Terms of Reference for End Program Evaluation

Laksam AP

Program Number: 00369

Lifecycle FY2006-2024, Current Program phase: October 2020 to Sept 2024

November 2022

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Deputy Director, PQA, NO, WVB

Laksam AP
Chattogram ACO, Urban Rural Cluster
World Vision Bangladesh

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I. Acknowledgement:

We are privileged to say that Laksam AP is going to Phase-out in September 30, 2024 (FY'2024) after its long 19 years development journey through completing its final implementation phase by FY'24 (2 year extension) in compliance with LEAP3 . Laksam AP started its Transition phase in FY'2022 which will be ended in FY'2024. We are very much delighted to prepare this End Program Evaluation ToR in line with LEAP approaches and the Country Strategy in order to assess the progress towards achieving the well-being of the children, families and communities of Laksam AP. This ToR will guide the Consulting Firm and WVB staff to run the evaluation program effectively.

We want to extend our thanks to Laksam community members including leaders, partners, government officials, VDCs, NGOs, CBOs, child forum members, FBOs, school teachers and the children who actively participated in implementing planned interventions entire life of Program. We believe that the life of the target community has been positively impacted with the input of the mentioned stakeholders.

We are expressing heartfelt thanks to those colleagues who provided their assistance and advice in the preparation of this ToR. Especially thanks to Monju Maria Palma, Deputy Director-operations, Urban Rural Cluster for her strategic directives and dynamic leadership on the road to develop this ToR efficiently. We would like to express our special gratitude to Rakib Hossain, Program Quality Manager of WVB, Stphan Halder Ruven, Senior Manager of Chattogram ACO and Md. Abdul Karim Howlader, Deputy Director, PQA, WVB for giving the suggestions and necessary cooperation to prepare the ToR. Also thanks to Field Program Quality Specialist Debasish Acharjee for his contribution in preparing the end evaluation ToR of Laksam AP.

We would like to express our heartfelt thanks and gratitude to Saeromi Lee, Country Program Manager of World Vision Korea, our support office and sponsors who gave their committment and support to our work for the development of the children, families & community and contribute to bring sustainable change.

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November 2022

II. Affirmation:

This is to affirm that except as acknowledged by the references in this ToR to other authors and publications, the ToR for End Program Evaluation described herein consists of our own work, undertaken to update partners and advance learning. It will also improve and assess desired progress for on going interventions, undertaking new activities and possible inclusion of new projects design and implementation mechanism, as part of the requirements of WV Design, Monitoring and Evaluation Learning System.

The data & information that are used here are reliable and authentic. Primarily information collected throughout the monitoring and reporting process remains the property of the Laksam AP and members of the Community Consultation Team, community and families described in this document. Information and data must be used only with their consent.

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III.Glossary:

AP	Area Program
APM	Area Program Manager
BSL	Building Secure Livelihood
CBO	Community Based Organization
CESP	Community Engagement & Sponsorship Plan
CWBO	Child Well Being Outcome
DIP	Detail Implementation Plan
DME	Design Monitoring & Evaluation
FBO	Faith Based Organization
FGD	Focus Group Discussion
GOB	Government of Bangladesh
HHs	Household
IGAs	Income Generating Activities
ITT	Indicator Tracking Table
KII	Key Informant Interview
KPI	Key Performance indicator
LEAP	Learning through Evaluation with Accountability & Planning
M & E	Monitoring and Evaluation
NGO	Non-Governmental Organization
NO	National Office
PD-Hearth	Positive Deviance Hearth (Special program on nutrition)
PQA	Program Quality Assurance
RC	Registered Children
TP	Technical Program
SO	Support Office
SWOT	Strong Weakness Opportunity Threat
ToR	Terms of Reference
UPG	Ultra-Poor Graduation
Upazila	Sub-District
VDC	Village Development Committee
WASH	Water, Sanitation & Hygiene
WV	World Vision

IV. Introduction & Background:

World Vision: World Vision is an international Christian humanitarian relief and development organization serving children, their families and communities to alleviate poverty from the world, primarily through program of transformational development, emergency relief and promotion of justice. The vision of World Vision is **"Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so"**.

Involvement in Bangladesh: World Vision has working in Bangladesh since 1972 in greater Mymensingh district from a small coordination office at Birisiri under Durgapur Upazila. It played a significant role to re-build the war-torn country the war aftermath. In late nineties, World Vision adopted a new development approach, called "Area Development Program (ADP) that are long term (10-15 years) to address the needs of people at macro-level that would bring about transformation, impact, sustainability and self-reliance in communities especially in the areas where World Vision serves. Now World Vision's program and activities are spread across 28 administrative districts in Bangladesh. World Vision works through long-term sustainable community development programs and immediate disaster relief assistance in 80 locations at sub-districts, impacting the lives of around 5 million people with various services (Source: https://www.wvi.org/bangladesh)

Laksam AP and its Journey:

Phase	Dates (FY-FY)	Projects/Sectors Per Phase
A&D	July 01, 2005 - Sep 30, 2006 (Assessment & design)	Community Sensitization and Mobilization.
1	Oct 01, 2006 - Set 30, 2011 (Implementation phase)	Health, Education, Economic Development and Sponsorship Management
2	Oct 01, 2011 - Sep 30, 2017 (Implementation phase)	Health, Education, Economic Development and Sponsorship Management
3	Oct 01, 2017 - Sep 30, 2020 (Implementation phase)	Functional Literacy and Life skills, Livelihoods, Community Engagement and Sponsorship Plan
4	Oct 01, 2020- Sep 30, 2024 (Closure Implementation phase including extended its lifetime from FY'2022 to FY'2024)	Health and Nutrition, Livelihoods, Community Engagement and Sponsorship Plan

The Laksam AP started its journey in FY2006 following completion of a primary assessment and confirmation of support from WV Korea. The program impact, both located in under Laksam Sub-district of Cumilla District, areas are four most vulnerable 1) Laksam Municipality, 2) Bakoi Union, 3) Kandirpar Union, 4) Modaffargong Union. The location of the programme area Laksham Upazila area is 135.61 sq. km, located in between 23°10′ and 23°19′ north latitudes and in between 91°01′ and 91°11′ east longitudes. It is bounded by Cumilla Sadar Dakshin and Barura Upazila on the north, Nangolkot and Manoharganj Upazila on the south, Nangolkot and Cumilla Sadar Dakshin Upazila on the east, Barura and Shahrasti Upazila on the west. The driving distance from the capital city Dhaka to Laksam Upazila is 126.3 km. The geographical context of the programme impact area can be described as high and plain land agricultural land. Laksam sub-district population is 276,176 and the AP impact area population is 50,151, where male 25050 and female 25101.

Laksam AP started its new journey aligning with LEAP3 1st cycle from FY2018 to FY2020. At the beginning of FY2018 Laksam AP conducted Baseline survey for its two TPs (Functional Literacy & Life Skills Technical Project, Livelihoods Technical Project) and CESP goals and outcome indicators in order to find out the base value. Currently the AP is implementing two TPs i.e. Health and Nutrition Technical project, Livelihoods Technical project and Community Engagement & Sponsorship Plan which aligned with LEAP3 2nd Cycle. In February 2021, WVB also conducted an Integrated Evaluation & Baseline (IEB) for Health and Nutrition Technical project, Livelihoods Technical project and CESP.

From FY'2021 Laksam AP started its LEAP3 journey with a community vision *"Laksam AP working area targeted families will increase health facilities, job opportunities for unemployed, financial solvency, child protection and ensure safe drinking water & sanitation by FY2024.*

The impact area total HH is 12912. The targeted populations are registered children, parents of RC, men & women living below poverty line, small holder farmers, youth, people with disability, U<5 children, 6 to 11 years' children, 12 to 18 years' children, Village Development Committee (VDC) members, child forum members and religious leaders.

Currently the AP implementing its TPs and CESP interventions with the active participation and collaboration with VDCs, Child Forum, Union Parishad, Upazila Agriculture Office, Upazila Livestock Office, Upazila Primary Education Office, Upazila Secondary Education Office and other like-minded organizations to ensure the well-being of the children, especially the most vulnerable. Now according to the program life cycle, it is the time to look back in the accomplishments and carry out the program performance complying with its expected objectives and indicators. Hence, this ToR will provide a guideline to conduct the End Program Evaluation to see the overall impact of the program and the extent to which the program contributed to the sustainable well-being of the children, families and communities through its entire program life cycle of 19 years.

V. Rationale of End Program Evaluation:

During its LEAP journey, Laksam AP has accomplished different interventions through its projects: Health, Education, Economic Development and Sponsorship management together with the stakeholders to enhance the wellbeing of the most vulnerable children, their families & community members. Now the AP is in its last year of the transition phase and focusing on transition issues that were already passed three implementation phases successfully.

As per the LEAP guidelines, a program evaluation is to be conducted at the end of the program phase and thus the AP is going to conduct end program evaluation to assess the progress or success of program and project goal, outcomes indicators and development area of the program. During its implementing phases different quantitative progress and short-term impacts at activity and output levels were measured on a monthly, semi-annually and annual basis. Now this evaluation will demonstrate the progress and contribution of the program and explore how much the community is ready to take the responsibility for future sustained development. It's the time to measure progress against set indicators as well to see the changes that have happened over the life of the AP. Laksam AP is very close to phase out and the AP is preparing the community for transition. As a result, the AP has developed a plan to conduct the End of Program Evaluation with a view to see the results and impacts of the program initiative implemented. ***The End Program Evaluation processes will be started from January 15, 2023 and to be completed by 15th April 2023 (including SO feedback and final report).***

1. Evaluation Summary:

Program	Laksam Area Program (AP)
Program Phase	Lifecycle FY 2007-2024, Current Phase FY 2021-FY 2024
Evaluation Type	End Program Evaluation
Evaluation Purpose/ Objectives	➢ To identify the impacts in the lives of children, families, communities, partners and stakeholders that can be directly attributed to the Laksam Program ➢ To identify to what extent Program objectives have been achieved and compare with different phase baseline, evaluation, other relevant secondary data and WVB thresholds considering disaggregate by gender.

	- To assess existing social[1], economic[2], demographic[3], health[4], environmental[5] conditions of the community people, especially the most vulnerable group among the community. - To identify how peoples' lives have changed, or been transformed with root causes of changes & learning why change has happened in the program area. - To identify whether capacities have been developed by community partners and identify whether vulnerabilities have been reduced of target community especially for the most vulnerable groups. - To measure the program relevance, efficiency and effectiveness of intended goals and outcomes in relation to project expected outcomes. - Carry out the lessons learned which would help AP staff to identify promising practice & program, which can be replicated in other programs of WVB in the future. - To assess up to what extend the AP addressed the CWBO towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, and household and families' resilience. - To capture the most important changes/success/impact of the AP.
Primary Methodologies	The End of Program Evaluation will be led by a prominent external consulting firm and will be participatory in nature with a focus on learning, success and action. The communities and stakeholders at all levels will be made aware of the evaluation's objectives in order to facilitate their strong participation. This will enable them to identify their strengths, weakness, opportunities and threats through potentials for problem solving pathways for development. The methods for the evaluation of the program/projects will comprise both quantitative and qualitative in analysis of the progress, achievements and changes. Furthermore, in February 2021 WVB conducted Integrated Evaluation (quantitative & qualitative part) of most of the indicators of technical program of LEAP3 1st Phase. The AP will conduct quantitative & qualitative survey based on LEAP3-1 cycle designated indicators. The consultancy firm will analyse and prepare a detailed evaluation report. **Quantitative:** AP team and consulting firm will have to map out all the indicators of previous and current phases and determine the authentic sample size and tools. (i.e Consultant will calculate the actual sample size, Sampling technique and feld level data colletion process appropriate for this evaluation. Multistage Cluster sampling method will be followed for end program evaluation to compare with baseline findings). **Qualitative:** Focus Group Discussion Key Informant Interview

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[1]Social condition refers to issues like poverty, standard of living, health, gender equality, safety, well-being, and education of the community etc.

[2]Economic condition refers to financial status, ownership of assets, income, production, new modern technologies, labour and employment etc.

[3]Demographic condition refers to status with dynamic of population characteristics i.e. age, sex, occupation, education, status in household, status in community etc.

[4]Health condition refers to issues related to health care and prevention services etc.

[5]Environmental status deals with land, trees, water, air, climate and minerals etc.

	Case Study SWOT Analysis Spider Diagram tool with children (with boys & girls separately) 'H' tool with children (boys and girls) In depth study at least 1 from each project. Change Tree Tool
Evaluation Start and End Dates	Start: 15th January, 2023 End: 15th April, 2023 (Duration total 90 days)
Anticipated Evaluation Report Release Date	April 2023

2. Description of Program and Projects Being Evaluated:

Project wise Goal, Outcome with indicators and major interventions are given below:

2.1. Project wise Goal, Outcome & Indicators:

Program, projects and social context of the program area have been described in the program design document. Log-frames, M&E plans and detailed implementation plans (DIP) of individual projects by year and for the entire phase which have incorporated clearly in the program design document. These documents will help to execute the study process. Laksam AP has prepared AP plan for FY'18 to FY' 2020 and transition Plan for FY'2021-'2024. Laksam AP is consisting with two TPs & CESP like Health and Nutrition, Livelihoods and CESP Project. Listed indicators of entire program and projects to be broadly considered during end phase evaluation for comparing with baseline status in addition to this program sustainability and transition indicators also be considered. Project wise Goal and Outcome listed indicators are given below:

Current phase indicators:

Log Frame Code	Summary of objectives	Indicator
Health and Nutrition Technical Project - Goal, Outcome & Indicators		
Project Goal 1	Improve Health & Nutritional Status of Children by FY-2025	Prevalence of stunting in children under five years of age, by sex, age, and registered child status
50	Increase nutritional status of children of aged 0-59 months	Prevalence of underweight in children under five years of age, by sex, age and registered child status
50		Prevalence of wasting in children under five years of age
50		Proportion of children receiving minimum dietary diversity, by sex and age
50		% of infants aged 0-5.9 months who were fed exclusively breast milk within last 24 hours
51	Increased access to health care services	Proportion of infants whose births were attended by skilled birth attendant
51		Proportion of mothers of children aged 0–23 months who received at least 2 post-natal visit from a trained health care worker during the first week after birth

Log Frame Code	Summary of objectives	Indicator
51		Proportion households respondents satisfied with their last experience of public services
51		Proportion of services or facilities that met additional government standards monitored through CVA
51		Proportion of Channels of Hope Direct Participants who took action to promote positive social norms for child well-being (by faith leader-status, sex, type of actions)
51.1		# and % of pregnant women who delivered in a health facility
52	Community based Inclusive WASH practice improved	Proportion of households using a basic drinking water facility.
52		Proportion of households using a basic sanitation facility
52		Proportion of parents or caregivers with appropriate hand-washing behavior
52		Proportion of village declared as Open Defecation Free (ODF)
52		# and % of households with basic handwashing facilities
53	Scale up COVID19 preventive measures to slow the spread of COVID19 disease	% of people have increased knowledge on COVID19 prevention
53		% of Faith Leaders Committee functioning to prevent COVID 19
Livelihoods Technical Project- Goal, Outcome & Indicators		
Project Goal 1	Improved child well-being in targeted households with resilience and access to sustainable income sources	Proportion of parents or caregivers able to provide basic needs to their family
Project Goal 1		Proportion of households living below the national poverty line according to Poverty Probability Index (PPI) (disaggregated by sex of head of household)
70	Enhanced food security and social protection services through capacity building, awareness raising and emergency support for UPG HHs	Proportion of households with adequate food frequency (2 or more meals per day) (disaggregated by sex of head of household)
70		Proportion of households with sufficient diet diversity (disaggregated by sex of head of household)

Log Frame Code	Summary of objectives	Indicator
70		Proportion household respondents who report they are satisfied with their last experience of public services supporting to improve livelihoods
70		Proportion of services or facilities that met additional government standards monitored through CVA.
71	Increase opportunity for creating diversified income sources	Proportion of households with alternative and diversified sources of income (disaggregated by sex of head of household)
71		% of UPG households with more income than expenditures (to be measured through household income and expenditure checklist)
71		Proportion of households with the means to save money using a bank or credit union (disaggregated by sex of head of household)
71		Proportion of parents or caregivers able to provide well for their children (disaggregated by sex)
72	Increased social integration on gender equitable relations in families and community	% of boys and girls (12-18 years) with positive and peaceful relationships with their Parent(s)/Caregiver(s)
72		Proportion of UPG households where women report to taking part in household decision making, e.g. buying of an assets
72		% of women reporting ownership and control of productive assets
72		Proportion of Spiritual Nurture of Children (SNC) Direct Participants [adults] who took at least one action to spiritually nurture children within their household in the past 6 months
73	Increased sustainable livelihood options for the marginal poor	Proportion of participating producer groups who increased their profit by 30%
73		Proportion of participating producers who were trained who adopt a new technique (disaggregated by sex)
73		Proportion of producers engaged with markets and service providers
73		Proportion of households employing climate-resilient agricultural practices

Log Frame Code	Summary of objectives	Indicator
73		Proportion of farmers who used at least [a project defined minimum number of sustainable crop, livestock and NRM practices and/or technologies
74	Increased opportunity to create enabling environment that influence economic and social actions	Proportion of households with the means to save money using a bank or credit union (disaggregated by sex of head of household)
74		Proportion parents and caregivers participating in Parental Awareness Training (PAWS)
74		Proportion of households with women actively engaged in decision making
74		Proportion of households who report having access to sufficient credit (disaggregated by sex of head of household)
74		Proportion households sensitized in disaster risk management

Community Engagement and Sponsorship plan- Goal, Outcome & Indicators

Log Frame Code	Summary of objectives	Indicator
Project Goal	Communities are empowered to take ownership for ensuring child well being	Proportion of communities and partners who develop and implement interventions to respond to CWB priorities
Project Goal	Communities are empowered to take ownership for ensuring child well being	Proportion of households reporting that they have good community leadership
Project Goal	Communities are empowered to take ownership for ensuring child well being	# and % of households reporting good community cohesion
85	Community based organizations and duty bearers (VDC, UNDC, child & youth forum) developed plan, implement, monitor and review their development efforts in collaboration with WVB and other actors (local government, CSOs and other stakeholders)	Proportion of community organizations able to fully execute their annual planning
85	Community based organizations and duty bearers (VDC, UNDC, child & youth forum) developed plan, implement, monitor and review their development efforts in collaboration with WVB and other actors (local government, CSOs and other stakeholders)	# and % of performing and healthy partnerships

Log Frame Code	Summary of objectives	Indicator
85	Community based organizations and duty bearers (VDC, UNDC, child & youth forum) developed plan, implement, monitor and review their development efforts in collaboration with WVB and other actors (local government, CSOs and other stakeholders)	% of community members who perceive that feedback from the community is used to improve programming.
85	Community based organizations and duty bearers (VDC, UNDC, child & youth forum) developed plan, implement, monitor and review their development efforts in collaboration with WVB and other actors (local government, CSOs and other stakeholders)	% of HHs sensitized in disaster risk management
85	Community based organizations and duty bearers (VDC, UNDC, child & youth forum) developed plan, implement, monitor and review their development efforts in collaboration with WVB and other actors (local government, CSOs and other stakeholders)	# and % of partners with appropriate capacity to contributing towards sustaining child well-being gains
86	Community partners utilize child sponsorship to care for and protect children and enable girls and boys, families, communities and sponsors to have life enriching experiences	Proportion of stakeholders or parents demonstrate understanding of Child Sponsorship impact from participating and engaging in Child Sponsorship program
86	Community partners utilize child sponsorship to care for and protect children and enable girls and boys, families, communities and sponsors to have life enriching experiences	% of boys and girls with positive and peaceful relations with their peers
86	Community partners utilize child sponsorship to care for and protect children and enable girls and boys, families, communities and sponsors to have life enriching experiences	The strengths of the assets and the contexts in which female and male adolescents live, learn and work as reported by adolescents 12-18 years of age.
86		Proportion of female and male adolescents that report improved self-efficacy
87	Children are protected from Gender Based Violence	% of targeted communities' parents or caregivers with children aged 0-18 years who feel that their children are safe from danger or violence in the community "most" or "all" of the time.

Log Frame Code	Summary of objectives	Indicator
87	Children are protected from Gender Based Violence	Proportion of users who are satisfied with the child protection services they have received, by sex
87	Children are protected from Gender Based Violence	Proportion of female and male adolescents who are married
87	Children are protected from Gender Based Violence	Proportion of adolescents who have experienced sexual violence in the past 12 months by any perpetrator, by sex

Considering Transition plan, here also proposed some additional indicators for end program evaluation as below,

- ✓ ANC visit (4 and more times) during pregnancy period
- ✓ Proportion of parents and caregivers who promote learning for children aged 3 to 6 years, by sex
- ✓ % of households living below the international poverty line
- ✓ % of HHs income increased
- ✓ # and % of partners with appropriate capacity to contributing towards sustaining child well-being gains
- ✓ % of communities with a functioning reporting and referral system in place
- ✓ Proportion of children participate meaningfully in community decision making
- ✓ Proportion of children aged 1-17 years who experienced any physical punishment and/or psychological aggression by caregivers in the past month
- ✓ Proportion of parents or caregivers who feel that their community is a safe place for children [community]

Child Well Being Target, WVB strategy and Mandatory indicators that should be consider in end program evaluation:

Child Well Being Target/Indicators:

1. Increase in children who have positive and peaceful relationships in their families and communities
2. Increase in girls and boys protected from violence
3. Increase in children who are well -nourished (ages 0-5)
4. Increase in primary school children who can read

Some WVB Strategy Indicators (according to FY21 to 25 periods) that should be considered in End Program evaluation

- % of children (12-18) who have a strong connection with their caregivers
- Proportion of boys and girls (12 -18 years) who are reported to have experienced some form of violence in the past 12 months
- Prevalence of stunting in children under 5 years of age
- Prevalence of underweight in children under five years of age
- Prevalence of wasting in children under 5 years of age
- # or % of children who achieve at least a minimum proficiency level in reading

Gender & social inclusion related indicators:
- % of people changing mindset of Gender Equality segregated by sex

- % of male person engaged in women empowerment and preventing GBV initiative disaggregated by men & youth (15-35 yrs.)
- % of FBOs empowered in preventing GBV and Social inclusion

Mandatory indicators that should be considered in End of Program evaluation;

1. % increase of literacy rate among children from existing baseline.
2. % of households that have at least two reliable income sources.

Some complementary indicators that need to be considered in End of Program evaluation

1. Knowledge about prevent diarrhoea/ diarrhoea management
2. Average income increased among the community
3. % of women's participation in family income
4. % targeted farm households adopted at least one new farming technology
5. Proportion of women empowerment demonstrate in the community
6. % VDC functional
7. % of children participated in decision making of family/ Society

2.2. Major interventions under different TP/Projects

Laksam AP implemented its program through a documented design consists of two TPs & CESP such as: Health and Nutrition Technical project, Livelihoods Technical project and CESP Project. The AP design document contains project log-frames; M&E plans, ITT and detail implementation plans (DIP) by phase and annual, which provide sufficient background information for each project. It is expected that review of such plans would be good sources for preparation of evaluation plans. It will be primary and secondary data collection based on the projects outcome indicators by following some scientific survey methods.

2.3. Sustainability Issues:

In addition, the evaluation aims to measure the following sustainability issues to take effective management decision using potentials and empowerment of the community for phasing out the program effectively.

- To what extent are the community people aware of essential health care services especially from Govt. service centers.
- Capacity/Functionality of the committees like VDC and Community Clinic management committees.
- VDCs are aware on child protection and take initiative for ensuring birth registration.
- Child forum is well functioning with having regular plan of action to stop early marriage, ensure birth registration and establish child rights as well as networking with Upazila/sub-district administration on this issues.
- To what level VDCs is ready for partnership responsibility and future ownership when the AP will be phased out.
- DMC (Union) are functioning and intentional to take initiative on disaster management in pre, during & post disaster situations.
- Child forums are being nurtured by the VDCs.
- VDCs and child forums work jointly on child rights & protection issues.

3. Evaluation Target Audiences:

There are several evaluation stakeholders/partners/program participants of both direct and indirect in nature. The direct stakeholders/partners are Registered/Sponsored children, VDC/CBO members, child forum members, UPG members, LVCD group members, teachers, leaders, child protection subcommittee and WASH Committee Members. The indirect partners/program participants include parents of registered/sponsored children family member, community facilitators etc. Besides, the

community consultation team members and staff members of both at national and AP levels are also considered as important stakeholders. They will play the key role in the evaluation process which will be helpful to find out the present situation and demonstrate the progress for phasing out the program effectively.

The direct stakeholders/partners/beneficiaries are:

- Under five children, pregnant and lactating women
- Parents and caregivers
- Registered/Sponsored and non-registered/sponsored children and their family members
- UPG group members
- BSL group members
- Members of some committees like VDCs, CC etc.
- Youth
- Other community mothers and adolescents
- Child Forum and VDCs members
- Social, religious and community leaders
- Community facilitators/Volunteers
- GoB & NGO representatives

The indirect stakeholders/partners/beneficiaries are:

- Non-registered/sponsored children of the community
- Family members of pregnant and lactating mothers and adolescents,
- UPG & BSL family members

All the stakeholders would be considered for HH survey, FGD, Document review, KII, SWOT, case study/success story. The evaluation result would be shared with VDC, child forum before finalization of the evaluation report. The evaluation plan will be outlined detail about number of result sharing session considering all level of stakeholders. The SO and/or donors will also be informed the evaluation results before finalizing so that their comments or suggestions can be included.

The AP and all relevant stakeholders will use the report to assess the progress and achievements of the program/project as well as the promising practices for future improvement.

PFA (Primary Focus Area) wise HH Information:

SL	Name of Unions/Municipality	No. of working Villages/Mahallah	No. of HHs
I	Municipality area	8	3635
2	Bakoi Union	8	3326
3	Kandirpar Union	8	2943
4	Mudafarganj Union	8	3008

The detailed village wise HHs information is given in the attachment:

HH list of Laksam
AP.xlsx

Current Project wise Target Beneficiaries:

SL	Project Name	Beneficiaries (HH level)	
		Direct	
I	Health and Nutrition Project/TP	Adult : 10002 Boy : 3089 Girl : 6397	
2	Livelihoods Project/TP	Adult : 5098 Boy : 45	

		Girl : 115	
3	CESP	Adult : 4564	
		Boy : 1802	
		Girl : 3837	
Total		Adult : 10899	
		Boy : 4496	
		Girl : 7301	
Grand Total		**22696**	

4. Evaluation Type:

This would be a program phase out evaluation and main focus is in assessing progress made towards the goal and objectives at the program and project outcome/impact level throughout the journey of the program in the community. The **End Program evaluation** should provide **evidence-based information that is credible, reliable and useful, enabling the timely incorporation of findings, recommendations and lessons learned into decision-making processes** towards further replication in program (If any) in the AP or outside AP working area.

5. Specific Evaluation Purpose and Objectives:

5.1. Evaluation Purpose

The main purpose of the End of Program Evaluation is to identify the impacts of the program in the lives of children, families; community, partners and stakeholders focusing child-wellbeing outcomes in relation to the project expected outcomes. Consultancy firm will have to compare with different phase baseline, evaluation and other recognized current secondary data. It is also expected to see the fact and reasons of all indicators and issues why the achievement is up to the expected level or not.

The specific objectives of End Program Evaluation criteria:

The major component of AP design document needs to assess through five evaluation criteria like relevance, efficiency, effectiveness, sustainability and impact as furnished below:

1.1 Quality and relevance (in terms of assessment whether an intervention is justified in the light of the outcomes and issues determined in the pre-assessment):

- To what extent does the TP & CESP respond to priority issues of the community?
- To what extent the target communities/primary stakeholders were/have been identified/selected and effectively promoted the intervention
- How significantly and worthwhile is/was the TP & CESPs to community situation.

1.2 Effectiveness (in terms of assessment of the major achievements to date in relation to its stated outcomes and outputs; and how assumptions have affected the projects achievement):

- To what extent the planned outputs led to the achievement of the outcomes?
- Whether the AP teams have done right things in right ways?
- To what extent the program achievements have affected by outcomes?
- Whether outcomes and indicators of progress used during the AP programming period?
- What kinds of benefits accruing to target people including women and children?
- What factor and processes affected the achievement of the outcomes?

1.3 Impact (in terms of making a judgment on the repercussions of the interventions in the medium and long-term change at community level the program has contributed to):

- What have been the effects of the TP & CESP interventions on target people and the community?
- What contributions are provided for the improvement of the livelihood status of the target people in the community?

- What contributions to enhancement of socio-economic and income opportunities of target population?
- Was there any effect of cross cutting issues addressed by the TP & CESP interventions?
- How they practice in their daily life
- What improvement level they achieved in their life
- Did they come out from circle of poverty issue?
- What is the impact out of 2 TPs & CESP?
- What improvement happens on gender equality and social inclusion in the AP area due to the implementation of TP & CESP interventions?

1.4 Efficiency of planning and implementation (in term of cost, speed and quality with which inputs/resources/means have been converted to desired products/outputs):

- Have projects output been achieved at reasonable cost?
- Were the AP management structure and its staffing appropriate in relation to the tasks executed?
- Was financial spending was in line with plan?
- Were there good working relationships with stakeholders/partners?
- How well technical assistance provided by the National office in developing local capacities?

1.5 Potential for sustainability, scope of programming, Replication and Magnification (in terms of likelihood of continuation in the stream of benefits produced by the program):

Consider four level (Children, Household and Families, Community, Enabling Environment) and Five drivers (Ownership, Partnering, Local and National Advocacy, Transformed Relationships, Household and Family Resilience) of sustainability.

- To what extent are community groups assuming ownership of development initiatives?
- What are the characteristics of positive and effective community participation with the program/project?
- What are major changes happening in the community in terms of gender equality?
- Is there any challenges or gaps existing in the community to ensure gender equality?
- How are community groups functioning related to below aspects?
  - Representation and involvement of broader community members
  - Leadership
  - Decision making
  - Gender make up, and role of women
  - Organizational vision and purpose
  - Management of the organization
  - External linkage
  - Resource mobilization

1.6 Indicators of Child Wellbeing outcome:

The evaluation will be addressed the child wellbeing outcome indicators in light AP design documents and will be drawn a conclusion on future improvement or scope of work.
- What programs are more effective for this area and why?
- What program do not support to develop of the community and why?
- What are the health status of the children?
- What are the education status of the children?
- What are the moral status of the children?
- What are the protection & participation status of the children?

5.2. Evaluation Specific Objectives:

The specific objectives are as follows:

1. Assess existing Social, Economic, Demographic, Health and Environmental conditions of the community people, especially how the most vulnerable children and women are impacted by the TPs & CESP in the area.
2. Measure the progress of awareness, knowledge, attitude and practices of target population, which is stated in the AP Plan in Laksam AP working area.
3. Assess the degree of changes against output, outcome and goal level indicators in terms of quantitative and qualitative over the time and reflecting the factors/reasons that are contributed to happen either positive or negative impact/changes appropriately in the program area.
4. Assess the status of Non-negotiable (cross cutting) issues (Gender, Disability, Accountability, Advocacy, DRR & CCA, Faith & Development, Christian impact, environment, Sponsorship, Urban, Peace building and conflict resolution, and Child protection) considered in all the TP/CESPs
5. Assess the promising practices and most impacted interventions of each project over the period that transformed community towards sustainability.
6. Assess the potentials of program/projects for its ownership and sustainability issues based on five drivers, i.e. to assess: i) local ownership, ii) partnering iii) local & national level advocacy, iv) transformed relationship and v) household & family resilience any basis to make decision on program transition.
7. Identify lessons learned and challenges (with possible solutions) and formulate actionable recommendations, which can be utilized to make World Vision work in the other program area more effectively.
8. Assess how effectively current program addressed child well-being indicators (CWB) and key performance indicators of WVB country strategy and how the program involved and benefited vulnerable groups.
9. Identify the community technical, managerial and operational competencies towards community development.
10. Reflect & triangulate the study finding/results with the other cycles of the program of last 17 years through trend analysis.
11. To capture the most important changes/success/impact of the AP including learning & recommendation.

6. Evaluation Methodology:

The End Program Evaluation will follow both the quantitative and qualitative methods for data/ information collection. The AP authority has provided background information as mentioned below, which is necessary for sampling design for the quantitative survey for this evaluation. The consulting firm will identify the appropriate samples sizes and sample households based on the indicators of the TP/CESP goal & outcomes along with mandatory & necessary indicators stated above in the page # 7-10. The sample size should calculate based on proposed rare indicators sample size which are available in indicator matrix (Page #10). The sample households will be selected from the list of villages/mohallah where WVB implementing interventions (i.e. primary sampling unit to be provided by AP) using simple random or cluster sampling technique with probability proportionate in Size (PPS). To conduct the End Program Evaluation, same methods/ techniques need to be followed or any other appropriate method/technique which are more relevant with the method that used in the baseline/previous evaluation (A two stage cluster sampling method was used in the last study).

For qualitative data/information collection, required number of FGDs, KIIs, case studies, semi structured questionnaire, SWOT Analysis, Spider Diagram tool with children (with boys & girls separately), 'H' tool with children (boys and girls), in depth study at least 1 from each TP/CESP. Change Tree Tool or any other relevant techniques can be used based on the demand of the indicators.

Here it can be emphasized that the evaluation will be undertaken for each of program/project following the goals and outcomes set as per design logical framework. *The consultancy firm will have to review the previous phases Baseline survey & evaluation Reports, Semi-Annual and Annual Reports, AP monitoring Report and other relevant secondary documents/reports (Document Review). To have background information, the firm will have to conduct KIIs techniques which will include interviews with individuals or groups through using Semi-structure interview (SSI)*

tools with key informants in GoB agencies, NGOs, VDC/CBO and project facilitators. The focus should be on obtaining factual information that is crosschecked and triangulate with the program evaluation and other sources. A series of open-ended questions need to be asked to program and project staff including Volunteers/Facilitators who are knowledgeable and experienced with interventions.

However, in the past, World Vision has used two-stage cluster sampling design for the similar evaluations due to its principle of simplicity, low cost and ease of operation. Besides, the well-known Demographic and Health Survey in Bangladesh and elsewhere to draw a nationally representative sample and by UNICEF follow similar methodology for its multiple indicator cluster survey.

As part of organizational policy and LEAP guidelines, collaborative partner VDC, NGOs, local Govt. representatives, other stakeholders and the community need to be involved in the End Program Evaluation to ensure active participation, contribution and perspectives of all partners through the process.

7. Limitations:

Every evaluation has some limitations, which can make influence in the evaluation result. Considering this, the intended End Program evaluation will try to follow the appropriate methodology to minimize the influence. Laksam AP works with the rural based people. Due to searching job in off season sometimes targeted beneficiaries may move from one place to another which can be the considering limitation area of the evaluation. In the End Program evaluation, emphasise needs to give to the same households under the same cluster. Some households of those cluster may migrate in the last two or three years. In that case, required number of households can be included following appropriate methodology.

8. Authorities and Responsibility:

8.1. Team Members and Roles:

The AP authorities like to conduct the End Program Evaluation by a renowned consultancy firm having experience of similar type of studies. AP will give preference on those consulting firm who are experienced in conducting 'End Program Evaluation'. The Consulting firm will have to lead the End Program Evaluation involving staff from WVB, community consultation team members and local implementing partners (GOB agencies, VDCs/NGOs). WVB want to see the name of the respective sector experts and profile along with the evaluation proposal.

The End Program Evaluation should a core team. Core team will comprise of AP, ACO and NO PQ staff, community representative (VDC) and the consultants of the firm.

As the data collection, data analysis & report will prepare by the external consultancy firm so they have the following capabilities:

- The firm are experts and have good knowledge and experience on end program evaluation. Also they have the technical expertise to analyze the quantitative & qualitative data with quality and produce a professional evaluation report considering the evaluation purpose and objectives as mentioned above. ***The Firm/individuals need to expertise on Gender issue, to address gender sensitivity and collect & analyze gender based data for reporting.*** Also good knowledge on health & nutrition, agricultural, livelihood and child protection to analyze the data more appropriately considering the context relevant to other sources and generate a good report focusing on the cross-cutting theme.
- Any team member of the Consulting Firm specialized in Social Science/Anthropology Statistics/Economics/Sociology/Development Studies.
- Any team member of consulting firm has proven experience in multi-sectorial program/project evaluation or in household livelihood assessment;
- Willing to work in remote area with poor and extremely poor people.

Table: Role and tasks to be completed by team members in evaluation process:

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
Planning	Preparation of Terms of Reference	Terms of reference originates at the AP level and finalized based on the feedback from WVB NO and SO. WVB role is to coordinate with support office, partners & other stakeholders and incorporate their feedback. AP/ACO/WVB PQ Manager will manage consultancy firm through providing support and ensure the quality of evaluation products as appropriately.
Document review	Collect and review all the documents supportive for phase evaluation	Consulting Firm will review the AP Design Document (project logical framework, DIP, M&E Plan, Indicator Tracking Table, AP monitoring data, AP Annual management reports and other relevant documents/sections of the design). Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer. WVB will provide relevant documents and give information about the AP working area, community, beneficiary etc.
Methodology	Selection of appropriate methodology	Consulting Firm will develop end program evaluation methodology, sampling size and sampling procedures required for the quantitative & qualitative survey. Consulting Firm will develop appropriate quantitative and qualitative tools in local language i.e. Bengali as where necessary. Consulting firm will also submit indicator table with Methods and question's number to WVB and finalize the tools after field test. Consulting Firm organize a comprehensive training session to orient the team members on tools and methodology, data collection technique. A practical session can be included for data collection for the enumerators for collection of quality data and reduce any ambiguity of questions. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures of data collection of data. WVB will review and give feedback on tools and draft reports.
Quantitative Data Collection	Quantitative Survey based on the outcome and impact indicators from the program design document	The consulting firm will prepare evaluation tool having guidance from WVB/ Support Office. In this regard, tools against indicators which are aligned with "WV Compendium of Indicator" will be used. Develop questionnaires and other tools incorporating appropriate questions for information 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 poverty status and other vulnerabilities such as widows, orphans or people with disabilities etc. Conduct pre-test of questionnaire at AP working area and update the same with appropriate questions.

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
Qualitative Data Collection	Qualitative Data: FGDs, KII, SWOT, HH analysis, Change tree, H-tool and other exercise of relevant proposed tools.	The consulting firm will conduct the qualitative assessment to collect and information through gathering sessions consults with AP Staff from core team at different place from different community partners other stakeholders including representative from GOs & NGOs. Respective firm will ensure qualitative data collector experts at field level prior discussion with WVB. Consultancy firm will develop a detail schedule both qualitative and quantitative data mentioning the name of data collector expert to WVB at least one week ahead of data collection. *It is notable here that after quantitative data collection and based on the draft data analysis of quantitative data, qualitative data collection questionnaires will be developed.*
Data Processing and Analysis	In depth analysis of data and information from primary and secondary sources and sharing findings with community partners & AP/APC/Zone staffs members	The firm will develop data analysis program in standard software like WHO Anthro, SPSS etc. Design dummy tables, graphs and summary formats for report writing with 95% CIs and total sample per indicator. Sex-disaggregated data will be included for specific indicators. • Use both quantitative and qualitative data, firm will analysis data using statistical techniques showing Confidence interval (range), different age group with gender disaggregation and calculating progress at outcome and goal level indicators and compare the findings with baseline and updated relevant secondary data. • End evaluation report will be fully impact focus • Issue based/Intervention wise impact story will be incorporated in the report. In this regards, WV will provide contend and necessary information. Consultant will write impact story in a professional way. • In the report some t-Test analysis must add to determine significant different among the different groups • Include chi-square test to see the statistical significance of categorical variables. (distribution of observations) • Based on the available data need to show some correlation and regression analysis to show the program impact • External consultant will be in touch with AP team/provide necessary feedback to finalize the quantitative and qualitative questionnaire so that there is no data gap for data analysis and see the impact • Firm will share the analysis finding with community partners & others stakeholders to validate and get their feedback/comments accordingly.
Reporting	Final Report.	Consultancy firm will produce report using error free data, findings and analysis obtained from other analytical computer packages.

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		Present evaluation findings and send draft report for review comments to AP, ACO Office and National Office. Firm will incorporate feedback of AP/ACO Office, national office and Support Office. Finalize report after incorporating feedback from Support Office will treated as final report by firm. The analytical/main report will be produced to consider outcome statement. Submit the final report (both soft and 3 hard copies, final data soft & analyzed output data tables/data pack) to AP management and support office for final approval.

8.2. Partners

AP will hire professional external consultancy firm with the support of WV National Office through tendering process as per WVB Procurement Policy. ACO Field Sector Specialists & selected VDC members will be responsible to observe data collection process and data quality. The AP will include their feedback/recommendation.

8.3. Submission of Evaluation Proposal:

The firm should produce a proposal for End Program Evaluation based on this ToR and submit the National Office, WVB within the stipulated timeframe. The proposal should be in two parts:
- Technical Proposal and
- Financial Proposal

The technical proposal should specify:

- Analysis of the ToR showing the firm understanding of the subject to be evaluated;
- Proposed analytical and investigative methodology showing how the firm intend to proceed;
- Qualification and experience of the firm in socio-economic studies/evaluations;
- Career resumes of consultants/firm containing the following items:
    - Academic training and technical skills;
    - Knowledge of the systems, mechanisms and instruments of cooperation interventions;
    - Skills in the field of public policy evaluation;
    - Knowledge of the country and region of the intervention and, if appropriate, of the local language;
    - Publication related to the study
    - Experience with WVB or other national and international organization related to social study
- Capacity in regards of logistics and facilities including data analysis and report writing;
- Work plan and time as per template provided in ToR.
- Detail proposal of the evaluation;
- Limitation/comments on ToR
- Methods of data collection and conducting the evaluation;
- Plan of report and design of report writing, etc.

The financial proposal should specify:

- Head-wise cost-estimate;
- Salary/honorarium of consultants
- Cost of data analysis
- Cost of travel and accommodation
- Cost of report production of final in 3(three) copies.

- Tax and VAT will have to be mentioned in the financial proposal based on the current GoB circulation.

8.4. Evaluation of firm:

Among the submitted proposals only the technical proposals will be evaluated first at the time of analysis. The financial proposals will remain 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 i.e.** (*a*) *Understanding about evaluation objectives & TOR (b) Methodology-Quantitative & Qualitative (c) Innovativeness (d) Indicator tracking matrix, work schedule, manning, timing (e) Data collection and quality assurance Process (f) Comments on ToR (g) Presentation of proposals*
- **Quality of consultancy firm, its logistics and human resources i.e.** (*a*) *Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of Consultants (c) Technical supporting staffs and logistic facilities (d) Experience of the firm/Consultant with World Vision Bangladesh/INGOs.*

Evaluation criteria	Weighted score
Understanding the TOR	20
Relevant Experience of the Firm	20
Team Profile including Strength of consultants (CV of the Team Lead and Associates)	20
Understanding on methodology and prescribed tools	20
Proposal Presentation Presentation Preparation: Demonstrate that your technical proposal is clearly aligned with all aspects of the activity assessment objectives Financial Proposal will be evaluated separately.	20

The qualifying marks will be 60 in technical evaluation

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

8.5. Profiles of the Lead Consultant:

The consultant should have:
- A higher degree in Statistics/social Science/Anthropology/Development Studies or any other relevant research-based study.
- Proven Experience on the development context of Bangladesh and experience on working with mixed culture i.e. Bengali, Ethnic community will be added extra value.
- Proven experience in conducting End Program Evaluation and participatory approaches.
- Proven experiences on analysis of production of End Evaluation and socio-economic context.
- Experience in combining qualitative and quantitative survey methods using WVB prescribed tools and develop by consultants.
- Experience in statistical analysis and triangulate the quantitative and qualitative data appropriately.
- Excellent report writing skill in English.

8.6. End Program Evaluation Plan:

The End Program Evaluation proposal should be accompanied by a detail evaluation plan following the below format or better ones. The plan must be based on focus area (goal and outcome of TP/CESP/projects) and assumptions as per logical frame works. **It is urged to the firm to submit**

indicator mapping with possible matching questionnaire to provide inputs to finalize survey questionnaire from the different level of WV authority. End Program Evaluation Plan is expected in the proposal as per the matrix.

Program End Evaluation focus	OVI or line of inquire	Survey tools	Data source & quantity	Location of Data collection	Means of analysis	Time needed
Goal:	As per AP plan					
Outcome 1:	Do					
Outcome 2:	Do					
Outcome 3:	Do					

8.7. Activity Schedule:

Detail activity schedule is expected in the proposal using the following matrix.

SL	Activity Type	W 1	W 2	W 3	W4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12
1	Activity-1	■	■	■									
2	Activity-2			■	■	■							
3	Activity-3						■						

8.8. Tentative Timeframe for the Program Evaluation:

The whole process of End Program Evaluation must be completed by **a period of 90 days (Calendar Days).** The firm will include time schedule covering 90 days for conducting the end program evaluation. No additional time will be allowed for completing the survey. The firm will submit their final product (soft copy) through mail and portable hard drive after incorporating all the feedback provided by community/AP/ACO/NO on draft report within this timeline. If (firm) fail to provide report within the stipulated time then penalty will be imposed on delayed duration as per WVB SCM policy.

8.9. Confidentiality and Copyright:

All papers/documents/reports shared with the firm are confidential to WVB and should not be used outside of World Vision Bangladesh without any permission and back all documents to WVB/AP. Information received by the firm from Laksam AP and WVB along with the information on AP working area should be treated as confidential. The End Program Evaluation report will be owned by Laksam AP, WVB and disseminated to authorities as the organization sees fit.

9. Team Advisors:

An advisory team will work to ensure the successful conduction of the phase. The following level of positions will consist of the team:

9.1. Team Composition:

- The Chief Consultant
- TP/CESP consultants (Sectorial experts like health & nutrition, agricultural/ livelihood along with child protection and gender for ensuring cross cutting theme for the evaluation)
- NO PQ Manager and APC Manager from WVB
- Respective AP Manager

    Advice from support office will be honored and incorporated in the end program evaluation and when appeared during the evaluation, especially in finalizing the evaluation tools and report.

9.2. Tasks & Role of the Consultant/firm:

The firm has to follow the below guidance to manage their data sheet and analysis data both qualitative and quantitative. Collected qualitative and quantitative data will be analyzed through general software

such as excel, SPSS or through any software recommended by World Vision PQ team. Various statistical analysis like average, standard deviation, test of significance, multiple correlations and multiple regressions etc. It is important to mention here that all quantitative findings will have to be triangulated by the qualitative information which will have to be collected in the form of FGD, KII, spider diagram, case study and Change tree tool and mention in the quantitative section. A separate qualitative report will have to be attached as a separate chapter or annex in the evaluation report. The following tasks to be addressed to complete evaluation as follows:

- Develop both quantitative & qualitative tools/ guidelines (aligning with program/project goal, outcome and others related indicators share in the ToR with guideline) and share with WVB/ Support Office for feedback and finalization for survey data collection and collect data from planned primary and secondary sources.
- Finalize appropriate sample size, sampling technique, filed data collection method/process and share with WVB.
- Design data analysis plan & dummy tables, graphs and summary formats for report writing.
- Quantitative data will analyze using statistical techniques (SPSS is preferred for advance statistical data analysis) and qualitative data analysis in calculating progress at outcome and Goal level indicators both for Project and Program.
- Incorporate feedback and present revised draft report to AP, ACO and National office which will be sent to Support Office for their feedback.
- Finalize report after incorporating feedback from Support Office
- Complete the report in time.

10. Logistics:

The consulting firm should have to provide all logistic and necessary support for conducting the evaluation effectively as necessary like vehicle, weight machine, anthropometric height scale, photocopy etc.

11. Products:

At the end of the Program evaluation, Laksam AP expects to have 3 hard copies along with soft copy of End Program Evaluation report by the stipulated period. The End Program Evaluation Report needs to follow LEAP Evaluation Report Guideline and template with relevant information. The firm will arrange a draft report sharing workshop with VDC & child forum leaders and selected stakeholders. **The draft report sharing workshop findings should be incorporated in the report.** The language of the report will be in English. **It is noted that the evaluation report will be prepared as per the WV evaluation reporting template attached along with the appendices or use any effective template.**

12. Budget:

Required budget for program evaluation is available in FY 2023 plan. The Firm should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules during the final payment procedures.

Mode of Payment:

All payment should be in S2B and VAT/TAX should be deducted as per government policy.

- It will be provided 40% of the total amount after completing training for the field enumerators. The consulting firm will bear cost for the community participants for any event they involve with the survey/FGD process like food, conveyance etc.
- Another 60% to be paid to firm after receive of Final Report with all other relevant documents.

13. Documents:

The following documents should submit to WVB /AP team authority by the firm

- Soft copy of the raw data along with database (after entry data into the database)
- Submit dummy table after data analysis (before report preparation)
- Soft copy of evaluation report must submit to AP including qualitative report pack (separately)
- Minimum 03 hard copies (colour copy at least one) of the final evaluation report must submit to AP

14. Lessons Learned:

To identify lessons learned the following steps would be kept in mind:

- Through this end program evaluation, AP wants to know the effective implementation process of activities that would be not only helpful but also efficiently used to achieve the target.
- Implementation strategies of different activities, which have brought positive change within short period in the community, would be replicated in another.

15. Appendices:

Evaluation Reporting Guideline.pdf

Evaluation Report Template.doc

16. Contact Person:

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