RDRS Bangladesh

**Terms of Reference (ToR) for**

**Evaluation of RDRS Core Comprehensive Programme**

1. Background of the Organization:

RDRS Bangladesh has been working for rural development by empowering the rural poor in northwest Bangladesh for over 49 years. RDRS was formally established as the Bangladesh field program of the Geneva-based Lutheran World Federation/Department for World Service (LWF/DWS) on 8 February 1972 to provide relief, rehabilitation and development assistance to the war-affected people in northwest Bangladesh. The Cooch Bihar Refugee Service (CBRS), which assisted thousands of people fleeing from war-ravaged Rangpur-Dinajpur region to adjoining Cooch Behar in India during the War of Liberation in 1971, is the forerunner of RDRS.

In 1976, changing needs among its clients determined that the Rangpur Dinajpur Rural Service be refashioned into a rural development programme. Over the next three decades, our programmes and projects were regularly reworked to ensure a high quality of provision to meet the ever-growing aspirations of the rural poor. In 1997, we finally became an independent, national NGO, yet remaining an Associate Programme of LWF/Department of World Service.

From the beginning, we have encouraged women’s advancement and the development of democratic, grassroots-based organizations. Increasingly we have focused on raising people’s awareness and confidence, enabling our programme participants to have control of their own destinies. Throughout, RDRS has ensured the communities receive the relevant expertise and resources essential for sustainable economic and social growth. Down the years, the experiences gained from providing emergency relief and rehabilitation has allowed us to create local structures which can mitigate the impact of both natural and human disasters in the area.

RDRS Bangladesh is a development and humanitarian organization committed to change through empowering the rural poor. It provides development opportunities and services to around 3,415,594 underprivileged families in 29 districts, and work with 396 community-based organizations known as Union Federations seeking to empower their grassroots members. RDRS maintains a staffing of over 5,000, over 90% of whom are field-based.

1. Vision:

A just and peaceful society where citizens live in dignity, freed from poverty, distress and ignorance in a sustainable environment.

1. Mission

RDRS works with the poor and their organizations in order to build their capacity to advance their empowerment; create resilience to withstand adversity; and improve access to opportunities for the poor to realize decent lives free from poverty and distress.

1. RDRS Operations and Justification

In order to fulfill the RDRS mission and guide its development interventions; the organization have formulated a set of strategic aims. Overall, RDRS seeks to ensure the rights of the rural poor (women, youth, adolescents, landless, ultra-poor, char dwellers, ethnic minorities, enclave residents, and people with disabilities) in our working area in particular and more widely across Bangladesh, to:

* Enjoy the full benefits of citizenship and thus challenge exclusion, discrimination, violence, exploitation and injustice.
* Organize as a group, be fully represented, have their voices heard, and ensure their rights through accountable local governance.
* Live a decent life, with good and equitable access to basic social services, health and education.
* Secure a sustainable livelihood with food security through supporting microenterprise, vocational training, and climate change adaptation.
* Minimize harm, including domestic and social conflict, disaster, environmental degradation and the adverse effects of climate change.
1. Background and Salient Information about the Programme:

Despite of many development initiatives, poverty is still one of the major problems in this region. The main reason of the unpredictable situation is poor governance. The rural women of this region are mostly illiterate, lack of awareness of their rights, low participation in development activities. They are being victim of violence and don’t have access to justice. Majority of the women and adolescent girls in rural areas are unaware about the reproductive health issues. The northern part of Bangladesh is identified as one of the most vulnerable to the impact of climate change. It is frequently impacted by a variety of natural disasters including floods and river erosion. The regional economy of Rangpur division is heavily based on agriculture. Each year, a large number of people are internally displaced due to riverbank erosion. The presence of major rivers including Brahmaputra, Teesta, Dharala and Dhudkumar make the areas vulnerable particularly prone to river erosion and displacement.

The service providers are not accountable to the public. The governance system of the local government units are not people oriented and there is very low participation of people in the activities of the local government structure. The quality of education is very poor particularly in this region. The people are home sick and reluctant to go to other places for work. However, temporary and seasonal migration is being observed in an increasing trend.

Though a lot of problems are still prevailing in this region, RDRS Bangladesh and other NGOs are also engaged and contributing toward health care delivery system. As a result, there is also increased awareness in the general public on health issues. National and private level campaigns are ongoing to promote maternal and child health, vaccination programmes, mass deworming programmes, use of safe water and latrines, hand washing etc. A large number of tuberculosis satellite clinics now offer free treatment with contribution from government, RDRS and other NGOs.

Average household income in northern Bangladesh is below the national average and the daily wage rate is the lowest in the country. In remote districts, economic opportunities for the poor are very limited and seasonal, forcing male family members to migrate seasonally for work. Access to education and healthcare has been improving but the actual situation on the ground is unsatisfactory. The poor are denied access to health services in government hospitals, which are inadequate, while private health services are too expensive for them to access.

The major causes of high poverty in Rangpur division are severe river flood, river erosion, lack
of market accessibility, illiteracy, low labor wage, poor agrarian economies, low productivity,
unskilled human resource and low income jobs. Recurring disasters in the eastern riverine zone undermine livelihoods. As an impact of climate change, flash floods regularly affect rain fed lowland rice ecosystems in lowland where flood water remains for around two weeks in many parts of the country.

The problems stated above are often ruining the development efforts of the government and
non- government sectors. RDRS aims to address the issues by introducing multi-faceted
development interventions and empower the rural poor so that they can get rid of poverty and have a decent live.

1. Title of the Project: RDRS Core Comprehensive Programme
2. Project duration: February 2020 to December 2022.
3. Development Goal of the Project:

To improve the economic, social and environmental sustainability of the disadvantaged and excluded population

1. Objective of the Project:

**Objectives 1:** Empowered communities assert their rights and claim justice.

**Objectives 2:** Increased access to health services of poor families, particularly women and children.

**Objectives 3:** Strengthened community resilience on climate change and disaster.

1. Objectives and Indicators:

| **Sl.** | **Objective** | **Indicator** |
| --- | --- | --- |
| Objectives- 1:  | Empowered communities assert their rights and claim justice; | * 1. Participation of disadvantaged, particularly poor, women and PWDs, in local decision-making bodies (Union Parishad (UP)/Upazila Parishad, School Management Committee, Market committee, Religious/social institutions, UP standing committees, etc.) increased by 10%;
 |
| * 1. Inclusion of eligible women and men in government’s selected social safety net programmes (which are implemented by the UP; mainly 8 safety net programmes out of 146 programmes) increased by 10%;
 |
| * 1. Gender policy of RDRS applied among the staff and beneficiaries increased by 25% (from the baseline).

1.3.a) Gender policy of RDRS applied among the staff increased by 25% (from the baseline); 1.3.b) Gender policy of RDRS applied among the beneficiaries increased by 25% (from the baseline); |
| Objectives-2: | Increased access to health services of poor families, particularly women and children; | * 1. 85% of registered mothers in project areas received ANC and PNC services including immunization of their children;

2.1.a. Registered mothers in project areas received ANC services;2.1.b. Registered mothers in project areas received PNC services2.1.c. Status of immunization of children in the project area; |
| Objectives- 3: | Strengthened community resilience on climate change and disaster; | * 1. Community (village level) risk reduction plan developed and implemented by the Ward Disaster Management Committee (WDMC) involving Ups in 80% disaster vulnerable Wards;
 |
| * 1. Climate resilient crops cultivation practice promoted among farmers of disaster-prone communities (village level) increased by 15%;
 |
| * 1. People in flood prone areas avail safe and secured shelter during flood increased by 10%;
 |

1. Name of the Donors Supporting the Programme: As development partner, Bread for the World (BftW) and Evangelical Lutheran Church in America (ELCA) have been supporting RDRS for more than four decades. The RDRS’ Comprehensive Programme 2020-2022 is a continuation of the exiting support with necessary adjustments (following the RDRS’s strategy, approach and priority) without changing the basic programme structure and organizational focus. Since the early 1990s, it core funding has been supplemented by bi-lateral projects.
2. Operation Areas of the Project:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of District | Number of Upazila | Number of Union |
| 01 | Gaibandha  | 6  | 39 |
| 02 | Jamalpur  | 1  | 2 |
| 03 | Kurigram  | 9 | 79 |
| 04 | Lalmonirhat | 5 | 44 |
| 05 | Nilphamari  | 6  | 55 |
| 06 | Rangpur  | 5  | 31 |
| 07 | Dinajpur | 10  | 52 |
| 08 | Thakurgaon | 5  | 51 |
| 09 | Panchagarh | 5 | 43 |
|  | Total | 52 | 396 |

1. Target Groups:

**1) Civil Empowerment:**

Union Federation is a development-oriented non-political local organization established and led by the landless, small and marginal farmers, poor, extreme poor and the disadvantaged people including the indigenous people living in the respective union. The proposed project will plan to work with 91,393 direct program participants including 18,475 ethnic minorities. The aim of the Union Federation is to bring about an improvement in the social, economical, political, moral and cultural living standards of all the landless, small and marginal farmers, poor, extreme poor and the disadvantaged families especially the Federation enrolled families. It also aims at and contributes to the establishment of a progressive and dignified social infrastructure based on justice and ethics through constructive programs and activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of District** | **Categories of Direct Beneficiaries** | **Total of Direct Beneficiaries** |
| **Women Forum Members** | **Youth Forum Members** | **Ethnic Minorities** | **PWD Members**  | **General Committee Member** | **Executive Committee Member** |
| 1 | Gaibandha | 2,340  | 3,371  | 1,792  | 1,433  | 2,086  | 443  | 11,465  |
| 2 | Jamalpur | 138  | 112  | 93  | 15  | 79  | 18  | 455  |
| 3 | Kurigram | 3,384  | 3,753  | 1,990  | 121  | 3,487  | 711  | 13,446  |
| 4 | Lalmonirhat | 2,929  | 3,059  | 1,985  | 627  | 1,681  | 396  | 10,677  |
| 5 | Nilphamari | 4,532  | 4,678  | 3,702  | 709  | 1,665  | 495  | 15,781  |
| 6 | Rangpur | 2,599  | 2,998  | 3,217  | 181  | 2,460  | 369  | 11,824  |
| 7 | Dinajpur | 3,113  | 3,745  | 1,729  | 353  | 1,424  | 468  | 10,832  |
| 8 | Thakurgoan | 1,828  | 1,828  | 2,313  | 471  | 1,178  | 459  | 8,077  |
| 9 | Panchagarh | 1,910  | 2,632  | 1,654  | 657  | 1,596  | 387  | 8,836  |
|  | **Total**  | **22,773**  | **26,176**  | **18,475**  | **4,567**  | **15,656**  | **3,746**  | **91,393**  |

**2) Quality of Life (Health):**

The main target group of quality of life will be the pregnant women, adolescents’ girls, and Federation members. In each union 100 mothers will be registered in either Family Welfare Center or Community Clinics to get ANC& PNC services in each year. So, objective 2 will reach approximately 2,20,352 out of them 38,300 women (383 unions X 100 women), 10,052 adolescents’ girls, 80,000 Federation/group members will be treated as direct project participants. District wise direct target groups’ information is given in the following table-

|  | **Name of District** | **Number of Women**  | **Number of Adolescent**  |
| --- | --- | --- | --- |
| 1 | Gaibandha | 3,900 | 1,322 |
| 2 | Kurigram | 7,900 | 986 |
| 3 | Lalmonirhat | 4,400 | 1,878 |
| 4 | Nilphamari | 5,500 | 1,835 |
| 5 | Rangpur | 2,900 | 963 |
| 6 | Dinajpur | 4,300 | 1,500 |
| 7 | Thakurgoan | 5,100 | 444 |
| 8 | Panchagarh | 4,300 | 1,124 |
|  | **Total**  | **38,300** | **10,052** |

**3) Agriculture and Environment:**

The Agriculture & Environment program will work with smallholder farmers in disaster and climate affected communities. In relation to these, all proposed interventions have been designed which will be implemented in 70 Unions (old-40, new-30) of selected 24 Upazila across RDRS working areas where Union Federation will act as leverage point. The climate change and disaster risk reduction related activities will be run with the involvement of 20 Federation Disaster Management Committee (FDMC) in Kurigram and Lalmonirhat districts, so it will reach to approximately 8,000 members that will be treated as direct project participants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the district** | **Location** | **Type of beneficiaries** | **Categories of direct beneficiaries** | **Total** |
| **Poor and landless (50%)** | **Marginal (30%)** | **Small (20%)** |
| **# of Upazila** | **# of Union** | **Direct beneficiaries** | **Indirect beneficiaries** |
| Kurigram | 3 | 4 | 2,000 | 1,000 | 1,000 | 600 | 400 | 2,000 |
| Lalmonirhat  | 5 | 16 | 6,000 | 3,000 | 3,000 | 1,800 | 1,200 | 6,000 |
| Nilphamari | 3 | 10 | 4,000 | 2,000 | 2,000 | 1,200 | 800 | 2,000 |
| Rangpur | 4 | 10 | 4,000 | 2,000 | 2,000 | 1,200 | 800 | 2,000 |
| Dinajpur | 3 | 10 | 4,000 | 2,000 | 2,000 | 1,200 | 800 | 2,000 |
| Thakurgaon | 3 | 10 | 4,000 | 2,000 | 2,000 | 1,200 | 800 | 2,000 |
| Panchagarh | 3 | 10 | 4,000 | 2,000 | 2,000 | 1,200 | 800 | 2,000 |
| **Total** | **24** | **70** | **28,000** | **14,000** | **14,000** | **8,400** | **5,600** | **28,000** |

1. Major activities/interventions of the project:

**1) Social Organization:**

The Union Federations (community-based organizations) of the rural poor and marginalized which provide a civic platform to improve their lives, livelihoods and, by utilizing local resources, create a better future for all. Federations have evolved into strong grassroots structures supporting their own members alongside engaging in advocacy within wider society. The major activities are-

* Strengthen Federations leadership capacity to bargain for their rights and entitlements;
* Capacity build and encourage Federation members particularly women to become formal leadership;
* Advocacy with LGIs for increasing participation of disadvantaged, particularly poor, women and PWDs;
* Assist LGIs to prepare acceptable list of eligible safety net beneficiaries;
* Working with poor peoples’ organization (Federation) to raise critical awareness about the local resources and services available from LGIs and different departments;

**2) Women’s Rights:**

RDRS endeavors to promote and protect women’s rights and to reduce gender-based violence among our clients and within our workplaces. The main strategies are: to enhance women’s access to and control over resources; to prevent violence against women and children; to encourage women to participate in politics; and, to reduce gender discrimination. Major activities are follows-

* Develop/update policies and plan related to GVB & CP and implement activities to increase critical awareness regarding GVB/CP both among staff and stakeholders;
* Plan and implement legal, social and economic interventions to reduce/prevent child marriage;

**3) Community Health Programme:**

RDRS provides both curative and preventive health services across the rural areas of the north-west Bangladesh. Under RDRS Core Comprehensive Programme there are the two major activities-

* Develop community health cadre such as midwives and paramedics;
* Register pregnant women, and refer to surrounding Go and NGO health facilities;

**4) Agriculture and Environment**:

RDRS runs an effective extension model based around Farmer Field Schools (FFS) to spread improved ideas, methods and inputs and so raise outputs and incomes. Much of RDRS’ history has involved helping people before, during and after natural disasters – drought, flood, and storm. But when the anticipated extreme climate changes take effect, we can expect to face deadlier threats. To help people, in particular those living on the margins of society, to cope now and in the future, RDRS runs disaster-preparedness and climate change adaptation projects side-by-side. Major activities are follows-

* Community, ward level and union level vulnerability assessment and mitigation plan.
* Identify and promote climate resilient technology and crops.
* Plan with community and undertake raising the ground of schools.
1. Objectives of the Evaluation:

Assessment of overall effectiveness and identification of worth of future prospects of continuation of the RDRS’ Core Comprehensive Programme, if any, for addressing the issues being dealt with by the programme. The specific objectives of the evaluation are the following:

1. To assess the success of its Core Comprehensive Programme in achieving its set objectives/outcomes;
2. To examine and assess relevance and appropriateness of the programme design for achieving the set programme objectives/outcomes;
3. To assess the effectiveness of various measures implemented by the programme especially for improving the capacity of the Federations and establish a secure livelihood for the reference people and their scope of replication in other areas.
4. To assess capacity of the Federations developed to carry on the process initiated by the programme on its discontinuation of its activities in the areas;
5. To assess the quantitative and qualitative achievements of the programme supported by acceptable evidences;
6. To assess whether the programme implemented in the most efficient way compared to alternatives and whether the activities were cost- efficient.
7. To assess the appropriateness of administrative and financial management systems in place and its implementation.
8. To assess the system of financial control and its practices. To assess whether the financial and accounts systems are according to the required standard and practice.
9. To identify key opportunities and constraints in empowering poor and vulnerable people with especial focus to women.
10. To evaluate sustainability of the effects and impacts of the programme in the wider environment.
11. Provide recommendation to inform strategic decision of RDRS
12. Users of the Evaluation

The main users of the findings of the evaluation will be RDRS and its staff, reference groups, supporting donors and other related stakeholders.

1. Scope of Work

The consultant is expected to provide the following deliverables to fulfill the objectives outlined above-

1. A research design;
2. Detailed data collection plan;
3. List of person for KII;
4. Plan to visit representative sample of Union Federations;
5. Field visit plan;
6. List of RDRS staff to be consulted with;
7. A schedule of full project (data collection, literature review, KII, FGD, Federation Meetings, community consultation, stakeholder consultation etc.);
8. Providing draft research report and make a presentation;
9. Providing final report;
10. Evaluation Questions

The final evaluation should and must look into the following issues:

1. **Relevance**
* Are the problems being tackled by the programme are still major problems for the programme participants for whom the project was undertaken?
* Has the problems itself changed?
* Does the programme still have an instrumental role in promotions the aims of development strategy?
* Does the programme address the needs of the program participants (ownership, alignment, etc.)?
1. **Effectiveness**
* Is the program achieved what it set out to achieve (achieved outcomes versus planned

outcomes)?

* How and why are these effects or results being achieved?
* Are the inputs and outputs of the programme still plausibly linked to intended effects and impacts?
1. **Efficiency**
* Are the effects being obtained at minimum cost and under the best possible socio-economic, institutional, technical and policy conditions?
* Could the project achieve its objectives/outcomes at less cost, or achieve more at a given cost (result achieved against inputs and budget used)?
1. **Impact**
* What is happening in the lives of the people as a result of the program?
* Are these effects and consequences positive or negative? Anticipated or unanticipated?
1. **Feasibility**
* Assess the feasibility in terms of design, scope, implementation, management, and steering with conclusions on the likelihood that the programme will have the expected effects at the end of the planned project duration given the current project design and implementation experience.
1. **Sustainability**
* Are the positive effects of the programme likely to continue beyond the end of the programme?
* In what ways and under what conditions?
* Are these conditions realistic?
* What could be done to ensure these conditions before termination?
* Should we continue the programme? And if so, at what level?
1. **In addition, specific observations and advice are expected on the following key issues and areas:**
* How RDRS can effectively support community-based voluntarism movements which are key elements of its grassroots programme-including effective support and accompaniment of Federation, youth, women and farmer wings?
* How RDRS can effectively promote and facilitate market linkages for its focus groups. What role for its enterprise work?
* How RDRS can best interact with and support its focus groups to utilize government services effectively, and to lobby for improved and quality services?
* Advice on how RDRS can continue to support and operate certain service elements to its
programme such as community health, rehabilitation centers etc.
* Advice on the selection of special categories of focus group - ultra poor, indigenous, excluded minorities etc. and how best to work with these special needs and circumstances.
* Advice on the overall configuration and relevance and coherence of the programme looking
forward and how this might be strengthened. How can RDRS accommodate the fragmented demands of different bilateral projects which now dominate the program?
* How can RDRS effectively address the challenges to implement its Comprehensive Programme
in a situation of declining core funding?
* How can RDRS promote and apply innovation in its programme?
* Other relevant key issues that may arise or be identified in the process.
1. Methodology and Approach

This could be Approach and Methodology to be followed:

**10.1 Approach:** The consultants will undertake a participatory approach in carrying out the evaluation of the programme.

**10.2 Methodology:** The detail methodology of programme evaluation will be finalized in the briefing meeting of the selected evaluators with the management of RDRS Bangladesh. It is envisaged that the methodology will include, among others, the following:

* Critical review/ study of project documents;
* Conducting questionnaire survey (QS) on the Direct Target Beneficiaries (DTBs) selected on random sampling basis for collection of necessary data/ information from them;
* Conducting focus group discussions (FGDs) with DTBs not covered by QS.
* Carrying out intensive interview with local key informants like community leaders, elected representatives of Union Parishads and Upazila Parishads, and relevant government officials of Upazilas/districts;
* Preparation of case studies with specific mention of significant qualitative changes that have taken place in the lives of the project beneficiaries;
* Checking of relevant documents of the project by the consultant;
* Carrying out by the consultant an analysis of strengths, weaknesses, opportunities and challenges (SWOC) of the project as compared to requirements for achieving the set project objectives;
* Conducting intensive and extensive discussion/ FGD with project staffs;
* The offers of the consultants in response to invitation from the RDRS will mention, among others, the sample of project’s operational areas to be covered, number of

(a) questionnaire survey (QS) on the DTBs to be conducted;

(b) FGDs to be conducted;

(c) local key informants to be interviewed;

(d) case studies on Direct Target Beneficiaries (DTBs) to be prepared;

(e) SWOC analysis to be carried out;

(f) ICTs to be prepared and used by them for performance of the assignment. These issues will be finalized in the first briefing meeting before signing of consultancy services contract.

On signing of the consultancy contract, the consultant will prepare an Activity Timeframe for completion of the evaluation assignment and submit the same to RDRS which will be agreed upon by both RDRS and the consultant through discussion.

Given the fact that, the RDRS programme is sizeable, operates across 9 districts and is engaged in a wide range of programme interventions, the Evaluation team need to apply a practical approach to information gathering to ensure that an adequate, balanced and realistic overview of the programme is obtained. The team may need to prioritize certain aspects in order to cover the main ground.

1. Expected qualifications and experience of the lead consultant

The assignment of evaluation study may be performed by a team of two/three consultants (2 Male +1 Female). The consultants should have Master’s Degree in Social Science. They should possess proven experience in the field of poverty alleviation, People’s Organizations, Right based approach and possess extensive experience in development project evaluation in participatory process and hands on experience in conducting quantitative and qualitative social research and analysis.

**Profile and qualities of the consultants**

* Extensive experience in conducting project review/evaluation and a proven track record of delivering professional results;
* Fluency in English and a good command in Bangla;
* Experience in working with development partners (donor community) and nonprofit development organizations;
* Extensive knowledge and experience in organizational development, community development, and strategic management.
* Ability to understand complexity and to focus on the key issues in a pragmatic and realistic way, and to offer appropriate and practical advice which can be implemented.
* Demonstrated analytical, communication, presentation, and report writing skills.
1. Remuneration Package

The remuneration package for this evaluation study is approximately BDT 10,00,000 (ten lac) only including VAT and Tax. However, it would be finally negotiated between the consultants and RDRS management based on their response to this Terms of Reference (ToR). The consultant should submit both technical and financial proposals on how s/he intends to address the ToR in order to carry out the evaluation study effectively and efficiently.

1. Evaluation period

The evaluation of the programme will be completed in total 45 working days of two and half

Calendar months (20 April 2022 to 05 June 2022). The number of working days will be agreed upon in the first meeting with the consultant based on the submitted consultancy proposal/offer. The consultant will accomplish the entire assignment of project evaluation review within this time.

1. Supports available from RDRS
2. The consultant will contact with Executive Director or a designated staff, RDRS for any requirement related to evaluation of the subject project.
3. RDRS will provide the consultant at the time signing of consultancy agreement with all project related documents including project proposal, data and information, etc. that are necessary for all preparatory activities including development of questionnaire (for questionnaire survey on sample of selected groups of target beneficiaries), checklists, etc. for performance of the assignment.
4. RDRS will cooperate with the consultant in deciding the size of sample target beneficiaries to be covered by questionnaire survey, FGDs (focus group discussions), in-depth/ intensive and extensive interview (using checklists) as mentioned in the approach and methodology section above.
5. The programme staffs will extend required cooperation to the consultant and his team members in carrying out the evaluation and arrange all meetings with all concerned respondents/ sampled direct and indirect target beneficiaries out of those mentioned in the ToR and as required by the evaluation team during the process of performance of the assignment.
6. RDRS will extend all necessary cooperation and supports to the consultants/ evaluation team for proper execution of the assignment.
7. Expected outputs from the consultants

The consultant is expected to submit an analytical, informative and useful report covering all the items of the objectives of evaluation mentioned above of the subject project. The report will be in English and its texts will not exceed thirty pages including an executive summary of the report. The detail findings, etc. may be submitted as attachments.

In addition to soft copy, the consultant will submit two hard copies of draft report to RDRS. The final report will be submitted accommodating comments/ observations/ suggestions of RDRS and donors.

1. Evaluation Report Outline

Concise and self-explanatory high quality final report, written in English addressing all the above mentioned specific objectives of the study. Report must include list of all the documents reviewed as reference.

* Brief synthesis of the report (Maximum 10-12 pages) in English
* A final power point presentation summarizing the outcome of this assessment
* High level policy recommendation
1. Offer from the Consultants

Individuals, consulting firms, coalitions, universities, and NGOs (referred to as Consultant in the document) are eligible to apply. All consultants should have a strong background in social and economic appraisal techniques and have proven track record in the design and management of integrated rural development and poverty alleviation projects.

1. Guideline for Application

The proposal should comprise with the following sections and given page limit. The proposal should comprise with only the following sections and given page limit. Proposal will be accepted only through email in soft copy form (signed scanned copy). **No hard copy proposal will be accepted.**

|  |  |
| --- | --- |
| **Topic** | **Maximum Page Limit** |
| **Technical Proposal**  |
| Cover Page  | 1 page |
| Table of Content  | 1 page |
| Understanding of the Assignment. This section should clearly demonstrate the: * List of key research questions;
* Relevant tools to collect the key research questions;
* Key expected source of the data;
* Relevant stakeholder to be consulted for each of the research questions
* Proposed methodology for data collection

Additionally the data collection strategy and geographic scope should be specified in this section.  | 4 pages  |
| Work schedule  | 1 page |
| Team composition (detailed CVs of the team members should be annexed) | 1 page |
| List of key/similar past assignment conducted by the consultant/team/ organization | 1 page |
| Any other relevant information (to be determined by the consultant/team /organization) | 1 page |
| **Financial Proposal**  |
| The financial proposal should be inclusive of all the relevant cost for the assignment, overheads and inclusive of VAT and applicable Tax.  |  |

1. Ownership of Materials to be developed

RDRS Bangladesh will have the sole ownership of all the supplies and resources and report to be produced under this assignment. It is the consultant’s responsibility to ensure that no resources can be accused for plagiarism and due acknowledgement and necessary permissions are taken from the relevant agencies as appropriate and applicable.

1. Application Instruction:

Submit your letter of interest along with proposal to ramen@rdrsbangladesh.org by mentioning subject line **Evaluation of RDRS Core Comprehensive Programme- by 12 April, 2022.**