

## **Practical Action**

### **Terms of Reference for Endline Evaluation on Dignifying Lives: Inclusive approach for socio-economic empowerment of informal waste and sanitation workers**

#### **1. Introduction**

Practical Action is an innovative international development organization putting ingenious ideas to work so people in poverty can change their world. Practical Action help people find solutions to some of the world's toughest problems - made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We believe people living in poverty already have the ability to change their worlds. They just need the right plans, tools and knowhow, put to work in effective partnerships to change the social and economic systems that keep people poor. We do things differently so answers that start small can grow big – bringing people together in bold collaborations, combining knowledge with innovation to change the systems that keep people poor and vulnerable. Then we share what's proven to work with others, so many more people can change their world and Practical Action believe in the power of small to change the big picture.

#### **2. Rationale and Background of the study**

Thousands of people are involved in the business of collection, transportation and disposal of solid wastes, pit emptying, inorganic waste trading and recycling, performing a vital role in keeping cities clean, protecting the environment and public health. However, Practical Action with Rockefeller Foundation conducted a study on Informal waste and sanitation workers in 2015 which showed that they work manually without protection, remain underpaid with irregular wages, have no formal recognition and lack professional security, facing harassment by communities, employers and law enforcement agencies. The city corporations and municipalities, recycling companies and raw material supply enterprises get benefit most from these groups, but are ignorant about protecting the health and productivity of these groups. Despite the National Labour Policy 2012, the rights of informal waste and sanitation workers are yet to be realised. Though Bangladesh has achieved nearly universal sanitation coverage, but desludging e.g. emptying of pit latrines is a major and growing challenge. As a result, city community people deprive from access to effective, efficient waste and sanitation services.

Aiming to strengthen the capacity of municipalities, recycling enterprises, civil society organisations for facilitating the realisation of labour rights of informal waste and sanitation workers for decent working environment, living wages and social inclusion and, socially and economically empowered of informal waste and sanitation workers for delivering equitable and integrated services Practical Action has been implementing a project titled 'Dignifying Lives: Inclusive Approach for Socioeconomic Empowerment of Informal Waste and Sanitation Workers in Faridpur, Bagerhat and Barguna Municipalities as well as Gazipur City Corporation funded by EC.

The project was envisioned for achieving a number of interrelated expected results which will contribute to strengthening the capacity of civil society organisations representing informal waste and sanitation workers, municipalities and other key stakeholders such as recycling companies. At the long term impact and final beneficiary level, this project will contribute to (a) increased access to effective, efficient waste and sanitation service for 400,000 people, especially low income people through scale up and institutionalizing of participatory informal worker led waste and sanitation service delivery model, through two national level water and sanitation programs (b) institutionalized labour standards for informal waste and sanitation workers through development of national action plan for implementation of guidelines and

monitoring standards as per the National Labour Policy 2012 (c) increased productivity, efficiency including dignity of informal workers to ensure sustainable and inclusive growth of waste recycling sector through adoption of CSR schemes by Bangladesh Plastic Goods Manufacturer & Exporters Association (BPGMEA) which represents the biggest waste recycling sector in Bangladesh with huge export potential.

The journey of the project is now at end stage and an end line evaluation is required to assess progress of outcomes and impact of the project through critically assessment the relevancy, efficiency & effectiveness, impact and sustainability and lesson learned in relation to the approach, strategies and interventions of the project.

### 3. Project Summary

Title	Dignifying Lives: Inclusive approach for socioeconomic empowerment of informal waste and sanitation workers.
Impact of the project	Contribute to participatory inclusive urban governance in which informal waste and sanitation workers are socially and economically empowered for delivering equitable and integrated services
Duration	3 Years (January-2018 to December,2020)
Partners	Municipal Association of Bangladesh (MAB), Karmojibi Nari (KN)
Target Area	Three Municipalities (Faridpur, Bagerhat, Barguna) and one City Corporation (Gazipur)
Beneficiaries	<ul style="list-style-type: none"> <li>Direct Beneficiaries: Municipal officials &amp; staffs of 04 targeted municipalities, 2,200 family members of informal worker (<i>Waste collector, Cleaners, Inorganic waste traders, Pit emptier</i>) in 04 municipalities/city corporation, Recycling company, Financing institutions, Ministries &amp; public bodies, Development actors, Civil society etc. and direct benefited stakeholders who attend the program activity.</li> <li>Indirect Beneficiaries: 400,000 city people including 80,000 low income populations.</li> </ul>

### 4. Objective of the assignment

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

The specific objectives of the assignment are as follows:

- Measure the end result of the project towards the overall and specific objectives, expected results/outcome and output indicators according the project indicators.
- Compare the findings of the end-line evaluation with baseline and also with other studies/assessment with data at the national and district levels, if available.
- Assess the evaluation parameters such as relevance and appropriateness, efficiency, effectiveness, impact and sustainability of the project interventions against projects outcomes and results.
- To identify limitation, challenges and lesson learned against the overall and specific objectives and results of the project and also find out way forward to overcome the oddities.
- To assess replicability and scalability of the project best practices
- Provide recommendations with clear and actionable way forwards for implementing organization, donor, external audiences that will support sustainable benefits for the target communities and scale-up/replicate the project activities in other parts of the country.

## **5. Key assessment area and scope of work**

### **5.1. Key assessment area of the study**

#### **For Municipalities:**

- Assess promote institutionalisation of municipalities for participatory planning and inclusive business models for safely managed waste and sanitation services and to reach low income communities.
- Assess the action of municipalities for endorsing operationalisation of multi-stakeholder forums with especially civil society and informal worker's business cooperative engaged in participatory planning and budgeting for integrated waste and sludge management
- Assess appropriateness and sustainability for integrated waste and sludge management
- Assess municipalities have practices to increase representation and participation of informal worker representatives and other key stakeholders including civil society organisations in municipalities planning and decision making for influencing strategies to dignify the lives of informal waste and sanitation workers
- Assess the changes in knowledge, understanding, attitude for working with multi stakeholders' engagement fashions
- Assess changes in practices for using health and safety measures and technologies to replace manual works with bare hands
- Assess increase in productivity and turn over through value addition and strategic partnership with municipalities, key value chain actors, financial institutions etc.
- Assess create space of municipalities for participation of informal workers, low income groups and women in multi stakeholders engaged decision making platform to promote safely managed equitable waste and sanitation services
- Assess service level agreement with business cooperatives of informal workers for rolling out integrated waste and sanitation plan
- Assess budgetary allocation in support of capacity building and social and health protection of informal workers
- Assess schemes demonstrated for health protection of workers and education of children of informal waste workers and Key actions for sustainability of this scheme
- Women participation and representation in the planning, implementing and decision making.

#### **For Waste and Sanitation workers:**

- Evaluate assess the health protection service (risks and injuries, and loss of working days) of informal workers.
- Evaluate the increase in income and social acceptability of informal workers including number of new jobs/ employments generated specially for women from waste and sludge value chain
- Assess skill and confidence of cooperatives for continuing communication with stakeholders
- See the increased access to participation and representation of informal worker representatives for influencing strategies to dignify the lives of informal waste and sanitation workers
- Assess formed and functioning business cooperatives with increased women participation in decision making committees and compare findings with some cooperatives exclusively for women
- Assess participation of women for the promotion of waste and sludge value chain and increase in social acceptance of informal waste and sanitation workers Comfortability and further scope
- Assess participation of informal workers engaged decision making platform to promote safely managed equitable waste and sanitation services
- Access to practices of waste and sanitation workers for using health and safety measures and technologies to replace manual works with bare hands

- Asses service level agreement with business cooperatives of informal workers for rolling out integrated waste and sanitation plan
- Asses business cooperatives of waste workers were supported to emerge as suppliers and aggregators to waste recycling industries
- Evaluate access to dignity, access invitation in society, access participation in decision making in the society, access to social safety net services, access to legal support, access to education of children of waste and sanitation workers. Ensure we disaggregate this information by gender
- Evaluate access to platforms of waste and sanitation workers for enhance on labour rights and decent working condition.

### **For National level**

- Evaluate level of progress in policy making to dignify the lives of waste and sanitation workers through secured and decent work environment
- Assess number of Guidelines in place, for gender inclusion, social welfare schemes and occupational, health & safety standards of informal waste and sanitation workers in the targeted municipalities
- Assess number of policy recommendations developed and disseminated jointly with Ministry of Labour and Employment on labour standards and CSR support, Examples of inclusion of recommendations in national action plan, guideline and others
- Assess number of learning papers for realisation of social, economic rights of informal waste and sanitation workers, prepared and shared in regional and national platforms
- Assess consultation paper developed to access subsidised finances from Banks/MFIs by the business cooperatives of informal workers for running decent enterprises
- Assess national level working committee initiated by National Level labour rights organizations (e.g. Wage Commission, DIFE) for prioritizing and advocating for labour standards for informal waste and sanitation workers

### **For Recycling companies**

- Evaluate level of responsiveness of waste recycling business to adopt CSR schemes for productivity of the workers and inclusive sustainable sectoral growth
- Assess linkage of recycling companies with cooperative and support of recycling companies to increased cooperative business like technical, financial and capacity building support
- Assess waste recycling companies and their associations becoming aware and interested in CSR schemes for informal waste workers
- Assess bring of subsidised finances especially green finances

### **City dwellers/Slum dwellers/Low income communities:**

- Assess the increase in access to door step waste collection and mechanical desludging services for low income communities
- Evaluate access to quality, reliability and affordability of services
- Asses satisfaction (reliability, timing and tariff) level of municipal dwellers from improved waste and sanitation services
- Assess participation of low income groups and women in multi stakeholders engaged decision making platform to promote safely managed equitable waste and sanitation services

### **Other stakeholders**

- Assess action and impact of key stakeholders including civil society organisations for influencing strategies to dignify the lives of informal waste and sanitation workers
- Assess form and functioning of multi stakeholders Coordination committee (MSCC) to enhance workers' rights and entitlement

- Access to participation and representation of waste and sanitation workers in multi stakeholders Coordination committee (MSCC)
- Assess women participation and representation in MSCC

### **5.2. Scope of the work**

The scope of work will preferably include, but not limited to:

- Review of necessary documents e.g. project proposal, ToC, Logical/Result Framework, MEL plan, Work Plan, relevant national literatures, previous assessment reports, Annual progress reports for donor and organisations, secondary data, etc.
- Receive detail briefing including clarification of all issues deemed necessary from the management before start of the fieldwork and obtain necessary data and information for proper end line assessment of the project.
- Prepare and submit details field work/data collection plan.
- The consultant/firm will finalize the end line study design and methodology that adopts a mixed-methods approach.
- Develop appropriate methodology including data collection instruments considering project and local context in consultation with Practical Action and Partner organization and finalise the tools by pre-testing.
- Engage qualified enumerators and researchers, and train them on data collection and ensure data quality assurance.
- Consultant will lead to collect data and information for targeted beneficiaries and project level local, regional and national stakeholders
- Administer data collection in the study area that includes supervision, cross validation, quality control and data transcription.
- Analyse both qualitative and quantitative data using appropriate software;
- The end line study will assess all of the agreed indicators compare to baseline value and also cover gender dynamic of the project interventions.
- The study will identify strength, limitation & challenges, identify gap, learning for Sustainability, replicability and scalability.
- Prepare and submit draft and final reports incorporating all important findings, suggestions and recommendations, etc. to the organisation.

## **6. Evaluation questions**

The evaluation team need to consider the following 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

### **Relevance:**

- How the project is relevant to address the problems intended target groups described in the proposal
- To what extent the project objectives are valid;
- Whether the planned and implemented activities, outputs of the program consistent with the attainment of set Project Objectives/Outcomes/Impact;

### **Efficiency:**

- 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.
- Was the project implemented in the most cost efficient way compared to alternatives.

- Were the objectives achieved on time

***Effectiveness:***

- The evaluator will assess to what extent project has achieved the objectives as stated in the project documents and project outline. The evaluator 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 Practical Action was found effective.
- What were the major factors influencing the achievement or non-achievement of the objectives?
- To what extent the gender perspective reflected in project implementation process as well as in results achieved.

***Outcome and Impacts:***

- To what extent the project contributed to participatory inclusive urban governance in which informal waste and sanitation workers are socially and economically empowered for delivering equitable and integrated services
- To what extent the project strengthened the capacity of municipalities, recycling enterprises, civil society organisations for facilitating the realization of labour rights of informal waste and sanitation workers for decent working environment, living wages and social inclusion

***Sustainability:***

The evaluation team will assess the sustainability of the project to ensure continuation, maintenance and replication of the project outcomes. In addition, an assessment will need to be carried out to see the extent changes/benefits will sustain without external support. It is also need to be explored that the major factors which influenced the achievement or non-achievement of sustainability of the project

**7. Approach and methodology*****7.1. Survey methods and tools preparation***

Practical action is looking for an appropriate methodology to achieve the objectives of endline evaluation. The mixed approach combining both qualitative and quantitative methods for data collection and analysis will be applied. Data will be collected from both primary and secondary sources. Primary data will be collected through qualitative and quantitative survey, where the application of digital technology would be expected from the consultant/firm. Quantitative data will be collected from urban dwellers including slums and non-slum households and informal workers (*Waste collector, Cleaners, Inorganic waste traders, Pit emptier*) using semi structure questionnaire.

On the one hand, FGD, KII, IDI, meeting, observation, case study, etc. will mainly use for collecting qualitative information from different stakeholders such as Informal workers, municipality, elected representatives, MSSC, Recycling company, Financing institutions, Ministries & public bodies, Development Actors and Civil society etc, project team, etc. As part of secondary sources relevant documents will be reviewed and analysed. The methodology and relevant tools should be adjusted in consultation of respective organisation and finalized before implementation. The study should be carried out through involving the beneficiaries and stakeholders of the project. The study population should be representative. All data, both qualitative and quantitative, collected through the end-line evaluation will be segregated by age, gender, segregated occupational type and area, if necessary. Other factors highlighted in project indicators should also be considered.

***7.2. Study area selection***

Usually, project has been implementing at 4 municipalities/city corporation in 4 districts named Faridpur, Barguna, Bagerhat and Gazipur. The study will consider all four project

implementing areas. The targeted respondents would be identified using probability sampling technique, most importantly systematic and stratified random sampling techniques to represent the target population with study coverage. Respondents will be selected as per ratio of gender, age and economically segregation status.

### **7.3 Quantitative method**

#### **Sample size determination:**

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. Quantitative data will be collected from 2,200 family members of informal worker (*Waste collector, Cleaners, Inorganic waste traders, Pit emptier*) in 04 municipalities/city corporation. The consultant will apply the following standard statistical sampling procedure for each respondent group to determine representative sample size for the quantitative survey considering 95% confidence and 5% margin of error.

$$n = \frac{z^2 \cdot p \cdot q \cdot N}{z^2 \cdot p \cdot q + (N - 1)e^2}$$

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

In the sampling estimate, given values are:

- $N$  = total population covered by the project
- $e$  = 0.05 (5% significance level/admissible error margin)
- $p$  = 0.5
- $q$  = factor  $q$  ( $1-p$ ) = 0.5
- $z$  = 1.96 (value of standard normal variable at 95% confidence level)

So, the total sample size is 327.

### **7.4. Qualitative method**

Qualitative assessments will be carried out to get more detailed and more specific information from relevant stakeholders including City dwellers, Cooperative of Informal workers, Municipalities/City Corporation, MSCC, Recycling company, Financing institutions, Department of Environment, department of cooperative, Bangladesh Plastic Goods Manufacturer and Exporters' Association (BPGMEA), FSM Network & 3R Foundation, Ministry of Labour and Employment, public bodies, Development Actors and Civil society, Practical Action and Partner organization project team, etc. 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), observation, 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.

The number of assessment under qualitative method will depend 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.

### 7.5. 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 data enumerators and supervisors. 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.

## 8. Expected deliverables and timeframe

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

<b>Deliverable</b>	<b>Format</b>	<b>Length</b>	<b>Detail</b>
Data Collection Tools	MS Word	As per need	Both draft and final versions. The draft tools to be shared with Practical Action for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings.
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, etc.), data calculation methods, reporting outline and time table shall be submitted after the signature of the contract for review and approval by Practical Action.
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 on draft report the report should be finalised. It should be in English.
Data sets	SPSS/STATA, Excel, Word, as appropriate	Final version of data	Soft copy

## 9. Tentative content of the Evaluation report

Tentative content of the evaluation report are followings:

- Title page
- Acknowledgement
- Table of content and list of figures and tables
- Executive summary
- Acronyms/Glossary
- Introduction and Background (short description of context, project background and description, evaluation objectives)



- Evaluation methodology (it will include description of study location, sampling procedure, data collection method, data quality assurance procedure, ethical considerations, and limitations)
- Findings and analysis (it should be organised as per the evaluation objectives, results, indicators)
- Progress analysis and update based on the project result framework
- Comparison with baseline information and analysis
- Effectiveness, efficiency, impact and sustainability of the project
- Conclusion with lessons learned, challenges, Replicability and Scalability and recommendations.
- Capture success stories among the beneficiaries (Case study)
- Fact sheet (Baseline vs Endline: Target vs Reality)
- References
- Annexes

## **10. Required qualification and experience**

The endline team will comprise consultant(s) who will have overall responsibility of designing, implementing, and coordinating the entire endline process guided by the ToR. All consultant(s) should have practical, demonstrable, and relevant experience of doing similar work with multi partners' projects. Required experience and expertise for the team of consultants include:

- 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 Urban planning, Engineering, economics, /sociology/statistic/Anthropology or equivalent fields having at least 10 years' experience in the related field;
- Minimum 7 years working experience, particularly in research, baseline study, midterm & final evaluation, impact assessment and evaluation.
- In addition, one co-researcher must have gender expert and one person must have research experienced on entrepreneurship development project
- Good understanding about qualitative and quantitative research methodologies preferably in Urban Governance, Solid Waste Management and Urban Sanitation for **informal waste and sanitation workers** sector in the context of urban Bangladesh.
- The consultant must demonstrate knowledge in developing endline study report to support the work of WASH led organizations.
- The successful candidate for the assignment must also demonstrate knowledge and experience in Urban Sector Development focusing on SWM and Urban Sanitation in urban communities of Bangladesh.
- Experience of surveying in digital platform is essential. Also need to have sufficient no of good quality GPS enables mobile/tabs for conducting large quantity survey in short time. Similarly, trained and qualified data collectors team is an added value.
- Good interpersonal skills, including the ability to conduct discussions with stakeholders and community groups
- The consultant should have a proven ability and experience of producing a comprehensive but ease to understand and produce endline study report.
- Ability to analyze data by using appropriate statistical software (e.g. SPSS/STATA) and synthesize different information related to the scope of the endline
- Strong analytical, presentation and writing skills in Bangla and English.

## **11. 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.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Technical</b>	<b>85</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>	
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	25
<b>Financial</b>	<b>15</b>
<b>Total</b>	<b>100</b>

## 12. General terms and conditions

- All soft and hard copies of the assignment will be treated as the property of Practical Action
- 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 Practical Action.
- In case of any deviation, Practical Action 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 Practical Action given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.

Practical Action 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 60 days.

<b>Activity</b>	<b>Timeframe (day/s)</b>
Signing contact	1-1
Documents and literature review	2-4
Develop and share inception report	5-7
Preparation of questionnaire/tools/guidelines and sharing	8-14
Review tools and inception report	15-16
Finalization inception report and tools	17-18
Organize training for data enumerators	19-20
Data collection (qualitative and quantitative)	21-33
Data cleaning, processing and analysis	34-43
Draft report preparation and submission	44-52
Review of draft report	52-56
Draft report presentation (ppt present)	57-57
Feedback incorporation and Reports finalization	58-60
<b>Total</b>	<b>60 days</b>

#### **14. Mode of payment**

The payment will be done according to the following time frame/arrangement:

<b>Instalments</b>	<b>Amount</b>	<b>Timeline</b>
1 <sup>st</sup> instalment	25% of the total amount	After contract signing
2 <sup>nd</sup> instalment	40% of the total amount	After submission of draft report
3 <sup>rd</sup> instalment	35% of the total amount	Satisfactory completion and submission of the final report to the organisation along with relevant documents.

**Note:** Tax and VAT will be deducted at source from the bills payable to the selected firm/individual. In all cases, consultants may only be paid their fees upon satisfactory completion of services.

#### **15. Proposals evaluation/application procedure**

The consultant/firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) 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) Maximum 3-page CV highlighting related assignment completed, role in the completed assignment
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

*For individual consultant:*

- Maximum 3-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
- 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.

Electronic copy of the proposal duly signed should be submitted to **rajwanul.haque@practicalaction.org.bd** with the subject line: "Proposal for Endline Evaluation-Dignifying Lives" by no later than **30 October 2020**. Practical Action reserves the sole right to select the consultant.

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