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**Terms of Reference**

**Name of activity/task:** Terms of Reference for hiring external consultant firm for end-line evaluation of EPJIA project duration ofJanuary 2022to February 2024

1. **Background of the project and rationale for the evaluation**

Ensure Protection and Justice through Integrated Approach (EPJIA) is an intervention that has been implementedsince January 2022 and will continue up to December 2024 in seven districts of Bangladesh.The totalnumberof targeted program participants is 1921 among them children-350, adolescent-350, and the rest of the others are parents, religious leaders, civil society members, and duty bearers. Much significant progress has occurred because of the execution of different activities on child rights, anti-human trafficking, and sustainable livelihood.

During the first quarter of this last year, World Concern Bangladesh conducted a mid-term evaluation with the different stakeholders in the selected working areas of the project internally.The management of World Concern-Bangladesh has the priority to find out the outcomes of this end evaluation for measuring the changes that are occurring throughout the intervention among the program partners in the community.

To avoid bias and acquaint ourselves with professional feedback, the project intends to engage an independent consultant who is an expert on child rights, anti-human trafficking, and sustainable livelihoods. At the same time, it seeks support from the consultant to use the reflection and lessonslearnedin designing a new project proposal and develop the report based on the field data. World Concern-Bangladesh would use the data and information to see the progress of the project and to meet the donor'sexpectations as well. The end evaluation report will also help to measure if the project achieves the goal, objective, and sustainability of the project.

**2. PURPOSE:**

**Evaluation Goal & Objectives**

The main goal of this final evaluation is to provide an overall performance and the results of the project. The evaluation will focus on assessing the project interventions' impact, relevancy, effectiveness,efficiency, and sustainability where possible impact and sustainability. More specifically end evaluation will identify its outcome and indicators compared to the baseline andenable recommendations and capture lessons to improve future programming.

**Evaluation Specific Objectives:**

* To assess the quality of the project delivery against the key evaluation criteria (relevance, impact, efficiency, effectiveness, and sustainability) considering how the intervention is aligning with the World Concern and InteractQuality Standard.
* To assess the project effectiveness, including intended and unintended impact, and the level of adaptation to the changing context among the targeted communities.
* Assess the knowledge, practice,and attitude (KAP) on child rights, anti-human trafficking, and sustainable livelihood
* Cost Benefit Analysis (CBA) of activities.
* To identify key good practices and lessons learned, including how these have been used throughout the project to improve delivery and to make recommendations for future programming.
* To understand the child rights and livelihood scenario of the new proposed working area.

1. **Ensure Protection and Justice through Integrated Approach (EPJIA)**

**Logical Framework**

| **Objectives as per area** | **Indicators** | **Means of Verification** | **Risks or Assumptions** |
| --- | --- | --- | --- |
| **Goal:** “To transform the lives of vulnerable communities by assisting them to address their multifaceted problems through improving human and social capital.” | | | |
| **Objective 1.**  Increase rights holders, civil society, and duty bearers’ knowledge on child rights and establish a safe environment through strengthening protection mechanisms in society where children can grow and develop without the risk for child marriage through challenging harmful norms. | * 75% of Children and youth can demonstrate an understanding of child rights relating to child marriage through challenging harmful norms. * 65% of Civil society members and duty bearers have an increased awareness about key rights relating to child provision and are increasingly aware of the harmful impact of child marriage. | * Progress report * Pictures * M&E report * Interviews * Case Study * Training attendance sheet * Bill & Voucher * Evaluation Report | **Risk:**   * + Massive Disaster   + Criminal individuals or networks may create hindrances against CWG work.   + Increase outbreak of COVID-19   + Political unrest   + Leaving of staff from the project to another organization having better opportunity.   **Assumptions:**   * + Massive Disaster free during the project period.   + No lockdown due to COVID-19   + Community people will participate effectively.   + Civil Society and Duty Bearers are favourable to this project   + Local actors will remain supportive   + Criminal individuals or networks do not create any hinderance against CWGs work.   + All levels and age groups of community will be involved in change.   + Right holders, Civil Society and Duty Bearers are willing to volunteer to create a safe environment for children.   + Struggles for day to day survival may reduce the amount of anticipated participation. |
| **Objective 2**  Empower the community through awareness-raising and enhance capacities through set-up effective and safe protection mechanism so they can protect their communities from trafficking, illegal migration, abuse and exploitation. | * 70% Community Protection Committee (CPC) in the working areas are active and ensuring Women & children are protected from exploitation, trafficking and abuse. * Local level net-work in the targeted area is active. * 50% local government representatives, local leadersand related government officials demonstrate an increased level of knowledge of their roles and responsibilities to protect women & children from exploitation and trafficking. |
| **Objective 3**  Strengthen diversification of sustainable livelihoods and food security of the ultra-poor families and empower them to increase their own resources. | * 90% CPC members in Tala and Kalapara know the causes of their vulnerability due to natural disasters and take appropriate action during the different phases of disasters. * 100 families are actively involved with different alternative livelihoods (IGA) to meet their basic family need. |
| **Outputs** | **Indicators** | **Means of Verification** | **Risks or Assumptions** |
| **Output for Objective 1:**  1.1 Children would have demonstrated an understanding of their rights relating to child marriage.  1.2 Children`s self-confidence increased.  1.3 Parents, civil society members, and duty bearers would have increased knowledge about thekey rights relating to child provision and the harmful impact of child marriage. | * 80% of Child forum, adolescent boys and girls’ groups in the working area are active. * 80% of children and youth know how to be protected from child marriage and practice knowledge of their rights against early marriage. * 75% of Girls are better able to protect themselves by avoiding early pregnancy and refusing unwantedsex. * 50% of Children`s self-confidence increased * 70% of Parents, civil society members, and duty bearers are providing support for proper growth and development without the risk of child marriage. | * Progress report * Pictures * M&E report * Interviews * Case Study * Training attendance sheet * Bill & Voucher * Evaluation Report | **Risk:**   * + Massive Disaster   + Criminal individuals or networks may create hindrances against CWG work.   + Increase outbreak of COVID-19   + Political unrest   + Leaving of staff from the project to another organization having better opportunities.   **Assumptions:**   * + Massive Disaster during the project period.   + No lockdown due to COVID-19   + Community people will participate effectively.   + Civil Society and Duty Bearers are favourable to this project   + Local actors will remain supportive   + Criminal individuals or networks do not create any hindrance against CWG work.   + All levels and age groups of the community will be involved in change.   + Right holders, Civil Society, and Duty Bearers are willing to volunteer to create a safe environment for children. * Struggles for day-to-day survival may reduce the amount of anticipated participation. |
| **Output for Objective 2:**  2.1 Parents, religious & local community leaders, media personnel, students, and teachers are increasingly aware of harmful various ways of trafficking, safe migration, and protection.  2.2 Community Protection Committee (CPC) is active and ensuresthe protection of women & children from exploitation, trafficking, and safe migration.  2.3 Upazila and Union counter trafficking Committee are activein combat trafficking.  2.4 Local level net-work on trafficking is in place. | % Parents, religious & local community leaders, media personnel, students, and teachers are aware ofvarious ways of trafficking, safe migration, and protection.  % of the Community Protection Committee (CPC)have their leadership and are active in the targeted area.  Upazila and Union counter-trafficking committee show an increased level of commitment to prevent trafficking. |
| **Output for Objective 3:**   * Hazard, vulnerability, and capacity have been identified through PADR/ CRA by the community people in 18 wards and developed a Risk Reduction Action plan. * CPC members in Tala and Kalapara know the causes of their vulnerability due to natural disasters and take appropriate action during the different phases of disasters. * 100 ultra-poor families are actively involved in the different alternative livelihoods. | * 90% of CPC members in Tala and Kalapara know the causes of their vulnerability due to natural disasters and take appropriate action during the different phases of disasters. * 80% of trained volunteers would be active during emergencies in Tala and Kalapara Upazila. * 80% of ultra-poor family’s income increased and met their basic family need. |
| Activities | **Inputs** | Risks or Assumptions | |
| **Activities for output-1.1:**   * + 1. Form/ reorganise Child Forum, Age from 9-11 years     2. Form/reorganise adolescent group. (Age from 12- below 18 years)     3. Provide training to the boys and girls on basic rights and harmful impact of child marriage. | * Training materials / modules   - Participant’s selection criteria  - Trained staff with facilitation skills.  - Life skills manual   * Stationeries   - Budget | **Risk:**   * + Massive Disaster   + Criminal individuals or networks may create hinderance against CWGs work.   + Increase outbreak of COVID-19   + Political unrest   + Leaving of staff from project to another organization having better opportunity.   **Assumptions:**   * + Massive Disaster free during the project period.   + No lockdown due to COVID-19   + Community people will participate effectively.   + Civil Society and Duty Bearers are favourable to this project   + Local actors will remain supportive   + Criminal individuals or networks do not create any hinderance against CWGs work.   + All levels and age groups of community will be involved in change.   + Right holders, Civil Society and Duty Bearers are willing to volunteer to create a safe environment for children. * Struggles for day to day survival may reduce the amount of anticipated participation. | |
| **Activities for output-1.2:**   * + 1. Provide training to the adolescent boys and girls on reproductive health.   Provide training to the adolescent boys and girls on gender issue.  . |
| **Activities for output-1.3 :**   * + 1. Provide training to the father on parenting skill and positive discipline approaches.     2. Provide training to the mother on parenting skill and positive discipline approaches.     3. Workshop with parents and other grownups of civil society on key rights relating to child provision and harmful impact of child marriage.     4. Workshop for government officials, local government representatives, and other duty bearers for their support for children care and to stop child marriage.   Workshop with marriage registers on child marriage Act and their responsibility.  **School based awareness session:** Conduct awareness session on child marriage to raise awareness amongst high school students about the dangers of child marriage.   * + 1. Organize training on gender and contextual religious literacy issue among the community people, groups and religious leaders to reduce the gender discrimination in the society.     2. Organise awareness sessions with groups on standard hygiene practise.   1.3.9 Organize dialogue sessions with community people, religious leaders, journalists, teachers, professionals and duty bearers that support community members to transform their attitude by challenging harmful social norms (Gender norms, child until age of 18; early marriage, gender-based violence and engaging men to take active part in parenting), strengthening positive actions against the issues and taking action-based on common solutions.  Provide training to parents on how families can build resilience and how that is positive for children’s protection and well-being. (Emphasis will be given to men).   * + 1. **‘BRIDE NOT BEFORE 18’**campaign to stop child marriage for mass awareness.   (In order to address this huge problem, we would like to conduct the campaign against child marriage to reach 3 main target audiences: children, community people, and government officials & local service providers for “increasing awareness to prevent child marriages”.   * + 1. Advocacy workshop with Civil Society, government officials, local government representatives, and other duty bearers for proper implementation of laws relating to child marriage.     2. Training for teachers on means of keeping children safe from early marriage and how they can participate in decision making process.     3. Ensure Early warning systems in schools to monitor drop out levels and action steps to deal with closure.     4. Advocacy workshop to strengthen already existing NariNirjatonProtirode Committee members to active them.     5. Observe Child rights day. |
| **Activities for output-2.1**  2.1.1 Raise awareness about the risks of trafficking and safe migration to group members.   * + 1. Provide training to the parents on various ways of trafficking, safe migration and protection.     2. Provide training to the Religious & local community leaders, media personals and teachers to increase their capacity for playing effective roles in combating trafficking.     3. Organize awareness sessions on trafficking and protection for secondary and higher secondary level students.     4. Provide training to the children on trafficking and protection.     5. Interaction/workshop on role of duty bearers for addressing gender discrimination and sexual human trafficking issues.     6. Provide training to the adolescent boys and girls groups on trafficking and protection.     7. Observe World Day Against Trafficking in Persons on July 30. |
| **Activities for output-2.2**   * + 1. Provide training to the Community Protection Committee (CPC) members on trafficking, safe migration and protection.     2. Provide training to the CPC members on their role and responsibilities to combat trafficking.     3. Provide training to the CPC members on advocacy and lobbing. |
| **Activities for output-2.3**   * + 1. Strengthen DB (Upazila Counter Trafficking Committee) following their responsibilities to reduce trafficking.     2. To active and strengthen Union Counter Trafficking Committee organize workshop with them. |
| **Activities for output-2.4**   * + 1. Develop/strengthen local level net-work. |
| **Activities for output-3.1:**  3.1.1 Conduct PADR/CRA for 18 Wards of Tala and Kalapara Upazila  3.1.2 Help to develop RRAP and share with targeted Unions of Tala and Kalapara. |
| **Activities for output-3.2:**  3.2.1 Conduct training on DRR &CCA for CPC.  3.2.2 Organize training to community volunteers on early warning, first aid, search& rescue and shelter management. (Tala and Kalapara Upazila) |  | |
| **Activities for output-3.3:**  3.3.1 Organise farmers training on hazard tolerant crops.  3.3.2 Provide support to farmers for demonstration plots on hazard tolerant crops  3.3.3 Organise learning sharing meetings with farmers.  3.3.4 Need assessment to identify the required skill and knowledge for alternative livelihood of the targeted most vulnerable families.  3.3.5 Arrange training on business accounts management for entrepreneurs.  3.3.6 Training on market development and market linkage  3.3.7 Organise training on nursery, sewing, Koal bird rearing, business management, handicrafts and Earth warm compost.  3.3.8 Provide support to the trained families to start the alternative income generating activities.  3.3.9 Advocating for benefit or support from local government safety-net program (widow-card, stipend for students of ultra-poor education support, old aged allowance etc.) |  | |

| Activities | **Inputs** | Risks or Assumptions |
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1. **Relevance:**

The extent to which the activities of the EPJIA project are suited to the priority needs of communities.Regarding relevance needs to be considered: Quality Standards of Accountability, Impartiality, Targeting, Protection, and Gender, Population with specific needs identified, Children, adolescents, and communities receive services appropriate and relevant to their needs.

**Areas for consideration to be considered:**

* The validity of the project objectives;
* The relevance of the project activities to the needs of the target group;
* The extent to which target beneficiaries are involved in the process of design, implementation, and monitoring of the project;
* How the project design reflected and incorporated lessons learned from previous experience;
* The consistency of the project with the vision, mission, values, and strategy framework of World Concern, Bangladesh.
* The major factors influencing the relevance of the project to the priorities and policies of the target group.
* Flexibility of the changing context taking into account.

1. **Efficiency:**

The extent to which the EPJIA project is cost-effective anddelivers good value for money. How significantly the intervention uses the least costly resources possible to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to guide whether the most efficient process has been adopted.

**Areas for consideration include:**

* The cost-efficiency of project activities and resources;
* The achievement of objectives to time and budget;
* The major factors influencing the efficiency of the project.

1. **Effectiveness:**

A measure of the extent to which a donor activity attains its objectives. This will include the extent to which different actors’ interventions are coordinated, promote synergy, and avoid gaps, duplication, and resource conflicts.

Areas for consideration include:

* The major factors influencing the achievement / non-achievement of the project objectives and outputs.
* Legal requirements (FD-6, and external audit) and the impact on effectiveness
* The challenge of how to be most effective with limited resources when faced with a very large-scale need
* The project's conformity to agreedQuality Standardsincludingcommunities' full participation in its design and implementation, transparency of information provided by World Concern Bangladesh, complaints handling, learning, and continual improvement.

1. **Sustainability:**

Whether the benefits of the project activities are likely to continue in the absence of donor funding, and whether the project seems to be environmentally sustainable as well as financially feasible or not.

* To what extent did the benefits of a program or project continue in concluded donor funding?
* What were the major factors that influenced the achievement or non-achievementof sustainability of the program or project?

# METHODOLOGY

Considering the requirement and data need the consultant has to conduct an assessment by applying appropriate data collection methods. Both quantitative and qualitative data collection techniques will be used. Triangulation techniques need to be applied to verify the findings. The ultimate methodology will be finalized by the lead consultant in consultation with the project team.

The evaluation will assess the project using a set criteria of World Concern (Bangladesh) &Interact outcomes and OECD/DAC.

The Lead Evaluator / Team Leader will have a desk-based review of relevant project documents like proposals, reports, evaluationreports, and learning documents before the field trip:

a) Desk review of key documents

b) Review of World Concern Bangladesh &Interact strategies & project documents

c) Review implementation and monitoring documents such as reports and distribution lists

d) Interviews with key World Concern Bangladesh and donor staffs supporting the program

e) Interviews with population in surrounding communities, assisted by World Concern

Bangladesh

f) Key informant interviews with local government officials, sector leads and other actors

where World Concern Bangladesh have intervened

g) Community Focus Group Discussions and other qualitative survey

h) Direct observations of the work being carried out during visits to the working areas.

i) Discussion of initial findings with World Concern Bangladesh & donor team

j) Discussion of the final report with World Concern Bangladesh and donor after

submission to finalize any corrections and review findings

k) Data to be collected in the local language, whereas all the documentation (data

translation, transcript, etc.), reports, and presentations will be in English.

1. **SCOPE**

**Location/area coverage**

**Working areas of EPJIA project:** Initially the evaluation will be conducted in the existing project catchment areas where different intervention has been executed among the targeted program participants. Moreover, the evaluation will cover some new communities to be addressed in the upcoming phase. The evaluation data need to be collected from the following villages:

| **SL #** | **District** | **Upazila** | **Unions** | **Ward** | **Villages** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Gopalganj | Kotalipara | Radhaganj | 6 no ward | Chikutibari | Existing |
|  |  |  |  | 4 no ward | Debogram | New |
|  |  |  |  | 6 no ward | Pittolpara | New |
|  |  |  | Kalabari | 8 no ward | Shimulbari | Existing |
|  |  |  |  | 8 no ward | Modhokandi | Existing |
|  |  |  |  | 9 no ward | Agarobari | Existing |
|  |  |  | Sadullapur | 1 no ward | Tikoribari | New |
|  |  |  | Kushla Union | 9 no ward | Mandra | New |
| 2 | Kishorganj | Bhairab | Shibpur Union | 5 no ward | Shibpur | Existing |
|  |  |  |  | 6 no ward | Roghunathpur | Existing |
|  |  |  |  | 9 no ward | Sombhupur | Existing |
|  |  |  |  | 4 no ward | Vatikrishnonagor | New |
|  |  |  | Kalikaproshad Union | 1 no ward | Kalikaproshad | Existing |
|  |  |  |  | 2 no ward | Pultakandhi | Existing |
|  |  |  | Shimulkandi union | 7 no ward | Chanpur | New |
|  |  |  |  | 7 no ward | Gopalpur | New |
|  |  |  |  | 8 no ward | Tulakandhi | New |
| 3 | Brahmanbaria | Brahmanbariasadar | Shuhilpur union | 1 no ward | UttorShuhilpur | Existing |
|  |  |  |  | 2 no ward | ShuhilpurHindupara | Existing |
|  |  |  |  | 4 no ward | Maij Para | Existing |
|  |  |  |  | 6 no ward | Gowtompara | New |
|  |  |  |  | 3 no ward | Kendubari | New |
|  |  |  |  | 5 no ward | Mirhati | Existing |
|  |  |  |  | 9 no ward | Shitanagar | New |
|  |  |  | Bhadugar union | 12 no ward | Rishipara | Existing |
|  |  |  |  | 12 no ward | Noapara | New |
|  |  |  |  | 12 no ward | Daspara | New |
|  |  |  |  | 12 no ward | Barmanpara | New |
| 4 | Tangail | Ghatail | Jamuria union | 1 no ward | Jamuria | Existing |
|  |  |  |  | 1 no ward | Nondonghati | Existing |
|  |  |  |  | 1 no ward | Pungli | New |
|  |  |  |  | 5 no ward | MomrejGolgonda | Existing |
|  |  |  |  | 5 no ward | Naborotnobari | New |
|  |  |  | Digholkandi union | 2 no ward | Sadhuti | Existing |
|  |  |  |  | 3 no ward | Birchari | Existing |
|  |  |  |  | 2 no ward | Nurpara | New |
|  |  |  |  | 2 no ward | Benimadhab | New |
| 5 | Mymensingh | Fulbaria | Rangamatia union | 6 no ward | Akta | Existing |
|  |  |  |  | 4 no ward | Anuhadi | Existing |
|  |  |  |  | 5 no ward | Bishnurampur | Existing |
|  |  |  |  | 7 no ward | Horipur | Existing |
|  |  |  |  | 1 & 2 no ward | Hatilet | New |
|  |  |  |  | 3 no ward | Rangmatia | New |
|  |  |  |  | 8 no ward | Anantopur | New |
|  |  |  |  | 9 no ward | PaharAnantopur | New |
|  |  |  | Kushmail union | 2 no ward | Solirbazar | Existing |
|  |  |  |  | 2 no ward | Mandolpara | Existing |
|  |  |  |  | 2 no ward | Deonairpar | Existing |
|  |  |  |  | 2 no ward | Buruipara | Existing |
|  |  |  |  | 2 no ward | Takipara | Existing |
|  |  |  |  | 2 no ward | Kamarpara | Existing |
|  |  |  |  | 4 no ward | Natuapara | Existing |
|  |  |  |  | 4 no ward | Tarfdarbari | Existing |
|  |  |  |  | 5 no ward | Newgikushmail | New |
|  |  |  |  | 5 no ward | Beshain | New |
|  |  |  |  | 6 no ward | Buruka | New |
|  |  |  |  | 8 & 9 no ward | Chakradhakanai | New |
| 6 | Satkhira | Tala | Khalilnagor union | 8 no ward | Machiara | Existing |
|  |  |  |  | 9 no ward | Raypur | Existing |
|  |  |  |  | 6 no ward | Ghoshnagar | Existing |
|  |  |  |  | 4 no ward | Gangarampur | Existing |
|  |  |  |  | 4 no ward | Nalta | New |
|  |  |  |  | 3 no ward | Gonali | New |
|  |  |  |  | 3 no ward | HorishChandrokati | New |
|  |  |  | Tala Sadar Union | 8 no ward | Malopara | Existing |
|  |  |  |  | 8 no ward | Mobarakpur | Existing |
|  |  |  |  | 4 no ward | Khanpur | New |
|  |  |  |  | 7 no ward | Kismotghona | New |
|  |  |  |  | 1 no ataroi | Ataroai | New |
| 7 | Patuakhali | Kalapara | Nilgonj union | 3 no ward | Kumirmara | Existing |
|  |  |  |  | 3 no ward | PurboKumirmara | New |
|  |  |  |  | 4 no ward | Roshnabad | Existing |
|  |  |  |  | 4 no ward | Amirabad | Existing |
|  |  |  |  | 4 no ward | Purba Amirabad | New |
|  |  |  |  | 4 no ward | Khalilpur | New |
|  |  |  |  | 5 no ward | Mokimpur | Existing |
|  |  |  |  | 5 no ward | Adompur | Existing |
|  |  |  |  | 5 no ward | Naobhnga | Existing |
|  |  |  |  | 5 no ward | Pakhimara | Existing |
|  |  |  |  | 6 no ward | Tungibaria | Existing |
|  |  |  |  | 6 no ward | Nijkata | Existing |
|  |  |  |  | 6 no ward | PashchimShonatola | Existing |
|  |  |  |  | 6 no ward | Chandpara | New |
|  |  |  |  | 7 no ward | Sadarpur | Existing |
|  |  |  |  | 7 no ward | HajipurAkkelpur | Existing |
|  |  |  |  | 7 no ward | Holdibaria | Existing |
|  |  |  |  | 7 no ward | Soiodpur | Existing |
|  |  |  |  | 7 no ward | Jalapur | New |
|  |  |  |  | 7 no ward | Doriapur | New |

1. **GOVERNANCE& ACCOUNTABILITY:**

The external evaluation team will comprise two members; a Lead andan Assistant/co-evaluator. The project is highly recommended to ensure gender balance in the evaluation team as well as appointing collectors/interviewers/facilitators etc.

The overall evaluation process will be overseen through a blended core team from WCB with a total of five members- Sylvester Michiel MadhuOIC as Program Coordinator,James LitonHalder- Monitoring & Evaluation Manager, Rezina Joydhor-Interim Program Manager-EPJIA, Francis Tamal Halder- Interim Program Manager-IDP-R, Mohammad Sayed Alam- Monitoring & Evaluation Officer.The evaluation management and administration responsibilities will fully rely on WCB to ensure evaluation quality. The respective responsible Program Manager will be the first point of contact for this evaluation for all logistical support and issues.

The core team will be responsible for organizingnecessary documents like proposals, and reports, sorting, selecting, and finally appointing the final Evaluator/Consultant. At the project level, the field coordination, logistics support, and issues will be overseen by Rezina Joydhor-Interim Program Manager-EPJIA, and Francis Tamal Halder- Interim Program Manager-IDP-R. The project team will assist in organizing groups, program participants, and other stakeholders according to the sampled group and individuals by the Evaluator for interviews, meetings, etc. This evaluation will be done with a participatory approach of the project staff, beneficiaries, and evaluator team.

**Child rights, gender and inclusion**

In line with World Concern Bangladesh values and project ambition, all evaluations should seek to prioritize a focus on child rights, anti-human trafficking, and sustainable livelihood and try to understand the extent to which the project or program applied to gender and inclusion-sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality.

All other evaluation questions prioritized should also seek to mainstream child rights, anti-human trafficking, and sustainable livelihood considerations as a part of their inquiry.

**Ethical Considerations**

All consent forms should be shared with and signed by the participants above the age of 18 and by the guardians or parents of participants below the age of 18 ensuring necessary consent.

**Risk assessment and management**

As the assignment impacts groups are civil society, parents, children, and adolescents, they are always at risk. The global Safeguarding policy of World Concern Bangladesh will be followed during the study for managing risk with the principle of Do No Harm to any children and/ /or project participants.

**Safeguarding policy**

The consultant/consulting firm must comply with the Safeguarding policy of World Concern Bangladesh. Any violation /deviation in complying with World Concern Bangladesh Safeguarding Policy will not only result in termination of the agreement but also World Concern Bangladesh will initiate appropriate action to seek compensation for the damages/losses caused due to non-compliance with the Global Safeguarding Policy.

1. **TIMETABLE/SCHEDULE:**

Approximate time;

Submission of deliverables and finishing the activities: Need to submit inception report within 7 days from onboard. Total activity needs to be finished within 45 calendar days after the agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Who** | **Duration** | **Due date** |
| Initial planning | WCB | 1 day | 14/11/2023 |
| ToR develop and finalise to circulate | WCB | 7 days | 5/12/2023 |
| Circular the ToR for seeking Technical & Financial proposal | Finance-WCB | 3 days | 3 Jan 2024 |
| Bid analysis | Purchase committee | 1 day | 8 Jan 2024 |
| Final appoint Evaluator & Contract signing (including Safeguarding policy) | WCB & Consultant | 1 day | 8 Jan 2024 |
| Develop Inception plan and presentation for approval | Consultant | 2 days | 10 Jan 2024 |
| Meeting with Plan to discuss TOR, briefing for evaluation, and logistics of carrying out evaluation, Preparation of evaluation methodology, documentation, and planning in-country program, questionnaire | Consultant | 1 day | 10 Jan 2024 |
| Questioners’ development, field data collection &preparing draft report | Consultant | 12 days | 10-24 Jan 2024 |
| Presentation of draft report | Consultant | 1 day | 25 Jan 2024 |
| Feedback from WCB | Country Director and Interact | 5 days | 31 Jan 2024 |
| Presentation and Discussion of findings with the WCB Country Programme team | Consultant | 1 day | 4 Feb 2024 |
| Incorporate findings in the report | Consultant | 2 days | 6 Feb 2024 |
| Produce final report | Consultant | 4 days | 8 Feb 2024 |

N.B. The dates are approximated, it is flexible but not exceeded by Feb 8, 2024.

1. **Payment Terms:**

Payment for the consultant will be made upon satisfactory completion of the deliverables & activities. The payment schedule will be as follows:

* 30% payment will be made after the acceptance of the inception reportand MoU sign.
* 70% payment will be made after the acceptance of the final report.

It is expected the cost of the validation workshop will be incurred by the consultancy firm. The event will be organized at any working area ensuring at least20 local stakeholders in the workshop in the presence of government administration

### Penalty Clause:

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the accepted quality. If for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform World Concern (Bangladesh) well ahead of time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 2% for each day of delay. World Concern(Bangladesh) will deduct 5% of the total agreement amount in case of failure to maintain reporting quality.

1. **CONSULTANT SUITABILITY**

The 3-year project began implementation in January 2022 and is expected to come to a closure in December 2024. As part of project implementation, World Concern Bangladesh is requesting proposals from firms or individual consultants with the relevant expertise, experience, and manpower to conduct a final evaluation of the project.

• Minimum Master’s degree in any social science discipline, preferably Gender and Development Studies, Development Studies, Sociology with research experience of at least 5 years.

* Very good writing and editing skills in English and Bengali.
* Preferred previous experience of conducting evaluations on child rights, anti-human

trafficking and sustainable livelihood.

* Applicants with prior experience in knowledge on sampling, data analysis, communication

and report writing.

* Office space: The consultant will mostly work from home but will be required to conduct field visits and come to the World Concern office on an ad-hoc basis.

Interested evaluator/team should submit a Profile & updated CV with the technical proposal, previous relevant evaluation report; and updated VAT &TIN certificate along with his/her application.

1. **EVALUATION OUTPUT**

The expected output of this end evaluation is a report with the following sections:

* Report should be written in English
* An Executive Summary
* Introduction / Background
* Methodology
* Section-wise Context Analysis
* Indicator Tracking Table with updated progress
* Necessary Graphs in the report
* Narrative analysis based on the main questions of the end evaluation questionnaire and FGDs
* Learning and recommendation.
* Conclusion
* Necessary annexure, if any

1. **Users of the report**

The report will be used by a wider range of stakeholders including World Concern Bangladesh staff and Management, headquarters, donors, and the Bangladesh government stakeholdersto measure the positive changes in the lives of the project partners and community. It would also help other strategic priorities of World Concern Bangladesh to strategize their processes to bring about those changes which would help to improve program quality and guide for future directions at both partner and donor level.

This finding will help the community to get involved in future planning and project design. This report will need to develop action plans as per recommendations, to see the overall achievement, for the annual report, to disseminate to the International Partners as per requirements.

1. **An Expression of Interest Submission:**

Interested consultants are requested to submit an expression of interest which includes:

* Detailed technical and financial proposal
* Curriculum Vitae of core team members for evaluation
* Detailed relevant education expertise and experience
* Details of at least two referees
* A statement addressing the essential criteria
* Professional fees
* A draft evaluation plan which includes an outline of the methodologies, work plan, timeline, and a budget breakdown based on the information in the Terms of Reference.
* Submit any previous evaluation report done by the evaluator.

These criteria will be used in the tender committee to compare applications and select a consultant.

### Bindings

All documents, papers, and data produced during the assessment are to be treated as World Concern 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 World Concern Bangladesh before the final payment.

### Negotiations

After the proposal of evaluation, the consultant/ consulting firm with the highest scores will be invited for negotiation. World Concern Bangladesh will contact the next highest scorer if the negotiations fail. If none of the invited proposals led to an agreement, then World Concern Bangladesh will go for the second round of calls for proposals.

### Award of contract

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

1. **Compliance**

The consultant will need to comply with policies of World Concern Bangladesh including the Global Policy on Safeguarding Children and Programme Participants Policy. Any violation /deviation in complying with World Concern Global Policy on Safeguarding Children and Programme Participants will not only result intermination of the enlistment but also World Concern will initiate appropriate action to make good the damages/losses caused due to noncompliance of Safeguarding Children and Programme Participants Policy.

1. **Confidentiality:**

The planning, budgeting, content of workshop/training & related materials are confidential and must not be shared with third parties. All documents produced will remain the property of World Concern Bangladesh

1. **How to Apply**

**Applications/ Required submissions**

Interested applicants should submit the technical and financial proposal in two separate folders. The technical proposal folder must contain a technical proposal, CVs of the key personnel (3 pages), samples of previous work, copy of the TIN and VAT certificate (for the consulting firm). The technical proposal will cover below aspects:

* Detailed response to the TOR
* A detailed methodology to articulate how the evaluation objectives are linked with relevant data sources and methods.
* Account of experience in conducting surveys/evaluationsand experiences in mixed-method research.
* Consulting team composition and responsibilities
* Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
* Detailed timeframe (including dates for submission of the first draft, dissemination of findings, and final report).
* Example of previous work
* World Concern Bangladeshwill review the proposals and select the final evaluator/consultant. After selection, the evaluator/consultant would be invited to discuss and requested to submit a detailed inception report and work plan for conducting the evaluation.
* Add related documents/reports to prove your experiences with the related consultant.

The financial proposal should identify item wise summary of cost with a detailed breakdown. The budget should not contain income tax as a separate head. However, VAT can be mentioned in the budget as per government regulation. World Concern Bangladesh will deductVAT and TAXproportionately and share the document.

Please send your application to World Concern Bangladesh electronically to the following email address: [**wcbcohrd@gmail.com**](mailto:wcbcohrd@gmail.com)on or before **7th Janaury, 2024** ……referencing **EndEvaluation** in the subject line and including supporting documents. The quotation should be submitted in PDF format. A proposal submitted to any other email account except this and in hard copy will be treated as disqualification.

1. **Disclaimer:**

World Concern Bangladesh reserves the right to accept or reject any proposal without assigning any reason. Only accepted candidates will be contacted for the next steps.

* Only shortlisted submissions will be called for discussions/interviews.
* Cost-effectiveness and quality of the proposal will be considered.
* Incomplete submissions will not be reviewed.
* Submissions with irrelevant experience will not be considered.
* Interested consultants/firms are encouraged to seek explanations or clarifications before your submissions but strongly discourage any persuasions. It will be treated as disqualification.