



TERMS OF REFERENCE FOR MIDTERM EVALUATION 'REECALL 2021' PROJECT

Terms of reference	
Program/project title	Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL 2021)
Geographical coverage:	13 districts covering Char, Haor and Coastal regions
Program/project lifespan	01/10/2017 to 30/06/2021

1. Background, rationale and purpose of the evaluation

The Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL 2021) program of Oxfam in Bangladesh has been an innovative response to the needs of climate-vulnerable communities in char, haor and coastal areas, with emphasis on economic empowerment, gender and women's leadership, climate change adaptation, disaster risk reduction and rights and entitlement. REECALL 2021 is currently working in 23 Upazilas /sub-districts and 13 districts with assistance from diverse partner organizations. The project has been implementing by Pollisree, RDRS, SKS, MMS, GUK, Unnayan Sangha in Char area, POPI, BNPS and SWF in Haor area and Shushilan, DDJ, Jago Nari and SDI. Oxfam Australia and Oxfam Hong Kong has been contributing the project from the beginning. Australian NGO Cooperation Programme ANCP funding through Oxfam Australia has been playing significant contribution in the project.

Considering the challenges, the goal/expected impact of the program is that by **“2021, women and men are more resilient and are collaborating with institutions to build wellbeing and more inclusive and sustainable rural economies”**

The program will achieve this goal through working towards three objectives. The first objective relates to achieving economic justice and women's empowerment. This will be accomplished through the first outcome:

Outcome 1: Women, men, their families and communities have benefited from sustainable and equitable economic activity.

The second objective relates to disaster risk reduction and climate action, which will be accomplished through the second outcome:

Outcome 2: Government, communities and civil society have driven sustainable and inclusive climate action and disaster risk reduction through collective effort.

The third and final objective is geared towards promoting active citizenship and influencing, which will be achieved through the third outcome:

Outcome 3: Duty bearers and lawmakers have developed policies and demonstrated practices that better incorporate the interests and rights of marginalized people and communities.



The project has the following interventions to achieve long term and short-term objectives:

Planned Interventions	
Livelihood and Market	<ul style="list-style-type: none"> -Scaling up existing agricultural value chain works - New agricultural value chain development -Integrated farming - Food Banks - Linking Youths with Skills Training Institutes - Linking skilled youth with potential employers - Linkages with financial services - Partnerships with social impact investors
Gender and Women Leadership	<ul style="list-style-type: none"> -Reducing care work burden for women -Sensitizing men -Soft skills development on control over income and resources
Climate Change Adaptation and Mitigation	<ul style="list-style-type: none"> -Climate insurance schemes - Natural capital development for ecosystem-based adaptation - Equitable natural resources management -Linking platforms at different levels on climate change - Climate-smart community approach
Disaster Risk Reduction	<ul style="list-style-type: none"> -Localization of early warning indicators - Household disaster risk reduction plans
WASH	<ul style="list-style-type: none"> -New models of community managed WASH infrastructure - Sanitation Marketing - Community-based WASH enterprise model
Active Citizenship	<ul style="list-style-type: none"> -Community leadership development Program -Local resource person development program -Linking platforms at different levels on public policy processes - Local institution champions program - Youth ambassador program - Facilitating multi-stakeholder forums -Addressing wage and income inequality -Decent work environment and responsible business - Strategies to challenge barriers to women's mobility -Large-scale disaster resilient infrastructure development -Local and national adaptation plans of action Investment in WASH infrastructure
ICT & Knowledge Management	<ul style="list-style-type: none"> - CBO-to-CBO interaction for learning and joint action and Capacity development on ICT-based social change initiatives -Capacity development on ICT-based social change initiative -Diversified and shared usage of ICT facilities
Knowledge and Awareness	<ul style="list-style-type: none"> - Public policy and influencing strategies - Financial management, marketing, business negotiation and



Planned Interventions

	<p>investment</p> <ul style="list-style-type: none"> - Social accountability tools and approaches - Capacity development of local institutions on public policy process and project management
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Geographic Focus of the project and local implementation partners:

Geographic zone	Name of the PNGO	District	Working Upazila	Name of the working union
Char (river Island Area)	GUK	Kurigram	Rowmari & Rajibpur	Rowmari: Rowmari, Bondober, Jadurchar Rajibpur: Rajibpur Sadar, Kodalkathi
	RDRS	Rangpur	Kawnia Pirgacha	Balapara, Haragach, Shoidbagh, Tapamodhupur, Soula
	SKS	Gaibandha	Fulchari, Shaghata,	Holdia, Fulchari, Gozaria
	Pollisree	Nilphamari	Dimla, Nilphamari	Khogakhoribari, Purbo Chatni
	MMS	Sirajganj	Chowhali, Sirajgonj Sadar	Saydabad, Masra, Ghorjan
	Unnayan Sangha	Jamalpur	Bakshiganj & Dewanganj	Bakshiganj: Merurchar, Sadhurpara, Nelokhiea Dewanganj: Tekajani, Hativanga
Coast	Shushilan	Satkhira	Syamnagar	Atulia, Gabura
	JAGONA RI	Barguna	Amtoly Barguna Sadar	Arpangasia and Gulishakhali Union Gourichanna and Fulzuri Union
	DDJ	Pirojpur	Nazirpur Indurkani	Shakharikati, Sreeramkati, Shekmatia and Nazirpur Union Pattashi, Balipara and Parerhat Union
	SDI	Chittagong	Sandwip	Sandwip: Mosapur, Rahamatpur, Harishpur, Kalapania
Haor (Wetland area)	POPI	Kishoreganj	Nikli & Mithamoin	Nikli : Gurai & Chatirchar Mithamoin: Mithamoin sadar & Dhaki
	BNPS	Netrokona	Mohonganj Khaliajuri	Maghan-siadhar, Gaglajur
	SWF	Sunamgonj	Taherpur	



This Midterm evaluation have an aim to assess the continued relevance of an intervention and the progress made towards achieving its planned objectives. It will provide an opportunity to make modifications to ensure the achievement of these objectives within the lifetime of the project. In addition, MTE will able to provide an opportunity to ascertain the intervention is still coherent with the REECALL 2021 log frame objectives is relevant and useful to the key stakeholders and is being conducted in an efficient manner according to Oxfam standards and the agreed project document.

2. Objectives of the evaluation

- Assess the contribution towards the outcomes achieved by the project so far
- Analyze and document added value of the project highlighting any unintended outcomes that benefits others;
- Assess against project aims, objectives and results 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, how quality and process of activities can be improved so that it contributes in sustainability at the end.

3. Key questions of the evaluation:

- What has been the overall impact of the project interventions on the target community till date?
- What is the level of capacity development through the interventions of the project during the period?
- How far has the stakeholders and institutions been mobilized to contribute to the aim of the project?
- What has been done and what could add more value in terms of increasing the income level at the communities
- How the project interventions could be sustainable

4. Scope of the evaluation and approach and methods:

The evaluation will focus on the following:

- The five OECD/DAC evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability,
- Cross-cutting issues, such as poverty, gender and environment

Evaluation Approach

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

1. Process Evaluation- 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 in a way that can immediately inform the ongoing implementation of the project. It will also assess whether the use of resources is proving to be effective and efficient and generating Value for Money



2. 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.

Methodology

The evaluation team will require developing detailed plan in consultation with Oxfam & partners during the review and before initiating the evaluation process. Primarily this assignment will require desk review of relevant project documents, baseline reports and periodical program reports, photograph, publications, visit project locations, interview with community group and key project stakeholders (key govt. officials, CBO members, community people, youth). The evaluation team will be required to conduct 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 is expected to exercise triangulation of findings for making conclusive of findings.

5. Evaluation team: qualifications and skills needed, plan for organizing the evaluation team

- At least 15 years’ experience of the team leader in leading similar review/ evaluation of rural projects/ program with demonstrated skills in Bangladesh, especially in international NGOs or donor agencies;
- 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

6. Schedule, budget, logistics and deliverables. Include outline of the evaluation report (see below)

- An inception report including methodology, information collection plan, reporting outline and time table within Seven (07) days of commencing review work;
- A draft evaluation report and presentation including key findings and recommendations for comments;
- Final report should be submitted within 5 working days after receiving comments from Oxfam.

Indicative time frame

Activity	Time frame
Initial meeting, document review and inception report	07 days
Tools development and finalization	07 days
Field visit to project locations	20 days
Drafting reports	15 days
Feedback incorporation and Reports finalization	07 days
Total	56 days



7. Evaluation responsibilities and management arrangements

- The evaluation will be conducted in April 2020. The anticipated working period of 56 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 assignment location will be as per the project working areas in Bangladesh.
- The evaluation team will be fully reportable to Senior Program Officer- REECALL 2021 and will also work closely with relevant staff of Oxfam and partner.

8. 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 relevant 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 prioritized findings including program development initiatives.

9. Process of the selection of the evaluator or 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.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	01Page
Table of Content	01Page
Understanding of the Assignment (Not just copy and paste from the ToR)	01Page
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction)	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



Financial Proposal
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

The 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
Technical	80
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)	10
2. Methodology	
Appropriateness of methodology in response of the indicators	20
Quality assurance	10
Data Management	5
3. Management structure and qualifications of key personnel	
Team composition	15
Experience analyzing large datasets	10
Financial	20
Total	100