Evaluation Terms of Reference

Faith Led Child Development Project

Phase: 2 Years (FY 2018-2019)

World Vision Bangladesh

Date: March 07, 2019

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Table of Contents

Table of Contents 2
1. Evaluation Survey Summary: 7
2. Description of Programme/Project: 7
2.1 The Goal and Objectives 8
2.2 Working area 8
2.3 Total Target Beneficiaries 8
3. Evaluation Target Audience 9
4. Evaluation Type: 10
5. Evaluation survey purposes and objectives 10
Sources of Information: 10
Project Goals, Outcomes, Outputs & Interventions- 10
6. Survey Methodology 1
6.1 Methods of data collection 1
6.2 Quantitative Survey 2
6.3 Sample Size 2
6.5 Sample Design 2
6.6 Qualitative Method 3
7. Limitations 4
8. Authority and Responsibility 4
9. Team Advisor 12
10. Products 13
11. Logistics and Time-frame for the evaluation Survey Process 14
12. Budget and Mode of Payment 14
13. Documents 15
14. Lessons Learned 15
15. Appendices 16

i. Acknowledge

Rajshahi APC team developed a Terms of Reference (TOR) in align with LEAP guideline. This document will help to run the evaluation survey program effectively and it will work as a self-explanatory guideline for WVB, stakeholders of Rajshahi APC.

We are expressing our earnest thanks to AP colleagues who provided their assistance and effort in preparation of this TOR. We are grateful to Md. Sohedul Islam, Regional DME Coordinator for his timely and appropriate guidelines. Special Thanks go to the MEAL team member especially Mr. Abdul Karim Howlader, Deputy Director & Mr. Smritee R. Dhamia on behalf NO MEAL team who have given technical guidance and necessary cooperation to formulate this TOR.

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Finally, thanked to Almighty God for having presence in every bits of work with Rajshahi APC team for the reason possible to implement planned interventions and have a good opportunity to serve the poorest and the vulnerable people of the community as well as to contribute for the well-being of the children.

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Date: 07 March, 2019

ii. Affirmation

Evaluation survey TOR has been developed by Rajshahi APC team on the basis of information of community and different stakeholders. The relevant data and information used in the TOR are reliable and authentic.

The primary quantitative and qualitative data are collected throughout the process remain the property of the communities. So the information of TOR must be used only with having their consent.

World Vision Bangladesh is the sole owner of this study and only who can provide authorization notice to use this report and study data.

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iii. Glossary

AP	Area Programme
APC	Area Program Cluster
BANBEIS	Bangladesh Bureau of Educational Information and Statistics
CBO	Community Based Organization
CF	Celebrating Family
CHAT	Community Hope Action Team
CoH	Channel of Hope
DIP	Detailed Implementation Plan
DME	Design Monitoring and Evaluation
ECCD	Early Childhood Care and Development
FBO	Faith Based organization
FGD	Focus Group Discussion
GO	Government Organization
GoB	Government of Bangladesh
HH	Household
ITT	Indicators Tracking Table
KII	Key Informants Interview
LR	Learning Roots
LEAP	Learning through Evaluation with Accountability and Planning
LOFS	Lady's Organisation for Social welfare
MICS	Multiple Indicator Cluster Surveys
NGO	Non-Government Organization
NO	National Office
SMC	School Management Committee
SNC	Spiritual Nurture of Children
SPSS	Statistical Package for Social Science
TOR	Terms of Reference
WVB	World Vision Bangladesh

iv. Introduction and Background

World Vision Bangladesh (WVB), a Christian humanitarian organization is dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. The organization is working for fulfilling its objective 'Building a better life for girls and boys in Bangladesh' with the Vision that is "Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so". For achieving its current objective WVB laid emphasis on 4 major strategic objectives:

- Increase in children who have positive and peaceful relationships in their families and communities
- Increase in Girls and Boys protected from violence
- Increase in children who are well-nourished (ages 0-5)
- Increase in primary school children who can read

Rajshahi APC has followed community engagement steps to develop its LEAP 3 for next 3 years period. Through the community engagement tools team engage children, parents and caregivers, community people, governmental and nongovernmental organizations, civil society including local business people, consultation group members to explore the community perception and belonging. According to the available data, Child labour in Rajshahi is 5% among 10-14 years of age children (Boys-8.6% and girls 1%). At Upazila level, the lowest child labour rate is 3% and highest 9% among 10-14 years of age children (Child Labour Survey 2013) in Paba. Another survey by local organization (LOFS) has shown that 20% are hotel labour, 40% are restaurant labour, 50% are tea stall labour, 50% are human huller labour, 10% are auto bike labour, 25% are bus labour and 05% are rickshaw puller. On the other hand, 50% children are workshop worker, 20% are industrial worker in Rajshahi. (Source: LOFS survey Report-2016,page#). In another report of Bangladesh Child Rights Forum 2015, has shown that 53.7% domestic child labour is victimized of physical violation and 57% of them are facing mental torturing. Paba AP evaluation report(year and page#) shows that 1.26% students are dropped out from primary school and 12.71% from secondary school. Only 46.6% of adolescent girls are enrolled in secondary school and even fewer attend regularly. About 72% of HH members get married before the age of 14 to above. Over 72.8% girls get married in age of 18 (MICS-2013, page#). Legally, the minimum age of marriage is 21 for boys and 18 for girls. Early marriage causes girls to be dropped out of education and limits their opportunities for social interaction. School dropout rate is also high in Rajshahi area i.e. 18.2% children are dropped out from schools before completing the secondary education (BANBEIS-2015, page#). Children age 1-14 years who experienced psychological aggression or physical punishment during the last one month is 80.2% (MICS-2013) in Rajshahi.

It is very important to know from which a comparison can be made in future. So obviously it will help the both project to set-up the benchmark against expected result or outcomes. So, it is very important for the projects or programmes to identify the present status. So, Rajshahi APC made a TOR consisting with detail study panning to conduct the evaluation effectively and successfully.

1. Evaluation Survey Summary:

Programme/Project	Faith Led Child Development Project
Proposed Project Length	01 October, 2017 to 30 September, 2019 (2 years)
Survey Type	End Evaluation
Evaluation Survey Purpose	The purpose of conducting an evaluation study is to help programme staff/partners gain a better understanding the effectiveness of the project intervention and impact of the project in the target community. Ultimately it will help to see the achievement of the indicators baseline VS evaluation values at the end of project.
Primary Methodologies	Both qualitative and quantitative survey methods are preferred to use for evaluation. Indicator based data will be collected through a participatory process involving community people and all level stakeholders. Relevant tools like HH survey, FGD, document review, KII to be used for satisfactory measurement of indicators. This HH survey is considered as sample survey which will be followed 30 cluster sampling technique for household selection from finite population. Total sample size will be 900
Survey Start and End Dates	Start date: August 2019 End date : November 2019
Anticipated Survey Report Release Date	November 30, 2019

2. Description of Programme/Project:

The project selected to work in 3 Upazila such as Paba, Tanore and Godagari which are economically, socially and spiritually most vulnerable. There are lives a mixed community groups both faith and caste. As a result the children are mostly victimized at home and outside of their home. According to available data, child marriage in Rajshahi District is 72.8 (MICS 2012-13), Literacy rate is 53% (BBS 2011), dropout rate 18.2 (BANBEIS 2015). The project addressed the above situations and gaps in moral/spiritual upbringing of the children at early stage with providing opportunity to learning opportunity, supporting parents, development workers and faith leaders in creating safe and nurturing learning environments.

Faith Led Children Development Project has been working in the three selected Upazila such as Paba, Tanore and Godagari are semi urban and rural with most vulnerable children and community people. According to the national poverty map, the most poor people and concentrated in those Upzilas. The community consist of people of diverse religious and ethnic backgrounds. The children are taking acre with the light of the celebrating families. The faith leaders are very much motivated and they are doing voluntary works for the wellbeing of the children.

The religious context of the selected locations is complex and dynamic and some religious actors are ambivalent or even oppositional toward certain development goals, but many more contribute actively to mainstream development efforts, either informally or through the work of faith-inspired organizations. Besides, Bangladesh is renowned for its robust civil society many have been intimately involved for social services in their communities. Project, utilized the faith leaders and developed the concept of the parents that is helpful for the community to engage stakeholders to promote them for children wellbeing.

2.1 The Goal and Objectives

Project goal:

Enhanced holistic development of children utilizing the transformative power of faith communities

Outcomes:

- Children developed and nurturing positive and peaceful relationships in their families and communities
- Enhanced protection of children from physical violence and enabling environments for children's learning and development by catalysing faith actors and faith communities
- Church, faith and community leaders, local family-focused organisations initiate and run family support programmes
- Strengthen human resources, development/staff formation and quality of programs

2.2 Working area

The Project is implementing in 3 Upazilas (APs) under Rajshahi APC is located under Rajshahi District in Bangladesh, located about 225 KM North West of the capital, Dhaka. Rajshahi Sadar Upazila has a total area of 176.58 square Kilometers. It is geographically placed between 24°07' and 24°43' north latitudes and 88°17' and 88°58' east longitudes.

The target area is a mixture of urban and rural location. It comprises under 3 upazilla (sub-district).

Total primary Focus Area: 15

Name of Upazila	Number of PFA	Union/Municipality Location
Paba AP	05	04 Unions (Huzuripara, Dhamkura, Dorsionpara and Horipur and 01 Municipality (Naohata Municipality
Tanore AP	05	03 Unions (Talondo, Pachondor, Soronji and 02 Municipalities (Tanore & Mundumala)
Goadagari AP	05	05 PFA under 04 unions (Gogram, Deopara, Matikata and (Pakri & Risikul) and 01 Municipality(Goadagari)

2.3 Total Target Beneficiaries

Project impact area population

Population Type	Tanore	Paba	Godagari	Total
Boys	9112	10559	7618	27288
Girl	9426	10247	5748	25422
Male	15186	17301	10520	43007
Female	15711	16790	12215	44716
Total	49435	54897	36101	140432

Area Specific additional information:

Union/ Municipality	Number of Village/ Mahallah	Total population (As per Census 2011)	Total HHs (as per census 2011)	Target HHs (As per census 2011)	Target Population
Paba Upazila					
Damkura	8	20781	5003	3212	12925
Darshanpara	8	13256	3394	2234	8662
Horipur	13	24560	5952	3661	16316

Hujuripara	9	26428	6584	3542	14293
Nawahata	10	57119	14045	4655	18573
Upazila Total	48	142144	34978	17304	70769
Tanore Upazila					
Mundumala PFA	9	17103	3883	3566	15854
Pachondor PFA	20	27192	6997	6409	25038
Soronjai UP	11	9821	2550	2220	8613
Talondo Union	8	11555	3016	2912	11155
Tanore Municipality	10	31479	7976	4050	17071
Upazila Total	58	97150	24422	19157	77731
Godagari Upazila					
Deopara Union	10	39249	8881	3158	14257
Godagari Union & Municipality	12	18654 39766	3802 8008	3458	17202
Gogram Union	11	30743	6817	1923	9007
Kakanhat Paurashava & Rishikul union	13	16569 27511	3997 6633	3629	14747
Matikata	10	45118	9849	3157	14126
Upazila Total	56	217610	47987	15325	69339
Grand Total (APC)	162	456904	107387	51786	217839

Note: As estimated from Govt. Population Census Report 2011

Project direct participants[1]	Men	1790
	Women	1810
	Boys	650
	Girls	750
		(Data Source: Project direct beneficiaries: Boys, Girls, Parents, Community men & women, Faith Leaders)

3. Evaluation Target Audience

In the evaluation survey the most important audiences are community key stakeholders like children, parents, mothers, disability children, local partners. GO, NGOs, CBOs, FBO local health service providers, community volunteers, Child Forum, Youth Community, disable children etc. The project target group have been selected based on the design documents. They are as follows:

- RC/non-RC poor family
- Children and adults living in vulnerable condition
- Municipality or Upazila educational institutes.
- Orphans & abandoned children who stay with their relatives

[1] Direct participants are those that will directly participate in or benefit from the project.

- Project volunteers, church leaders, and likeminded NGOs
- ECCD Committees members.
- CBO Members
- Child Forum Members
- FBOs religious leader

4. Evaluation Type:

The evaluation study will follow mixed methods/approach i.e. quantitative and qualitative as well as comparison with secondary as appropriate for context. Survey design will be formative in maximum level for measuring indicators. The evaluation study will be descriptive that may attempt to describe situation and issues that project targeted to improve the situation especially most vulnerability. The evaluation study will inform project stakeholders on the end line status of indicators to see impact at the end of the project and to show the projects' success. This broader scope of analyzing information as per context to find social gaps and it will bring recommendation of possible way of solution for improving living condition of targeted groups. So, it would highly encouraged addressing to the child 12-18 years using Youth Healthy Behavior Survey tools to see the behavioral change of the youths.

The evaluation also suggested conducting a formative research i.e. experimental study having two participant groups (Treatment group and control group). The treatment group and control group will be selected by using the population census database. So, the randomized controlled trial is considered as the determining whether a cause-effect relationship exists between two groups. The random allocation of subjects is used to ensure that the control groups are similar in all respects being measured.

5. Evaluation survey purposes and objectives

It is known to all that evaluation survey is an important effort to find out the starting point of a project from which a comparison can be made in future. In view of the innovative features of the programmes, Evaluation survey would be essential and will be carried out to find out the achievement of the programme as per LEAP standard, within two years of implementation. Obviously it will help the programme to see the end line achievement against expected result as per project goal and outcome level indicators considering the baseline value. In addition to that the survey will help to find out the existing and future scope/opportunities for extension of the project. Overall the AP and all relevant stakeholders will use the report to compare the progress and achievements of the programme/projects with baseline survey.

So, the specific objectives are as follows:

- To establish evaluation values of indicators of intended outcomes (based on the log-frame against which future measurements can be made of changes in behaviour, systemic capacity and impact on the conditions of households and individuals
- To compare result with baseline and thus share progress again each of the targeted project indicators
- To train staff and development partners with methods associated with conducting baseline, subsequent monitoring and evaluation, and other studies.
- Assess the potential for project ownership and sustainability at Upazila and district level.

Sources of Information:

Project Goals, Outcomes, Outputs & Interventions-

Project design document contains Project Log frames, M&E plans, Detail Implementation Plans (DIP) by phase and annual and Indicators Tracking Table (ITT) which provide sufficient background information for project. It is expected that review of such plans would be good sources for preparation of evaluation plans.

INDICATORS PLAN

Outcome level indicators of AP's/Projects' Design Documents will be considered for conduction of Evaluation. The lists of Outcome-wise Indicators are as bellow.

Log Frame Code*	Summary of objectives	Indicator	Indicator Definition	Data Collection Methodology
Project Goal	Enhanced holistic development of children utilizing the transformative power of faith communities	% of boys and girls (12-18 years) with positive and peaceful relations with their Parent(s)/Caregiver(s)	This measures % of boys and girls (12-18 years) with positive and peaceful relations with their Parent(s)/Caregiver(s)	Survey(12-18 years children), FGD, KII,
		% of boys and girls (12-18 years) with positive and peaceful relations with their Faith Leaders	This measures % of boys and girls (12-18 years) with positive and peaceful relations with their Faith Leaders	Survey(12-18 years children), FGD, KII,
24	Children developed and nurturing positive and peaceful relationships in their families and communities	% of boys and girls (12-18 years) with positive and peaceful relations with their peers	This measures % of boys and girls (12-18 years) with positive and peaceful relations with their peers	Survey(12-18 years children), FGD, KII,
24.1		# of parents who demonstrate increased knowledge of CF and SNC framework	Celebrating Families workshops and other SNC capacity building learning opportunities conducted for parents/caregivers that increases their knowledge on CF and the SNC framework and enable them to learn that God cares about every aspect of their life.	HH Survey, FGD, KII,
24.1		# of parents participating in learning opportunities aimed at supporting children's spiritual nurture.	Events for parents/ couples organized with focus on how parents can better support children's spiritual development.	HH Survey, FGD, KII,

24.2	Promoted moral value based/faith focused learning and development for children	# of children participating in SNC activities together with their parents.	Events for parents and children organized (CF-based activities: i.e., Joys and Pains, Dreams, Blessings etc., parent and children days, mother and daughter day, father and son day, mother and son day, father and daughter days) and Children's moral value development learning sessions	HH Survey, FGD, KII,
24.2		# of learning resources/Children's Moral Value Development Module/materials provided for play and recreations for children	Learning resources/Children's Moral Value Development Module/materials provided for play and recreations for children	HH Survey, FGD, KII,
25	Enhanced protection of children from physical violence and enabling environments for children's learning and development by catalysing faith actors and faith communities	Proportion of parents or caregivers who believe that physical punishment is necessary to bring up a child properly	Percent of parents or caregivers with children aged 0-18 years who believe that the only way to bring up a child properly is to use physical violence as punishment	HH Survey, FGD, KII,
25.1	Sensitized faith communities on care and protection of children from faith perspectives	# Number of faith leader catalyzing workshop participants	# Number of faith leader catalyzing workshop participants	HH Survey, FGD, KII,
2.1		# Number and percent of catalyzed faith leaders who report they are somewhat or highly motivated to act on Channels of Hope focus issue	# Number and percent of catalyzed faith leaders who report they are somewhat or highly motivated to act on Channels of Hope focus issue	HH Survey, FGD, KII,
2.1		# Number of faith community strategizing (CHAT) workshop participants	# Number of faith community strategizing (CHAT) workshop participants	HH Survey, FGD, KII,
2.1		# Number and percent of CHAT participants who report they are somewhat or highly motivated to act (by CoH curricula)	# Number and percent of CHAT participants who report they are somewhat or highly motivated to act (by CoH curricula)	HH Survey, FGD, KII,

25.2	Promoted advocacy led by the local churches and different faith actors for the well-being and justice towards children	# of FBO leaders identified as champion/advocate for children	# of FBO leaders identified as champion/advocate for children	HH Survey, FGD, KII,
25.2		# of local level advocacy initiative led by the faith actors	# of local level advocacy initiative led by the faith actors	HH Survey, FGD, KII,
25.2		# of faith leaders participated and contributed to advocacy campaigns	# of faith leaders participated and contributed to advocacy campaigns	HH Survey, FGD, KII,
26	Church, faith and community leaders, local family-focused organisations initiate and run family support programmes	# of communities (including faith communities) where CF workshops are replicated	Celebrating Families workshops replicated in other sectors of the community that relate with children (i.e., schools, social services, local government units)	HH Survey, FGD, KII,
26.1	Increased capacities of church leaders, faith leaders, local family focused organizations and community leaders in CF and SNC framework	# of church leaders, faith leaders, local family focused organizations and community leaders trained in CF and the SNC framework.	Church leaders, faith leaders, local family focused organizations and community leaders trained as facilitators of Celebrating families.	HH Survey, FGD, KII,
26.1		# of Church leaders, faith leaders, local family focused organizations and community leaders demonstrate increased knowledge on Celebrating Families and the SNC framework	Celebrating Families workshops replicated in other sectors of the community that relate with children (i.e., schools, social services, local government units)	HH Survey, FGD, KII,
26.2	Functional of community based family support group/parents support group/peer to peer support groups/ECCD Management Committee/VDC and mobilized them to support MVC and Families	# of parents engaged in peer to peer support groups.	Community Parent support groups formed (peer to peer) and regular meetings of peer to peer support groups conducted	HH Survey, FGD, KII,

26.2		# of activities/programs conducted for supporting families.	Regular meetings, counselling sessions, follow up family visits conducted by church and faith leaders, local family focused organizations and community leaders for parents/ family support.	HH Survey, FGD, KII,
27	Strengthen human resources, development/staff formation and quality of programs	# and % of staff demonstrated increased knowledge and skill on CF		HH Survey, FGD, KII,
27		# and % of staff demonstrated increased knowledge, skill and motivation on CoH		HH Survey, FGD, KII,
27.1	Train and develop human capacity	# of staff trained on CF		HH Survey, FGD, KII,
27.1		# of staff trained on CoH for CP		HH Survey, FGD, KII,
27.1		# of research/baseline/end phase evaluation done		HH Survey, FGD, KII,
SO1	Increase in children who have positive and peaceful relationships in their families and communities	Proportion of children (12-18) who have a strong connection with their caregivers	Children (12-18) who have a strong connection with their caregivers	HH Survey, FGD, KII,
		1.1.1. Communities are sensitized on child protection and participation		HH Survey, FGD, KII,
		1.1.2. Faith communities are sensitized to take action against harmful traditional/customary practices		HH Survey, FGD, KII,
		1.1.3. Child participation and voice are ensured through sponsorship operation services		HH Survey, FGD, KII,

SO2	Increase in girls and boys protected from violence	KIP 2.1. Proportion of boys and girls (12-18 years) who are reported to have experienced some form of violence in the past 12 months	Boys and girls (12-18 years) who are reported to have experienced some form of violence in the past 12 months	HH Survey, FGD, KII,
		KPI 2.2. # of children (ages 12-18 years) for whom parents/caregivers (living below poverty line) are providing well	Children (ages 12-18 years) for whom parents/caregivers (living below poverty line) are providing well	HH Survey, FGD, KII,
\		2.1.1. Child led Child Protection initiatives are implemented by the communities 2.1.1. Community based reporting and response mechanism is in place 2.1.3. Advocacy on implementation of policies & laws related to Child protection and participation 2.1.4. Child focused Systems & Structures are functional at all level 2.1.5. Child Welfare Board & Child Affairs Desk at the police station are in place 2.1.6. Community led care and protection mechanism for child monitoring is in place 2.2.1. Households have assets to start economic activities 2.2.2. Households have access to services from credible financial institutions 2.2.3. Demand-led technical, business and marketing skills of youth developed 2.2.4. Private-NGO-public networking, collaboration and partnering strengthened for services 2.2.5. Producers acquired marketing and business skills 2.2.6. Producers have linkages with markets actors and service providers 2.2.7. Policy level advocacy promoted		HH Survey, FGD, KII,

		Indicator 2.1: % of boys and girls (12-18 years) with positive and peaceful relations with their parent(s)/caregiver(s) Indicator 2.2: % of boys and girls (12-18 years) with positive and peaceful relations with their peers Indicator 2.3: % of boys and girls (12-18 years) with positive and peaceful relations with their Faith Leaders		HH Survey, FGD, KII,

N.B: To explore some indicator measurement, there need some specific recommended tools like Young healthy behaviour tool etc. So, the consultant farm have to align the recommended tool for the specific indicators.

Sustainability:

This evaluation will be measured of sustainability issues as prior concern. So, the evaluation will explore the following 5 key sustainability issues indicator as appropriate.

Ownership: The active participation of children, parents/caregiver and community and FBO leaders in programme implementation will be conducted. Community based local planning process will proceed an important mechanism to promote local ownership for ECCD/Learning Roots based programming. It will be measured through sustainable indicator.

Partnering: WVB will closely work with a wide range of partners such as, FBOs, community, children, parents/caregivers, community based organizations and government institutions to implement the programs for sustained well-being of children. Partnering will be facilitated for empowering relationship that is built on transparency, trust and mutual respect. Partnership will be built at national, WVB Regional and local level. At local level VDCs, local faith based groups, children clubs, village communities will be the main partners of the programme.

Transformed relationships: World Vision in Bangladesh seeks to build on and reinforce values and practices that support child well-being in households and communities, enabling children to become aware of and experience with the love of God. These values and practices include respect, trust, justice, love, hope and commitments to volunteer time and share knowledge and resources to help others in need.

Local and National Advocacy: Local level advocacy initiatives will be led and driven by the communities to create an enabling environment that will contribute to child rights, participation, protection and care for well-being of children and communities. Appropriate and contextualized advocacy methods, approaches and tools will be used to raise voice and raise demand for quality services.

6. Survey Methodology

The Evaluation Survey Methodology will guide the consultant to work effectively and efficiently in collecting different need based information from the field. The Evaluation Survey would be participatory in nature with a focus on existing situation, learning and action; and lead by external consultant/consulting firm. This evaluation study should follow both the quantitative and qualitative methods for data/information collection. The AP/Project authority will provide AP/Project working area's background and necessary information for sampling design for the survey. Usually, World Vision have used 30 cluster sampling design for the evaluation surveys of various APs due to its principle of simplicity, low cost and easy for operation. Further sampling strategy and procedures can be determined later.

The communities would be made aware of the survey's objectives in order to facilitate their maximum participation. As a part of organizational policy and LEAP guidelines, the Support Offices, collaborative partner CBOs/NGOs, local govt. representatives, other stakeholders and the community need to be involved in the evaluation study to ensure active participation of all partners throughout the process. The survey team members will visit the AP/Project locations and conduct several qualitative sessions with stakeholders as a part of the Evaluation Survey. Evaluation will be undertaken for each of projects/interventions following the goals and outcomes set for.

6.1 Methods of data collection

To meet the objectives of the survey, data will be collected through following methods:

1. Quantitative method,
2. Qualitative methods and document review

To collect the quantitative data, structured questionnaire will be developed and used, while for qualitative data and Focus Group Discussions (FGD). If required, Key Informants Interview (KII) will be conducted.

6.2 Quantitative Survey

The quantitative data will be collected through person-to-person interview on sample basis. Information on household members characteristics will be collected from the household head or responsible person of the selected households through face to face interview. However, for information of mother and child, data will be collected from mothers. Trained enumerators will be deployed to conduct interviews with structured questionnaire.

6.3 Sample Size

Determination of an appropriate sample size is a key to the success of any field operation. As the survey is involved with the estimation of many parameters, determination of a single sample size appropriate for all the parameters is a difficult task. In this situation, the determination of a sample size is generally based on the estimation of a parameter of interest, which is relatively rare event among all the parameters so that the sample size adequate for that rare event will automatically be adequate for all other parameters.

The size of the sample will be arrived at using the formula (WHO, 1991; Cochran, 1977):

$$n = \frac{Z^2 p(1-p)}{d^2} \times (deff.)$$

Where,

n = size of the sample
deff = design effect
p = expected prevalence of specific indicator
Z = value of the standard normal variable, which is equal to 1.96 at 5% level of significant
d = the level of precision required or maximum error deemed acceptable=.05

As per baseline survey the sample size define as bellow instruction:
n = size of the sample =193 (269 after multiplying by 1.4)
deff. = design effect = 1.4
p = expected proportion of children = 0.15 or 15%
Z = value of the standard normal variable, which is equal to 1.96 at 5% level of significant
d = the level of precision required or maximum error deemed acceptable = 0.05

A complete sampling frame will be prepared with homogenous size of Khanas (HH) for cluster/village, it will be basis of Khanas (HH) as per wealth ranking (i.e. Rich, Middle, Poor and ultra-Poor). From the total clusters 30 clusters will be selected by random sampling methodology. In addition to that for finalize the sample size calculated by above mentioned formula with 0.05 precision (at 95% confidence level).

6.5 Sample Design

A two-stage cluster sampling design will be followed in the survey. In first stage, the selection of villages/wards will be done applying the standard systematic Probability Proportional to size Sampling (PPS) method, because the size of wards in terms of number of HH or population are not equal and the variables under study are highly correlated with the size of the unit. Moreover, this method reduces the coefficient of variation of the estimates and thus increases the reliability of the estimates.

After clustering the wards (as per Para/Mahalla HHs), an area map will be prepared. Then the area will be divided into segment considering number of households and select the segments through lottery. A household list will be made of the selected segments to conduct the interview.

Since the 03 Upazila AP's targeted area considered as Primary Focus Area (PFA) under 1-2 union where included 10-12 villages as per vulnerability analysis with community engagement process. So, in the

experimental study, may have considered the Ward/village as treatment group and same respect from other Ward/Village as control group.

According to Population Census 2014, the proportion of children age 12-18 years was 15%. Now to have an estimate of the sample size with an absolute precision of 0.05 and 95% confidence level we need a sample of 193 (269 after multiplying by 1.4) children aged 12-18 years. It is to be noted here that, the original formula for simple random sample (SRS) is readjusted here to obtain the same level of precision with a two-stage cluster sampling design calculating design effect. This is done by multiplying the SRS sample size by appropriate design effect. According to BDHS 2014, the design effect for different indicators for children is around 1.2-1.4 and hence 1.4 has been used to calculate this sample size.

6.6 Qualitative Method same as baseline

Qualitative data will be collected mainly through structured questionnaire. This method allows a surveyor to gain information from a large number of people in a structured way according to specific questions, often in ways that allow statistical analysis. They can include structured sets of closed questions (yes/no or multiple choice questions) or they can include open-ended questions such as semi-structured interviews. Fixed-choice or fixed response questionnaires are good for gathering data that needs to be analysed statistically, while open-ended or free-response questions can be particularly good for determining people's feelings and attitude.

Review of Documents:
This will serve gathering of pre-survey information and listing of all possible sources of existing information (Design Document, Program Design Document, Detail implementation plan, Baseline report, Programme management report annual & mid-year and other records etc.). The review should be limited to the critical information that the survey team needs.

Key informant interview: The techniques can include interviews with individuals or groups. Loosely structured interviews will be conducted with informants in GoB agencies, NGOs, CBOs, local leaders, project facilitators, local media sources as well as programme partners. The focus should be on obtaining factual information that is crosschecked with other sources. It is expected to conduct at least 10 KII with key stakeholders like CBO leaders, Child Forum leaders, NGO & GO officials, Staff, potential partners, Elite person, local leaders (Mayor/Chairman/Counsellor) and service providers etc.

FGD or qualitative methods: The focus group discussions will be conducted with community leaders, local elite person, people from different professions, CBO members, children, teachers, SMC members to know current situation /suffering/achievements in different issues in the programme/project impact area. FGDs should involve 8-12 carefully chosen homogenous participants groups to discuss one or more issues concerning them all. The facilitator will use a discussion guide, a record keeper who will record comments and observations. It is expected to conduct Focus Group Discussion with 15 different target groups and community key stakeholders.

Onsite visual inspection: For an experienced observer, this is an excellent way to become familiar with programme location. This method does not stand alone, and other assessment methodology should be used in conjunction. Onsite visual tasks include:

- To observe people's physical condition and activities; ask questions.
- To visit homes or shelters, water sources, schools, compartment offices.
- To observe the daily lives of HH (use women as interviewers).
- To make sketches, take photographs, or use videos, photos, video footage, and even sketches are useful in communicating to others the reality of the situations.

SWOT Analysis: SWOT analysis (alternately SWOT Matrix) is a structured planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or programme. A SWOT analysis can be carried out for CHAT Committee, Celebrating Families and children. It involves specifying the objective of the business venture or project and identifying the internal and external

factors that are favourable and unfavourable to achieve that objective. The idea of SWOT here discussed below in brief;

- Strengths: characteristics of the programme or project team that give it an advantage over others
- Weaknesses: are characteristics that place the team at a disadvantage relative to others
- Opportunities: external chances to improve performance (e.g. make greater profits) in the environment
- Threats: external elements in the environment that could cause trouble for the programme or project

To collect priority socio-economic information (both quantitative and qualitative) that helps programme staff/partners to better understand target communities, available community resources and validate/adjust programme focus and targeting approaches. Examples of information that could be collected include:

- Important demographics (population sizes, settlement patterns, etc.)
- Community resources/infrastructure (transport systems/roads/quality/accessibility; access/quality of water resources; health and education facilities; access to markets; etc.)
- Household specific information (family sizes/composition; economic activities; ownership of priority assets; etc.)

Social economic information should also be broadened to explore -

- Faith and development issues – Being a Christian organization, WV has made a commitment to ensure that faith issues are properly understood and addressed in all areas where WV works. During evaluation, information should be collected that helps programme staff to effectively: (a) understand faith/beliefs that exist in communities and how different faiths influence development choices; (b) explore existing faith-based organizations/faith leaders, and the roles they play (and could play) in facilitating transformational development and; (c) assess the state (strengths, opportunities, challenges) of spiritual nurture for children. Exploring F&D issues at evaluation would help NO/RFO/AP to gain deeper understanding about what is happening in communities, the theological interpretations of what is happening in communities, the extent to which the gospels are being upheld, etc.

7. Limitations

Execution of every work has some limitations, which can make influence in the result. Considering this, the intended evaluation survey will try to follow the appropriate methodology to minimize the influence. Rajshahi APC works with the rural based people sometimes respondents are not available in house due to go out for earning. In that case, required number of households can be included following appropriate methodology. We are assuming that to accomplish this task we will have to more conscious about country political situation that may partially affected data collection. In this situation the consulting firm need to be aware about these issues. The women respondent may not familiar to provide information to the surveyor team members, in that places it would be managed to collect information by involving female interviewers. To ensure effective participation of respondent of the ethnic communities the evaluation team will have to have members able to communicate with ethnic groups in the areas (linguistic capacity couples with cross-cultural mediation skills).

8. Authority and Responsibility

8.1 Team Members and Roles

The evaluation survey should have two teams: the core team and the field team. The survey will be conducted in joint effort i.e. individual consultant and WVB internal team. The external consultant will be the lead consultant and he will form the core team including subject based consultant and representative from WVB. The core team will conduct the overall process and members of the core team will be physically present in the field during data collection. WVB Regional DME Coordinator, National DME Coordinator, Regional Director and AP team will be members of the core team and will assist the consulting firm to complete the assignment in time and produce a more informative report.

The field team will comprise at least 20 enumerators, supervisors and quality controllers. Both teams are obliged to obey the directions and guidance of WVB authority and the consultant. The field enumerators/supervisors are recommended to engage local youths for quality data collection.

The trained and equipped enumerators are responsible to collect authentic data by door to door visit for quantitative data with approved schedule/questionnaire. The enumerators also may involve in qualitative assessment and need to provide guideline and orientation on data collection process and methods. The lead consultant, team leader and subject base consultant might be involved the overall process for understanding overall learning to reflect the learning in final product. AP team will for a supervisory team, who have the authority to monitor, overall working performance. The survey team members are gratified to taking care the feedback of this sub team. The APC team and consultant may get assistance to involve local level enumerators by the assistance of this team and overall supervision should exist about this process under the authority of AP Manager. All the enumerators and survey team members have to be oriented on child protection issues. The evaluation team will have to understand the meaning of each and every question and why such questions are asked. This will allow the enumerators to ask the questions in an appropriate manner. It will also allow for make translation of already existing tools /evaluation questions into Bangla.

The AP management expects to have the Evaluation Survey conducted jointly by engaging a consultant having experience of similar type of studies. The consultant should lead the survey involving staff from World Vision Bangladesh, target community and local implementing partners (GOB agencies, CBOs/NGOs). If required, the consultant can hire extra personnel primarily in consultation with the AP for quality control, data analysis and other purposes mentioned in the proposal. The consultant chosen should ensure presence of women staff and adequate gender expertise to capture the findings of female respondents.

Manning Schedule

An manning schedule to describe the estimated duration of personnel deployment for the whole survey period and the time-span for each of the specialist and support staffs including volunteers (if any) personnel, should be presented in the line of the estimated budget provision and as shown below table:

MANNING SCHEDULE

Sl	Task	Time /Date(s)	Person Responsible	Place
1	Hire Consultant	15-30 August 2019	SCM	NBR
2	Collect relevant documents from Project like Village/cluster/Para Mohalla/Church/Religious institute, Project Proposal, Monitoring and evaluation plan, Religious institution list, School list, Name and mobile number of respective personnel for Advisory committee. etc.	10-15 September 2019	Consultant	APC
3	Review content of TOR, GO/NGO published report, Baseline Report template, Child Wellbeing related documents and others, Life Skill Based education materials.	15-20 September 2019	Consultant	
4	Develop draft HH survey questionnaires and FGD guidelines, KII, H/circle analysis tools, and other tools	15-22 September 2019	Core study team	APC

Sl	Task	Time /Date(s)	Person Responsible	Place
5	Submit draft HH survey questionnaire to Project/ADP for review	22 September 2019	Consultant	APC
6	Collect feedback of the draft questionnaire from Project team, Regional Office/NO/Team	By 31 September 2019	Consultant	APC
7	Selection of Enumerators through interview in collaboration with Project/ADP team	by 31 September 2019	Consultant	AP
8	Survey Team/ Study coordinator/ associates and Supervisors' arrival at Project /ADP office and Meeting with Project/ADP team	04 October 2019	Core study team and AP	AP
9	Finalize survey area, questionnaire (if any) and listing of sampling church/religious institutions/schools/CBOs for the survey through Meeting with Baseline team and project staff	04 October 2019	Consultant	
10	Arrange training for enumerators on tools and methodology including field test of survey questionnaire	05 October 2019	Consultant	Project
11	Collect data at household level using finalized tools from planned primary and secondary sources (18 enumerator 10 per day)	06– 10 October 2019	Enumerators	Project working area
12	Facilitate FGD sessions and KIIs by Research Associate	05 -07 October 2019	Research Associate	Project working area
13	Dialogue with Parents	05-7 October 2019	Consultant	Project working area
14	Data entry software development	05-08 October 2019	Systems Analyst	APC
15	Data coding, data entry, error-checking modules and data analysis program in standard database format (MS Access; SPSS; EPI info)	11 June-15 October 2019	Coder/editor/data entry operator	APC
16	Data Tabulation according to dummy tables	16-20 October 2019	Data Analyst	APC
17	Writing qualitative (FGD, KII, dialogue) report and data Analysis	10-25 October 2019	Core study team	APC
18	Write quantitative report using error free data, survey observations, findings and analysis	15 -25 October 2019	Core study team	APC
19	Send draft report to Project management and Regional/National Office/ other related units of WVB	25 October 2019	Consultant	NBR and Project

Sl	Task	Time /Date(s)	Person Responsible	Place
20	Report/data validation with community at project area after incorporating final feedback from WVB	28 October 2019	Consultant	Project/AP office
21	Incorporate feedback, revise draft report where necessary, prepare draft final report & submit to Project management	30 October 2019	Consultant	Project /AP
22	Collect Feedback from Project management, and other related stakeholders on draft final report	5 November 2019	Consultant	Project /AP
23	Incorporate feedback, inputs received from WVB and prepare Final Report	7 November 2019	Consultant	Project /AP
24	Send Final Report to Project Management	10 November 2019	Consultant	Project/AP

Tasks of consultant

1. The consultant will review the Program design document (Logical framework, DIP, M&E Plan, Performance Indicator Tracking Table (ITT), sustainability plan, working strategy, Programme reports and other relevant documents).
2. Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observers and advisors. Maximum involvement of the AP/Project and World Vision team should be ensured for learning and use their expertise in the survey process.
3. Develop the survey methodology and sampling procedures, determine the sample size required for this evaluation survey in consultation with Division, AP/Project management, National office and as well as support offices. World Vision has guidelines on determination of sample size and these should be complied appropriately by ensuring participation of WV professionals.
4. Ensure survey questionnaire in both version Bangla and English. Field team will be conducted survey using Bangla version survey questionnaire.
5. Develop quantitative and qualitative questionnaires and other check lists/ tools incorporating appropriate questions for information items and include proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by religion, poverty status and other vulnerabilities such as widows, orphans or people with disabilities etc. The consultant will be required to align with and use several World Vision tools and guiding questions as well as the comments/instructions of SO when developing the evaluation tools.
6. Translation of survey tools in local language and share with Regional/APC/AP team for finalization i.e. translate English to Bengali as appropriate.
7. Pre-test questionnaire and updates required changes with appropriate questions.
8. Form a team for evaluation survey involving staff from different stakeholders and APC/AP/Project/WVB NO. Adequate women representation should be ensured.
9. Assist APC/AP team to organize at least 5-day comprehensive training session to orient the team members & enumerators on tools and methodology including field test. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures for collection of data. WV will assist in this process as it is expected that the consultant will make use of some WV tools for evaluation.
10. Assist APC/AP team during data collection by using finalized tools from planned primary and secondary sources.
11. Assist APC team for data storing into databases using data entry and analysis program developed and sent raw data to AP just after completion of data entry.

12. Design dummy tables, graphs and summary formats before preparing report writing and share with Regional DME for final feedback.
13. Use both quantitative data analysis using statistical techniques and qualitative data analysis in calculating benchmark at goal & outcome level indicators.
14. Write report using error free data, survey observations, findings and analysis obtained from other analytical computer packages.
15. Send draft report for comments to community and AP/Project, NBR as well as MEAL Team members of NBR and National office with raw database.
16. Arrange sharing sessions/dialogue for presentation of survey findings to community, AP, DO and NO staffs.
17. Incorporate feedback and present revised report to community, Division/National office and support offices.
18. Finalize report after incorporating feedback including Support Office feedback.
19. Submit the final report (five set hard copies) to the AP/Project management for final approval accompanied a soft copy of report and all primary tables and databases (MS Access, SPSS, MS Word and others software format) based on which report has been produced.
20. Participate in the sharing of evaluation results with communities with the assistance of Rajshahi APC Team.
21. Consultant will do 05 FGD/KII
22. Result sharing and validation with community
23. Enumerators training on the survey instrument

Responsibility of WVB

The WVB will responsible to accomplish some activities:

1. Evaluation survey ToR develop
2. Evaluation survey process facilitation
3. Invitation for bid, analyse proposals and potential firm selection
4. Ensure the agreement with consultant
5. Provide secondary documents
6. Explain the local context and practices of the community
7. Provide general and geographic information about the AP/Project working area, community, beneficiary etc.
8. Provide assistance and feedback to prepare indicator mapping and developing survey tools
9. Questionnaire design
10. Survey planning
11. Print and supply of questionnaire.
12. Enumerators engagement and data collection supervision, quality control
13. Provide training of the enumerators.
14. Database development
15. Conveyance and training support for the enumerators/supervisors.
16. Error checking
17. Basic analysis
18. Report review
19. Result sharing with community
20. Qualitative study (FGD/KII)
21. Data entry in the supplied software/database
22. Review and provide feedback on tools and draft reports
23. Monitor and follow up the overall performance of the consultant
24. Monitor closely about data quality having validation checking on the filled out questionnaire by the enumerators.
25. Monitor data entry quality checking and provide feedback for improvement.
26. Coordinate with support office, partners & other stakeholders and incorporate their feedback
27. Ensure timely payments to the consultant with having proper documents
28. Creatively determine the best form of cross-checking/sharing evaluation findings with communities and organize appropriate events to do that.

Profile of Principal Investigator/Team leader/Consultants (Detailed CV to be submitted)

The Principal Investigator/ Team leader should have:

- A higher degree in Social Science PhD preferred (Economics/Agricultural Economics /Sociology /Anthropology /Development Studies /Natural Resource Management) or relevant field
- Experience in the evaluation of development programs: at least 7-10 Baseline/Survey/Evaluation completed as a principal investigator or team leader
- Proven experience in use of participatory approaches for evaluation studies
- Good understanding on PRA approach
- Proven experience of the development context of Bangladesh and experience of work with ethnic people will be added value.
- Experience with qualitative and quantitative survey methods
- Good understanding of WV Bangladesh development philosophy in both urban and rural contexts
- Good combination of sectoral (Health Economic, Education, Child Well-being etc.) experts
- Experience in statistical analysis and report interpretation
- Basic knowledge on statistics
- Good understanding good governance components
- Excellent report writing and communication skills in English
- Experience in guiding, leading and mentoring the survey team
- Understanding on national child protection policies and constraints
- Faith led project evaluation/evaluation survey experience will have an added value.
- Skill on developing survey tools in alignment with WV partnership standards
- Indicator mapping for survey tools design appropriately
- Ability to finalize the questionnaire after pre-testing at field level
- Maintain strong monitoring and spot supervision during data collection period for reducing possible error
- Organized participatory sessions for qualitative information collection
- Provide/invite advisory team members for monitoring raw data after entering data into the database
- Analysing quantitative variables and prepare indicator wise table and attach it with final document

Expected Format for Evaluation Survey Plan by Project

The evaluation proposal should be accompanied by a detailed evaluation plan of the following format shown below or better ones if recommended. The evaluation plan must be based on evaluation focus area (i.e. outcome of project/programme and in some case outputs of project) and assumptions as per project log frame.

EVALUATION PLAN

Evaluation Focus	OVI or Line of Inquiry	Survey Tools	Data Source & Quantity	Location of Data Collection	Means of Analysis	Time Needed
Goal 1:	1. 2. 3.					
Outcome: 1.5	1. 2. 3.					
Outcome: 1.2:						
Outcome: 1.3:						
Outcome: 1.4:						
Outcome: 1.5:						

Expected output from the Consultant

The Consulting Consultant will ensure the following tasks-

- Program Design Document and others relevant documents
- Develop survey tools in alignment with WV partnership standards
- Indicator mapping for survey tools design appropriately
- Finalizing the questionnaire after pre-testing at field level
- Develop database using MS-Access (for quantitative part) and prepare code manual for tracking variable
- Maintain strong monitoring and spot supervision during data collection period for reducing possible error
- Organized participatory sessions for qualitative information collection
- Provide/invite advisory team members for monitoring raw data after entering data into the database
- Analysing quantitative variables and prepare indicator wise table and attach it with final document
- Submit quantitative and qualitative survey information (raw data) to AP/Project authority
- Share the draft report to AP/Project, Community people and others partners for feedback
- Presentation of revised draft to AP/Project, DO, NO PDQA/MEAL and others partners for feedback
- Prepare 2 pager on Evaluation Research Report
- Submit the (revised) final report to APC/Project, DO/NO/MEAL (hard and soft)
- Submit final data (MS Access and SPSS,) to AP/Project during submission of final report.
- Summit all collected questionnaires before receiving the final payment.

Activity Schedule

An activity schedule to describe when major evaluation activities would take place and for how long, should be presented in Gantt-Chart by weekly distribution of time frame as format shown bellows-

Sl #	Position/Name/ Nos	W 01	W 02	W 03	W 04	W 05	W 06	--	--	--	W 10	W 11	W 12
1.	Document review												
2	Briefings of the evaluator (s)												
3.	Finalize the Evaluation Survey design and methods and preparing the detailed Evaluation Survey plan												
4.	Data collection and entry												
5.	Data analysis												
	Report formulation												
6.	Stakeholder meeting and review of the draft report												
7.	Incorporating												

	comments and finalizing the evaluation survey report												

Development of Evaluation Survey Proposal by Interested Consultant
The interested Consultant should have to produce both technical and financial proposal for evaluation survey basis on this ToR and submit the same to the Regional Office of World Vision Bangladesh within stipulated timeframe.

- Technical proposal that should demonstrate the experience, knowledge and understanding of the World Vision AP development approach, general and detailed methodology that the consultant is proposing for the evaluation survey, methods and procedures of data collection as deemed relevant for the survey and certification of the consultants.

The consultant should submit the detail curriculum vitae, give an indication of time availability (start date) and provide contact references of two referees. World Vision may wish to see substantive pieces of work and conduct reference check.

- Financial proposal
  - Cost-estimate;
  - Salary/honorarium including social costs (VAT, tax etc.);
  - Cost of data collection form development;
  - Cost of stationeries and report production of draft and final in 5(five) copies.

Evaluation Criteria for the Consultant
Among the submitted proposals only the technical proposals will be opened first at the time of evaluation. The financial proposals will remain sealed until technical proposals are evaluated. The technical quality of the proposals will be evaluated on the basis of two major score points:

- Understanding the survey work (45 points) i.e. (a) Understanding the objectives, (b) Quality of methodology, (c) Innovativeness, (d) Work programme, (e) Comments on TOR and (f) Presentation of proposal.

- Quality of firm, its logistics and human resources (55 points) i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of the Consultants (including the sectoral experts), (c) Technical supporting staffs and logistics facilities, (d) Have Publications in national or international journal/s

8.2 Partners
In order to effective and efficient execution of the evaluation survey the Consulting firm will perform the study involving staff from AP, DO, NO-MEAL, SO, Community people and the local implementing partners (Govt. agencies, CBOs/NGOs). In the survey process all partners will contribute to the study with respect;

Role	Task
AP staff	▪ Develop ToR ▪ Communication & coordination with DD ,DMEC, NO-MEAL, SO ▪ Coordinate collection of information for terms of reference. ▪ Overall supervision & and coordination at field level. ▪ Advise the team on survey priorities from a program perspective. ▪ Introduce team leader to evaluation partners. ▪ Print questionnaire ▪ Conduct training for the enumerators ▪ Complete data entry in the prescribe formats/database ▪ Supervise the data collection, checking and analysis. ▪ Ensure the final report.

	▪ Submit to DO, NO and SO. ▪ Share the report with community and partners. ▪ Feedback receive from DO, NO, SO and incorporate in report.
RO/NO	▪ Provide technical support to develop ToR. ▪ Review ToR and initiate for approval from appropriate authority. ▪ Recruit consulting firm. ▪ Provide technical assistance to the hired firm for planning, and indicator mapping. ▪ Assist the AP/Project to ensure quality in the study. ▪ Report review and given input
SO	▪ SO will participate in the review of evaluation TOR, evaluation tools and evaluation reports
Local Government	▪ Ensure enable environment for collecting information from appropriate respondent. ▪ Provide authentic information to the survey team ▪ Assist to establish benchmarks for the chosen indicators ▪ Participation in meeting and sharing and provide feedback.
Community institutions	▪ Supervise & monitoring data collection ▪ Provide suggestion and constructive feedback on TOR. ▪ Cooperate in information collection of survey. ▪ Introduce information collectors to communities. ▪ Provide relevant data to the interviewer. ▪ Assist in planning and mapping. ▪ Review the survey report and provide feedback. ▪ Participate in meeting and sharing and give feedback

9. Team Advisor

An advisory team will work to make the evaluation survey successfully. The roles of responsibility of advisory body are given below;

SL. No	Description of Advisory Committee	Responsibilities
01	Team Leader (Chief consultant of evaluation survey who will be outside of WVB)	- Sharing with WVB team to understand evaluation purpose - Collect and study reference materials - Chalk out evaluation survey plan in collaboration with AP/DO/National Office and survey team - Methodology setting - Select appropriate sample size with scientific sampling procedure - Develop appropriate data collection instrument both qualitative and quantitative with guideline - Guide and mentoring the survey team members for collecting authentic information from field - Ensure authentic information posting into the database - Data analysis and interpret evaluation report - Sharing survey findings with different level of stakeholders - Finalize the evaluation report
02	Subject based consultant (Outside WVB)	- Documents review - Develop and finalize data collection instruments - Ensure Pre-test of survey tools - Ensure training for enumerators - Supervise data collection process - Data analysis and report writing
03	Regional DME	- Overall supervision and monitor the activities and performance

SL. No	Description of Advisory Committee	Responsibilities
	Coordinator, WVB	of consulting firm - Provide timely feedback and guidance from the technical view - Ensure to develop appropriate survey tools - Assist in methodology selection and finalize sampling process - Provide relevant documents and survey opinions for the survey team - Supervise data collection - Database monitoring for posting authentic data - Follow up analysis process and report tabulation system - Ensure feedback on draft report - Maintain close liaison with Firm /consultant /NO /AP - Attend meetings/sessions/workshops
04	APC Manager, WVB	- Make dialogue with consulting firm - Provide guidance and support to execute survey work - Organize report sharing workshop - Supervise & monitor overall data collection process in the field level - Ensure relevant documents - Contribute to resolve problems (if any) - Ensure different stakeholders in report sharing workshop - Overall management and guidance
05	MEAL Team National Office	- Provide time to time feedback as per need - Report review and provide feedback - Quality checking of the reports - Performance monitoring of the consulting firm - Quality assurance of consulting firm and final product will be reviewed.
06	Director-Field operation /Regional Director, WVB	- Ensure timely feedback on any queries/ensure appropriate working condition - Ensure feedback on draft report - Maintain close liaison with Firm /consultant/DO/NO /AP /SO - Attend meetings/dialogue/workshops
07	Support Office	- Evaluation ToR review and provide necessary feedback And validate the evaluation TOR - Provide suggestion in indicator mapping to prepare appropriate survey tools - Review the evaluation tools for checking relevancy. The tools will be used after having approval from SO. - Provide feedback on draft report - Provide technical advice as per AP/WVB request - Advice from support office will be honoured and incorporated in the evaluation and when emerging during the evaluation process.

10. Products

The final product of this survey process will be "Evaluation Survey Report of Faith Led Child Development Project, Rajshahi APC. But some other products like the database for the quantitative survey, data entry table, FGD records & findings and the primary & secondary tables. These products will be valuable records and evidence for any programs to be planned in the near future. Specifically, the evaluation products should be presented or preserved in the form of:

- The final report (both in hard & soft format)
- The database of quantitative survey (MS Access or visual basic)

- The consolidated records and findings of FGD as qualitative data
- Summary primary and secondary tables/matrices used in report (both in hard and soft formats)
- The presentations and summary of findings, conclusions, recommendations, and lessons learned used during sharing and debriefing with stakeholders.
- Evidences and records of debriefings and feedback obtained as outcome and used for incorporation and updating the final report.

The final report of the evaluation survey would be produced in English as per outline given bellow and be submitted in both hard and soft form (CD version) to the APC/Project Manager, Regional Director WVB.

Report format (Draft final/Final report): Max limit 30 pages.

- Executive summary
- Introduction
- Background
- Objectives and methodology
- Completed Indicator Matrix
- Observations and Findings (Detailed Narrative)
- Identified benchmarks by outcomes, outputs and indicators for every project
- Programming opportunities/ recommendation
- Limitations
- Conclusions
- Others (if any)
- Annexure including table presentation of all data collected and summary of qualitative data by project, data collection tools, Location/ Country Map

Paper and font Size: A4 size paper and Times new Roman 12 size are required.

11. Logistics and Time-frame for the evaluation Survey Process

All required logistics for conducting the survey such as accommodation, transportation and food to be managed by consultation firm. Interpreters, data processor, facilitators, computer, printer etc. that is associated with evaluation survey to be managed by the agreed consulting firm. WVB, Rajshahi APC authority will not provide any support in this regard. As an exception, if it is necessary to use AP hall room for making dialogue and conducting sharing workshop, the AP authority may permit this by the availability of the meeting room.

Budget and Mode of Payment

Budget:
Required budget for evaluation is available for FY 2019 plan as per agreement with SCM, WVB. Consulting farm should have VAT registration number and TIN number. VAT and TAX would be deducted as per Government rules.

Mode of Payment:
All payment would be in account pay cheque and VAT/TAX should be deducted as per govt. policy and according to the agreement signed in between the consultant and WVB (Supply Chain Management). The consultant will have to pay after completing the survey 30% , 30% and 40% submission of the final report.

Evaluation Survey Ethics

The firm should provide relevant and appropriate evidences in support of their events and information provided for qualifying themselves.

- Work location

Paba AP: 05 PFA under 04 Unions (Huzuripara, Dhamkura, Dorsionpara and Horipur and 01 Municipality (Naohata Municipality)

Tanore AP: 05 PFA under 03 Unions (Talondo, Pachondor, Soronji and 02 Municipalities (Tanore & Mundumala)

Goadagari AP: 05 PFA under 04 unions (Gogram, Deopara, Matikata and (Pakri & Risikul) and 01 Municipality (Goadagari)

- Reporting language

English is mandatory for producing final report. But in case of report sharing with different stakeholders and partners, it should be translated in Bangla. Before presentation, the consulting firm is obliged to submit the report to AP authority for checking validation and appropriateness.

- Tentative time frame for the evaluation survey

The expected total time length to produce final evaluation survey product is 60 days (calendar). An extended period (max. 10 days) may be allowed having proper justification and rational from the consulting firm. The consulting firm need to collect prior approval for extension of the survey period (if time extension is necessary). The timeframe will be started to countdown from the date of contract signed for the work.

- Confidentiality and copyright

The copyright authority only preserves by the World Vision Bangladesh of this survey document. It should maintain confidentiality in using the information and programme documents for the needs of this survey. It is being expected professionalism in every bit of this dealing. World Vision Bangladesh will be the owner of this report and have authority to use information and other necessary message for the development perspective of the organization.

12. Documents

The consultant will review following documents during the various stages of Evaluation Survey process:

- AP Program design document (4th phase)
- Baseline report 2018 (FLCDP)
- Phase evaluation report, FY-2014
- Programme and Project Management Reports (semi-annual and annual)
- WV Design, Monitoring and Evaluation Policy document
- Compendium of Indicators
- Child Wellbeing related documents
- Monitoring Report
- Census Report
- Different national/international and local publication

13. Lessons Learned

To identify lessons learned the following steps would be considered:

- This survey will help the AP/Project to know the opportunities and resources which will contribute effective implementation process of activities to achieve the target.
- At the end of the survey process, WVB and WV USA will specifically discuss how the evaluation survey information will be integrated into AP Program Design Documents and proceed with this task.

- AP will organize an evaluation report sharing workshop with key stakeholders and programme partners to disseminate the final findings/recommendations of the survey. It will influence them to involve in programme implementation process actively.

15. Appendices

Appendices for the Evaluation Survey TOR included as:

Sustainability Plan.docx

1st Option -FGD Report Template_CV

2nd Option-KII Guide _ CWBO 2.do

Caregiver Servey 5-Child_Protection_I

CWB O 1 and 2 PPT_ March 2018.pp

Definition and Guidance to Measur

Final Survey CWBO 1 and 2.docx

Guidance Note on quantitative admini

KII Report Template _ CWBO 2.docx

F&D Index Data Analysis Tool_updatec