**Terms of Reference (ToR)**

**For a Consultant to Conduct an Annual Impact Assessment Study of ASTHA II**

1. **Background**

Swisscontact promotes economic, social and ecological development by supporting people to successfully integrate into local commercial life. We create opportunities for people to improve their living conditions as a result of their own efforts. The focus of our systemic interventions in the private sector is the strengthening of local and global value chains. Through its projects, Swisscontact enables access to professional training, promotes local entrepreneurship, creates access to local financial service providers and supports the efficient use of resources with the goal of successfully promoting employment and income generation.

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by Swiss private sector and academia for sustainable development cooperation. The Swisscontact Bangladesh (SCBD) office is located in Dhaka. SCBD has the mandate to develop and maintain Swisscontact’s portfolio of development projects in Bangladesh.

The Terms of Reference (ToR) relates to one such project within SCBD portfolio that focuses on improving healthcare access of rural communities through creation of skilled community health workers. The project is branded as ASTHA. To conduct the annual impact assessment of the project, ASTHA will hire a consultant to carry out the deliverables in order to identify and measure the impact of the interventions of the project in its respective project locations.

1. **Objective of the assignment:**

The objective of the assignment is to conduct the annual impact assessment study of few interventions. the project interventions in the 7 project districts: Nilphamari, Patukhali, Sunamganj, Sylhet, Rangpur, Lalmonirhat and Barguna. The study will help identifying the impact which will assist the project to further improve its intervention strategy as well as annual report writing.

Some of the more specific objectives of the assignment will be, but not limited to are:

1. Review the intervention plans to make those in compliance with DCED standard
2. Follow a step-by-step process to design the annual impact assessment study using MRM plans
3. Develop necessary data collection tools to conduct the study
4. Conduct the assessment
5. Analyze the data collected from the study
6. Prepare intervention reports
7. **Scope of the assignment:**

The study has to be conducted in a way which will serve as a hands-on coaching for the MRM officer of the project who will be involved in the study throughout the process. The assignment will entail supporting existing MRM staff in preparing MRM documents (Impact logic, MRM plans) while following the DCED standards. The assignment will require on-site presence of the consultant. The consultant will coordinate with relevant staff in the project, who will act as focal and specified by the project, for the duration of the assignment

1. **Roles and responsibilities:**

Tasks of the consultant/Firm and the role of Swisscontact’s ASTHA Project Team have been mentioned in below-

i. Tasks of the Consultant

The suggested, but not limited to, specific tasks of the consultant/ are:

* Review of the Intervention plans
* Design the study with a detailed workplan of the assignment
* Develop milestones and deliverables in accordance with the final workplan
* Prepare assessment tools and database format
* Arrange and train enumerators for the study
* Conduct formal assessments using qualitative and quantitative surveys
* Collect 2-3 cases from the field that will be used in the report
* Transcription if required, data entry and analysis of data
* Preparation of draft report for feedback
* Preparation of final report.

ii. Role of Swisscontact (ASTHA Project Team)

* Assist in study planning activities and provide technical assistance (as required)
* Provide list of the Community Paramedics and their locations
* Share relevant project documents
* Provide support in enumerator and supervisor training
* Bear all costs (as per approved budget)
* Provide overall guidance.

1. **Guideline for submission of the Proposal:**

This guideline shall ensure uniformity of applications submitted by all Consultants and transparency of the evaluation process. However, the minimum eligibility criteria are:

* Minimum 5 years of proven experience in development project evolution
* Sound in DCED standards.
* Preferably he/she should have a broad understanding of Bangladesh’s health care system and prior working experiences in Healthcare sector.
* Expected to maintain a strong level and flow of communication with the project stakeholders for better assessment of the project.
* Demonstrated ability to produce high quality study, review and analytical reports.
* Should Demonstrate multidisciplinary expertise and skills necessary for monitoring and evaluation of project implementation.
* 3 years working experience with relevant industry will be preferred.
* Work experience with international organization will be a plus point.
* Adequate resource pool (human and financial), ability to mobilize additional resources.
* Established networks relevant to the assignment.
* Value for money.

1. **Evaluation Parameter**

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|  | Criteria | Score |
| Technical Proposal | Understanding of the assignment | 5 |
| Efficiency of the proposed work plan | 5 |
| Sample tools for assessment | 10 |
| Methodology | 25 |
| Professional capacity and qualifications to carry out the assignment (relevant skills, knowledge, resources) | 20 |
| Relevant experience in similar projects and/or in the sector | 5 |
| Presentation (top three proposals only) | 10 |
| **Sub-total** | **80** |
| Financial Proposal | Value for money | 20 |
|  | **Total** | **100** |

1. **Tentative Timeline**

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| Sl.# | Event | Time frame |
| 1. | Review of internal documents and submission of inception report including assessment tools (draft) | By 7 days after contract signing |
| 2. | Finalization of assessment tools | By 2 days after feedback received from Swisscontact |
| 3. | Orientation of enumerators | By 3 days after tools finalization |
| 4. | Data collection using qualitative and quantitative methods | By 10 days after the orientation |
| 5. | Data entry and analysis | By 7 days after data collection |
| 6. | Sharing of key findings | By 3 days of data analysis |
| 7. | Submission of draft report | By 5 days after findings sharing |
| 8. | Submission of final report | By 5 days after feedback received from Swisscontact |

1. **Submission of the proposal**

All bidding consultants are required to submit the following:

* A technical proposal (maximum 12 pages) showing points mentioned in the section G (Evaluation parameter).
* A separate financial proposal setting out a detailed budget for the assignment;
* Detailed CV of the consultant including summary of relevant services (particularly healthcare related project interventions to be evaluated) provided during the last 2 years;
* It is mandatory for the bidding organizations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:
* A certificate of incorporation (for individual companies, a trade license);
* Tax identification number (TIN);
* VAT registration number;
* Proof of a segregated account (providing the name and address of such account);
* A signed statement testifying that all information contained within the proposal is correct and true.

1. **Submission Guideline**

Interested Consultants should submit a technical proposal and a financial proposal with other necessary documents by **27th October 2021 before 04:00 pm** to [bd.recruitment@swisscontact.org](mailto:bd.recruitment@swisscontact.org) with the subject line: “Consultant for Annual Impact Assessment of ASTHA II”**.**

For more information, please e-mail: anika.parvez@swisscontact.org ***N.B.: Swisscontact reserves the right to reject or cancel any offer.***