include 15% VAT ONLY. Oxfam will deduct Income Tax and VAT as per government rules and policies at source from the agreed consultancy amount for national consultant and firms. The consultant / firm must submit the following documents along with Technical & Financial Proposal separately:

For consultancy Firm:

- Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant's (who will lead the assignment) must provide maximum 2-page CV highlighting related assignment completed, role in the completed assignment
- Team members (who will be involved in the assignment) must provide 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 contact number along with detailed CV
- Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
- TIN certificate and any other relevant document (if necessary)

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details organisational profiles including reference of relevant work experience (applicable for consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.