****

**REQUEST FOR PROPOSAL (RFP)**

**Hiring Consultant/Firm**

**“End Program Evaluation 2020 of Assasuni AP”**

|  |  |
| --- | --- |
| To: Consultant/Firm | Date: 03 December 2019 |

Dear Sir/Madam:

We kindly request you to submit a proposal for **“End Program Evaluation 2020 of Assasuni AP”.**

Please be guided by the information attached below with annexures:

**General RFP Guidelines and Instructions:**

|  |  |
| --- | --- |
| **RFP Name:** | **“End Program Evaluation 2020 \_ Assasuni AP”** |
| RFP Reference: | WVB-SCM-RFP-0002-02/20 |
| **Submission of Proposal:** | Separate Technical and Financial proposals shall be sent directly through email in PDF format to: [wvb\_scm@wvi.org](mailto:wvb_scm@wvi.org)  Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.  RFP reference **“End Program Evaluation 2020 \_ Assasuni AP”.** Shall be mentioned in subject line. |
| Deadline for the submission of proposals: | **Deadline for proposal submission is: On or before 14 December, 2019 within 5.00 P.M** |
| Procurement Focal Point: | Md. Ziaul Islam, Sourcing Co-ordinator, E-mail: [ziaul\_islam@wvi.org](mailto:ziaul_islam@wvi.org) |
| WVB Contact regarding Technical Specification: | Mathilda Mendes, APC Manager,  Assasuni Area Development Program, World Vision Bangladesh, Satkhira, Cell: +8801730069227, Email: Mathilda\_Mendes@wvi.org |
| List of Annexures: | Annexure-1: Instructions to Offeror  Annexure-2: General and Particular Terms and Conditions  Annexure-3: Vendor’s Primary Information Collection Sheet  Annexure-4: WV safeguarding behavioural protocol  Annexure-5: Declaration of Conflict of Interest  Annexure-6: Terms of Reference (ToR) |

**Annexure- 1**

**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: | 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.  All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.  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. |
| 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 | Separate Technical and Financial proposals shall be sent directly through email in PDF format to: [wvb\_scm@wvi.org](mailto:wvb_scm@wvi.org)  Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.  RFP reference **“End Program Evaluation 2020 \_ Assasuni AP”.**  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. |
| 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 | The Proposal shall comprise the following components:   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.  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.  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. |
| Evaluation and comparison of proposals | 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).  In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.  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.  The point of financial proposal shall be computed using formula:  Here:  *Fp = Financial Score of Offeror being evaluated*  *Fm = Lowest Financial proposal among technically qualified Offerors*  *F = Financial Proposal of Offeror being evaluated*  Combined score shall be calculated using formula mentioned below:    Here:  *CS = Combined Score*  *TS = Score obtained from Technical Proposal*  Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror. |
| Technical Evaluation Criteria | The technical part of the proposals will be evaluated on the basis as detailed below:   * 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 | As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee. |
| Payment Terms | 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. |

**Annexure- 2**

**GENERAL AND PARTICULAR TERMS AND CONDITIONS**

1. **General Terms and Conditions**
2. Offerors have to submit technical and financial proposals separately through email [**wvb\_scm@wvi.org**](mailto:wvb_scm@wvi.org).
3. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
4. Payment shall be made through Straight to Bank (S2B).
5. 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.
6. 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.
7. 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.
8. 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.
9. The Proposal must be placed trough email not later than 05:00 P.M. on the closing date.
10. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
11. **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.**
12. 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.
13. 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.
14. 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.
15. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
16. The work shall be completed in all respects within the completion date mentioned in the purchase order.
17. Any late submission of Proposal after the schedule date and time will be rejected.
18. 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.
19. 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.
20. In all cases, the decision of the World Vision Management will be final.
21. The Offeror has to submit duly filled up Vendor’s Primary Information Collection Sheet (Annexure-4).
22. The Offeror has to agree to comply with WV safeguarding behavioural protocol\_Bangla (Annexure-5).
23. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-3**

**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-4** WV safeguarding behavioural protocol

**To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB (During accepting the offer)**

**Safeguarding Behavioral and Security Policy Protocol**

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

**My Commitment:** I have received and understood World Vision Bangladesh Safeguarding Policy, procedures and protocols and I commit to the following

1. I will always behave with children and adult beneficiaries in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children and adult during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children and adult.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child’s house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children and adult I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with “two adult rule” (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children and adult when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians, adult and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned AP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB Safeguarding policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading for children and adult both.
9. I will never expose, facilitate or condone the exposure of children and adult to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children and adult is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children and adult in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children and adult, I will be subject to action by WVB and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB Safeguarding policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.
11. I will comply with any safeguarding related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children bellow 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner with children and adult, and as per child act 2013 I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children and adult.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
15. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
16. I will behave positively with disable children, and will not humiliate them at any cause.
17. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
18. I will report any safeguarding incident suspected or happened by WVB staffs or affiliates, any humanitarian’s aid worker or stranger in the community to WVB staffs/NO CP lead through established reporting mechanism.
19. I am aware of WV’s policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country’s political and security situation and will follow WVB’s security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

# Consequences of Breach

Corrective Action: *Failure to follow Behavior Protocols, or other inappropriate behavior toward children and adult stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership. Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.*

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

|  |
| --- |
| **Acknowledgement of receipt and undertaking to comply:**  I, (*insert name)* of *(insert address)*  hereby agree and confirm that:   * I have received, understand and will abide by WVB’s Safeguarding Behavioral and Security Policy Protocols; and * (\*) (*where applicable)* In the course of contracted work, I agree that where I have interaction with children and adult beneficiaries   The data –   * 1. I will act in the best interest of children and uphold WVB’s Safeguarding Behavioral and Security Policy Protocol and other adult safeguarding measures as requested AND   2. if I become aware of any harm or risk to children and adult I will inform WVB immediately   Signed by: Date:  Name:  Designation:  Department/Project: |

**Annexure-5**

**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.



**Annexure-6**

**Terms of Reference for**

**End Programme Evaluation’2020**

**Assasuni AP**

**World Vision Bangladesh**

**5 August 2019**

**Programme Number:** 00040

**FY’06-FY’20**

**Assasuni AP**

**World Vision Bangladesh**

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# ii. Acknowledgment:

It is our immense pleasure to express heartfelt thanks and gratitude to the groups of people who are involved in contributing their valuable inputs, skills, support in preparing this Terms of Reference (ToR) for End Program Evaluation of Assasuni AP.

This Terms of Reference (ToR) has been developed in light of LEAP 3, WVB Country Strategy, with the full coordinated effort of Assasuni AP team, RDME Coordinator and community people. I do believe that this ToR will guide the Consulting Firm and WVB staffs to run the evaluation program effectively in timely manner.

We also want to extend our thanks to the Assasuni Upazila community members including local leaders, partners, government officials, NGOs, VDCs, school teachers and the children who were actively involved in implementing the planned interventions through the entire life of Program. We strongly believe that the life of the targeted community has been positively impacted with the effort of the mentioned stakeholders.

We would like to express our heartfelt thanks to Impact Portfolio Manager of WV Australia, Ms. **Natasha Tamplin** for her kind support to initiate this evaluation.

We are also thankful to **Mr. Ranjit Malo,** Regional DME Coordinator, SBR and **Mr. Abdul Karim Howlader,** Deputy Director MEAL team for giving suggestions and necessary cooperation to prepare this TOR and carry out this evaluation.

We want to extend our heartiest gratitude to **Ms.** **Lima Hanna Daring,** Regional Field Director, SBR as well as RFO and NO colleagues for their dynamic leadership which encourages us to move forward with ministry for the people.

Mathilda Mendes

APC Manager, Satkhira APC

World Vision Bangladesh

August 2019

# iii. Affirmation:

This ToR has been developed by Assasuni AP team on the basis of the information of different stakeholders of Assasuni Upazila. So far our knowledge the data & information that are used in this ToR are reliable and authentic.

The primary quantitative and qualitative data will be collected throughout the monitoring and reporting process remain the property of the communities and families described in this ToR. Information and data must be used only with their consent.

Mathilda Mendes

APC Manager, Satkhira APC

World Vision Bangladesh

August 2019

# iv. Glossary:

|  |  |
| --- | --- |
| AP | Area Program |
| DPA | Development Program Approach |
| ANC | Anti Natal Care |
| ASA | Name of a National NGO |
| BGD | Bangladesh |
| BMI | Body Mass Index |
| BRAC | Bangladesh Rural Advancement Committee |
| CARITAS | Name of a National NGO |
| CBDMC | Community Based Disaster Management Committee |
| VDC | Village Development committee |
| CDP | Community Development Project |
| CF | Child Forum |
| CVA | Citizen Voice & Action |
| CWB | Child Well Being |
| CWMC | Child Well-being Management Committee |
| DME | Design Monitoring & Evaluation |
| ECCD | Early Childhood Care & Development |
| EHPC | Emergency Health Preparedness Committee |
| FDP | Family Development Program |
| FGD | Focus Group Discussion |
| GDC | Gender Development Committee |
| GDF | Gender Development Forum |
| GoB | Government of Bangladesh |
| HH | Household |
| IGA | Income Generation Activities |
| KII | Key Informant Interview |
| LEAP | Learning through Evaluation with Accountability & Planning |
| LSBE | Life Skill Based Education |
| N/A | Not Applicable |
| NGO | Non-Government Organization |
| NO | National Office |
| ORT | Oral Rehydration Therapy |
| PD Hearth | Positive Deviance Hearth |
| PNC | Post Natal Care |
| RC | Registered Children |
| RDD | Re-Design Document |
| RFO | Regional Field Office |
| RRF | Name of a local NGO |
| SBA | Skill Birth Attendant |
| SBR | Southern Bangladesh Region |
| SD | Standard Deviation |
| SO | Support Office |
| SSC | Secondary School Certificate |
| SSI | Semi Structured Interview |
| SUS | Name of a local NGO |
| TDD | Transition Design Document |
| ToR | Terms of Reference |
| VAT | Value Added Tax |
| WASH | Water Sanitation & Hygiene |
| WAZ | Weight for Age Z score |
| WHO | World Health Organization |
| WVB | World Vision Bangladesh |

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# v. Introduction & Background:

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 programs of transformational development, emergency relief and promotion of justice. The vision of the organization is **“Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so”**.

As per World Vision (WV) global guideline, World Vision Bangladesh (WVB) moved from LEAP 2 to LEAP 3 on October 1, 2017 with four Technical Programs (TP) – i) Livelihoods, ii) Health Nutrition and WASH (HNW), iii) Functional Literacy and Life Skills (FL&LS) and iv) Community Engagement and Sponsorship plan (CESP).

To reduce the vulnerability of children and community, Assasuni AP has adopted TPs and one CESP from those as mentioned above. Such as, (a) Livelihoods, which mainly focuses on ‘sustainable income sources of targeted households to provide basic needs of children’, (b) Health, Nutrition and WASH, which focuses on ‘improving nutritional status of children and mothers’ and (c) Community Engagement and Sponsorship Plan (CESP) - includes sponsorship, accountability, disaster risk reduction, advocacy, child protection, faith and development to ensure community engagement, collaborating and sustainability of the program. These programs started on October 1, 2017 and will continue until September 2020.

Assasuni AP is going to transit i.e., the AP activities is ending in September 2020. Therefore, this is the time to see the effectiveness, impacts as well sustainability of the programs through conducting End Program Evaluation in the programme interventions area. The main objective of this evaluation is to find out the overall contribution to sustain well-being of children in families and community.

**Agencies working in the programme impact area**

| **Organization or Group** | **Location** | **Goals** | **Start and End Dates** |
| --- | --- | --- | --- |
| **Community Based Organization & Faith Group** | | | |
| * 1. Churches/Mosque/   Temple | * 1. Assasuni | Spiritual nurture, Peace building, support to vulnerable people | * 1. Continue their role in the community |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. **NGO** | | | | | | |
| * 1. Grameen Bank | * 1. Assasuni | | * 1. Support Micro Credit & Finance for economic growth | | * 1. Starting Date   2005 and on going | |
| * 1. BRAC | * 1. Assasuni | | * 1. Conduct micro credit Programme.   2. Conduct relief program | | Starting Date;1996 and on going | |
| * 1. ASA | * 1. Assasuni | | * 1. Micro credit Programme | | * 1. Starting Date 1999 and on going | |
| * 1. RRF | * 1. Assasuni | | * 1. Sponsorship program & conduct micro credit Programme | | * 1. Start Date 2007 and on going | |
| * 1. SUS | * 1. Assasuni | | Improve education status  Ensure adolescents rights in the community. Conduct micro credit | | * 1. Start Date 2004 and on going | |
| * 1. CARITAS | * 1. Assasuni | | Social & Welfare Development | | * 1. Start Date 1970 and on going | |
| **Government Department** | | | | | | |
| * 1. epartment of Agricultural | | * 1. Assasuni | | * 1. Ensure available access to and increase agriculture production through establishment of agricultural extension activities | | * 1. Start: 1982   End: N/A |
| * 1. Department of Fisheries | | * 1. Assasuni | | * 1. Establishment of fish culture through training, supports and arranging awareness programs | | * 1. Start: 1982   End: N/A |
| * 1. Department of Livestock | | * 1. Assasuni | | * 1. To increase public awareness for animal husbandry and offer vaccination program | | * 1. Start: 1982   End: N/A |
| * 1. Department of Public Health Engineering (DPHE) | | * 1. Assasuni | | * 1. To ensure health care services by supplying sanitary latrines and safe drinking water supply (STWs) | | * 1. Start: 1982   End: N/A |
| * 1. Department of Health & Family Welfare | | * 1. Assasuni | | * 1. To ensure available services for medical treatment and immunization coverage | | * 1. Start: 1982   End: N/A |
| * 1. Department of Education | | * 1. Assasuni | | * 1. To ensure quality of education through operation and monitoring of educational services, development and supervision of education related activities | | * 1. Start: 1982   End: N/A |
| * 1. Department of co-operatives | | * 1. Assasuni | | * 1. Ensure the development of cooperatives and awareness building activities | | * 1. Start: 1982   End: N/A |

# i. World Vision History in the Area

In 1991 World Vision Bangladesh initiated & started a Community Development Project (CDP) at Buria village under Barodal Union, Upazila-Assasuni, District- Satkhira, which was funded by the Netherlands. The CDP ended in 1999. About 500 Registered Children were assisted through the CDP. After a long interval WVB started a seed ADP covering 6 unions out of 11 unions in the Assasuni Upazila, funded by World Vision Australia in 2005 (FY’06). It ran for one year as a seed ADP. This ADP began its journey in 2005(06), with a lifetime of 15 years (until 2020). In 2006 this seed ADP became an ADP in compliance with the LEAP ADP as 1st Phase. The ADP is supported by World Vision Australia. From FY11-15, the 2nd phase of LEAP was implemented by September 2015. Later on, the ADP conducted a phase evaluation in FY’15, which served as the cornerstone for the future design planning. It has been noted that in accordance with the WVB National Integrated Action Plan for DPA adaptation, this ADP align with DPA approaches, including Sponsorship in Program (SIP) & Development Asset Profile (DAP), for the next extended phase FY’16-FY’17 and implementation-III phase FY’18- FY’2020 .

Assasuni Area Development Program is located at Assasuni Sadar Upazila under Satkhira district in Bangladesh. The Assasuni AP is 350 km north from the capital city of Dhaka (a 7-8 hour drive from the WVB National Office). Usually, road transport and communication between Dhaka and Assasuni ADP is good, but air travel is also possible (from Dhaka to Jessore and Jessore to Assasuni by car).

As per plan Assasuni AP started in 2005 and to be phased out in 2020 and the duration has divided in three phases as like,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Years | Sectors | Baseline | Evaluation |
| Seed | FY’06 | - | n/a | n/a |
| Phase I | FY 07 – FY 10 | Health, Education, Sponsorship | 2007 | September 2010 |
| Phase II | FY 11 – FY 15 | Health, Education, Livelihood security, Sponsorship Management | FY’11 Baseline July 2011 | FY’15 Evaluation April’15 |
| Transition Phase | FY 16-17 | Health, Education, Livelihood security, Sponsorship Management | n/a | n/a |
| Phase III | FY 18 -FY 20 | HNW  Livelihoods  CESP | TP Baseline March’2018 | Now Nov-Jan 2020 |

The last year of LEAP 3, (FY’20) is considered as transition year. Since last three years, the AP has been implementing planned interventions for strengthening the capacity, taking the ownership for well-being of targeted community as well as sustainability of community groups like VDCs, Child Forums, and WASH committee and PD/Hearth committees. Now according to the program life cycle, it is the time to do the Program End Evaluation by hiring/involving competent external consultant. **The key objective of this evaluation is to see the overall impact as well as sustainability of program.** In addition, how much the program contributed to achieve the level of sustainable wellbeing of community children, families and communities through its entire program lifecycle of 15 years (where possible).

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# vii. Rationale of End Program Evaluation:

Assasuni AP has carried out its development journey since 2005. During this period, the program initiated different intervention along with the stakeholders to improve the wellbeing of most vulnerable children, their families and community people. Now the AP is in transition phase after passing four years of its 3rd Phase.

Assasuni AP prepared its transition plan documents in March 2019 for two years (FY 2019-2020) consists of three projects like **Health Nutrition and WASH, Livelihoods and CESP.** As per the LEAP guideline, last Phase Evaluation was conducted in April 2015. Phase Evaluation was conducted mainly based on project goal, outcomes level indicators, and effort was given to find out the benchmark against each approved indicators. During this phase, different quantitative progress and short-term impact of activity and output level are being measured at monthly, semi-annually and annual basis.

Now the AP aims to conduct end programme evaluation to let the community people know the **level of contribution of the programme and the level of transferring responsibility the community for sustained development**. It’s the high time to measure progress against set indicators as well other context to see the changes took place over the decades. Apart from this, LEAP DME Management policy creates the opportunity for evaluation to see the changes, lack thereof, impact, new opportunities etc. and move forward to phasing out the program.

Assasuni AP is very close to phase out and the AP team is preparing for transition. For successful and sustainable transition/responsible phase out, AP has developed a plan to conduct End Program Evaluation with a view to see the result of the interventions that program has initiated over the past years. Now it has become an issue for the AP to assess the program impact as well as its sustainability through conducting the proposed End Program Evaluation. The evaluation period will be November 1, 2019 to January 31, 2020.

1. Programme Summary

# 1.1 Evaluation Summary:

|  |  |
| --- | --- |
| **National Office Name** | World Vision Bangladesh |
| **Programme Name** | * 1. Assasuni AP |
| **Program Number** | * 1. 00040 |
| **Programme Phase** | * 1. FY 2016-2020, |
| **Program Goal** | * 1. Sustained the wellbeing of children within families and communities, especially the most vulnerable |
| **Evaluation Type** | * 1. End Program Evaluation (Summative Evaluation) |
| * 1. **Evaluation Purpose/Objectives** | * 1. Purpose:  |  |  | | --- | --- | | To identify the impacts of the program in the lives of children, families, community, partners and stakeholders over the lifecycle FY 2006-2020.Objective | Supplementary Questions | | 1.To measure the program evidence based impact | * Assess existing socio-economic condition, demographic, health and environmental conditions of the community people, especially the women and children of the AP projects and program intervention area**.** * Assess the degree of changes against outcome and goal level indicators and some special indicators in terms of quantitative and qualitative over the life span of the AP. | | 2. To measure sustainability and effectiveness of intended goals and outcome of entire program. | * identify how people improved their livelihoods through the tenure of implementations, capacity building and empowering local level resource and find out root causes of changes happened in their lives * To what extent has the TP contributed to the sustainability of programme outcomes? | | 3. To assess up to what extent Program objectives have been achieved comparing the previous evaluations and other relevant secondary data as well as WVB considering thresholds, disaggregated by gender | N/A. | | 4. To identify promising practices & valuable lessons that can be articulated into specific, actionable, and practical recommendations can be replicated in other programs of WVB in future | N/A | | 5. Assess the status of cross cutting issues and determine how most vulnerable groups (gender, ethnic minorities, children and different able people) are benefitted through the projects and programmes of WVB in this area | N/A | | 6. To assess up to what extent the AP addressed the CWB towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, household and families resilience | N/A | | 7. Reflect and triangulate the study finding/results with the other cycles of the “trend analysis of the achievement and changes over last 15 years” | N/A | |
| * 1. **Primary Methodologies** | A prominent external consulting firm with a focus would lead the evaluation on learning, success and action. Indicator based data (Quantitative & Qualitative) will be collected through participatory process involving community people and all level of stakeholders. “The evaluation team needs to make sure that the instruments, the indicator mapping spread sheet and the questions along with their codes linked to specific indicators are exactly the same as they were at the time of baseline measurement. Comparison can’t happen if questions asked in evaluation are different from the questions asked in baseline measurement. The evaluation should use the same sampling methods that were used in the baseline and a comparable sample size”.  **Quantitative:**   * 1. Consulting firm will have to map out all the indicators of current and previous phases and determine the authentic sample size and tools (i.e. Consultant will calculate the actual sample size, sampling technique and field level data collection process for this evaluation. Care must be taken to assess the indicator definitions over the past 15 years (as some have changed) before deciding if they are comparable or not.   2. Multistage Cluster Sampling method will be followed for end program evaluation to compare with baseline findings. However, quantitative survey to be conducted using 30 cluster methods for caregiver survey (World Vision Recommend sampling procedure).   **(suggested) Qualitative:**  Focus Group Discussion  Key Informant Interview  Observation  Case Study(vendor will prepare at least 40/50 success story)  SWOT Analysis  Spider Diagram tool with children (with boys & girls separately)  ‘H’ tool with children (boys and girls)  In depth study at least 1 from each project.  Change Tree Tool |
| * 1. **Evaluation Start and End Dates** | * 1. Start: November 1, 2019   End: January 31, 2020 |
| * 1. **Anticipated Evaluation Report Release Date** | * 1. January 31, 2020. |

## 2. Description of Programme and Projects Being Evaluated:

**Health Nutrition and WaSH technical projects**

The Health, Nutrition and WASH Technical Programme (TP) is designed based on the Health and Nutrition Technical Approach (TA)1 and is being implemented across multiple Area Programs (APs) in rural and urban settings to develop sustainable wellbeing of children and mothers, thus contributing to Improve health and nutritional status of mothers and children (Strategic Objective 1) in the WV Bangladesh Strategy 2016-2020. This Technical Programme seeks focus on programming to impact organizational Goal: “The sustained well-being of children within families and communities, especially the most vulnerable.” Through this technical programme, WVB plans to continue its program effectiveness across the targeting community in Assasuni as well as dramatic impact of the Child Well-Being aspiration “Girls and Boys Enjoy Good Health” by focusing on three Child Well Being Outcomes3:

1) Children are well nourished

2) Children protected from infection, disease and injury, and

3) Children and their caregivers access essential health services.

The Health, Nutrition and WASH Technical Programme (TP) will contribute to the following Sustainable Development Goals:

Goal2.End hunger, achieve food security and improved nutrition, and promote sustainable agriculture

Goal 3. Ensure healthy lives and promote well-being for all at all ages

Goal 6. Ensure availability and sustainable management of water and sanitation for all

**Livelihoods project**

For the fullness of life for vulnerable children, economic solvency of their families is very much essential. To ensure livelihood security of the vulnerable community, Livelihood Technical Program has given effort to increase household income by creating alternative employment opportunity through Ultra-Poor Graduation Approach and making capacitated on improved agricultural and non-farm practices to enhance community resilience as well as to achieve project’s goal “Households have sustainable sources of income to provide the basic needs of children”.

For creating alternative sustainable income source through engaging ultra-poor family The Livelihood Technical Program has assisted to implement Ultra-Poor Graduation Program among vulnerable families. Through IGA support and training Vulnerable HHs will be involved in IGA activities and increased their family incomes and also created employment opportunities especially for the women. Trained farmer groups will practiced of increasing production, market management and keeping linkage with Government Department of Agriculture Extension, Livestock department, and social welfare department

Community Engagement and Sponsorship Plan was a very significant issue in the LEAP3 journey. In order to ensure the goal “Community ownership of transformational development increased”, Assasuni AP has focused on step wise works of VDC formation and their capacity building like issue prioritization, visioning, stakeholder analysis, social Mapping, Wealth Ranking and Vulnerability Mapping etc. In the first year of the journey, VDC members will be oriented on advocacy initiatives, accountability framework, child protection issues, disaster preparedness and above all CVA initiatives as a part of their capacity building. Community Led Monitoring will be initiated into the VDCs for better implication of child well-being efforts through sponsorship activities. Growing child leadership was one of the important objectives of CESP that will be managed through the VDCs as they will form child forums at the village level. Capacity building of VDC members through different meetings, trainings and workshop will be a continuous process, so that they can capable to contribute to achieve their village level goal.

Goal of CESP is Community ownership of transformational development increased.

Outcomes-

80: Communities take care of the well-being of children

81: SIP essentials promoted through sponsorship activities

82: Communities practice positive cultural and social norms

83: Strengthened Child protection system at all level

94: Quality of Technical Programm implementation

**The appendices below shows the**

* Indicators (ProgramGoal, Program Outcome/Project Goal, Project Outcome) to be evaluated

**I**ndicator Need to Measure of Previous Phases, which is attached in the appendices section.



2.1 Major interventions under different Projects

Assasuni AP contains following major interventions:

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### Health, Nutrition and WaSH Project:

Major interventions of HNW Project are given bellow:

* PD Hearth (Nutrition) program for 6-36 months malnourish children
* Knowledge on Essential Nutrition Action of Pregnant, Lactating mothers and Adolescent
* Integrated WASH Project Model
* Health Committees to conduct awareness session on Health with Pregnant & Lactating women and their support group for sustainability
* Village Development Committee (VDC )to rehabilitation of malnourish children < 5 considering sustainability issues.
* Health Committees through joint venture conduct prepare and share PDI result with the community.
* Functionality of Community Clinics as a result of CVA implementation.

### 

### Livelihood Project:

Major interventions of Livelihood Project are given bellow:

* Mainstreaming the ultra-poor HHs through occupational capacity building
* Confidence & vision building meeting/workshop for selected ultra-poor for their sustainability
* Management and marketing skills developed and market linkages strengthened.
* Scale up linkage with producers and other micro entrepreneurs with existing micro finance institutions and private sector
* Joint action with private sector , service provider, input supplier, other concern stakeholders and government boost up capacity of farmers

### CESP:

Major interventions of Sponsorship Project are given bellow:

* VDC, CWMC empowered on sponsorship program management
* Leadership & management capacity of Child Forum strengthened
* Effective sponsorship correspondence and monitoring system
* Target community has gained increased awareness on sponsorship management
* Appropriate monitoring system in place
* Enhanced mechanisms for improved children's communication with sponsors
* Child forums trained, operational and better networked
* Motivational and awareness program implemented

**Sustainability Aspects:**

This evaluation will also measure the sustainability of the program, following sustainability discussion paper on Drivers of sustainability (2014), in order to address the sustainability issues. The document includes five drivers of sustainability include (1) local ownership, (2) partnering, (3) transformed relationships, (4) local and national advocacy, and (5) household and family resilience.

In addition, this evaluation aims to measure the following sustainability related issues to take effective management decisions for improving e future TP implementation in other APs or for any future programming/PNS if opportunity arises.

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* Local intuitions & VDCs are aware about maternal and child health issues and working to aware community people to ensure essential care services.
* Committees´ like PD Hearth, WASH, capacities and ability to function without WV support.
* VDCs and other community-based organizations established referral linkages with different health service providers or health centers.
* How CFs & CWMCs are functioning independently as per their annual plan
* VDCs are functioning and intentional to take initiative on disaster management in pre, during & post disaster situation
* Child forum are being nurtured by the VDCs
* VDCs and child from work jointly on child rights & protection issues
* VDCs have initiative to response in case of child vulnerability (emergency support)
* CF creates linkages with VDCs and NGOs to foster of child well-being.

**Evaluation of Sponsorship Program:**

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. The sponsorship program evaluation needs to incorporate the below contents to show changes which has been occurred within the community.

**Program contribution to improved well-being of children, including Registered Children**

* How the program contributed to the improved well-being of children, including registered children?
* To what extents are registered children amongst the primary beneficiaries of the program?
* To what extent does the AP practice a Shared Direct Benefits approach to Child Sponsorship?

**Sponsorship contribution to empowerment of the community**

* How does sponsorship contributed to community capacity to care for and protect children?
* How do children, parents, community groups and partners perceive Child Sponsorship?

**Program contribution to potential sponsor transformation**

* What potential did communication with sponsors have to contribute to the transformation of sponsors?

**Sponsorship communication processes promote CWB**

* How do the processes like APRs, ILs etc. of sponsorship been enjoyable and meaningful for children?
* Do the sponsorship communication processes promote life skills and contribute to improved well-being of children? s

**Participation and ownership of the community**

* To what extend do the community own the sponsorship process?
* How the families, volunteers or partners been engaged in managing sponsorship?

**Efficiency of sponsorship practices**

* To what extent community people or institutions are practicing sponsorship in their practical life?
* Sponsorship Project budget VS program coverage
* Project accomplishment VS timeliness
* Requirement VS delivery

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# 3. Evaluation Target Audiences:

The target audience of the End of Program Evaluation are:

* Children
* VDC members
* Pregnant and lactating women
* Under five children
* Ultra Poor HHs
* Sponsored and non-sponsored children and families
* Adolescent girls and boys
* Various group members
* Social / Religious & community leaders
* Physically challenged men and women (people with disability), children, adolescents, people who suffered natural disasters
* Local health service providers
* GOB representatives
* NGO representatives
* Local Govt. Representatives
* NO representative
* SO representatives as well Australian supporters
* Other AP staff

In the evaluation process both direct and indirect stakeholders will be involved. The AP and all relevant stakeholders will use the evaluation report to assess the progress and achievements of the program/project as well as the promising practices for future improvement.

**Project wise Target Beneficiaries (Phase III)**

|  |  |  |
| --- | --- | --- |
| **SL** | **Project Name** | **Direct Beneficiaries** |
|  | Health Nutrition and WaSH Project | * 1. **12097** |
|  | * 1. Livelihoods Project | * 1. **1818** |
|  | * 1. CESP Project | * 1. **12417** |
|  | * 1. Total | * 1. **26332** |

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# 4. Evaluation Type:

The End Program Evaluation of Assasuni AP should provide evidence-based information that is credible, reliable and useful, enabling timely incorporation of findings, recommendations and lessons learnt into decision-making processes towards further replication in program/projects in other areas of World Vision partnership. The evaluation type is considered as end evaluation which will present a total changes within the community that have been took place throughout the programme lifecycle (start to end program where possible).

# 5. Specific Evaluation Purpose and Objectives:

The overall major objectives of the End of Program Evaluation are to identify the impacts of the program in the lives of children, families, community and stakeholders focusing on the child-wellbeing outcomes over last 15 years. However, in all cases the consulting firm will have to compare with previous Baseline and Phase Evaluation data and also considering comparing with national coverage.’. It is being expected to compare the achievement with target and mention the underlying causes if the programme objectives are not achieved as targeted. The specific purpose & objectives of the study are given bellow:

1. Assess existing socio-economic condition, demographic, health and environmental conditions of the community people, especially the women and children of the AP projects and program intervention area**.**
2. Assess the degree of changes against outcome and goal level indicators and some special indicators in terms of quantitative and qualitative over the life span of the AP.
3. Assess the status of cross cutting issues (Gender, Disability, Christian commitment , Environment, Peace Building and Conflict Resolution, and Child protection) considered in all the projects
4. Assess the promising practices and most impacted interventions of each project over the period that transformed community towards sustainability.
5. Assess the ownership capacity of its partners/stakeholders and the potentiality of program/projects for its ownership and sustainability and any basis to make decision on program transition.
6. Identify lessons learned and formulate actionable recommendations, which can be utilized to make World Vision work more effective in the other programs area.
7. Assess how effectively current program addressed child well-being indicators (CWB) and key performance indicators (KPIs) of WVB country strategy and how the program impacted and benefited the most vulnerable groups.
8. Identify the community technical, managerial and operational competencies towards community’s transformed development.
9. Reflect & triangulate the study finding/results with the other cycles of the program and identify trends/patterns.

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## 6. Evaluation Methodology:

The End of Program Evaluation will follow both the quantitative and qualitative methods for data/ information collection. The AP authority has provided background information below, which is necessary for sampling design for the survey. In the last Phase Evaluation in April FY ‘15, the sample households were selected using simple random sampling technique and 30 cluster sampling technique. Sample households were selected from sample villages. *(WVB prefer at best 1200 sample size for end evaluation with aiming an effective survey design considering for reaching all multi-sectoral indicators).* To conduct the End of Program Evaluation, same methods/ techniques need to be followed or any other appropriate method / technique which are more relevant with the method those were used in the last baseline survey. AP will provide the list of intervention villages where program were being implemented.

For qualitative data/information collection, required number of FGD, KII, H tool, Change Tree Tool, Spider Diagram, Indepth Case Study or any other relevant techniques can be used based on the characteristics of the indicators. Here it can be emphasized that the evaluation will be undertaken for each of program/project following the goals and outcomes set as per design of the logical framework. The consulting firm will have to review:

* The Baseline Survey (2011 and 2018) Report,
* Phase Evaluation Report 2015,
* Semi-Annual and Annual Report, including monitoring data if necessary
* Project Design Documents (PDDs)
* and other relevant secondary documents.

To have background information, the firm will have to conduct KII techniques which will include interviews with individuals or groups through using Semi-structure interview (SSI) tools with key informants in GoB agencies, NGOs, CBOs, Church authority local leaders, project facilitators and local media sources. The focus should be on obtaining factual information that is cross checked with other sources. A series of open-ended questions need to be asked to program and project staff including Volunteers / Facilitators who are knowledgeable and experienced with interventions.

World Vision Bangladesh has been preferred to apply two-stage 30-cluster sampling technique for evaluations due to collect data on multiple indicators from the same respondents’ households (if meet indicators criterion). This is also low cost and easy to understand for the survey team.

As part of organizational policy and LEAP guidelines, collaborative VDCs/ NGOs, local Govt. representatives, other stakeholders and the community need to be involved in the End of Program

evaluation to ensure active participation of all partners through the process. The SO and NO will also evaluate the quality of this evaluation process using BOND tools covering the areas of Voice ; and Inclusion; Appropriateness; Triangulation; Contribution; and Transparency So, this evaluation will also follow the BOND principles in its methodology. The End of Program Evaluation team members will visit the AP and project locations and conduct several qualitative sessions with stakeholders based on the indicators.



# 7. Limitations:

Every evaluation has some limitations, which can make influence in the evaluation result. Considering this, the intended End Program Evaluation will try to follow the appropriate methodology to minimize the influence of limitations.

Assasuni AP works with the rural people. The community people of Assasuni Upazila have the experiences to utilize their land for shrimp culture where saline water is essential but on the contrary, it damages the agricultural production.

There are harsh effects of some local level man-made disasters at AP working areas like; unplanned shrimp cultivation by blocking natural water drainage system. It creates water logging and causes flood frequently. About 10% of working area is recognized as water logging area and during heavy downpour, frequently many people have to suffer for its bad effect. Due to all those large numbers of population are poor and not financially well to meet daily needs. For these reason targeted beneficiaries may move from one place to another, even sometimes they moved in city area for employment opportunity. This could be a factor of limitation for this evaluation survey. In fact during the End of Program Evaluation, emphasize needs to be given to the same households under the same cluster that was covered in the lst Phase Evaluation 2015. But due to the natural disasters and to search for alternative income sources some households of those clusters may have migrated in the last couple of years. In this case the required number of households can be included following the appropriate methodology.

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# 8. Authority and Responsibility:

## 8.1 Team Members and Roles:

The WVB authorities like to conduct the End of Program Evaluation by a renowned consulting firm who has experience in similar type of studies. The NO/RFO/AP team gives preference to those consulting firms who have expertise and already experienced in conducting ‘End of Program Evaluations’. The consulting firm will have to lead the End of Program Evaluation by taking assistance from WVB staff, and involving community and local implementing partners (GOB agencies, VDCs/NGOs/FBOs). If required, the firm can hire additional consultant /expert in consultation with the concerned firm and having dialogue with RFO/AP Management for quality control, data analysis and other purposes which need to be mentioned in the proposal. Names and profiles of the respective sectorial experts who will work on the evaluation should be presented along with the evaluation proposal. The End of Program Evaluation should have two teams: the core team and the field enumeration team:

* Core team will be formed by AP staff, WVB Regional and NO DME staff, WVB partners and the consultants of the firm.
* The field team will be formed by at least 25 enumerators, including supervisors and trainers. (This number could be more or less depending on field requirements)

Both the teams will work as per the advice of WVB and guidance of the consulting firm.

The external evaluation firm has to have the following capabilities:

* Staffs are experts and have good knowledge and experience in End Program Evaluation.
* Needs to have the technical expertise to analysis the data with quality and produce a professional evaluation report.
* Needs to involve a Gender advisor to address gender sensitivity and collect & analysis gender based data for reporting.
* Willing to work in remote area with poor and extremely poor people.
* Well office setup including experienced staff in respective field.
* Engage required number of supervisors as per the plan during the time of data collection

Moreover, it is preferable that there should be a blend in the core team that comprises of one sociologist or one economist or one development practitioner will be act as team leader. One gender and advocacy specialist and one experienced staff who can deal community engagement for impact study and survey.

**Role of different team in evaluation process:**

| **Evaluation** | **Description of Task** | **Role Played by the Evaluation Team** |
| --- | --- | --- |
| Planning | * 1. Preparation of Terms of Reference | * 1. Terms of reference gets originated from the AP and finalized based on the feedback from WVB Regional Office, NO and SO.   Form a team for End Program 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. |
| Document Review | * 1. Collect and review all the documents supportive for End of Program Evaluation | * 1. Consulting Firm will review the AP Design Documents (project logical framework, DIP, M&E Plan, Indicator Tracking Table, Programme reports, M&E reports, baseline/evaluation reports and other relevant documents).   Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer.   * 1. WVB will provide relevant documents and give information about the AP working area, community, beneficiary etc. |
| Methodology | * 1. Selection of appropriate methodology | * 1. Consulting Firm will develop survey methodology and sampling procedures required for the survey in respect to the demands of AP in consultation with AP management, DME staff of AP, DME Coordinator of respective WVB Regional Office and WVB National Office Program Effectiveness Unit.   Translation of survey tools in local language i.e. Bengali as where necessary. And finally translate in English for sharing with donors.  Finalize the sampling frame in consultation with AP management and technical persons in the WVB Regional Office and National Office.  Organize a comprehensive training session (05 days including one day field testing) to orient and equip the survey team members on tools and methodology. A field testing with the household survey questionnaire will be conducted to reduce ambiguity of the questionnaire. It will also help the enumerators to understand survey questionnaire through practical exercise. A detail guideline on survey questionnaire & procedure of data collection would be developed that will help the entire survey team to understand questionnaire and data collection procedure.  Collect data using finalized tools from planned primary and secondary sources.  WVB will follow up the evaluation process to collect quality data as per indicator.   * 1. Respective area specialist from WVB team will review and give feedback on survey tools (HH and qualitative survey) and draft reports. Respective consulting firm will ensure this review before starting the study. |
| * 1. Quantitative Data Collection | * 1. Quantitative Survey based on the outcome and impact indicators from the programme design document | * 1. The consulting firm will:   Prepare the evaluation tool receiving guidance from WVB / Support Office. In this regard, tools against indicators which are aligned with “WV Compendium of Indicator” will be used.  Develop questionnaires and other tools incorporating appropriate questions for information and including proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from the questionnaires. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by poverty status and other vulnerabilities (widows, orphans or people with disabilities etc.)  Conduct pre-test of questionnaire in AP working area and update the questionnaire as per the pre-test findings if need. These findings should be shared with DME staffs and sector specialist/s. |
| * 1. Qualitative Data Collection | * 1. Qualitative Data**:** FGDs, KII, SWOT, H analysis, Change tree and other exercise of relevant proposed tools. | * 1. The consulting firm will conduct the qualitative data collection and information gathering session consults with AP Staff from core team.   Survey checklist will be reviewed by the DME colleagues. |
| * 1. Data Processing and Analysis | * 1. In depth analysis of data and information from primary and secondary sources. | * 1. The consulting firm will:   Develop data entry, error-checking modules and data analysis program in MS Access or standard format.  Store data into database using data entry program developed.  Design dummy tables, graphs and summary formats for report writing.  Use both quantitative data analysis using statistical techniques data analysis in calculating progress at outcome and goal level indicators and compare with national level data. Triangulate lifecycle achievement considering programme phases.  Use the well know data analyzing software to analyze the data (recommended for SPSS/MS excel/WHO Anthro, etc). |
| * 1. Reporting | * 1. Final Report. | Consulting Firm will: follow the reporting template and guidance provided by WVB. Consulting firm will Triangulate quantitative data/findings with qualitative information. Ensure error free data set before analyzing. Validate dummy tables with community specially govt. officials. The firm will mention the name of program language that they will prefer for data analysis like SPSS, MS-Access, WHO-Anthro software etc. It requires to present indicators comparison table along with baseline and end evaluation findings considering entire programme lifecycle.  Present evaluation findings and send the draft report along with raw data to AP, WVB Regional Office and National Office for further checking.  Incorporate feedback and revised draft report to AP, WVB Regional Office and National office: the revised draft will be sent to Support Offices for their feedback.  Finalize report after incorporating feedback from Support Offices  Submit the final report (both soft and hard copy) (and all data) to AP management and Support offices for final approval.  The Evaluation Team leader will submit the final report based on the feedback from the AP, WVB Regional Office NO and SO.  WVB effect payments based on agreed terms. |

**Note:** M&E Officer and team of Assasuni AP will observe data collection process and ensure data quality on behalf of WVB during field work.

## 8.2. Submission of Evaluation Proposal:

The consulting firm should produce a proposal for the Evaluation based on this TOR and submit the same to Assasuni AP/Southern Bangladesh Regional Office, WVB within the stipulated timeframe. The proposal should be in two parts:

**Technical proposal** that should demonstrate:

* The firm´s knowledge and understanding of the World Vision AP development approach
* The general and detailed methodology that the firm is proposing for the Evaluation
* The methods and procedures of data collection as deemed relevant for the survey
* The certification of the firm
* The key personnel in favor of the firm.

**Financial proposal that should demonstrate:**

The statement of expenses in line with human resource mobilization, schedule of work program, salary/ remuneration, social costs and costs related tools etc. Head wise breakdown is expected in this regard. TAX and VAT will have to be mentioned in the financial proposal based on the current GOB circulation.

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## 8.3. Evaluation of Consulting Firm:

Among the submitted proposals, the technical proposals will be first to be evaluated. The financial proposals will be checked only after technical proposals will be evaluated. The technical quality of the proposals will be evaluated on the basis of the following major score points:

* Understanding and concept of the survey work i.e. (a) Understanding about evaluation objectives and ToR details (b) Methodology-Quantitative & Qualitative (c) Innovativeness (d) Indicator tracking matrix, work schedule, manning , timing (e) Data collection and quality assurance Process (f) Comments on ToR (g) Proposal Presentation
* Firm Experience, expertise, quality, logistics and human resources etc. i.e. (a) Qualification & experience of the consultant (b) Expertise, Experience to work with WVB, logistics, Human resource of firm to do study of Firm (c) Additional technical competencies
* Understanding of the BOND Principles and Checklist- a tool that NGOs use for assessing the quality of evidence collected to measure, learn from and demonstrate their impact. It covers 5 principles of Voice and Inclusion, Appropriateness, Triangulation, Contribution, and Transparency

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

## 8.4. Profiles of the Lead Consultant:

The consultant should have:

* A higher degree in Statistics/social Science/Anthropology/ 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 studies on development programs of international NGOs.
* Proven experience in conducting Program Evaluation in participatory approaches.
* Proven experiences on analysis of production of Evaluation and socio-economic context.
* Experience in combining qualitative and quantitative survey methods and WVB prescribed tools.
* Experience in statistical data analysis.
* Familiar on using statistical software like SPSS and others.
* Excellent report writing skills in English.

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## 8.5. Evaluation Plan:

The Evaluation proposal should be accompanied by a detailed plan following the below format or better ones. The plan must be based on focus area (goal and outcome of projects/ program) and assumptions as per logical frameworks. The consulting firm will submit indicator matrix table with possible matching questionnaire for each indicators. There also need to mention the methods of data collection and procedure. Before starting survey, a detail plan of action need to submit to WVB for effective tracking of the progress. The consulting firm will align feedback of the WVB technical team before finalizing survey questionnaire and evaluation report.

Evaluation Plan is expected in the proposal as per the following matrix.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation focus** | **OVI or line of inquire** | **Survey tools** | **Data source & quantity** | **Location of Data collection** | **Means of analysis** | **Time needed** |
| Goal: | * 1. As PDD |  |  |  |  |  |
| * 1. Outcome 1: | * 1. Do |  |  |  |  |  |
| * 1. Outcome 2: | * 1. Do |  |  |  |  |  |
| * 1. Outcome 3: | * 1. Do |  |  |  |  |  |

# 8.6 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** |
| 1 | * 1. Activity-1 |  |  |  |  |  |  |  |  |
| * 1. 2 | * 1. Activity-2 |  |  |  |  |  |  |  |  |
| * 1. 3 | * 1. Activity-3 |  |  |  |  |  |  |  |  |
| * 1. 4 |  |  |  |  |  |  |  |  |  |
| * 1. 5 |  |  |  |  |  |  |  |  |  |

A detail work break down schedule should be shared with WVB team for progress monitoring.

## 8.7 Tentative Timeframe for the Evaluation:

The whole process of the 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 timeframe will be validated from date of contract signed for the work.

## 8.8. Confidentiality and Copyright:

All papers shared with the consulting firm are confidential to World Vision Bangladesh and should not be used outside of World Vision Bangladesh without prior permission. Information received by the Consulting firm from Assasuni AP and World Vision Bangladesh and AP working area should be treated as confidential. The Evaluation report will be owned by Assasuni AP, World Vision Bangladesh and disseminated to authorities as the organization sees fit.

# 9 .Team Advisors:

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

## 9.1 Team Composition:

* The Chief Consultant
* Project (subject) based consultants
* National DME Manager from WVB
* Regional DME Coordinator who will represent respective Regional Field Director of WVB
* Respective AP Manager

Advice from support office will be incorporated in the End of Program Evaluation and when necessary during the evaluation especially in finalizing the evaluation tool and report.

## 9.2 Role of the Advisors/firm:

* Finalize appropriate sample size and methodology
* Develop DCI (Data Collection Instrument)
* Ensure appropriate process of evaluation
* Ensure data analysis and validation
* Solve field based problem during data collection period (if arise)
* Provide feedback time to time as per requirement of the WVB authority
* Ensure quality of the evaluation report
* Complete the evaluation in time.

# 10. Products:

At the end of the Evaluation, Assasuni AP expects to have both hard and soft copy of End of Program Evaluation report by the stipulated period. The 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 the evaluation template as attached below. The report will be reviewed using the BOND tool as attached above.

 

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# 11. Budget:

Required budget for the evaluation is available in FY 2020 plan. Consulting firm must have VAT Registration number and TIN number. VAT and Tax would be deducted as per Government rules at the eve of the payment.

#### 11.1 Mode of Payment:

All payment would be transferred to the respective Bank Account where VAT/TAX will be deducted at source as per government policy. The consulting firm will bear all necessary cost related to the evaluation while evaluation going on. **WVB will pay 40% of the total agreed amount just after submitting the draft report and the rest of the 60% will pay to the consulting firm only when final report received from the evaluation team that means after end of the evaluation**. WVB supply chain department will be lead to take care the process of hiring consulting firm and payment procedure as per WVB SCM policy.

# 12. 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/Data pack (after entry data into the database)
* Submit dummy table after data analysis (before report preparation)
* Soft copy of evaluation report with data pack
* Minimum 05 hard copies (colour print) of the final evaluation report with two copies of data pack

# 13. Lessons Learned: and meaningful recommendations

The evaluator will determine the lessons learnt and recommendations for two main areas:

1) Recommendations for the evaluation process as a whole.

2) Recommendations for future programme implementation in the future (both AP specific for the remaining 6 months as well as for WVB overall for their TP redesign for other APs).

From the entire evaluation study specific lessons learnt will be recorded and documented in the evaluation report. Lessons learnt will be specific, acceptable and evidence based of the community. It will cover both positive and negative impact of the program. Lessons learnt will be shared with the community stakeholders for validation checking. Upon specific learning the study team will provide specific recommendation for the programme team so that coming program life cycle those could be replicated for effective programming.

# 14. Route of Communication:

In all respects, AP Manager should be the contact person for the survey work. But for the for research based technical advice Regional and National DME staff will assist in this process by consulting with RFO office

# 15. Contact Person:

|  |  |
| --- | --- |
| **Mathilda Mendes**  APC Manager  Assasuni Area Development Program  World Vision Bangladesh  Satkhira  Cell: +8801730069227  Email: Mathilda\_Mendes@wvi.org | **Lima Hanna Daring**  Field Director, Southern Bangladesh Region  World Vision Bangladesh  Prionty Dham, 10/9  Shoshan Ghat Road, Pujakhola.  Choto Boyra, Sonadanga, Khulna, 9100  Cell: +8801755599081  Email: Lima\_Hanna\_Daring[@wvi.org](mailto:atulmrong@wvi.org) |

# 16. Appendices:

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