



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm

For End of Program Impact Evaluation

To: Consultant/Firm

Date: 22 August 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“End of Program Impact Evaluation”**.

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	End of Program Impact Evaluation
RFP Reference:	WVB-SCM-RFP-0032-11/19
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0032-11/19: “End of Program Impact Evaluation””. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: On or before 3rd September, 2019 within 3.00 P.M
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org , Cell: 01755625763
WVB Contact regarding Technical Specification:	Otas Chisim, Area Programme Manager, Jalchatra Area Programme, Contact: +8801730320849, Email: lotaschisim@wvi.org Manik Ranjan Bhowmik, APC M&E Officer Muktagacha APC, Contact : +8801755590597, Email : ManikBhowmik@wvi.org Bishwajit Kumar Saha, Regional DME Coordinator Greater Mymensingh Region, Contact: +88-01787660380 Email: biswajit_kumar_saha@wvi.org
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor’s Primary Information Collection Sheet Annexure-5: WV safeguarding behavioural protocol_Bangla Annexure-6: Declaration of Conflict of Interest

INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	<p>At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.</p> <p>All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.</p>
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0032-11/19: “End of Program Impact Evaluation””. Shall be mentioned in subject line.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

	<p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
<p>Evaluation and comparison of proposals</p>	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p>

	<p>Combined score shall be calculated using formula mentioned below: $CS = [TS * 0.7 + F_p * 0.3]$</p> <p>Here: $CS = \text{Combined Score}$ $TS = \text{Score obtained from Technical Proposal}$</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Payment Terms	<p>WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.</p>

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email wvb_scm@wvi.org.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed through email not later than 03:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-4).
21. The Offeror has to agree to comply with WV safeguarding behavioural protocol_Bangla (Annexure-5).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-6).

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____



Terms of Reference for End of Program Impact Evaluation

Jalchatra AP

Programme Number: B00303

Program phase: October 2018 to Sept 2020, lifecycle FY2000-2020

July 2019

Prepared by: Jalchatra AP Team

**Reviewed by: Regional DME Coordinator, GMR, WVB
Deputy Director -MEAL, NO, WVB**

**Jalchatra AP
World Vision Bangladesh
Jalchatra, Madhupur, Tangail
Greater Mymensingh Region**

Table of Contents:

1.	Evaluation Summary:	6
2.	Description of Programme and Projects Being Evaluated:	7
3.	Rationale for End of Program Impact Evaluation	7
4.	Evaluation Type: Impact Evaluation	7
5.	Evaluation Purpose	8
6.	Specific objectives of the End of Program Impact Evaluation	9
7.	Specific Evaluation Objectives	10
8.	Evaluation Methodology:	11
9.	Limitations:	12
10.	Target Audiences	13
11.	Authorities and Responsibility:	13
11.1.	Team Members and Roles:	13
11.2.	Partners	17
11.3.	Submission of Evaluation Proposal - Tender	17
11.4.	Evaluation of Consulting Firm:	18
11.5.	Profiles of the Lead Consultant:	18
11.6.	End Program Evaluation Plan:	18
11.7.	Activity Schedule:	19
11.8.	Tentative Timeframe for the Program Evaluation:	19
11.9.	Confidentiality and Copyright:	19
12.	Team Advisors:	19
12.1.	Team Composition:	19
12.2.	Tasks & Role of the Consulting firm:	20
13.	Logistics:	20
14.	Products:	21
15.	Budget:	21
16.	Documents:	22
17.	Lessons Learned:	22
18.	Appendices:	22
19.	Contact Persons:	22

I. Acknowledgement:

We are privileged to say that Jalchatra AP is going to Phase-out this FY'20 after it's long 21years development journey through completing its final implementation phase by FY'20 as a LEAP3 compliance. Jalchatra AP has started its final implementation phase in FY 2018 which will be ended in FY 2020. We are very much delighted to prepare this End Programme Evaluation ToR in light with LEAP approach & Country Strategy in order to assess the progress towards achieving the well-being of the children, families and communities of Jalchatra AP. It will guide the Consulting Firm and WVB staff to run the evaluation program effectively.

We want to extend our thanks to Jalchatra community members including leaders, partners, government officials, VDC/UNDCs, 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 advise in preparation of this ToR. Especially thanks to Mr. Sagor Marandy, Regional Field Director, Greater Mymensingh Region for his strategic directives and dynamic leadership on the road to develop this ToR efficiently. We would like to express our special gratitude to Biswajit Kumar Saha, Regional DME Coordinator of GMR, Mr. Prokash Chambugong, APC Manager of Muktagacha APC and Md. Abdul Karim Howlader, Deputy Director, MEAL, WVB for giving the suggestions and necessary cooperation to prepare the ToR. Also thanks to APC M&E Officer for preparing the ToR for Jalchatra AP.

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

Lotas Chisim
Area Program Manager, Jalchatra Area Program
Jalchatra, Madhupur, Tangail
Cell: +8801730320849
E-mail: LotasChisim@wvi.org
July 2019

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 Programme 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 World Vision 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 Jalchatra 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.

Lotus Chisim
Area Program Manager, Jalchatra Area Program
Jalchatra, Madhupur, Tangail
Cell: +8801730320849
E-mail: LotusChisim@wvi.org
July 2019

III. Glossary:

AP	Area Program
APM	Area Program Manager
CBO	Community Based Organization
CESP	Community Engagement & Sponsorship Plan
CP	Child Protection
CWBO	Child Well Being Outcome
DIP	Detail Implementation Plan
DMC	Disaster Management Committee
DME	Design Monitoring & Evaluation
FBO	Faith Based Organization
FGD	Focus Group Discussion
GMR	Greater Mymensingh Region
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
LVCD	Local Value Chain Development Group
M & E	Monitoring and Evaluation
MEAL	Monitoring, Evaluation, Accountability & Learning
NGO	Non-Governmental Organization
NO	National Office
PD-Hearth	Positive Deviance Hearth (Special program on nutrition)
PQ	Program Quality
RC	Registered Children
TP	Technical Program
SO	Support Office
SWOT	Strong Weakness Opportunity Threat
ToR	Terms of Reference
UPG	Ultra-Poor Graduation Group
Upazila	Sub-District
VDC	Village Development Committee
WASH	Water, Sanitation & Hygiene
WATSAN	Water and Sanitation
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 programme 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 involved in response to the tidal surge that occurred in the coastal areas of the country in 1970, providing relief supplies to the affected victims. In 1971, World Vision International carried out relief operation in the refugee camps in India along with the help of World Vision India. Following the liberation of the country and gaining independence from Pakistan rule creation of an independent Bangladesh, it began to work in 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 programmes and activities are spread across 31 administrative districts in Bangladesh. World Vision works through long-term sustainable community development programmes 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>)

V. Jalchatra AP and its Journey:

Jalchatra Area Program (AP) is situated in the Jalchatra under Madhupur Upazila in the district of Tangail. The AP is connected with all major towns and districts of Bangladesh with concrete roads. It is about 166 km northwest of Dhaka via Tangail and Madhupur and takes almost four hours. Madhupur Upazila consists of 11 Unions and 1 Municipality having a total population of 296,729. There are 6 PFA (Aronkhola, Alokdia, Aushnara, Golabari, Sholakuri, Madhupur Municipality) in Jalchatra AP. In Madhupur Upazila there is 185 villages/mohallahs but within AP working area there are total 89 villages/mohallah. The targeted area total population is 158,992 among of them the direct target beneficiaries are 28267.

Jalchatra Area Program (AP) has been carrying out its interventions in ten unions and one municipality under the Madhupur Upazila since 1999. Prior to this in October 1985, World Vision Bangladesh initiated a Community Development Project covering only three villages of Aronkhola Union under the Madhupur Upazila. Later, it has been applying the ADP approach, so it has been transformed into an ADP in 1999. In 2006, a new framework for assessment (re)design, monitoring and evaluation (LEAP) has been introduced by World Vision to enhance the quality, accountability and professionalism. Jalchatra AP has been applied the LEAP framework from October 2008 onwards.

Phase	From	To
Community Development Project	FY 1986	FY 1999
Assessment & Design Phase	FY 2000	
1 st Implementation Phase	FY 2001	FY 2005
LEAP transition Phase	FY 2006	FY 2008
2 nd Implementation Phase (LEAP-2)	FY 2009	FY 2013
3 rd Implementation Phase (LEAP-2)	FY 2014	FY 2017
3 rd Implementation Phase (LEAP-3)	FY 2018	FY 2020

In the last phase Jalchatra AP started to apply the LEAP-3 guidance between FY 2018 - 2020. At the beginning of the last phase it conducted another baseline survey for its two TPs. It is still implementing two TPs 1) Health, Nutrition & WASH Technical project and 2) Livelihoods Technical project apart from the typical Community Engagement & Sponsorship project that is relevant for each AP.

The community vision of the last phase is: “Solvent, healthy, safety and child friendly Madhupur by 2020”. It includes 36,926 households. The targeted populations are registered children, parents of RC, men & women lives below poverty line, small holder farmers, pregnant & lactating women, ethnic people, youth, people with disability, U<5 children, adolescents girls, Village Development Committee (VDC)/Urban Neighborhood Development Committee (UNDC) members, child forum members and religious leaders. The active partners are the VDC/ UNDCs, Child Forum, Union Parishad, Madhupur Municipality, Government Community Clinic, Upazila health department, Upazila agricultural department and other like-minded organizations to improve the well-being of the children, especially the most vulnerable.

And the end of a programme life cycle, it is the time to look back and to evaluate success of Jalchatra AP. Hence, these ToR will provide a detailed guideline to conduct the End of Programme Impact Evaluation, the overall impact of programme and how much extent the programme contributed to achieve the sustainable well-being of the children, families and communities through its entire programme life cycle of 21 years.

I. **Evaluation Summary:**

Programme	Jalchatra Area Programme (AP)
Programme Phase	Life cycle FY 2000-2020
Evaluation Type	End Programme Impact Evaluation
Evaluation Purpose/ Objectives	<ol style="list-style-type: none"> 1) To identify the impacts in the lives of children, families, communities, partners and stakeholders that can actually be attributed to the Jalchatra Program 2) To learn about the potential to sustain these impacts as the program is phasing out in 2020 <p>The specific Evaluation Objectives are to re-measure those indicators that were measured in the early days of the program i.e. in baseline or evaluation surveys which allows an analysis over a period of 10-15 years.</p>
Primary Methodologies	<p>The End of Program Impact Evaluation will be led by a prominent external consultant team and participatory in its nature. The aim is to assess the overall impacts via a cross-sectoral analysis. This includes control group where no program interventions have been carried out (counterfactual). The following methodologies are suggested:</p> <ol style="list-style-type: none"> 1) KIs interviews using semi-structured interviews (qualitative) 2) Household questionnaires at household level (quantitative) including anthropometric measurements of children under 5 yrs. 3) FGD with community groups (qualitative) <p>It will be crucial to use very similar methods, tools and questions to those that have been applied in previous measurements.</p>
Evaluation Start and End Dates	<p>Start: October 01, 2019</p> <p>End: January 31, 2020</p>
Anticipated Evaluation Report Release Date	February 2020

2. Description of Programme and Projects Being Evaluated:

The Jalchatra AP, its associated projects, the social context, the partners, their roles, the assumptions and risks etc. and all Annual Plans have been described in the various program design documents of each LEAP cycle. For reference and investigation all references including the Logframes, M&E plans and Detailed Implementation Plans (DIP) of individual projects will be made available.

3. Rationale for End of Program Impact Evaluation

During its journey of 21 years, Jalchatra AP has accomplished many interventions in the sectors of Health, Education, Economic development, Leadership, Sponsorship management etc. along with the stakeholders to enhance the well-being of most vulnerable children, their families & community people. The monitoring and reporting results have been captured on activity and output level in monthly, semi-annually and annual management reports.

The LEAP DME management policy requires evaluations to be conducted after each implementation cycle to measure the high-level outcome and goal indicators. But this evaluation will not focus on the most recent LEAP cycle (FY2018-2020) rather than on the whole life time and therefore select relevant indicators of each sector with available baseline values measured at very early stage of the AP life time. This will allow to analyse and judge the sustainability, positive and negative, primary and secondary long-term effects produced by development interventions, directly or indirectly, intended or unintended of the program.

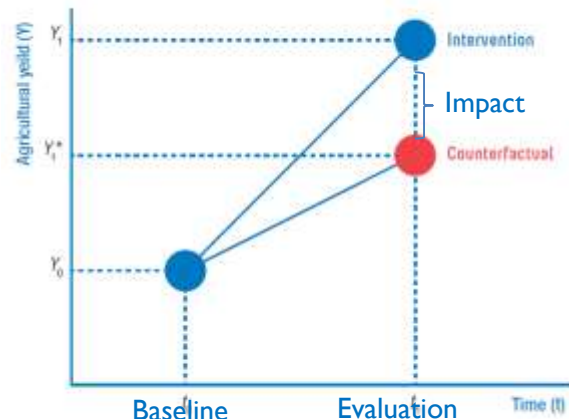
The EoP Impact Evaluation will study the entire program from beginning to end to assess whether it has been successful or not. Focusing on the long-term impacts will prove World Vision's accountability to the promise made to the Swiss donors. So, it is also a donor requirement to show how the total donations of almost 9 Million USD have impacted the population of Jalchatra.

Jalchatra AP is very close to phase out and the AP is preparing the community for transition. Therefore, the results of the evaluation will help them in taking over their full responsibility for the sustainability.

4. Evaluation Type: Impact Evaluation

This would be an End of Program Impact Evaluation with the main focus on analysing the entire program from beginning to the end, whether or not it has been successful. It will assess the change, positive and negative, primary and secondary long-term effects produced by the development interventions, directly or indirectly, intended or unintended of the program (OECD-DAC definition) in the target population's well-being especially of the most vulnerable children. By including a control group of non-participants, the change will be compared and analysed, also to find out what changes in the participants' lives are actually attributable to the interventions conducted with and by World Vision. It ultimately shows the long-term impact of the program. The following figure (1) visualizes what is meant by "impact" according to major donors of the industry. It requires a comparison of a project group with a counterfactual i.e. a group of people living in similar conditions but not covered by World Vision interventions (spill-over effects should be considered as well during the identification of a control group).

Figure 1: Impact of a hypothetical intervention on agricultural yield



Note: The impact is the difference between Y_t (intervention) and Y_t^* (counterfactual) at time t (adapted from Woolcock 2009)

5. Evaluation Purpose

It is a LEAP requirement

- a) Measure Impact

The main purpose of the End of Programme Impact Evaluation is to identify the impacts in the lives of children, families; community, partners and stakeholders impacts, that can actually be attributed to the Jalchatra program. An independent, external consultant team will be contracted to compare the results of evaluation project and control group with early baseline results (= cross-sectoral analysis) and even with available contemporary secondary data. It is also expected that the qualitative data will help to interpret the reasons why a specific impact was accomplished or not. Focusing on the long-term impacts is useful for measuring real changes brought about by a program and for improving the whole development approach and strategy in a certain context.

- b) Measure potential for sustainability

After identifying significant impacts, it would be very beneficial to learn about the potential to sustain them as the program is phasing out. The sustainability largely depends on the following 5 drivers identified by World Vision:

- 1) Local assets and capacity
- 2) Ownership
- 3) Resilience
- 4) Partnering
- 5) Transformed relationships

In fact, the sustainability of changes not only depends on available funds but also whether the program already invested in transferring responsibilities to the local partners during the implementation period. Ideally, a joint design already lays the foundation for sustainable change by defining how it intends to achieve sustainable change together. Throughout a project, local assets need to be strengthened and developed to allow beneficiaries and local partners (VDC, UNDC, Child forum, CBOs etc.) to grow. At beneficiary level, sustainability of change depends also on an increase in resilience of a household (UPG), ensuring that threats and challenges will not wipe out positive changes.

According to World Vision's Sustainability Strategy, change is expected at four levels. Therefore, depending on the nature of each analysed expected outcome the relevant levels should be considered.

Level addressed
Empowering children
Improving household resilience, sustainable livelihood capacity and caregiving capacity.
Community: strengthening the resilience and capacity of communities and partners to respond to present and future challenges to child well-being, including violence and disasters.
Enabling environment: working to ensure that systems, structures, policies, and practices (at local, national, regional and global levels) support and protect the well-being of children.

6. Specific objectives of the End of Program Impact Evaluation

The impact evaluation will focus on the following criteria as it assesses the changes that can be attributed to the development program:

6.1 How has World Vision impacted the target population?

- Which interventions brought the biggest changes? Why?
- What contributions have led to the improvements? Why? (draw result chains)
- Which interventions have created negative effects on the target population?
- Which unintended effects have occurred?
- Which spill-over effect can be identified?

6.2 What could be the critical biases in estimating the real impacts?

- Which biases might have influenced the evaluation data collection and results:
Sampling biases, confounding bias, program selection bias, self-selection bias, recall bias, attrition bias, spill-over bias, confirmation bias etc.
- What has been done to minimise these effects?

6.3 What are the potentials for sustainability, replication and magnification?

(in terms of likelihood of continuation in the stream of benefits produced by the program after the phase out):

- How has Jalchatra AP enabled the communities to sustain the improvements?
- To what extent are community groups taking ownership of development initiatives?
- What are the characteristics of positive and effective community participation with the program/project?
- How good are working relationships with stakeholders/ partners?
- Which partners are committed to contribute to sustain main changes and how?
 - financially
 - with labour, staff
 - with materials
- How well are the 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

7. Specific Indicators

The following indicators have been measured in previous DME events during the life time and are most relevant for the donor communication. They should be measured in a similar way using similar methods, tools and questions:

Health & Nutrition

1. Prevalence of underweight in children under five years of age
2. Prevalence of stunting in children under five years of age
3. Prevalence of wasting in children under five years of age
4. % of children of age 0-17 years with birth registration
5. % of U5 Children immunization coverage
6. Prevalence of diarrhea in children under 5
7. Proportion of women who gave birth to their youngest child at a health facility

WASH

8. Proportion of households using improved sanitation facilities (for defecation)
9. % of Household have access to safe drinking water

Livelihoods & DRR

10. % increase of income raised from livestock & fish culture
11. % of hh practice Disaster preparedness and management

Education

12. School Enrollment Rate of Primary level children
13. School Enrollment Rate of High school level children
14. % of students passed obtaining at least 45% marks in Primary level

Others

15. Assess the status cross cutting issues (Gender, Disability, Accountability, Advocacy, DRR & CCA, Faith & Development, Christian impact, environment, Sponsorship, Urban, Peace building and conflict resolution, and Child protection)
16. Assess the promising practices and most impacted interventions of each project over the period
17. 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.
18. Compare program evaluation findings (project & comparison group) with baseline, other relevant secondary data, and WVB thresholds considering **gender disaggregation** to make decision on program phase out.

Addition indicator from LEAP3 design:

- Proportion of children exclusively breastfed until 6 months of age
- Proportion of children under 2 years receiving early initiation of breastfeeding
- Proportion of children receiving minimum dietary diversity
- Proportion of mothers who report that they had four or more antenatal visits while they were pregnant with their youngest child
- 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
- Proportion of parents or caregivers with appropriate hand-washing behavior
- Proportion of parents or caregivers able to provide well for their children
- Proportion of households where one or more adults earning an income

- % of household graduated to next level of the living standard category
- Proportion of households with a secondary source of income
- Proportion of participating producer groups with an increased annual net profit
- Proportion of adolescents who have a strong connection with their parent or caregiver
- Proportion of adolescents who rank themselves as thriving on the ladder of life
- Proportion of parents or caregivers who feel that their community is a safe place for children

Outputs to be assessed (refer to Annual Management Reports)

of children got birth registration supported by World Vision

of hh received improved sanitary toilet with support of World Vision

of improved wells constructed with support of World Vision

of cows distributed to poor households by World Vision

of Ultra-poor group members graduated with support of World Vision

of youth received vocational training through facilitation of World Vision

of hh received non-farming productive assets like sewing machine etc (please indicate each item) by World Vision

of students received monthly schooling support (stipend, tuition fees, materials) by World Vision

of classrooms renovated/ constructed conducted by World Vision

of children training on Child rights/ early marriage by World Vision

of youth clubs formed through facilitation of World Vision

of improved house construction supported by World Vision

km of improved roads constructed supported by World Vision

WVB Strategy Indicators (according to FY 16 to 20 periods) to be included:

1. Proportion of boys and girls (12-18 years) who are reported to have experienced some form of violence in the past 12 months
2. % of children under 5 well-nourished after graduating from nutrition or hunger programming (i.e. no longer hungry)
3. % of children under 5 healthy and participating in community based health Programme
4. % of children with access to clean water and sanitation as a result of WASH intervention
5. % increase of literacy rate among children from last baseline.
6. % of households that have at least two reliable income sources.

Global World Vision Indicators of Child Wellbeing Indicators to be included:

The evaluation will be addressed the child well-being indicators:

7. Children report an increased level of well-being
8. An increase in children who are well-nourished (ages 0–5)
9. An increase in children protected from infection and disease (ages 0–5)
10. An increase in children who can read by age 11

8. Evaluation Methodology:

The End Programme Impact Evaluation will apply both appropriate quantitative and qualitative methods for data/ information collection. The AP team provides the required background information which is also necessary for appropriate sampling of households and individuals. The external consulting team will identify

the appropriate sampling size based on a representative project group, and randomly choose a sample. In addition, a control group will be chosen with key characteristics as similar as possible to those of the project group. It will be important to minimise any bias.

The main question to be answered is about the impact of the long-term Area (Development) Program or in other words how the change happened and how Jalchatra AP contributed to it (BOND <https://www.bond.org.uk/monitoring-and-evaluation/monitoring-and-evaluation-tools>). Similar methods/ tools/ questions need to be followed or any other appropriate method/ technique which is more relevant with the method that was used in the baseline/ previous measurements.

The consultant team will have to review the previous Baseline survey & Evaluation Reports, Annual Reports, AP monitoring Reports, Audit Reports and other relevant secondary documents/ reports (Document Review). To have background information, the evaluation team will have to actively participate in a preliminary consultation with the stakeholders to brainstorm and understand the context, intervention, of the programme implemented. Members of the evaluation team will have clearly defined responsibilities at the beginning of the evaluation process, allowing them to understand on what themes they will collect information, how they will analyse and report it and how they will integrate it with data from other tools. Before the evaluation exercise: for all tools a clear definition how data will be analysed to answer the defined questions and if applicable with which other sources of data it will be triangulated.

The following tools were usually applied:

- KIIs interviews using semi-structured interviews (qualitative)
- Household questionnaires at household level (quantitative)
- FGD with community groups (qualitative)

The focus should be on obtaining factual information from project and control group that is crosschecked and triangulate with other sources. Since we make conclusions about the intervention's effects by using a mix of methods, data sources, and perspectives. In addition to the triangulation, the consultant is expected to involve the stakeholders, community representatives and the AP staff during the data validation and formulation of findings and conclusions. BOND recommends to present beneficiaries' views on the effects of the intervention, their participation and identify who has been affected and how. For ensuring a high level of quality of the evaluation and efficient work a smart data management approach is recommended.

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 partners VDC/ UNDC, NGOs, local Govt. representatives, other stakeholders and the community need to be involved in the End Programme Impact Evaluation to ensure active participation, contribution and perspectives of all partners throughout the process. The Evaluation team members will visit the AP and AP locations and conduct several sessions with stakeholders even invite to an event to discuss the first findings to ensure transparency to all stakeholders.

9. Limitations:

Every evaluation has some limitations which can influence in the results. Considering this, the intended End Programme Impact Evaluation will try to follow the appropriate methodology to minimize these influences. Jalchatra 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. Another aspect is the incompleteness of program documentation (not all reports are

available) and the permanent change of the measured indicators (LEAP designs). Since the evaluation will study a time period of more than 20 years, the also context has also changed tremendously (e.g. infrastructure development, population growth and migration) i.e. many factors have influenced the human development. It will also not be possible to exclude all biases during the execution of the exercise. But the chosen methodologies aim at reducing systematic errors and at increasing accuracy as much as possible. For that reason, the number of indicators will be kept low and the exercise will be separated from an End of Phase Evaluation of Technical Projects which were applied during the last 2,5 yrs only.

10. Target Audiences

Group	What should be considered in the report for the different partners
National Office	<ul style="list-style-type: none"> • Changes in the lives of children, vulnerable groups and communities over the history of the AP • A description of the activities of the AP over its history • A presentation of longitudinal data, as possible, including primary data collected by the AP and secondary data from other sources, such as government line departments • An analysis and assessment of the plausible contribution of the AP towards child wellbeing; sustainability status of WV achievements and the community structures • Best practices and lessons learnt esp. about unplanned results of interventions • Questions in the TOR have been thoroughly answered/ addressed • The analysis of methodology, findings, limitations, conclusions and recommendations makes meaningful linkages.
GOB	<ul style="list-style-type: none"> • Understanding the sustainable programme outcomes in the communities • The findings of evaluation to inform policy, sustainability of achievements, and future related interventions of the other WV programming still operating in the nearby areas or in BGD in general.
Community Groups	<ul style="list-style-type: none"> • VDC, UNDC, LVCD, UPG, Youth, Child forum, local leaders
WV Regional Office	<ul style="list-style-type: none"> • Partnership areas, consultations, information sharing and lessons learnt that could be shared with other Programmes within India as a national office and the region
Community-children, men, women and disabled	<ul style="list-style-type: none"> • The way the community through its' community structures and CBOs can use findings as an advocacy tool to the government and other development partners in the area • Considerations for sustainability of activities and outcomes when WV phases out
Broad audience including partnership-wide and donor public	<ul style="list-style-type: none"> • Contribution of WV's programming and development approach on the well-being of children, especially the most vulnerable • The extent to and manner by which operations affect child well-being • Evidence of sustainability of achievements

Authorities and Responsibility:

Team Members and Roles:

The AP authorities like to conduct the End Programme Impact Evaluation by a renowned consulting firms

having experience of similar type of studies. AP will give preference on those consulting firm who is experienced in conducting an Impact Evaluation. The Consulting firm will have to lead the End Programme Impact Evaluation involving staff from WVB, community consultation team members and local implementing partners (GOB agencies, VDC/ NGOs). WVB want to see the name of the respective sector experts and cost benefit analyst's name and profile along with the evaluation proposal.

The End Programme Impact Evaluation should have two teams, the core team and the field enumeration team. Core team will comprise of AP staff, WVB regional and NO MEAL staff, partners and the consultants of the firm. The field team will comprise of at least 25 enumerators, including supervisors and trainers. Both the teams would be worked as per the advice of WVB and guidance of the consulting firm.

As the survey will be conducted by the external evaluation firm so they have the following capabilities:

- Consulting firm's staffs are experts and have good knowledge and experience on End Programme Impact Evaluation. Also the firm need to 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 need to involve Gender advisor to address gender sensitivity and collect & analyze gender based data for reporting. Along with this they should also involve other sector specialist like 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.
- The team leader/Principal Investigator specialization in Social Science/Anthropology Statistics/Economics/Sociology/Development Studies.
- The team leader/Principal Investigator 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.
- Office well-setup including experienced staff in respective field.
- Must engage requisite number of supervisor to ensure the data quality and validate data as per the plan during the time of data collection.
- Moreover it is preferable that there should be a blend in core team that comprise of one sociologist/economist/development practitioner (team leader), one gender and advocacy specialist and one experienced staff in development issues who can deal with community regarding survey.

Table: Role and tasks to be completed by different 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 gets originated from the AP and finalized based on the feedback from WVB Regional Office, NO and SO. Consulting firm will form a team for End Programme Evaluation involving AP staff, different stakeholders at community level and WVB Regional Office & National Office. Evaluation Team/Consulting Firm will be guided by WVB DME staffs of core team. WVB role is to coordinate with support office, partners & other stakeholders and incorporate their feedback. AP/APC/Regional assign staffs will manage consulting firm through providing support and ensure the quality of evaluation products as appropriately.
Document review	Collect and review all the documents	Consulting Firm will review the AP Design Document (project logical framework, DIP, M&E Plan, Indicator

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
	supportive for phase evaluation	<p>Tracking Table, AP monitoring data, AP Annual management reports and other relevant documents/sections of the design).</p> <p>Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer.</p> <p>WVB will provide relevant documents and give information about the AP working area, community, beneficiary etc.</p>
Methodology	Selection of appropriate methodology	<p>Consulting Firm will develop end programme evaluation methodology, sampling size and sampling procedures required for the quantitative & qualitative survey in respect to demand of AP evaluation in consultation with AP management, DME staff of AP/APC, DME Coordinator of respective WVB Regional Office and WVB National Office MEAL Unit.</p> <p>Develop appropriate quantitative and qualitative tools & Translation of survey tools in local language i.e. Bengali as where necessary. Finalize the tools after field test.</p> <p>Finalize the sampling frame in consultation with AP management and technical persons in the WVB Regional Office and National Office.</p> <p>Organize a comprehensive training sessions 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. A detail guideline would be developed that questionnaire may understandable.</p> <p>Collect data using finalized tools from planned primary and secondary sources on time.</p> <p>WVB will follow up phase evaluation process from the beginning of tools development, data collection, data entry checking, data analysis as well as report review.</p> <p>WVB will review and give feedback on tools and draft reports.</p>
Quantitative Data Collection	Quantitative Survey based on the outcome and impact indicators from the programme design document	<p>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.</p> <p>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</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>vulnerabilities such as widows, orphans or people with disabilities etc.</p> <p>Conduct pre-test of questionnaire at AP working area and update the same with appropriate questions. This should be shared with DME and technical staffs.</p>
Qualitative Data Collection	Qualitative Data: FGDs, KII, SWOT, HH analysis, Change tree and other exercise of relevant proposed tools.	<p>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 firms 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.</p>
Data Processing and Analysis	In depth analysis of data and information from primary and secondary sources and sharing findings with community partners & ADP/Regions staffs members	<p>The consulting firm will develop data entry, error-checking modules and data analysis program in MS Access, standard format or standard software like WHO Anthro, SPSS, Strata, etc. Before storing the data, the firm must do cross check and data consistency.</p> <p>Store data into database using data entry program developed.</p> <p>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.</p> <p>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.</p> <p>Use the appropriate data analyzing software to analyze the data.</p> <p>Consulting firm will share the analysis finding with community partners & others stakeholders to validate and get their feedback/comments accordingly.</p>
Reporting	Final Report.	<p>Consulting Firm will produce report using error free data, survey observations, findings and analysis obtained from other analytical computer packages.</p> <p>Present evaluation findings and send draft report for review comments to AP, WVB Regional Office and National Office along with raw data for further checking.</p> <p>Incorporate feedback and present revised draft report to AP, WVB Regional Office and National office which will be sent to Support Office for their feedback.</p> <p>Finalize report after incorporating feedback from Support Office will treated as final report by consulting firm.</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>The analytical/main report will be produced to consider outcome statement.</p> <p>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.</p> <p>The Evaluation Team leader will submit the final report based on the feedback from the AP, WVB Regional Office, NO and SO.</p> <p>WVB disburse payments based on agreed terms.</p>

To see the effectiveness and efficiency of sponsorship program in this evaluation, staff from AP/WVB Regional Office under the guidance of SIP point person from National Office and/or Sponsorship Advisor, will follow the recommended sponsorship impact measurement tools in light of sponsorship evaluation guidelines.

Note: APC M&E Officer and team of Jalchatra AP along with regional representative will observe data collection process and ensure data quality on behalf of WVB during field work.

10.1. Partners

AP in support with RFO & NO will hire professional external consulting firm through tendering process as per WVB Procurement Policy. The consulting firm will lead the End Programme Evaluation involving staffs from AP, RFO, NO, community representatives and incorporate the feedback and suggestion from AP, Regional Office, National Office and support office to finalize the report. Thus M&E Officer/APC M&E Officer, AP staffs & Community Consultation Team member will be responsible to check the data collection process and data quality through ensuring the consistency, effectiveness & efficiency of the entire process on behalf of WVB.

10.2. Submission of Evaluation Proposal - Tender

The consulting firm should produce a proposal for End Programme Impact Evaluation based on this ToR and submit the same to Jalchatra AP/Greater Mymensingh Regional 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 consultants' understanding of the subject to be evaluated;
- Proposed analytical and investigative methodology showing how the consultants intend to proceed;
- Qualification and experience of the consulting firm in socio-economic studies/evaluations;
- Career resumes of consultants 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 professional/experts and other support staff including social costs
- Cost of data collection (enumerators) and data entry
- Cost of travel and accommodation
- Cost of stationeries, survey form printing and report production of draft and final in 5(five) copies.
- Tax and VAT will have to be mentioned in the financial proposal based on the current GOB circulation.

I0.3.Evaluation of Consulting 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 the objectives (b) Quality of methodology (c) Innovativeness (d) Work Program (e) Comments on ToR and (f) Presentation of proposals
- Quality of 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.

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

I0.4.Profiles of the Lead Consultant:

The consultant should have:

- A higher degree in Statistics/social Science/Antropology/Development Studies/ Natural Resource Management 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 Programme 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.

I0.5.End Program Evaluation Plan:

The End Program Impact Evaluation proposal should be accompanied by a detail evaluation plan following the below format or better ones. The plan must be based on Programme documents. **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 Programme Impact Evaluation Plan is expected in the proposal as per the matrix, refer to ITTs.

Program End Impact Evaluation focus	Indicators/ outputs as per chapter 4 specific objectives	Survey tools	Data source & quantity	Location of Data collection	Means of analysis	Time needed

I0.6. Activity Schedule:

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

SL	Activity Type	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	Activity-1												
2	Activity-2												
3	Activity-3												
4													
5													
6													
7													

I0.7. Tentative Timeframe for the Program Evaluation:

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

I0.8. Confidentiality and Copyright:

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

II. Team Advisors:

An advisor team will work to make the successfully conduction of the phase. The following level of positions will consist of the team:

II.1. Team Composition:

- The Chief Consultant

- Sectorial experts like health & nutrition, agricultural, livelihood along with child protection and gender for ensuring cross cutting theme for the evaluation
- Deputy Director MEAL and APC Manager, Muktagacha APC from WVB
- Regional DME Coordinator who will represent of Regional Field Director of GMR, WVB
- Respective AP Manager

Advice from 'support office' will be honor and incorporated in the end programme evaluation and when appeared during the evaluation, especially in finalizing evaluation tool and report.

11.2. Tasks & Role of the Consulting firm:

The Consulting 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 DME/MEAL 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, 'H' tool, 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 & finalize survey data collection tools align with program/project goal, outcome and others related indicator share in the ToR with guideline and collect data from planned primary and secondary sources.
- Finalize appropriate sample size, sampling technique, filed data collection method/process appropriately
- Develop data entry software with using MS Access or standard format.
- Store data into database using data entry program with involving quality data entry operator.
- Ensure data validation checking to minimize error in the database and clean datasheet and make it error free.
- 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, WVB Regional Office and National office which will be sent to Support Office for their feedback.
- Finalize report after incorporating feedback from Support Office
- Solve field based problem during data collection period (if arise)
- Provide feedback time to time as per demand of the AP authority
- Complete the evaluation in time.

12. Logistics:

The consulting firm should have to provide all logistic and necessary support for conducting the evaluation effectively as necessary like vehicle, required software, IT instruments, weight machine, Anthropometric height scale, photocopy & printing materials etc. AP will support with providing venue at AP working area and communication with selected personal for qualitative data collection. AP will also assist in selecting enumerator for data collection if required.

L = Lead, X = contributes

Tasks/ Responsibilities					
	NO	Regional office	APC	AP Manager Jalchatra	External Evaluator
Preparation of budget for local costs				X	L
Community coordination & organization			X	L	
Reserve the accommodation			X	L	
Transport arrangements for consultant & enumerators(if required)				X	L
Materials, documents, forms, photographs and other stationeries				X	L
Selection of evaluation team members	L	X	X	X	X
Pilot testing evaluation tools	X	X	X	X	L
Enumerators selection & Training (Caregiver Survey)		X	X	X	L (Training)
Translators				X	L
Development of data entry system (ODK or CSPRO or SPSS)	X	X	X		L
Data processors computers, printers				X	L
Arrange meetings for reflection		X	X	L	X

13. Products:

At the end of the Programme evaluation, Jalchatra AP expects to have 3 hard copies along with soft copy of End Programme Impact Evaluation report by the stipulated period. The End Programme Evaluation Report needs to follow LEAP Evaluation Report Guideline and template with relevant information. Consulting Firm will arrange a draft report sharing workshop with community people and different 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.

14. Budget:

Required budget for programme evaluation is available in FY 2020 plan. Consulting 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 account pay cheque and VAT/TAX should be deducted as per government policy. It will be provided 30 percent of the total amount after completing training for the field enumerators/surveyors, 30 percent after submitting draft report and finding sharing with AP team as well as community. The consulting firm will bear cost for the community participants for any event they involve with the assessment /survey process like food, conveyance etc. Another 40 percent to be paid to consulting firm after receive of Final Report with all other relevant documents.

15. Documents:

The following documents should submit to WVB /AP team/Regional Authority

- Submit all raw data sheet(quantitative questionnaires)
- 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
- Minimum 03 hard copies (colour copy at least one) of the final evaluation report must submit to AP

16. Lessons Learned:

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

- Through this end programme 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.

17. Appendices 1 : Evaluation Report Template.doc Appendices 2 : Evaluation Reporting Guideline (For Detail please see below)

Contact Persons:

Lotas Chisim
Area Program Manager
Jalchatra Area Program
Jalchatra, Madhupur, Tangail
Cell: +8801730320849
E-mail: LotasChisim@wvi.org

Manik Ranjan Bhowmik
APC M&E Officer
Muktagacha APC
Tel : +8801755590597
Email : ManikBhowmik@wvi.org

Bishwajit Kumar Saha
Regional DME Coordinator
Greater Mymensingh Region
Phone: +88-01787660380
Email: biswajit_kumar_saha@wvi.org

Annexure-4

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

SL#	Description of Requirements	Information to be Provided here
1	Category of Vendor	Consultancy
2	Trade License Number	
3	Tax Identification Number (TIN)	
4	VAT Registration Number	
5	Address of Business Center	
6	Contact Telephone Number	
7	Contact Mobile Number	
8	FAX Number (Optional)	
9	Email Address:	
10	Webpage Address (Optional)	
11	Contact Person's Name	
12	Vendor's Bank Name	
13	Name of Bank Branch	
14	Bank Sorting Code (Optional)	
15	Bank Account Name	
16	Bank Account Number	
17	Bank Routing Number/Swift Code	

Information Submitted by _____
Date:

Annexure-5 WV safeguarding behavioural protocol_Bangla

সুরক্ষা আচার-আচরণ এবং নিরাপত্তা বিধিমালা (শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী) - ২০১৮

ওয়ার্ল্ড ভিশন বাংলাদেশের সকল কর্মকর্তা-কর্মচারী, শিক্ষানবীশ, স্বেচ্ছাসেবী, পণ্য সরবরাহকারী, বোর্ড সদস্য, পরামর্শক, ওয়ার্ল্ড ভিশনের কর্মী নয় এমন অতিথি, আনুষ্ঠানিক অংশীদার (ফরমাল পার্টনার এবং যে কেউ শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী উন্নয়নের জন্য অথবা তাদের ব্যক্তিগত তথ্য ব্যবহার করে শিশুসহ প্রাপ্তবয়স্ক সুবিধাভোগীদের মঙ্গলের জন্য কাজ করবেন, তারা সকলেই এই অঙ্গীকার নামায় স্বাক্ষর করবেন।
(প্রস্তাব গ্রহণ/ সম্মত হওয়ার সময়)

শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষায় আচার-আচরণ এবং নিরাপত্তা নীতিমালা নির্দেশিকা:

ওয়ার্ল্ড ভিশনের সকল কর্মকর্তা- কর্মচারী, স্বেচ্ছাসেবী, শিক্ষানবীশ, দাতা, ওয়ার্ল্ড ভিশনের কর্মী নয় এমন অতিথি, আনুষ্ঠানিক অংশীদার (ফরমাল পার্টনার), পরামর্শক, সরবরাহকারী, এবং যে কেউ শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী উন্নয়নের জন্য অথবা তাদের ব্যক্তিগত তথ্য ব্যবহার করে শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী মঙ্গলের জন্য কাজ করবেন, তারা সকলেই ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষায় আচার- আচরণ এবং নিরাপত্তা বিধিমালায় স্বাক্ষর পূর্বক তা মেনে চলবেন এবং পালন করার জন্য শপথ করবেন। এই আচরণ বিধিমালায় বর্ণিত যে কোন শর্তের ব্যত্যয় ঘটলে ওয়ার্ল্ড ভিশন বাংলাদেশ তার বিরুদ্ধে শৃঙ্খলা ভঙ্গের শাস্তি এবং/অথবা যে কোন ধরনের সুবিধা বা চুক্তি বাতিল; এমনকি আইনানুগ ব্যবস্থাও নিতে পারে।

আমার অঙ্গীকার:

আমি ওয়ার্ল্ড ভিশনের বাংলাদেশের শিশু সুরক্ষা নীতিমালা তার ব্যবহার বিধি এবং নির্দেশিকা পড়ে এবং বুঝে নিম্নলিখিত বিষয়ে অঙ্গীকার করছি

- আমি এমন পরিবেশ তৈরি ও বজায় রাখব যাতে শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী যৌন শোষণ প্রতিরোধ করতে পারে এবং এই আচরণ চুক্তি বাস্তবায়নে অগ্রসর হতে পারে। আমি শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের সাথে যোগাযোগ স্থাপনের সময় আমি সর্বদা যথাযথভাবে এবং সাংস্কৃতিক ও সামাজিকভাবে সংবেদনশীল বিষয়গুলি মেনে চলব।
- আমি সবসময় শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি এমনভাবে আচরণ করব যেন তাদের অধিকারের প্রতি সূচু সম্মান প্রদর্শন করা হয়। সেই সাথে আমি আমার চিন্তায়, কথায়, কাজে এবং তাদের সঙ্গে সম্পর্কের বিষয়েও সাদা সতর্ক থাকব। ওয়ার্ল্ড ভিশনে সেবা প্রদানকালে আমি স্বতঃস্ফূর্তভাবে শিশুদের অধিকার সুরক্ষায় যত্নবান হব।
- আমি কোন শিশু সাথে একা, এমনকি শিশুর বাড়ি বা ওয়ার্ল্ড ভিশনের প্রাঙ্গন কিংবা অন্য কোথাও, অন্যদের থেকে পৃথকভাবে, দরজা বন্ধ অবস্থায় অথবা কোন বিচ্ছিন্ন এলাকায় মাত্রারিক্ত বা অপ্রয়োজনে সময় কাটাবো না।
- কোন শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী যদি কোন জরুরী সহায়তার প্রয়োজন হয় যেমন, চিকিৎসা সহায়তা অথবা পরামর্শ সহায়তা; সেক্ষেত্রে আমি সবসময় ওয়ার্ল্ড ভিশন বাংলাদেশের যথাযথ কর্তৃপক্ষের কাছ থেকে লিখিত অনুমতি নিব।
- ওয়ার্ল্ড ভিশন বাংলাদেশের যে সকল কর্মকাণ্ডে শিশুদের অংশগ্রহণ জরুরী সেখানে আমি দুই অথবা ততোধিক প্রাপ্তবয়স্ক পরিদর্শকের প্রত্যক্ষ উপস্থিতির বিষয়টি নিশ্চিত করব।
- আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী এবং প্রাপ্ত বয়স্ক সুবিধাভোগী দর যথাযথ পোশাক পরিহিত অবস্থায়ই কেবল ছবি বা স্থিরচিত্র বা ভিডিও চিত্র ধারণ করব এবং আমি সর্বদা তাদের সম্মান ও গোপনীয়তা বজায় রাখার বিষয়ে গুরুত্ব দিব। আমি কখনোই অসহায় অবস্থায় অথবা মানসিকভাবে বিপর্যস্ত শিশুদের স্থিরচিত্র বা ভিডিও চিত্র ধারণ করব না।
- শিশুদের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের স্থিরচিত্র, ভিডিও চিত্র অথবা যেকোন ধরনের যোগাযোগ স্থাপনকারী কার্যক্রমে ব্যবহার্য সামগ্রী ব্যবহারের পূর্বে শিশুর পিতামাতা, আইনানুগ অভিভাবক এমনকি শিশুর নিজের লিখিত অনুমতি নিব। এইসব লিখিত অনুমতির অনুলিপি/মূলকপি স্থানীয় এপি অফিসে অথবা ন্যাশনাল অফিসে দায়িত্বপ্রাপ্ত ব্যক্তির নথিভুক্ত করবেন। ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু সুরক্ষা নীতিমালা অনুযায়ী শিশু, তার অভিভাবক এবং পিতামাতার লিখিত অনুমতি গ্রহণের বিষয়ে আমি সাদা সচেতন থাকব।
- আমি কখনই শিশুর এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের জন্য ক্ষতিকর এমন কোন মন্তব্য বা ভাষা ব্যবহার করব না কিংবা তার অনুপযুক্ত এমন উপদেশ অথবা পরামর্শ দেব না যা তাদের জন্য যা লজ্জার বা অবমাননাকর, যা তাদেরকে হেয় প্রতিপন্ন করে।

৯. আমি কখনোই শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি প্রভাব বিস্তার করে অথবা বলপূর্বক তাদের সাথে যৌনকর্মে লিপ্ত হব না অথবা যৌন কর্মে লিপ্ত হতে তাদেরকে প্রভাবিত করব না। আমি সবসময় শিশুদের সাথে এমন আচরণ করব যা স্থানীয় সমাজ এবং সংস্কৃতির সাথে মানানসই। স্থানীয় সমাজ এবং সংস্কৃতির সাথে অসঙ্গতিপূর্ণ বিষয় যেমন তাদের জড়িয়ে ধরা, চুমু দেওয়া, তাদের গায়ে হাত দিয়ে স্পর্শ করা করা থেকে বিরত থাকব।
১০. আমি স্বীকার করছি যে, যেকোন ধরণের অবহেলা, যৌন নির্যাতন, অবজ্ঞা, সহিংসতা অথবা শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি যেকোন ধরণের অসৌজন্যমূলক আচরণের জন্য আমি ওয়ার্ল্ড ভিশন বাংলাদেশ, অথবা আইন প্রয়োগকারী সংস্থা অথবা এ বিষয়ে জাতীয় যে কতৃপক্ষ কাজ করে তারা যে সিদ্ধান্ত নিবেন তা মানতে বাধ্য থাকব; আমি যদি ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু সুরক্ষা নীতিমালা অনুযায়ী দোষী বলে গণ্য হই, এমনকি তাদের সাথে আমার যদি চুক্তি ভিত্তিক সম্পর্ক থাকে; আমি ওয়ার্ল্ড ভিশন বাংলাদেশকে অন্য যে কোন নিয়োগদানকারী কর্তৃপক্ষের জন্য আমার সম্পর্কে তথ্য প্রদানের পূর্ণ স্বাধীনতা প্রদান করছি।
১১. আমি শপথ করছি যে সুরক্ষা বিষয়ক কোন তদন্ত (অভ্যন্তরীণ ও বাহ্যিক) চলাকালীন যে কোন ধরণের তথ্য প্রদান অথবা নথি সরবরাহ করতে বাধ্য থাকব।
১২. আমি আঠারো বছরের নীচে কোন শিশুকে শ্রমিক হিসেবে নিয়োগ প্রদান করব না এমনকি তাদের গৃহকর্মেও নিয়োজিত করব না। আমি যদি কোন শিশুকে (১৮ বছরের নীচে) কাজে নিয়োগ দান করতে চাই সে ক্ষেত্রে ন্যাশনাল অফিসের শিশু সুরক্ষা বিশেষজ্ঞের পরামর্শ ক্রমে জাতীয় ও আন্তর্জাতিক নিয়ম মেনে তা করব।
১৩. আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের সাথে আকার ইঙ্গিত বা ইশারায় খারাপ বা অশ্লীল আচরণ করব না; শিশু আইন ২০১৩ অনুযায়ী স্বীকৃত যে বয়স (আঠারো নীচে) সেই বয়সের কোন শিশুর সাথে কখনোই শারীরিক/যৌন সম্পর্ক স্থাপন করব না। যদি কোন শিশু কখনো যৌন কাজে আহ্বান করে তবে আমি তা অবজ্ঞা করব এবং আমি সবসময় শিশুর প্রতি আচরণে নিজেই সচেতন থাকব। আমি শিশুদের সাথে ঝুঁকিপূর্ণ অথবা সমঝোতাপূর্ণ পরিস্থিতি তৈরি করা থেকে বিরত থাকব।
১৪. আমি বাল্যবিবাহকে সম্পূর্ণ ভাবে নিরুৎসাহিত করব এমন কি আমার তত্ত্বাবধানে কোন ধরণের প্রত্যক্ষ এবং পরোক্ষভাবে বাল্যবিবাহের কোন ঘটনা ঘটবে না। আমি অনৈতিক, অসৌজন্যমূলক, অনিরাপদ, আক্রমণাত্মক, ক্ষতিকর গতানুগতিক আচরণ, বাল্যবিবাহ, যৌতুক এমন কি ধর্মীয়ভাবে অবমাননাকর আচরণ করা বা অংশগ্রহণ করা থেকে বিরত থাকব।
১৫. আমি সবসময় শিশুদের আচরণ মূল্যায়নের ক্ষেত্রে ইতিবাচক এবং অহিংস পদ্ধতিতে কাজ করব। এমনকি ওয়ার্ল্ড ভিশন বাংলাদেশের তত্ত্বাবধানে বা ওয়ার্ল্ড ভিশন বাংলাদেশের কোন প্রকল্পের সাথে সম্পৃক্ত কোন শিশুকে আমি কখনই শারীরিক ভাবে আঘাত, মানসিক নির্যাতন অথবা যে কোন ধরণের শারীরিক শাস্তি প্রদান থেকে বিরত থাকব।
১৬. আমি বিশেষভাবে সক্ষম (প্রতিবন্ধী) শিশুদের সাথে ইতিবাচক আচরণ করব এবং কখনই কোনভাবেই তাদের অবজ্ঞার চোখে দেখব না।
১৭. একান্ত জরুরী না হলে এবং অভিভাবক ও কর্তৃপক্ষের লিখিত অনুমতি ছাড়া কোনভাবে কখনই আমি কোন শিশুকে একা ওয়ার্ল্ড ভিশন বাংলাদেশের কোন কাজে মোটর গাড়িতে বা পরিবহনে বহন করব না।
১৮. আমি অবিলম্বে প্রতিষ্ঠিত রিপোর্টিং পদ্ধতির মাধ্যমে কোন ও পরিচিত বা সন্দেহভাজন নিরাপত্তামূলক ঘটনা ওয়ার্ল্ড ভিশনের কর্মী বা অনুমোদিত কোন অংশীদার, অথবা অন্য কোন সংস্থার মানবিক সহায়তা কর্মী এই নীতি লঙ্ঘন করে তা রিপোর্ট করব।
১৯. আমি জিম্মি অথবা অপহরণের ঘটনায় ওয়ার্ল্ড ভিশনের নীতিমালা যথা কোন মুক্তিপণ দেওয়া হবে না এসব সম্পর্কে অবগত। আমি নিশ্চিত করছি যে ওয়ার্ল্ড ভিশন বাংলাদেশ এ ধরণের জিম্মি বা অপহরণ ঘটনায় ওয়ার্ল্ড ভিশন দায়ী থাকবে না।
২০. আমি দেশের রাজনীতি এবং নিরাপত্তা বিষয়ে সচেতন এবং ওয়ার্ল্ড ভিশন বাংলাদেশের সুরক্ষা সংক্রান্ত উপদেশাবলী মেনে চলব। ওয়ার্ল্ড ভিশন বাংলাদেশের সাথে সংযুক্ত থাকা অবস্থায় যদি কোন ব্যক্তিগত নিরাপত্তায় শঙ্কা দেখা দেয় সে ক্ষেত্রে আমি ওয়ার্ল্ড ভিশন বাংলাদেশকে কোন ভাবেই দায়ী করব না।

আচরণ লঙ্ঘনের শাস্তি :

যদি কেউ নীতিমালা লঙ্ঘন করে অথবা শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী প্রতি যে কোন ধরণের অনৈতিক আচরণ করে তবে শৃঙ্খলা ভঙ্গের শাস্তি স্বরূপ এই নীতিমালার আলোকে ওয়ার্ল্ড ভিশন বাংলাদেশ তাকে চাকুরী, স্বেচ্ছাসেবী/ইন্টার্নশিপ অথবা বোর্ড সদস্য/উপদেষ্টা পরিষদের সদস্যপদ থেকে অব্যাহতি প্রদান করবে।

কোন বিক্রয়কারী বা সরবরাহকারী যদি এই আচার-আচরণ নীতিমালা অমান্য অথবা লঙ্ঘন করে তবে তার চুক্তি বাতিল বলে গণ্য হবে।

শিশুর সর্বোত্তম স্বার্থ নিশ্চিত করার লক্ষ্যে এই নীতিমালা লঙ্ঘনকারী যে কেউ যদি দোষী হিসেবে চিহ্নিত হয়, সেক্ষেত্রে ওয়ার্ল্ড ভিশন বাংলাদেশ কর্তৃপক্ষ বাংলাদেশ সরকারের স্থানীয় আইন প্রয়োগকারী সংস্থার সহায়তায় তার বিরুদ্ধে আইনগত ব্যবস্থা নিতে পারবে।

প্রাপ্তি স্বীকার এবং প্রতিশ্রুতি প্রদানে অঙ্গিকার:

আমি, (পূর্ণ নাম সংযুক্ত করুন)

আমি এই মর্মে সম্মতি জ্ঞাপন এবং নিশ্চিত করছি যে:

- আমি ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষা ও নিরাপত্তা সম্পর্কে জেনেছি এবং বুঝতে পেরেছি এবং তা মেনে চলতে বাধ্য থাকব।
এবং
- (*) (যেখানে প্রযোজ্য) আমি দৃঢ়ভাবে সম্মতি জ্ঞাপন করছি যেখানে আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সাথে যোগাযোগ স্থাপন বা শিশু কিংবা শিশুদের তথ্য ব্যবহারের ক্ষেত্রে
 - (i) শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সর্বোচ্চ স্বার্থ রক্ষায় ওয়ার্ল্ড ভিশন বাংলাদেশের নিরাপত্তা নীতিমালা এবং যে সব বিষয়ে পদক্ষেপ নেওয়ার জন্য অনুরোধ করা হয়েছে আমি তা মেনে চলব
এবং
 - (ii) যদি কখনও দেখি যে শিশুরা কোন বিপদাপন্ন বা ক্ষতির সম্মুখীন, আমি অনতিবিলম্বে ওয়ার্ল্ড ভিশন বাংলাদেশকে অবহিত করব।

স্বাক্ষরঃ

তারিখঃ

নামঃ

অফিসঃ

পদবিঃ

বিভাগ/প্রকল্পঃ

Annexure-6

DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of World Vision Bangladesh to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each with additional information where necessary.

Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

Signature with Seal
Date:



Appendices I

Evaluation Report

<<Name>> Programme

<<Insert date data was collected in the field>>

<< insert date Report was written>>

World Vision <<Country>>

Published November, 2008

© World Vision International

NOTE: LEAP alignment requires that this template be used in conjunction with the **evaluation report guidelines**, which can be found on the TD website. It is recommended that the template be filled out using these guidelines.

- i. **Table of Contents**
- ii. **Acknowledgements**
- iii. **Affirmation**
- iv. **Glossary/Acronyms and Abbreviations**
- v. **Introduction**

1. Executive Summary

2. Evaluation Introduction/Background

3. Methodology

4. Limitations

5. Findings

6. Conclusions and Recommendations on Impacts

7. Lessons Learned from the Evaluation Process

8. Appendices

9. Comparison table of indicators

Appendices 2: Evaluation Reporting Guideline



LEAP

***Learning through Evaluation
with Accountability and Planning***

Evaluation Report Guidelines
2nd Edition

World Vision International
LEAP Team

Contents

Acknowledgements.....	2
Affirmation	3
Glossary	3
Introduction	3
Evaluation Report Guidelines	4
Cover Page.....	4
i. Table of Contents	4
ii. Acknowledgements	4
iii. Affirmation.....	4
iv. Glossary.....	5
iv. Introduction.....	5
1. Executive Summary (<i>two to four pages</i>)	5
2. Evaluation Introduction/Background (<i>maximum three pages</i>)	5
3. Methodology (<i>maximum three pages</i>)	5
4. Limitations	6
5. Findings (<i>maximum eight pages</i>).....	6
6. Conclusions and Recommendations (<i>maximum five pages</i>).....	6
7. Lessons Learned from the Evaluation Process (<i>maximum two pages</i>)	6
8. Appendices	6
Appendices for the Evaluation Report Guidelines	7
Appendix A: Notes on Evaluation Findings, Recommendations and Follow-Up	8
Appendix B: Post-Evaluation Action Plan Matrix.....	9

Acknowledgements

The following parties contributed to the 2nd Edition of this document:

The members of the LEAP Template Kit Review Working Group Remedios Galdes (APRO), Ratu Saha (APRO), Jacktone Akelo (WV Kenya), Andrew Newmach (WV Australia), Gisela Poole (WV Germany), JSJ Sujeevandas (WV Vietnam), Paula David (WV Canada), Challa Getachew (WV Pakistan), and Roscel Marinano-Diego (WVAustralia) for the gender editing of all the documents.

The Support Office LEAP Consortium, especially Ari Uotila (WVC). World Vision National Offices whose DME work contributed to this document, especially WV Armenia, WV Vietnam, WV Cambodia, and WV Albania.

The LEAP Strategy and Working Group, especially Frank Cookingham; Terrence Jentzi and Randini Wanduragala external consultants.

The LEAP Team.

Affirmation

Except as acknowledged by the references in this paper to other authors and publications, the template and guidelines described herein consists of our own work, undertaken to improve the quality of World Vision’s Design, Monitoring and Evaluation Learning System.

Lydia Ledgerwood-Eberlein and Laura del Valle, Coordinators — LEAP Programme Research and Development Associates

November, 2008 Glossary

ADP	Area Development Programme
DME	Design, Monitoring, and Evaluation
EC	European Commission
HEA	Humanitarian and Emergency Affairs
IFAD	International Fund for Agricultural Development
LEAP	Learning through Evaluation with Accountability and Planning
LNGO	Local Non-Government Organisation
M&E	Monitoring and Evaluation
NGO	Non-Government Organisation
NO	National Office
PRA	Participatory Rural Appraisal
SO	Support Office
SWOT	Strengths, Weaknesses, Opportunities, and Threats
TD	Transformational Development
TDI	Transformational Development Indicators
TOR	Terms of Reference
WV	World Vision
WVI	World Vision International

Introduction

These guidelines and their accompanying template are just the beginning of the LEAP-aligned resources that will become available over the next few years. The content is an attempt to strike a balance between the information needed to properly evaluate a programme with constituent projects and the complex and varied contexts in which World Vision works. These documents are meant to be used for all areas of World Vision’s ministry (Policy and Advocacy, TD, and HEA) in any programme situation.

Extensive consultation and literature review were conducted both within and without the World Vision Partnership to arrive at these versions. In the spirit of LEAP, these documents are in no way final, but will continue to be changed and improved upon as the LEAP Team receives feedback from practical field use. Please do not hesitate to provide comments to the LEAP Team to this end.

Please note that the evaluation report guidelines (and the accompanying template) are addendums to LEAP 2nd Edition and **do not stand alone**. They must be read as a set to fully understand the what, why, and how of the assessment process. Likewise, the evaluation report template should not be filled out without carefully reading these guidelines.

Evaluation Report Guidelines

Cover Page

The cover page should be simple and direct. It should identify the document as an evaluation report, including the name (which should indicate whether the programme is an ADP, sector-based, or other) and number of the proposed development programme, date and phase number of programme (e.g., 2009-2013, Phase II) and National Office. The WV logo should be located in the top right-hand corner and meet with agreed Partnership branding strategies. (See the cover page of this document for an example). Additional information to the above should only be added where justified and provides improved clarity on the context of the design. The cover should not include photos and/or graphics (e.g., borders).

All evaluation reports should have a copyright notice that includes the date the report was produced, along with the copyright symbol (e.g., Produced December 2002, © World Vision International).

i. Table of Contents

A list of the main sections of the evaluation report document should be presented in this section. It may be useful to add in various sub-headings to indicate areas reflecting different themes and discussions. It is strongly suggested that the automatic table of contents function be used where possible, as it automatically updates when the document is reformatted from letterhead to A4 or vice versa.

ii. Acknowledgements

Include an acknowledgements page to list the people who have contributed to preparing the evaluation report. This will include the principal authors, contributing partners (either people or organisations), and should also include key members of the community as appropriate. Also use this opportunity to thank people who have assisted throughout the evaluation process. This could include such people as staff from the National Office and other Partnership offices who have been involved and people from the community who have played a major role. See the acknowledgements of this document for an example.

iii. Affirmation

The affirmation states the motive and objectives of the evaluation report being presented and also that the material is original work. It would also be appropriate to acknowledge that the intellectual properties of the evaluation report rest with the communities about which the report is written.

“Except as acknowledged by the references in this paper to other authors and publications, the evaluation described herein consists of our own work, undertaken to secure funding, implement the activities, describe and advance learning, as part of the requirements of World Vision’s Design, Monitoring and Evaluation Learning System.”

Primary quantitative and qualitative data collected throughout the evaluation process remain the property of the communities and families described in this document. Information and data must be used only with their consent.

[insert name of principal authors here]

[insert date here]

iv. Glossary

The glossary is an alphabetical list of terms or words found in the document or related to the text of the document that need some explanation or which may help the reader to a greater understanding. The list can expand on the complete terms that maybe acronyms and abbreviations as well as explain the concept of an ADP (Area Development Programme).

ADP	Area Development Programme
RC	Registered Children

iv. Introduction

Describe the process for preparing the evaluation report.

1. Executive Summary *(two to four pages)*

The summary should focus on the main analytical points and indicate the main conclusions, lessons learned, and specific recommendations. It should be usable as a free-standing document, but references should be made to the corresponding page/chapter in the main text for more detail.

2. Evaluation Introduction/Background *(maximum three pages)*

This section should lead the reader into the report, including:

- A description of the project or programme's context.
- The type of evaluation undertaken and its purpose and objectives.
- The extent of participation in the evaluation by the different partners/stakeholders (this should also show to what extent women and men participated as partners/stakeholders)
- A reference to the tasks undertaken as per the evaluation ToR.
- How the evaluation report is structured.
- Indicate how the TDI results inform and are part or not of the evaluation. For example, some evaluations have been conducted that are focused solely around the key TDI indicators that are relevant to that project or programme¹.

3. Methodology *(maximum three pages)*

Summarize the actual methods that were used to collect the data. Reference the evaluation design and describe any planned methods that were not used and why, any variations in planned methods and why, any additional methods that were used and why.

¹ An example is the evaluation conducted by the tsunami evaluation teams. The hypothesis was that for large scale (or indeed any) emergencies it was possible to evaluate the programmes using the TDI indicators specifically developed for ADP situations. The TDIs used in the evaluation were: Emergence of Hope and Caring for Others. Likewise, some evaluations were conducted after the TDI measurement and, therefore, the results informed the programme evaluation on specific issues and themes that were relevant to the programme.

4. Limitations

This section should also include a description of the constraints and limitations encountered during the evaluation and how they affect the findings.

5. Findings (*maximum eight pages*)

The evaluation finding should make a balanced assessment of the current situation and take account of the views of partners, government, and community representatives, and girls, woman, boys, and men. **The findings should be organised as they relate to the purpose, objectives, and questions established in the evaluation design.**

6. Conclusions and Recommendations (*maximum five pages*)

All conclusions and recommendations should be well-supported by the evidence of the findings (as described on the previous page). Wherever possible, each key conclusion should be supported by a corresponding recommendation, which should be realistic and clearly stated.

The usefulness of an evaluation report is directly related to the quality and credibility of its recommendations. Recommendations should therefore be written in a way that is easily understood and translated into action. It should also be clear whom the recommendations are for (key stakeholders, partners, etc.).

The discussion of evidence to support evaluation conclusions should reference the relevant TDI measures.

7. Lessons Learned from the Evaluation Process (*maximum two pages*)

Summarise lessons learned as per the evaluation's reflection exercises (e.g., the field logbook found in the Evaluation Design Guidelines, Appendix C), particularly those that might help to improve future evaluation exercises.

Include comments about the value added to the evaluation by including the TDI measures.

8. Appendices

Regarding Appendices for the Evaluation Report

The appendices of an evaluation report serve as a place for supplementary data — items that clarify the report but are not directly relevant to the main body (e.g., questionnaires, maps). **The full evaluation TOR** should also be included here, as well as a list of contacts/sources of information and itineraries. The full evaluation design document should also be included.

A note on confidentiality: The evaluation report should be written in a way that is as transparent as possible. Information relevant to the report should be treated as confidential only when absolutely necessary. Confidential material should be placed in a separate document, not appended to the main report.

Specific sources of information (e.g., names of people interviewed) should always be kept confidential to protect community members and other key stakeholders from possible retaliation or punishment and to ensure the integrity of future data collection exercises.

Examples of possible appendices:

- Programme/project logical framework
- Evaluation ToR
- Evaluation matrix
- Evaluation schedule/work plan
- List of persons/organisations consulted

- List of literature and documents consulted
- Evaluation action plan matrix
- TDI results summary
- Other technical appendices (if applicable)

Appendices for the Evaluation Report Guidelines

- A. Notes on Evaluation Findings, Recommendations, and Follow-Up
- B. Post-Evaluation Action Plan

Once the evaluation report has been finished, the ADP staff need to reflect on the process and prepare a separate report entitled “Post-Evaluation Action Plan.” This is not part of the evaluation report and should be prepared after there has been time to reflect on the report itself. However, you have to include in the report a tentative date to submit the plan of action to the key partners.

Appendix A: Notes on Evaluation Findings, Recommendations and Follow-Up

Structured follow-up on the findings and recommendations from an evaluation is essential. Recommendations must be translated into actions to improve the next stage of a project and lessons learned should be shared with a wider audience.

While it is impossible to analyse all data collected when the evaluation team leader is still in the area/country, a draft or summary version of the findings and recommendations should be shared with the project staff and participants for feedback and discussion. Whenever possible, project participants and other stakeholders should be included in this process to build ownership of and verify the results. If the evaluation deals with a donor-funded project, it is advisable to invite donor representatives for a debriefing and share first evaluation results and findings with them. After gathering feedback on the summary report, the lead evaluator can leave the area/country to prepare the draft report, which is then sent out to the evaluation team members, the NO and the ADP for comments.

The final report should be limited in size and as focused and useful for as many readers as possible. Keeping a report to a manageable size (as stated in the evaluation report guidelines, maximum 25 pages is recommended) will help ensure that it is read from start to finish by a wider audience. More detailed, but not crucial, information can (and should) be included as appendices to the final report. The final report (which should include the comments received from key stakeholders) should be disseminated widely to government, NGO partners, WV partners, etc.

Although a multipurpose final report is the primary mode for reporting evaluation findings, some thought should be given to supplementary reports using different media for different audiences (e.g., video presentations that focus only on those things of interest to special audiences, pictorial posters for the walls of community buildings, songs for youth about pertinent recommendations, etc.).

A **post-evaluation action plan** (see Appendix B) should be developed to facilitate follow-up of the evaluation findings and recommendations. Please provide a tentative date to submit the post evaluation action plan to the key partners.

Appendix B: Post-Evaluation Action Plan Matrix

Principles:

1. Evaluations are a time of learning, which is the key component in the LEAP Framework.
2. Evaluations are a time to reflect on what has been accomplished and how we can improve our work.
3. Evaluations help us to be accountable to our partners, stakeholders, and donors.
4. Evaluations provide us and our partners with information to influence further change.

Process:

1. Develop an action plan that list each recommendation, follow-up actions, persons responsible for these actions, and the date by which the action will be completed. (Include the whole ADP team.)
2. Please ensure that this action plan is incorporated into the process of re-designing the next five-year logframe, taking into consideration the evaluation’s findings, the TDI survey and any other information learned.

Evaluation recommendations	Action step	Date to be accomplished	Staff member responsible
Develop a comprehensive agricultural strategy that moves beyond farm input delivery, to facilitating effective extension support and market linkages, thereby shifting the focus from agricultural inputs to livelihoods.	Consult with Agriculture National Coordinator and local farmers to identify best-practice “livelihoods” approaches used.	December 20, 2008	Agricultural Advisor (name)