

Terms of Reference

Mid-Term Review (MTR) for “Empowering smallholders to strengthen local democratic governance (KHAMATAYAN)” project.

1. Introduction:

Project Name	Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) project
Project Location	Bangladesh – Mymensingh, Sherpur, Kurigram, Gaibandha & Satkhira Districts
Project duration	42 months from 1 st January 2018
Co-Donor	European Union
Implementing agency and partners	The project is led by Traidcraft Exchange and co-implemented by INGO- Christian Aid, Solidarites Internatinal, LINGO- RDS, GUK, Shushilan

“Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) Project” is a consortium initiative of Traidcraft Exchange, Christian Aid and Solidarites International implementing through three local partners RDS, GUK and Shushilan. The project is underway in 19 Upazilas under Mymensingh, Sherpur, Kurigram, Gaibandha & Satkhira District. The European Union providing financial support by aiming **to ensure inclusive economic development in rural Bangladesh by stimulating the effective engagement of smallholder farmer-led CSOs in local democratic governance.**

The proposed project aims to strengthen the governance, accountability and sustainability of smallholder-led grassroots CSOs and facilitate their constructive engagement with LAs in local democratic governance, inclusive policy development and implementation. It will empower smallholder-led CSOs (District and Upazila associations, Self-help Groups (SHGs) to proactively engage with LAs to ensure policies and practices strengthen the economic and social rights of marginalized farming communities. It will work closely with LAs to develop their capacity to engage in inclusive partnerships with local CSOs and to recognize the constructive role civil society plays in local democratic governance. Smallholder farmers will be empowered to collectively voice, demand and negotiate their economic and social rights by actively engaging with LAs – benefiting from social and extension services, appropriate resources, and increased access to social safety-net programmes by marginalized groups (women, ethnic minorities, disabled people). In this way, the project will ensure farmers’ inclusion in the development process, addressing issues of agricultural governance and contributing to reduced inequality and injustice. It will enable smallholder-led CSOs and LAs to fulfil their potential as key stakeholders in the process of inclusive economic and social development.

Specific Objective of the project: To catalyze Local Authorities (LAs) and smallholder-led CSOs to develop innovative and inclusive partnerships that strengthen the economic and social rights of small and marginal farmers, with a specific focus on women, disabled people and ethnic minorities.

Output 1: Smallholder-led CSOs are effective, well-run, financially sustainable and able to contribute to LA policy development and implementation.

Output 2: LAs and local government bodies develop an inclusive enabling environment through sustained collaboration with smallholder-led CSOs.

Output 3: Smallholder-led CSOs work in partnership with LAs to ensure socio-economic policies and practices respond to needs of marginalized groups (women, disabled people, ethnic minorities)

Output 4: Smallholder-led CSOs work in partnership with LAs to ensure entitlements related to sustainable agricultural practice reach the target populations

The beneficiaries of the project are 24,538 small and marginal farming households (farmers with landholdings less than 1 hectare) across the five selected districts of Bangladesh. Of the 24,538 small and marginal farmers, 12271 will be women (50%), 7165 will be from ethnic minorities (29%) and 1001 will be disabled people (4%). The project targets local authorities and public officials at both Upazila and Union levels.

Project location: This project is working in 19 upazilas of 5 districts of 3 project regions-

▪ **North East region**

- Mymensingh - 5 upazilas: Mymensingh Sadar, Gouripur, Phulpur, Haluaghat, Dhobaura
- Sherpur - 4 upazilas: Sherpur Sadar, Nakla, Jhenaigati, Sreebordi

▪ **North region**

- Gaibandha - 5 upazilas: Gaibandha Sadar, Fulchhori, Saghata, Sundorganj, Gobindaganj
- Kurigram - 2 upazilas: Rowmari, Razibpur

▪ **South region**

- Satkhira - 3 upazilas: Satkhira Sadar, Assasuni, Tala

2. Organizational overview:

Traidcraft Exchange is a British Charity have been working in Bangladesh since 2005. Traidcraft Exchange bring people together, to fight injustice in trade. Traidcraft Exchange exists to do two things:

(i) To support people to harness the benefits of trade;

(ii) To fight against injustice in global trade

It's a simple mission, but it is changing lives all over the world.

Christian Aid is an international humanitarian organization which started working in Bangladesh in 1972 after the Liberation War. Today it works in some of the most disaster affected districts of the country with the most vulnerable people to improve the quality of their lives. It uses integrated approaches to disaster risk management, climate change, resilient livelihoods, emergency preparedness and response, inclusive market development, gender and social equity and human rights. It continues to develop the social enterprise skills of underprivileged people, increasing their power in the market and ensuring their access to and control over productive resources.

Solidarités International (SI) is a non-profit and humanitarian organization founded in 1980 and working in areas of conflict and natural disasters. Its main aim is to provide quick and effective support for people in life-threatening situations by meeting their vital needs: water, sanitation, food security and shelter.

Rural Development Sangstha (RDS) is an NGO established in 1998 based in Sherpur, Bangladesh. It is being carried out since its inception its activities within the area of developing vulnerable group, specially landless and small farmers' family, agriculture, health, sanitation, hygiene, water supply and food security, women development, renewable energy sector, micro finance, child & adult education, climate change adaptation, disaster management, local resource mobilization, skill development through 40 Branches located at Sherpur, Jamalpur, Tangail, Dinajpur, Kurigram, Pabna, Khulna and Mymensingh district in Bangladesh.

Gana Unnayan Kendra (GUK) started its journey in 1985 as a community led NGO with the efforts of a group of dedicated social activists through organizing the disadvantaged poor people living in the remote areas especially in the river islands of Gaibandha district in Bangladesh with the purpose to establish a poverty free equitable society. Presently it is working in ten north-western districts of the country i.e Gaibandha, Rangpur, Kurigram, Lalmonirhat, Nilphamari, Dinajpur, Panchagarh, Bogra, Joypurhat, Kustia and Cox's Bazar.

Shushilan, a Bengali name signifying endeavours for a better future, is a national NGO set up in 1991. The organization came into being in the face of degradation of socio-ecological resources in the southwest coastal region with specific mission to redress the declining natural resource base, livelihoods and food security of the people. *Shushilan* is a local agro-ecology, wetland resource management and right based NGO working for ensuring livelihood security of the resource poor community.

3. Objective of the Mid-Term Review:

The purpose of the mid-term evaluation is to enable Traidcraft Exchange and its project partners, Christian Aid, Solidarities International, Rural Development Sangstha (RDS), Gana Unnayan Kendra (GUK) and Shushilan, to assess the progress in delivery of the project in terms of its own stated objectives and expected results and, based on this assessment, to take decisions on any changes that need to be made to the project during its remaining time.

3.1. Primary Objectives

- How much progress has the project made to date from the baseline? (The MTR must follow the baseline process such that an appropriate analysis and comparison can be conducted on the data collected and generated.)
- How well the intervention logic and implementation strategies (Overall approach of the project) are working in terms of delivering the project outputs?
- With its current momentum, how effectively KHAMATAYAN will reach its targets and objectives by the end of the Project?
- How well will the project interventions and benefits sustain?
- What are the major constraints to 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 KHAMATAYAN team, at this stage of the project, especially in order to re-examine the relevance of the expected results and of project design?

3.2. Secondary Objectives

- 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)?

4. Audience for the Mid-Term Review:

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

5. Mid-Term Review Process and Methodology:

This review will be commissioned by Traidcraft Exchange as the project lead, but it is a team exercise which will involve all project partners. It is a learning-focused activity, rather than an evaluation. The role of the “Team Leader” will be to facilitate and support key project staff to achieve the objectives set out above through answering the specified research questions. The “Team Leader” will lead this process and will be responsible for compiling the review report, but the substance of the report will be the result of a collaborative effort by all concerned. In order to ensure transparency, accountability and reliability of information, Traidcraft has decided to pursue an external evaluation. The principal aim is to support the project not to evaluate it. The Review will utilise the following data collection methods.

- Review of existing M&E data stored at the central and regional levels.
- Primary Data Collection through Farmer survey and Focus Group Discussions with groups and Associations incorporating a mix of both “Qualitative” and “Quantitative” methods. The tool will be a simple form mostly using pictures or scales or ranges to measure indicators. Baseline farmer survey and FGD tools will be used for providing assistance in designing this data collection tool.

- Key Informant Interviews to provide a comprehensive understanding of perceptions of the different target groups the Project works with.
- Desk review of any relevant reports, studies, short films, and media coverage concerned with the Project, or any other material which may add value to the MTR. This will include the Proposal; Baseline Report; Annual Results Report; Financial Reports; meeting minutes and other progress reports.

The MTR data collection team will consist of the following members from different partner organizations:

Team 1	Team Leader, TX Core Staff - 1, TX Core Staff – 2, RC/DC	Gaibandha
Team 2	TX Core staff-1, TX Core staff-2, TX Core Staff – 3, RC/DC	Satkhira
Team 3	CA Core Staff-1, CA Core Staff-2, RC/DC	Mymensingh
Team 4	CA Core Staff-1, CA Core Staff-2, RC/DC	Sherpur
Team 5	SI Core Staff-1, SI Core Staff-2, RC/DC	Kurigram

- The Team leader will study all materials and start drafting the tool for data collection. There will be a day long workshop for reviewing the tool and discussing with the INGO team members on how to use those tools.
- Teams (approx. 5 teams for 5 districts, each will cover minimum 2 Upazilas) including 2 persons from INGO core staff, 1 project staff from field offices will move to field tentatively from first week of November 2019 for collecting data and conducting FGDs. The members from each INGOs will visit a different region other than their own, to make the data collection process more transparent and unbiased.
- All data and information will be recorded by data entry operators. The data will be handed over to the Team Leader for further screening and analysis.
- Team leader will take lead on final analysis of all information and report writing with the help of all members of the MTR team.
- There will be a findings sharing & validation workshop right after returning from the field including all partners and team members who participated in data collection.

6. Output and deliverables:

The main deliverables include:

- Data collection tools which shall be submitted within two days after acceptance of the methodology for review and approval by TXBD.
- A workshop for the (data collector) Mid-Term Review team on the data collecting tools and how to use those tools.
- A concise power point presentation for the *finding sharing and validation workshop*.
- The final report which shall be submitted within **five days** after the *finding sharing and validation workshop*.
- A concise power point presentation of the final Mid-Term Review report should also be prepared (to be submitted in a CD/ DVD form).

7. Roles and Responsibilities:

7.1. Consultant's Responsibility:

The Consultant will be the "Team Leader" of the Mid Term Review team. The role of the "Team Leader" will be:

- To lead the Mid Term Review process and will be responsible for compiling the review report.
- To study all materials and draft tools for data collection.
- To lead a workshop on reviewing the tools and on how to use those tools for the (data collector) Mid-Term Review team.
- To incorporate the data of producers' record (will be collected from producers of KHAMATAYAN project) in the evaluation report.
- Facilitate and support the key project staff to achieve the objectives set out above through answering the specified research questions.
- Preparing presentation and present the findings for the *finding sharing and validation workshop*.
- Lead the final analysis of all information and report writing with the help of all members of the MTR team.

7.2. Project Evaluation Team's responsibilities

The Project Evaluation Team is comprised of _

- Shahed Ferdous, Country Director & Project Director (TXBD)
- George Williams, Impact and Learning Manager (TXUK)
- Arshia Haque, Programme Officer (TXBD)
- Representative from Christian Aid (CA)
- Representative from Solidarites International (SI)
- Seama Mowri, Senior Programme Manager (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 and methodology by the Evaluation Team with support from TX UK Expert.
- To discuss and comment on deliverables delivered by the evaluator at each stage of the process.
- To feedback on the findings, conclusions, and recommendations.

7.3. Provision of logistical and other support

For any day to day queries and logistical support the evaluator should contact to Mr. Shawkat Hasan, Project Coordinator at Traidcraft Exchange Bangladesh Country Office. Mr Hasan 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. The evaluator will contract to him also for support on the content and methodology of the evaluation, as well as delivery of the report.

8. Time frame:

Activity	Deadlines
Closing date for receipt of proposals	12 October 2019
Interviews for selection	16 October 2019
Meeting to discuss detailed terms of reference and contract	21 October 2019
Workshop on reviewing the tools and on how to use those tools	24 October 2019
Starting the data collection	03 November 2019
First draft of evaluation report to Traidcraft	24 November 2019
Feedback and comments from all International Partners	02 December 2019
Final evaluation report to Traidcraft incorporating all feedback	10 December 2019
Findings sharing and validation workshop	18 December 2019

9. Budget and Mode of payment

The consultant should develop a budget for completing the assignment as outlined in this TOR by clearly allocating expenses and daily rate.

- 50% of the total fee will be paid on signing the contract
- 50% of the amount will be paid upon completion of the Mid-Term Review and after the submission of the final report.
- The payment would be made in crossed cheque by the name of the consultant.

10. Application Process:

Interested organizations or individuals are requested to submit their Expression of Interest (EOI) electronically to the following address on or **before 12 October 2019**:

Please email to: **TX_Bangladesh@traidcraft.org**.

The EOI should include:

- Contact details
- Details of the team who will work on the contract with individual CVs of no more than two sides of A4 that describes their relevant experience in relation to this contract. These may be attached as appendix to the EOI.
- A clear and detailed overview of how these pieces of work will be approached, the methodology proposed, and the outputs generated, with a clear timeline for each of the specified activity and a budget apportioned for the assignment
- Two references

The EOI, excluding the consultant CVs, should not be more than 10 pages long, should have single spacing, and use Arial typeface with a minimum font size of 10.

11. General terms and condition

Traidcraft Exchange and partners reserve the right to accept or reject any proposal without giving any verbal and/or written rationale;

- All reports and documents prepared during the assignment will be treated as the property of Traidcraft Exchange and its partners
- 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 and its partners reserve the right to monitor the quality and progress of the work during the assignment.