

Terms of Reference

Final Evaluation of “Empowering Women’s CSOs to Ensure Good Governance (WEE)” Project”

1. Introduction to the Project:

Project title	Empowering Women’s CSO to Ensure Good Governance (WEE)” Project
Project location in Bangladesh	Faridpur Sadar, Bhanga and Boalmari at Faridpur district, Manirampur, Jashore Sadar and Jhikorgacha at Jashore district, Dacope at Khulna District, Baliadangi at Thakurgaon district and Panchagarh Sadar at Panchagarh district
Project duration	48 months from 01 February 2021 to 31 January 2025 (Including six-month NCE)
Co-Funder	European Union
Implementing agency and partners in Bangladesh	Led by Traidcraft Exchange and co-implemented by Ulashi Sreejoni Sangha (USS) and Bikash Bangladesh
Key Stakeholders	Women CSOs, family members, Duty bearers (Government, Local Authorities, private sector, civil society) and partner organizations

“Empowering Women’s CSOs to Ensure Good Governance (WEE) Project” is led by Traidcraft Exchange and co-implemented by Ulashi Sreejoni Sangha (USS) and Bikash Bangladesh. The project is underway in 09 sub-district Faridpur Sadar, Bhanga and Boalmari under Faridpur district, Manirampur, Jashore Sadar and Jhikorgacha under Jashore district, Dacope under Khulna District, Baliadangi under Thakurgaon district and Panchagarh Sadar under Panchagarh district. The European Union is providing financial support with an aim to build capacity of women’s grassroots CSOs to contribute to the advancement of gender equality, women's empowerment and participation of marginalised women in local governance. The project is implementing in rural areas of 5 districts where poverty is high: Faridpur, Jessore and Khulna in the south, Panchagarh and Thakurgaon in the north. Faridpur, Jessore and Khulna report extreme poverty rates above the national average: 20%, 18%, 21% respectively (World Bank 2016). Whilst rates of extreme poverty are lower in Panchagarh and Thakurgaon (12% & 14%), these rates still represent over 300,000 extremely poor individuals and livelihoods of these people are more volatile because of the heavy reliance on agriculture and therefore increased susceptibility to climate patterns.

The Project therefore is working along four core strategies. Firstly, strengthening women CSOs as independent, well-governed and financially sustainable institutions. Secondly, seeking to improve local democratic governance by cultivating an enabling environment that supports the inclusion of representative women’s organisations on key decision-making fora. Thirdly, acknowledging the centrality of the family unit to rural life and working constructively with this institution as the nucleus within which gender roles are cultivated and then propagated in wider society. Fourthly, by ensuring women’s economic rights and access to decent work in the informal and formal sectors, thus promoting inclusive development.

The Project targets 15,000 rural women and their 61,650 family members in 9 Upazilas across the 5 target districts. The project is also working with 540 local government officials working in target communities to help them increase knowledge and commitment towards empowering women CSOs.

Table: Target Zilas (districts) and Upazilas (Sub districts)

Name of District	Name of Upazila	No of CSOs	No of Beneficiaries
Faridpur	Faridpur Sadar	45	1350
	Bhangha	48	1440
	Boalmari	44	1320
Jashore	Manirampur	55	1650
	Jashore Sadar	54	1620
	Jhikorgacha	64	1920
Khulna	Dacope	60	1800
Thakurgaon	Baliadangi	65	1950
Panchagarh	Panchagarh Sadar	65	1950
Total		500	15000

2. Organizational overview:

Traidcraft Exchange is a British Charity have been working in Bangladesh since 2005. For more than 30 years, TX has been fighting poverty through trade, believing in the positive and transformational potential of trade to bring hope to millions trapped in poverty. It's our mission to use the power of trade to create lasting solutions to poverty. We believe that trade affects the life of every person and can provide the most sustainable way of overcoming poverty. Yet markets do not always work in favor of the poor, and often work against them. This is a major factor contributing to their poverty. Traidcraft Exchange exists to do two things:

- To support people to harness the benefits of trade
- To fight against injustice in global trade
- To ensure that there is a shift of power to the vulnerable people in the value chain

In all our areas of work, TX plays a key role as catalyst and convenor, encouraging different actors to work together to develop approaches that lead to inclusive economic growth. We have a particularly strong track record of constructive engagement with the private sector as both trading and development partners. Over the last 11 years, Traidcraft has worked directly with over half a million vulnerable and socially excluded members developing democratically-run village-based groups and associations and nurturing their links to duty-bearers and private sector players. This has resulted in significant up-skilling of marginalized producers: increasing confidence and productivity, reducing costs, improving market access, diversifying incomes, and reducing environmental impact.

Ulashi Sreejony Sangha (USS) is a non-profit, non-partisan, non-governmental voluntary organization and started its activities from 10th January 1984. It has decades of experience in managing socio-economic projects and have experience working with marginalised communities in the target districts focusing on gender discrimination and women empowerment.

Bikash Bangladesh is a Bangladeshi NGO working with poor communities (especially women) in Panchagarh. Bikash brings the experience, capacity and infrastructure to implement this project through staff based in target areas in the North and support from their head office in Panchagarh. Bikash is one of the few organisations in the target areas to do this type of work with vulnerable people and communities and other relevant stakeholders in such an efficient and cost-effective way.

3. Objective of the Final Evaluation:

This end of project evaluation should be designed to assess the project against its own stated goals and objectives and to derive learning for Traidcraft Exchange and its project partners. The overall objective of the final evaluation is to assess the outputs and outcomes of the project with particular

emphasis on the OECD-DAC criteria; relevance, coherence, efficiency, effectiveness, impact and sustainability of the interventions.

The overall objectives of the evaluation are to:

- Determine how much change has happened with regard to the project outcome indicators
- Assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the interventions of the project, strategies and implementation process as well.
- Identify impact, whether it will be sustained and ways to sustain it. Therefore, assess whether the project made the right interventions/facilitations looking at relevance, output, impact and sustainability with respect to planned Outcomes.
- Assess if the project organizational structure, management, planning and implementation process were effective and efficient.
- Draw key lessons learned to contribute to the organisational learning of Traidcraft and its partners
- Make recommendations for further development of similar project and/or provide guidance for similar projects in the future
- Present the key findings of the evaluation at the dissemination workshop, support the discussions, and integrate key points into the final report.
- Assess how key cross-cutting issues, relevant to the context were considered during the project design and implementation.
- Determine strengths and weaknesses of project management and support structures

Specific Objectives

- How much progress has the project made to date from the baseline? (The final evaluation must follow the baseline process such that an appropriate analysis and comparison can be conducted on the data collected and generated.) Determine the extent to which the broader context (political, security, environmental, social, and financial) has impacted upon the project's progress?
- How well the intervention logic and implementation strategies (Overall approach of the project) are working in terms of delivering the project outputs?
- How well will the project interventions and benefits sustain?
- To assess the ability of their associations for negotiating with local government and local authorities for better services and support.
- What are the major constraints faced and overcome in accomplishing the expected Project outcomes/results?
- How is the quality of the partnership with both "International" and "local" partners?
- How well did the project management arrangements work and how did it develop over time?
- How well did the financial management systems work?
- How were the beneficiaries involved, how effective was this and what have been the benefits of or difficulties with this involvement?
- How well the project could formalize relationships with LAs and LGs and what is the effectiveness of these partnerships?
- Were the risks properly identified and well managed?
- How well is the project monitoring system working?
- What are the learning points for the project team?
- To what extent has the project contributed to rights awareness, whose rights and what impact has there been?
- How well did the project relate to the country's poverty reduction plans?
- Which Sustainable Development Goals (SDGs) did the project contribute to?
- How did the project actively promote gender equality and inclusion?
- What was the impact on marginalized groups (women, ethnic and disabled)?

In addition to this, the Traidcraft team would like the consultant to evaluate the relevance and effectiveness of the project through finding answers to the following queries

- Project design (historical background) – how the idea was born / developed – needs/capacities studies at the design stage / continuity with past projects (if any) and alignment with Traidcraft's strategic priorities & internal programmes.
- Rationale behind the choice of partners
- Rationale behind the focus of target regions and beneficiary groups
- How did the team study the needs/capacities and are adapting their approach to various beneficiary groups? Any substantial changes in the intervention logic to date because of any contextual or beneficiary adaptation?
- Rationale behind division of work within the partners
- Rationale behind capacity building component
- How does the team balance between regional specificities and centralized / uniform approach?
- Roles of Beneficiary Advisory Committee (BACs) and whether they fulfilled it to date? How it is contributing in strengthening monitoring system of the project?
- Consortium partners' view of the quality of other partners' work / reporting / what was the most problematic in the project coordination with partners and what worked well? And in the project overall what was the most problematic and what has been working well? (need to know from both sides, TX and the local partners)
- How is the quality of the partnership? How is the coordination and cooperation between partners?
- Is the planned budget or overall resources sufficient as for now? Was the original budget enough?
- To assess the extent to which value for money has been achieved in the implementation of project activities.
- Impact of COVID on project implementation and changes made to accommodate either rising situation.
- Coordination or awareness of other NGOs/ INGOs or other development projects on similar issues or in similar regions?
- Budget utilization per key heads – Current status of spending per key heads (the latest consolidated expenditure information available) + where are the most significant underspending or overspending and why?
- How effective the MEAL framework has been to track progress? Was it updated regularly?
- Update the LFA. Progress against all indicators. All the achievements against target needs to be backed with real examples / cases/ stories.

4. Audience for the Final Evaluation:

This independent evaluation is commissioned by Traidcraft Exchange and will be shared with project staff and participants, management and staff of their respective local partners, project associates, project funders and other relevant actors

5. Evaluation Issues and Key Questions

The fundamental questions that this evaluation should address are:

- What difference did this project make, to whom and how?
- What worked well, for whom, in what circumstances, at what time and why?

- Did anything happen that wasn't expected to happen?
- If you were to run this project again, what might you do differently?
- Is the project on track to meet its desired outcomes?
- Is the project demonstrating value for money?

To ensure appropriateness of the final evaluation report, the research framework that is designed by Independent Evaluator should respond to the guidelines.

6. Final Evaluation Process and Methodology:

The evaluator(s) are encouraged to apply a mixed-methods approach, drawing on a wide range of evidence sources to assess the project's contribution to higher level outcomes and impact. This would combine qualitative data to provide an explanation of 'why' and 'how' the project has achieved the type and scale of results that are quantitatively observed. This final evaluation should be conducted in a participatory manner to bring the multiple perspectives from key stakeholders in assessing the current situation of the target beneficiaries and the context within which the project is located. All data relating to individual beneficiaries should be disaggregated by gender, ethnic minority status, and disability. For the purposes of gender, ethnic minority and disability disaggregation, the Washington Group Short set of Questions should be used. The Evaluator is suggested to also include contingency plan with innovative approaches to accommodate with the current Covid situation.

A Project Monitoring & Evaluation Group will be there to both inform and support the evaluator in final evaluation processes. This will comprise key project staff from Traidcraft and its partner in country, as well as key staff from Traidcraft's UK office. The consultant is requested to develop and share data collection tools and get them approved by the evaluation group and the whole methodology should be detailed out in the report.

7. Output and deliverables:

The main deliverables include:

1. An inception report (maximum five pages) outlining the approach/methodology and execution programme/timetable. This report shall be submitted for review and approval by the monitoring and evaluation group after the signature of the contract before the commencement of the work.
2. A meeting to share draft Data collection tools for review and approval.
3. Triangulation of survey data collected with real case stories, and doing analysis accordingly to report based on log frame indicators.
4. Raw data file (after initial cleaning preferably in excel format) as collected by the data collection tools.
5. The Draft survey reports. The draft report will be initially submitted to Traidcraft for comment and review (Traidcraft will then consult with the Project Evaluation Group). Any changes necessary will be made by the evaluator to produce the final report. Traidcraft and its partners are interested to preserve the objectivity of the evaluator but reserve the right to ensure the Evaluation report is of the quality expected.
6. Update Risk Management Matrix and the project log frame matrix.
7. The evaluator will present the final report at a dissemination workshop, where project partners, beneficiaries and participating organisations will be present. The findings will be discussed & reviewed and final report will reflect the findings acquired in the workshop.
8. A concise power point presentation of the final evaluation report which will first be presented in the dissemination workshop and then finalized after feedback has been sought and report has been updated accordingly.
9. The final report which shall be submitted within **five days** after the finding sharing and validation workshop.

All documents, papers and data produced during the final evaluation are to be treated as the property of Traidcraft and its partners and are restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to the contracting organization.

8. Roles and Responsibilities:

8.1 Consultant's Responsibility:

The Consultant will be the "Team Leader" of the final evaluation team. The role of the "Team Leader" will be:

- Undertake the assignment as outlined in the ToR.
- Complete the tasks in the ToR in the allocated time.
- Update Traidcraft and project partners on a regular basis concerning progress.

8.2 Project Evaluation Team's responsibilities

The Project Evaluation Group is comprised of _

- Zahir-Bin-Siddique, Head of Programmes & Operations (TXBD)
- Representative from Ulashi Sreejoni Sangha (USS) and Bikash Bangladesh
- Motoakkel Billa, Project Coordinator (TXBD)

The main functions of this group are:

- To ensure that the evaluator has access to and has consulted all relevant information sources and documents.
- To validate the evaluation framework, questions, tools and methodology
- To discuss and comment on deliverables delivered by the evaluator at each stage of the process.
- To assist in feedback on the findings, conclusions, and recommendations.

8.3 Provision of logistical and other support

For any day-to-day queries and logistical support, the evaluator should contact to Project Coordinator at Traidcraft Exchange Bangladesh Country Office. The coordinator will be responsible for informing stakeholders of any interviews or focus groups, and for providing the contacts of people to be interviewed, dates of visit and itinerary with the help of partners. Any expenditure for any logistic support if required by the consultant will be borne by consultant.

9. Timeframe:

Activity	Deadlines
Closing date for receipt of proposals	By 30 September 2024
Interviews for selection	Within 08 October 2024
Meeting to discuss detailed terms of reference and contract	Within 15 October 2024
Workshop on reviewing the tools	Within 22 October 2024
Starting the data collection	26 October 2024 or by date agreed upon discussion (Not later than 01 November)
First draft of evaluation report to Traidcraft	03 December 2024
Feedback and comments from all International Partners	10 December, 2024
Findings sharing and validation workshop	Within 24 December 2024
Final evaluation report to Traidcraft	Within 07 January 2025

incorporating all feedback	
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10. Budget and Mode of payment

The evaluator should develop a budget for completing the evaluation as outlined in this ToR by clearly allocating expenses and daily rates.

- 30% of the total fee will be paid on signing the contract.
- 30% of the amount will be paid after the submission of the draft report.
- The remaining amount (40%) will be paid upon acceptance of the final report.
- The payment would be made in crossed cheque in the name of the consultant.

The vendor/consultant must have VAT & Tax registration and a valid Trade license. Photocopies of these documents must be submitted along with the EOI/proposal.

VAT/Tax will be borne by the consultant for this assignment. (15% VAT and 10% tax will be deducted at source as per NBR rules)

11. Application Process:

The Independent Evaluator should be a suitably-qualified and experienced consultant or consulting firm. The consultant profile should include:

- An evaluation specialist with a minimum of ten years' experience in programme/project evaluation in an international development context. Often a mixed approach that incorporates the technical skills of an evaluation specialist but includes some inputs from a sector specialist is most effective;
- Experience of results-based monitoring and evaluation;
- Ability to design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods. Where feasible and proportionate, the person or team should include skills and expertise required to design, plan and conduct impact evaluation.
- Relevant subject matter knowledge and experience such as education sector, gender, non-state actors and economic growth to ensure the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered;
- Ability to manage a potentially large-scale and complex evaluation and research process, including interpreting baseline data and conducting a final evaluation;
- Ability to design, manage and implement primary research in potentially challenging project environments. This may include the design of surveys, in-depth interviews, focus group and other research;
- Design and manage data and information systems capable of handling large datasets for monitoring and evaluation purposes; and
- Consideration of the extent to which the evaluator or evaluation team has appropriate country knowledge/experience. This includes language proficiency to conduct the research required or that resources be made available (e.g. translator or social gatekeeper) to enable the research to proceed smoothly.
- Details of the team who will work on the contract with individual CVs that describes their relevant experience in relation to this contract. These may be attached as appendices to the EOI.

Applications should be sent to: TX_Bangladesh@traidcraft.org

NB: The deadline for applications is 30th September 2024

Only short-listed candidates will be contacted.

12. Selection Criteria

On receiving the EOI designated project management team will study the proposals including an interview and take a decision about the consultant/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

Selection Criteria	Scores
Technical Proposal - level of understanding of TOR (20 points)	20
Methodology (25 points)	20
Relevant Experience (20 points)	20
Knowledge and skills in conducting assignment (20 points)	20
Competency of Team Leader and Team Composition (20 points)	20
Total as per Percentage (Total x 0.8)	0.8
Budget (20 points)	20
Total as per Percentage (Total x 0.3)	0..2
Grand total:	100

13. General terms and conditions:

- Traidcraft Exchange reserve the right to accept or reject any proposal without providing verbal and/or written rationale;
- All reports and documents prepared during the assignment will be treated as the property of Traidcraft Exchange
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Traidcraft Exchange
- Traidcraft Exchange reserve the right to monitor the quality and progress of the work during the assignment.