**Terms of Reference (ToR)**

**Project Evaluation of**

**AHP-DFAT funded Emergency Response and Early Recovery to Flood Affected People in Northern District of Bangladesh Project**

1. **About of Plan International:**

Responding to emergencies and meeting the specific needs of girls and young women in emergencies is a core part of Plan International’s work. Plan International strives to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, Plan International works alongside children, young people, its supporters and partners to tackle the root causes of the challenges facing by the girls and all vulnerable children. The organizations support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. Plan International drives changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years, Plan International has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International Bangladesh started its operation in Bangladesh in 1994. Currently as per the new country strategy V (2020-30), Plan International Bangladesh is implementing projects under three thematic areas i.e. LEAD, SOYEE, and SRHR where disaster risk management (DRM) and climate change adaptation (CCA) are cross-cutting themes. In recent years, as part of its country strategy, Plan International Bangladesh has emphasized more to establish an inclusive and effective community-based child protection mechanism at the local and national level.

1. **Project background:**

Kurigram is one of the most poverty prone districts of Bangladesh surrounded by 16 rivers and very close to the hilly area of Indian Assam state. Every year both pre-monsoon and monsoon rainfall makes Kurigram vulnerable to unpredicted flooding and riverbank erosion. In 2019, Kurigram experienced the highest level of flooding over the last 100 years. Plan International Bangladesh conducted a Rapid Needs Assessment (RNA), in the field together with the Emergency Response Team (ERT) and strategic partners for emergency response (SOLIDARITY & ESDO), on 16-17th of July 2019. RNA was conducted and covered 6 Unions under Nageshwari Upazila (sub-district) of Kurigram district and 3 Unions under Hatibandha Upazila of Lalmonirhat district where Nageshwari Upazila was badly affected by the flood and Hatibandha Upazila moderately. RNA was based on several Focus Group Discussions with young girls, boys, women, men, and community leaders in temporary shelters. Secondary information was collected by conducting interviews with key government counterparts such as Project Implementation Officer (PIO) at the Upazila level, Union Parishad, and Education officials.

The RNA report was finalized on 19th July 2019. Priority gaps and needs were identified in this RNA. It was found, livelihood of affected people was in challenging condition, they had scarcity of food, shelter was damaged, WASH facilities were damaged, education of children was hampered, reproductive health care service was disrupted etc. To respond to those needs

Plan International Bangladesh started response project in Kurigram district that includes affected unions of Narayanpur, Nunkhawa, and Berubari, where >90% of households are estimated affected. (As the RNA revealed, unions of Kurigram were more serverly affected than the unions in Lalmonirhat district, the project worked only in the unions of Kurigram.) To reduce the sufferings of the flood-affected people of these areas, Plan International Bangladesh in coordination with Plan International Australia is implementing a one-year project title: **Emergency Response and Early Recovery to Flood Affected People in Northern District of Bangladesh** in Kurigram district with funding from AHP-DFAT. The project focus was on adolescent girls and boy’s social empowerment, education in emergencies, and providing life-saving assistance like Unconditional Cash; Cash for Work; Agricultural Inputs; etc. Where, SOLIDARITY has worked as an implementing partner of the project. **The duration of project implementation for SOLIDARITY was 15 October 2019 to 14 August 2020**.

Challenges during the project implementation:

The project activities were seriously hampered by the recurrent natural calamities like cyclone, nor’ wester, tornado, COVID-19 pandemic related government restriction, and flood of 2020. These natural calamities occurred during this project period. Furthermore, due to exchange loss between AUD and BDT, some of the project activities had to be dropped by the implementing partner.

Union-wise Beneficiary Households Breakdown is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Union** | **Total HHs** | **Total Affected HHs** | **Project Target HHs** |
| Narayanpur | 5,151 | 4,893 | 1652 |
| Noonkhawa | 2,991 | 2,691 | 1375 |
| Berubari | 5,135 | 4,711 | 1173 |
| Total 03 Unions | 13,377 | 12,295 | 4200 |

1. **Project Objective/Outcome:**

Girls, adolescent, young women, and their families can secure their rights to dignity, protection, and education through timely humanitarian assistance.

**Outputs: (For output wise activities please see Annex-1)**

**Education in emergencies** - Increase in number of families including girls, boys, adolescent girls and boys, and young women and men are able to cover their essential education needs, including access to safe, inclusive, and quality learning opportunities.

**Child protection in emergencies** - Girls, adolescents, young women, and caregivers have increased knowledge, skills, and access to services to prevent and respond to neglect, exploitation, violence, and abuse (NEVA), including cash assistance to empower women in terms of decision making.

**Child-Friendly Feedback Mechanism** - Targeted beneficiaries have access to child-friendly feedback and complaints response mechanisms.

As the project has been completed on 14 August 2020 a Project Evaluation is needed to be carried out to assess the satisfaction level of the beneficiaries, to assess the outcome, as well as to identify the challenges. Based on key findings the evaluation report will provide necessary recommendations for future direction. To conduct the Project Evaluation a consultant/consulting firm will be engaged on behalf of Plan International Bangladesh as per this Terms of Reference (TOR).

1. **Objectives of the Project Evaluation:**

The overall objective of the Final Evaluation is to assess the evidence-based impact, relevance and coherence of the project considering the project’s performance vis-à-vis expected outcomes within the Result Framework (Pease see Annex 1 for Result framework). This evaluation will also try to assess the level of satisfaction of project beneficiaries regarding the support they received from the project.

The specific objectives of the Project Evaluation:

1. To know % of girls, young women and their household members who can cover their essential protection[[1]](#footnote-1), and education needs.
2. To know the % of girls, young women and their household members who have increased knowledge, skills, and access to services[[2]](#footnote-2), especially education and protection.
3. To know % of girls, young women and their household members who know about the role CBCPG (Community Based Child Protection Groups)
4. To know whether the beneficiaries[[3]](#footnote-3) have access to child-friendly feedback and complaint response mechanisms.
5. To understand the level of satisfaction of the project beneficiaries[[4]](#footnote-4) on the project interventions.
6. To assess the relevancy and coherence of this project’s interventions in addressing the needs of flood affected people specially the needs of girls and young women
7. **Intended users of evaluation and key stakeholders involved**

Plan International staff in Bangladesh, implementing partner and donor (Plan Australia National Office with AHP-DFAT) will be the major users of the final evaluation results. Also, key stakeholders such as government line ministries/departments, partner NGOs, local authorities, and members of the communities who are interested parties of the findings. The Project Evaluation findings will also be used for proposal development for raising grants and contributing to wider learning within the sector.

1. **Methodological guideline**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the evaluation. To enhance the validity and reliability of data triangulation in data collection methods is expected in the proposed methodology. During data collection, the evaluation should consider all three Unions under interventions as study area. The methodology and relevant instruments should be adjusted in consultation with Plan International Bangladesh and finalized before implementation. The Project Evaluation should be carried out by involving the stakeholders of the project. The instruments to be used in the Project Evaluation should be child friendly and sensitive enough for adolescents, especially girls.

1. **Scope of work**

The assignment will preferably include the followings but not limited to:

* Inception report that includes final methodology, and time frame of the study. A section on assessment of anticipated risks during the Project Evaluation and mitigation strategy should be included in the inception report.
* Data collection tool of the study, pretested and finalised in consultation with relevant staff members of Plan International Bangaldesh.
* Administer data collection in the field that includes recruitment of qualified enumerators and organize training for them for data collection (including ethics and child protection) and quality control of data.
* Data compilation, cleaning and analysis and report writing. The report should contain findings based on themes mentioned in the specific objectives. It should blend the quantitative and qualitative findings well as per study themes.
* Present the key findings to Plan International staff members and stakeholders.
* Finalization of the report based on feedback of Plan staff and stakeholders
* Produce a learning brief in both Bangla and English in consultation with Plan International Bangladesh.
* Maintain regular communication with key contact person(s) of Plan International Bangladesh throughout the assignment period.

1. **Expected competency**

Expected competency of the consultant/consulting firm includes (relevant documents sharing as evidence will be appreciated):

* Adequate knowledge on humanitarian principals and disaster management systems.
* Adequate knowledge and experience on ‘education in emergencies’, ‘child protection in emergencies’
* Experienced in conducting evaluatiby using quantitative and qualitative methodologies related to humanitarian programming.
* Capacity to provide necessary training to human resources for carrying out data collection, quality control (reliability), data entry management, and data analysis.
* Adequate knowledge on the issue of child rights and child protection, and gender and have relevant analytical skills.
* Excellent analytical skills and have a good command in English.
* No history of violation of child rights.

1. **Deliverables and timeframe**

The total duration of the assignment is 32 days after the signing of the agreement. The methodology and work plan will be reviewed and approved by Plan International Bangladesh. It is anticipated that the first draft report will be produced within 25 days of the signing of the agreement. The final report should be submitted after 3 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and Plan International Bangladesh.

**The consultant/consulting firm shall produce the following deliverable:**

* An inception report: This should not be more than 10 Page. Inception report should include final methodology and timeframe of the study. A section of anticipated risks and mitigation strategy should be included in the inception report.
* Project Evaluation instruments: Developed, pretested, and finalized.
* Draft report: The report contains detailed findings, well-blended qualitative and quantitative analysis on findings. The report will not exceed 30 pages (excluding annex).
* Presentation of the key findings to the staff members of Plan International Bangladesh and different stakeholders.
* The final report: The final report will incorporate all feedback from Plan and relevant stakeholders. The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proofreading to maintain the quality.
* All field notes, data set (in SPSS for quantitative data), and other relevant documents should be submitted.

The report should have the following structure:

* Title page
* Acknowledgments
* Executive summary
* List of acronyms
* Table of contents and lists of figures and tables
* Introduction and Background
* Methodology
* Data analysis
* Results and findings (it should be organized as per Project Evaluation objectives)
* Conclusion, Recommendations and learning
* References
* Annexes

Table: Timeline of the assignment

|  |  |
| --- | --- |
| **Activity** | **No of days** |
| Inception report | 5 days (after signing the contract) |
| Field work | 10 days |
| Data coding & transcript | 5 days |
| Draft report | 5 days |
| Presentaion of preliminary findings in front of Plan International Bangladesh | 2 days |
| Feedback to draft report | 2 days |
| Final report | 3 days |

1. **Mode of Payment**

The payment will be made in three installments:

|  |  |  |
| --- | --- | --- |
| **Installments** | **Percentage** | **Timeline** |
| First installment | 30 | After receiving the inception report |
| 2nd installment | 30 | After receiving the draft report |
| Final installment | 40 | Upon submission of the final report |

### *(The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury)*

1. **Evaluation criteria and scoring**

The following table outlines the selection criteria:

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Realistic work plan to address suggested methodology in considering country context | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification | 20 |

1. **Penalty Clause**

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the quality as mentioned above. If for any reason, a consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke a penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

1. **Preparation of the proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and must contain the following:

* Introduction/ Background
* Detailed methodology of the study.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings, and final report).
* Account of experience of conducting relevant studies,
* CVs of the team leader and other key members of the evaluation team.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should identify, item wise summary of cost for the assignment with a detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget which is consistent with technical proposal.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with ‘**Project Evaluation of the project – AHP-DFAT funded Emergency Response and Early Recovery to Flood Affected People in Northern District of Bangladesh’** as a subject**.** Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline 27 Sep, **2020** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a cover letter. The proposals should be submitted in pdf format.

1. **Contact person**

For any further queries, please communicate to Tariq Ul Hassan – Research and Knowledge Management Specialist: (email ID:Tariq.khan@plan-international.org)

1. **Ethical Considerations**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed

The consultant(s) should be aware that -there will be nothing in the Project Evaluation Review which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the Project Evaluation before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

1. **Bindings**

All documents, papers, and data produced during the assessment are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials, and data to the country office of Plan International Bangladesh before the final payment.

1. **Negotiations**

Once the proposal is evaluated Plan International Bangladesh may enter into negotiation with one or more than one consultant/consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite a consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be circulated.

1. **Award of contract**

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

1. **Global Safeguarding policy for youth and Child**

The individuals shall comply with the Global Safeguarding policy for youth and Child of Plan International Bangladesh. Any violation/deviation in complying with the policy will not only result-in termination of the agreement but also Plan International Bangladesh will initiate appropriate action to make good the damages/losses caused due to non-compliance with the policy.

1. **Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality.

1. **Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

**Annex 1**

**Log Frame for Bangladesh Flood Response 2019**

**Title of the Action:**

Emergency Response and Early Recovery to Flood Affected People in Northern District of Bangladesh

|  |  |
| --- | --- |
| **Outcome (Related to the Monsoon Floods)**  Girls, adolescents, young women, and their families can secure their rights to dignity, protection, and education through timely humanitarian assistance. | **Outcome Indicators**   1. Number and % of girls, young women, and their families can cover their essential protection, and education needs. 2. % of girls, young women, and their families have increased knowledge, skills, and access to services, esp education and protection. 3. Number of Community Base Child Protection Groups play the role of watchdog and support to the protection of children especially girls and boys, adolescent girls and boys, and young women and men. |
| **Output .1**  **Education in emergencies** - Increase in number of families including girls, boys, adolescent girls and boys, and young women and men able to cover their essential education needs, including access to safe, inclusive, and quality learning opportunities.  **Activities**   1. Identify beneficiaries maintaining minimum standard commitment to gender and diversity (this will give special focus on gender inequality, GBV, age, disability, ethnicity, education to which people are affected and vulnerable). 2. Cleaning of school premises are used as a shelter to start and continue education. 3. Additional coaching support to recovering lost days of education of the schools that are severely affected. 4. Distribution of educational materials to students. 5. Repair damaged school infrastructure. 6. Work with education authority to influence the implementation of EiE model. |
| **Output .2**  **Child protection in emergencies** - Girls, adolescents, young women, and caregivers have increased knowledge, skills, and access to services to prevent and respond to neglect, exploitation, violence, and abuse (NEVA), including cash assistance to empower women.  **Activities**   1. Provision of unconditional Cash assistance to meet the urgent needs of the affected people, which will contribute to reduce the protection risks. 2. Provision of Cash for Work (20 days @ BDT300/day) to repair/rehabilitate community infrastructures (damaged community roads, connecting roads of schools, raising of playground, etc.) that will create 20 days employment opportunity for at least 90% women. 3. Provision of women-friendly agricultural inputs including seeds, fertilizers, and women-friendly tools/equipment to restart kitchen gardens and seasonal crops that will have positive impacts on the health and nutritional condition of affected population especially pregnant and lactating mother, girls & boys, elderly and people with disability. 4. Training for awareness and knowledge building on Nutrition inclusive breastfeeding, personal hygiene including menstrual hygiene management (MHM), homestead gardening and scientific method of seed preservation/storage, HHs/Community level disaster preparedness. 5. Conduct training to project staff to increase knowledge and skillset on safeguarding children and young people, gender-based violence (GBV), SRHR, MHM, and referral linkage. 6. Set-up of child and girls friendly spaces including recreational facilities for children at the initial phase of the response (using available community facilities). 7. Establish age and gender appropriate safe spaces for boys, girls, adolescents to meet, discuss, and taking actions towards empowering girls and young women. 8. Formation of local consultative groups to support and management of CFS and GFS. 9. Selection and capacity development of youth volunteers to deliver activities to promote the safeguarding of children and young people, GBV, SRHR, MHM, and referral mechanisms. 10. Delivery of regular recreational activities and awareness-raising sessions with girls, boys, and young people on safeguarding children and young people, GBV, SRHR, hygiene, and referral mechanisms. 11. Provision of dignity kits to the targeted households, which includes personal and menstrual hygiene and play materials for youngest girls and boys. 12. Support youth group/volunteers to promote and strengthen community-based child protection mechanisms (CBCPM) including referral pathways. (Contingency plan/Action Meeting). 13. Conduct capacity building training to the Union Parishad and local DRM committees to strengthen CBCPM/GBV mechanism. 14. Conduct mass awareness-raising on CP, GBV, SRHR, and MHM. 15. Conduct follow-up session with youth groups/volunteers who facilitate community sessions with peers. 16. Monthly sharing meetings between parents, children, and young people to discuss and mitigate GBV and child protection issues. |
|  | **Output 2.3:**  **Feedback Mechanism** - Targeted beneficiaries have access to child-friendly feedback and complaint response mechanisms.  **Activities:**   1. Formation of Feedback Task Team to establish the child-friendly feedback mechanism. 2. Training of project staff on child-friendly feedback and complaints mechanism. 3. Establish age, gender, and cultural complaints/feedback mechanisms at a community and/or school level in consultation with children and adults. 4. Register and respond to complaints/feedback from children, young girls, and adults from the affected communities regularly to close the feedback loop. 5. Develop and disseminate case studies and good practices to the wider audiences in-country and donors. 6. Organize a learning dissemination workshop at the national level to influence government authority for better preparedness in potential monsoon. |

1. Urgent needs of the affected people, which will contribute to reduce the protection risks. [↑](#footnote-ref-1)
2. Access to services to prevent and respond to neglect, exploitation, violence, and abuse (NEVA), [↑](#footnote-ref-2)
3. Project established child friendly space and girl friendly space in selected 20 schools in project area. Students from those schools will be selected for this objective. [↑](#footnote-ref-3)
4. Household members who received support from the project [↑](#footnote-ref-4)