

**REQUEST FOR PROPOSAL (RFP)**
**Hiring Consultant/Firm For**
**End-line Evaluation of BRD M&CN Project (KOICA) in Bangladesh**

To: Consultant/Firm

Date: May 12, 2020

Dear Sir/Madam:

We kindly request you to submit a proposal for **“End-line Evaluation of BRDM&CN Project (KOICA) in Bangladesh”**. Please be guided by the information attached below with annexures:

**General RFP Guidelines and Instructions:**

<b>RFP Name:</b>	<b>End-line Evaluation of BRD M&amp;CN Project (KOICA) in Bangladesh</b>
RFP Reference:	WVB-SCM-RFP-0013-08/20
<b>Submission of Proposal:</b>	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>Email Subject: <b>“End-line Evaluation of BRD M&amp;CN Project (KOICA) in Bangladesh”</b>. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	<b>Deadline for proposal submission is: <u>On or before 28<sup>th</sup> May, 2020 within 1.00 P.M</u></b>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: <a href="mailto:Ziaul_Islam@wvi.org">Ziaul_Islam@wvi.org</a>
WVB Contact regarding Technical Specification:	Md. Iqbal Hossain- M&E Officer, BRDM&CN PROJECT (KOICA), Cell# 01718047232
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: Safeguarding Behavioral and Security Policy Protocol Annexure-6: Declaration of Conflict of Interest
List of Attachment:	Attachment 1: MID Term Evaluation Attachment 2: Indicator detail (M&E Plan) Attachment 3: Baseline Survey

**WVB reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**

**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><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>Email Subject: <b>“End-line Evaluation of BRD M&amp;CN Project (KOICA) in Bangladesh ”</b>. Shall be mentioned in subject line.</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"> <li>1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;</li> <li>2) Declaration of Conflict of Interest as per Annexure-6;</li> <li>3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5;</li> <li>4) Vendor Information Sheet Annexure-4.</li> </ol>
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	<p>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> <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</p>

	<p>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<sub>p</sub></i> = Financial Score of Offeror being evaluated  <i>F<sub>m</sub></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:  <b>CS = [TS * 0.7 + F<sub>p</sub> * 0.3]</b></p> <p>Here:  <i>CS</i> = Combined Score  <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and</p>

	Financial) score obtained Offeror.
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"> <li>• 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.</li> <li>• 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.</li> <li>• Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients.</li> <li>• Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)</li> </ul>
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.

**WVB reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**

## 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](mailto: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 01:00 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
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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-6).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
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-8).

**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: \_\_\_\_\_

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# **Terms of References for Project Evaluation** Of **Maternal and Child Nutrition Project**

**Project Period: 1 March 2018 to 31 December 2020**

**TOR Published: May 10, 2020**

TOR Prepared by  
Project Team  
Maternal and Child Nutrition Project  
World Vision Bangladesh

Maternal and Child Nutrition Project  
Northern Bangladesh Region  
World Vision Bangladesh  
Project Office: Joypurhat  
House # 601, Green House, Hatil Bulupara, Ghulshan Mor, Joypurhat

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**i. Terms of Reference Approval:**

Version Status:	Final
Submission time	May, 2020
Approved at National/Country Office by	Abdul Karim Howlader, Deputy Director- MEAL, World Vision Bangladesh, Cell: +88 01730341071, E-mail: abdulhowlader@wvi.org
Approved at WV Korea by	Shinhye Min ,Grant Coordinator, Public and Private Partnership Team, International Ministry Division, World Vision Korea

**ii. Acknowledgements**

The Project team of Rajshahi Maternal and Child Nutrition Project in consultation with the Grant Coordinator, World Vision Korea and Regional & National office DME section of WVB generated the Terms of Reference for End-line Evaluation. The content is based on review of the project design in accordance with World Vision’s LEAP requirements.

The person who contributed in preparation of this TOR are:

- Shinhye Min, Grant Coordinator, Public and Private Partnership Team, International Ministry Division, World Vision Korea. (review and approve).
- Yunhee Kang, PhD, Assistant Scientist, Department of International Health, Johns Hopkins Bloomberg School of Public Health (review).
- Md. Sohedul Islam, National Office DME Coordinator–Grants, WVB (review)
- Md. Abu Hossain, Regional TP Coordinator-HNW, NBR, WVB (review)
- Md. Rakib Hossain, Regional DME Coordinator, NBR, WVB (review)
- Jaganmay Prajesh Biswas, Project Manager, M&CN Project, World Vision Bangladesh (contribute)
- Md. Iqbal Hossain, M&E Officer, M&CN Project, WVB (formulate)

**iii. Affirmation**

This project evaluation TOR has been developed as a requirements of WV and grant’s Design, Monitoring and Evaluation learning systems. The TOR is describing the interventions of project on the basis of information of project design considering the project geographical locations. In the TOR, relevant data & information that has been used are reliable and authentic. Thus, the primary quantitative and qualitative data collected throughout the process will remain as property of the communities and stakeholders described in ToR. Information and data must be used only having the consent from respective authority of WVB.

**Jaganmay Prajesh Biswas**  
 Project Manager  
 Maternal and Child Nutrition Project  
 Northern Bangladesh Region  
 World Vision Bangladesh  
 May, 2020

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#### iv. *Glossary*

CG	Community Group
CS	Community Supervisor
CSG	Community Support Group
DME	Design Monitoring and Evaluation
ED	Economic Development
FGD	Focus Group Discussion
GOB	Government of Bangladesh
HH	Household
JHU	Johns Hopkins University
KII	Key Informant Interview
KOICA	Korea International Cooperation Agency
LEAP	Learning through Evaluation with Accountability and Learning
M&CN	Maternal and Child Nutrition
M&E	Monitoring and Evaluation
MoHFW	Ministry of Health and Family Welfare
MUAC	Mid-Upper Arm Circumference
NBR	Northern Bangladesh region
NO	National Office
PD Hearth	Positive Deviance Hearth
RFD	Regional Field Director
RFO	Regional Field Office
SPSS	Statistical Package for Social Science
TBD	To Be Determined/Decided
ToR	Terms of Reference
UAO	Upazila Agriculture Officer
UH&FPO	Upazila Health and Family Planning Officer
ULO	Upazila Livestock Officer
VAT	Value Added Tax
WVB	World Vision Bangladesh

## 1. Introduction

Maternal and Child Nutrition(M&CN) Project is a nutritional development initiative for children under five years old of World Vision Bangladesh (WVB) launched in March 2018 to cover malnutrition prone three Sub-districts of Rajshahi Division (Joypurhat Sadar, Dhamoirhat and Panchbibi) with the funding of Korea International Cooperation Agency (KOICA) and support or managed by of World Vision Korea.

The goal of M&CN Project is “Reduce the incidence of malnutrition in children under five years of age living in three Upazilas: Dhamoirhat, Panchbibi, Joypurhat”. M&CN project contribute in improving the nutritional status of children under five years of age as well as for the mothers/caregivers with the underpinning aim of elevating the quality of life of beneficiaries’ in the targeted areas through project intervention. The project design is aligned with the priority of Bangladesh government's health & Nutrition policy and is ambitiously expecting to achieve following 3 outcomes:

- a) Outcome 1: Improve nutritional status of children under 5 years.
- b) Outcome 2: Strengthening partners (community facilitators, government bodies, WV staff)' with capacity building on health/nutrition/WASH in the community.
- c) Outcome 3: Improving behavior through supporting income-generating activities.

Baseline survey of the project was conducted in August 2018 (data collection August 5-17) and Midline evaluation was in July-August 2019 (data collection 22 July-7 August). Under this project, targeted beneficiaries are Pregnant/lactating mothers, children under 5, poor & ultra-poor community people. This ToR will guide the selected consulting firm and all level of partners by specifying roles and responsibility up to finalize and publish Project Evaluation document. Finally, endline evaluation will assess project impact towards the project goal, objective statements and indicators mentioned in the logical framework enabling comparison at both sub-district, district and national level.

## 2. Project Details:

Project Name	<b>Maternal and Child Nutrition Project</b>
Project Number	210248
Project Areas (Country, District & Sub-district)	Bangladesh: Joypurhat-(Joypurhat Sadar and Panchbibi sub-district), Naogaon- (Dhamoirhat sub-district)
Start and End date of Project	Start Date: 1 March 2018, End Date: 31 December 2020
Proposed Start Date of Project Evaluation	July 2020
Expected End Date of Project Evaluation	October 2020
Total Project Budget	USD 1.65 million
Project Managed through or operation organization	WVK
Source of funding:	KOICA (Korea International Cooperation Agency)
Estimated Beneficiaries (Direct)	28,791 (U5 children: 18,798 and Pregnant & lactating women: 9,993)
Total Households:	86,619
Total people:	326,426
Men:	165,356
Women:	161,070
# of village/ward	382 village and 6 wards

# of Union	12 Unions and 1 municipality
Sub-district	3 (Joypurhat Sadar, Panchbibi and Dhamoirhat)
District	Joypurhat and Naogaon

### *2.1 Major Interventions and target population of project*

- Implementation of growth monitoring for children aged 0-59 months and monitoring their health/nutrition status
- Implementation of PD/Hearth program for malnourished children aged 6-59 month
- Capacity building on health and WASH behavior change of mother/caregivers, community facilitators, government bodies and project staffs.
- Conduct Citizen Voice and Action (CVA) training for community group regarding to facilitate CAV activities in the community.
- Support for income generation activities to selected Economic Development beneficiaries.
- Targeted HHs (Economic Development group member) have capital to invest in their food production and income earning activities

### *2.2 Specific Objective of Project Evaluation*

- To assess the progress considering overall objectives of the project specially based on the indicators both outcome and goal level.
- To compare endline result of project with baseline value and see the significance of achievement of the project outcome.
- To identify best practices and lessons learnt which may further replicate as learning of the project accomplishment.
- To see progress of key five areas of evaluation like sustainability, impact, efficiency, effectiveness and relevance of the project.
- To provide clear and actionable recommendations that will support the organization & donor to design next phase, extend the ongoing phase or develop new project within or beyond the geography when to the target communities.

### *2.3 Key question to be substantiated with evidence & information though this study*

#### **a. Relevance**

The hired firm & researcher should answer the following questions with regards to the M&CN project being evaluated:

- What activities were planned/implemented and how relevant the activities were in the context of what was planned to be achieved in the outcomes/impact
- Did those interventions really bring lasting changes in the community?
- Were the activities culturally relevant?
- What were the shortcomings in the relevance of the planned activities in the M&CN project document or proposal?
- To what extent the Outcome/objectives of the M&CN project were valid etc.

#### **b. Effectiveness**

- What was the degree of effectiveness of the activities on the lives of the people?
  - To what extent were the objectives achieved
  - Were people engaged and take ownership of the M&CN project?
-

- What were the challenging factors?

**c. Efficiency**

Efficiency of the project should be assessed against its costs, human resources and time. Answers to following questions should be found out:

- Were the intervention or activities completed in specified time and allocated budget?
- Was the Burn rate of the project acceptable?
- Were activities cost efficient?
- Were outputs achieved on time?
- What alternatives were available and was the best of the alternatives was chosen in implementing activities?

**d. Impact**

This involves evaluation of all the social, economic and environmental changes, direct or indirect, intended or unintended, produced by the **M&CN** project. Answer to be made of the following question

- What would have happened to the beneficiaries if they had not received the support from the M&CN project?
- What real difference has the project or its activities made in the lives of the people?
- whether it is needed to expand, modify those intervention taken under BM&CN project (for future design)

**e. Sustainability**

This involves to explore of the driver & level of Sustainability of the **M&CN** Project which was planned earlier describing how the project will continue to achieve its goal after the project funding has exhausted.

The consultant firm should answer the following questions:

- Will the project benefits continue after completion of the project?
- Is there any transition, Handover or exit strategy? Is it being implemented?
- How effective is the handover /Transition/exit strategy?
- Will the project be sustainable through this strategy? What are the challenges in carrying out the handover /Transition /exit strategy?

**2.4 Indicators to be measured:**

The Goal and outcome level indicators of the Maternal and Child Nutrition project are to be considered for project evaluation as given below.

	<b>GOAL AND OUTCOMES</b>	<b>INDICATORS</b>	<b>REMARKS</b>
Project Goal	Reduce the incidence of malnutrition in children under five years of age living in three Upazilas: Dhamoirhat, Panchbibi, Joypurhat	i. Prevalence of stunting in children under 5 years ii. Prevalence of wasting in children under 5 years iii. Prevalence of underweight in children under 5 years	Calculating all the indicators based on each gender/sex separately. Endline study tool develop by hired consultancy firm

Outcome 1	Improve nutritional status of children under 5 years	1) Proportion of children receiving exclusively breastfed until 6 months of age	Endline study tool develop by hired consultancy firm
		2) Percentage of children achieving + 400g within 30 days of participating in the PD/Hearth program	PD/Hearth monitoring records; provided by project team.
Outcome 2	Strengthening partners (community facilitators, government bodies, WV staff)' capacity building on health & WASH in the community	1) Percentage of CG and CSG are functioned 2) % increased access to services from Government health facilities	Endline study tool develop by hired consultancy firm
		3) Percentage of children aged 6-23 months receiving minimum dietary diversify according to PD/Hearth guideline	Endline study tool develop by hired consultancy firm
Outcome 3	Improving behavior through supporting income generating activities	1) Percentage of the underweight children aged under 5 of the households benefited project income generation interventions	Cohort study (research data)
		2) Proportion of children aged 6-23 months receiving minimum dietary diversity among the HHs who received IGA support	Cohort study (research data)
		3) Proportion of women receiving minimum adequate diet among the HHs who received IGA support	Cohort study (research data)

### ***3. Project Evaluation Design Approach and Methodology***

The study should follow both the quantitative (caregiver survey) and qualitative methods (FGD and KII) for data/ collection. Quantitate survey will have two components:

All quantitative findings will have to be triangulated by the qualitative information, which will have to be collected in the form of FGD, KII, outside visual inspection and case study. For quantitative data



collection, end line survey takes **paper-based survey** and 2<sup>nd</sup> cohort survey will use **mobile base data collection**.

The evaluation would be participatory in nature with a focus on existing situation, learning and action; and lead by external consultant/ consulting firm. The Project management team will provide project working area's background and necessary information regarding survey for sampling design.

The communities would be communicated according with survey's objectives in order to facilitate their maximum participation. As a part of organizational policy and LEAP guidelines, the donor, collaborative partner (GoB), local government representatives, other stakeholders and the community need to be involved in the evaluation to ensure active participation of all partners throughout the process. The study team members will visit the project locations and conduct several qualitative sessions with stakeholders as a part of the survey. This survey will be undertaken for each of the interventions of the project following the goals and outcomes set for. The methods of project evaluation include:

**Review of Documents:**

This will serve gathering of pre-evaluation information and listing of all possible sources of existing information (Project design, Log frame/Result Framework, Detail implementation plan, project M&E table, baseline and midline report). The review should be limited to the critical information that the survey team needs.

**Caregiver Surveys:**

The consulting firm will outline and use an approved structured questionnaire that will be pretested and revised according to the local context and baseline survey. Proposed data collection will include a household level census in order to identify mother of children under 5 years of age and families living below poverty line according to the requirement of project performance indicators. The evaluation questionnaire will be similar questionnaire like baseline measuring project goal and outcome level indicators. The endline survey form and the 2<sup>nd</sup> cohort survey form will be provided by Johns Hopkins team. Bangla translated versions of the survey forms will be partially drafted.

**Anthropometric measurement:**

The method is used to measure the nutritional status of children of 0-59 months in terms of stunting, wasting and underweight. WV preferred to use the WHO recommended Anthropometric measurement to measure the nutritional status of the children. The consulting firm will collect information from appropriate number of children on age, sex, height/length, weight, MUAC and Oedema.

**Key Informant Interview (KII):**

The techniques can include interviews with individuals or groups. Total 8 KIIs will be conducted with informants in GoB agencies particularly Civil Surgeon, UH&FPO, UAO & ULO, local leaders, project facilitators and project staffs as well as programme partners. The focus should be on obtaining information that is crosschecked with other sources.

**FGD or qualitative methods:**

The focus group discussions will be conducted with project beneficiaries, CG/CSG of community clinic, community leaders, local elite person and people from different professions to know current situation/suffering/achievements on different issues in the project area. FGDs should involve 8-12 carefully chosen homogenous participants groups to discuss one or more issues concerning them all. The

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facilitator will use a discussion guide, a record keeper who will record comments and observations. It is expected to conduct Focus Group Discussion with the below groups.

- 6 FGD with CG/CSG (intervention area)
- 8 FGD with community people (6 in intervention area other 2 in control area)
- FGD with Community Facilitator (3 in intervention area)

Note that consulting firm will develop the tools of qualitative part of the evaluation and Johns Hopkin University (JHU) will review the tools.

### **Onsite visual inspection:**

For an experienced observer, this is an excellent way to become familiar with programme location. This method does not stand alone, and other assessment methodology should be used in conjunction. The main objective is to share the physical (anthropological) evidences of the sample households to explore context and living status of the community people. That will be very supportive to understand the community scenario existing at present. The ultimate benefit of the visual inspection is to ensure study evidences and explore more reliable information of the community and context. That expectation of the project will ensure the reliable and credible data with evidences.

Onsite visual tasks include:

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

Consulting firm might collect some action oriented photos of surveyed household as evidence like feeding, hygiene, caring, health seeking practices, Key family influencers, father or male member engagement in mother & Children Care, mothers and child health condition, household condition that are visible as an evidence of poverty. They will have to maintain minimum protocol of collecting photos, obey rule of ethical and child protection issue. Add clear photo in the report in jpeg mode with size not more than 600kb. Project team will ensure an orientation for the study team on the protocol of photo collection and utilization procedure once the consulting firm which one will be selected.

### **Case study:**

The firm will collect at least 02 failure cases and 03 stories of transformation of the project beneficiaries in order to appearance the impact of project activities. These cases/stories of transformation should be mentioned in the study report. Consider best stories where there would be found evidence of program impact. How they have done better progress. There is also scope of showing low progress against target to show/discuss factors which are responsible for the failure. A professional recommendation can be made for improvement from evidence of the real field.

### **3.1 Study Area**

The project evaluation will be held in the project intervention & control area. The project team will provide the list of village/union to the hired consultancy firm. Project team will support to the firm in providing necessary information of project areas.

### **Table 1: Details of the study area (Intervention & Control Group)**

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Project areas	Union Name covering by project	Sample size	Remark
Joypurhat Sadar Upazila	Amdai Union Bambu Union Chak Barkat Union Jamalpur Union Puranapail Union	300	Intervention area
Panchbibi Upazila	Aolai Union Kusumba Union Mohamadpur Union Municipality area (ward # 1, 2, 3, 4, 6 & 7)	300	Intervention area
Dhamoirhat Upazila	Agra Digun Union Aranagar Union Isabpur Union Khelna Union	300	Intervention area
Akkelpur	1. Sonamukhi 2. Tilakpur	350	Control area
Badalgachhi	1. Mithapur 2. Kola	350	Control area

### 3.2 Sample size:

In endline Study, the quantitative data collection will consider the equal sampling as baseline was designed. The sample size will be 1600 samples (900 samples in intervention area and 700 in control area). Overall, the below target will be included in End-line evaluation;

Sample size calculation will be adjusted for 10% non-response. The estimation will be done with level of precision 0.05 percent. The consultancy firm will apply 30 clusters random sampling technique in the study area.

Sample description (respondent type)	Size		Remarks
	Intervention	Control	
<b>*Cohort survey</b>			
Children of PD/Hearth + ED HH	544		JHU will provide a list of children
Children of PD/Hearth only (non-ED HH)	485		JHU will provide a list of children
Children of under five years old non PD/non ED		TBD	Refer to baseline survey
<b>*Endline survey</b>			
Children aged 0-5 month (proportion of exclusive breastfeeding)	TBD	TBD	Refer to baseline survey

Children aged 6-23 months (% of children receiving minimum dietary diversity)	TBD	TBD	Refer to baseline survey
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\*This will be merged data collection with JHU research team. Quantitative tool for caregiver survey and qualitative tool for qualitative part of the study are to be developed joint initiative of consulting firm and JHU research team. JHU will may suggest to estimate sample size and distribute sample size base on the survey population criteria.

### 3.3 Data Management and Analysis plan:

The hired firm has to follow the below guidance to manage their data sheet and analyse data both in qualitative and quantitative method. Collected quantitative data will be analysed using SPSS, WHO anthro or STATA. Various statistical procedures like central tendency, standard deviation test of significance, multiple correlations and multiple regressions, compare mean to show significance of achievement based on the indicators etc. should be followed. Bidder will present the way of qualitative data management process. The following tasks to be addressed to complete evaluation as follows;

- Finalize study tools with guideline and collect data from planned primary and secondary sources. WVB will authorize to the consulting firm for implementation hence before starting study, consulting firm must need to get approval for implementation.
- Develop paper based data entry software for endline survey and android mobile-based data collection software for cohort survey by consultant firm with necessary review by Johns Hopkin University (JHU) and World Vision DME/MEAL team.
- Consultant firm will share day to day status of survey data to WVB authority who will impart in monitoring of data system of the consulting firm for quality checking of the data entry during data collection and after completion of data collection.
- Ensure data validation checking to minimize error in the database and clean datasheet and make it error free.
- Use design dummy tables, graphs and summary formats for report writing.
- Quantitative data must be analyzed using SPSS software and renowned software is preferred to analyze qualitative data and draw summary report. Qualitative report must be shared with WVB for review separately.
- HH survey tools, FGD/KII and others tools need to be produce both Bangla and English language. All tools must contain guidelines for field team for smooth implementation.
- Incorporate feedback and present revised draft report to project, WVB Regional Office and National office which will be sent to Donor/ Support Office for their feedback.
- Finalize report after incorporating feedback from Donor and World Vision.
- Attend in inception meeting with project team to share draft questionnaire, finalize study plan and agreed action plan must be developed and documented.

**Along with above, the consultancy firm will apply mobile-based data collection procedures for cohort study, the firm must illustrate details including, tablets, software name, platform use, etc. for round the study cycle. WVB will not provide any facilities like android phone/Tablet or others related cost.**

### 3.4 Quality assurance technique:

A quality assurance team will be formed consisting of Project M&E officers, Regional DME Coordinator and Technical Coordinator of Regional Field Office who will be engaged for quality control and checking

of the survey data during and after data collection. Quality control checking will be designed to physically verify whether the investigator has completed the questionnaires by interviewing the right respondents in the right households by asking the right questions. Quality control checking may be undertaken both in ‘presence’ and ‘absence’ of the interviewing team.

The consulting firm will mention strong measurement of data quality control technique in the proposal and will maintain it by own management. A robust data management technique and ability to deal with ICT based system will be highly appreciated.

#### **4. Roles & Responsibilities of responsible parties in Project Evaluation:**

The roles and responsibilities of the communities and partners are very important to ensure their participation in the project evaluation process. The consultancy firm will communicate and inform to community people, GOB and local government about the study in time. The project will arrange one meeting with the hired consulting firm before data collection. After getting the draft report WVB will review the report and provide feedback as well as recommendation time to time for accomplishing this task successfully. The specific roles are given below;

##### **4.1 WVB, Consultant/Consultancy Firm and Community/Partner roles**

<b>World Vision Bangladesh/ Research team (JHU)</b>	<b>Evaluation Consultant (to be hired)</b>	<b>Communities and partners</b>
<p><b><u>World Vision Bangladesh</u></b></p> <ul style="list-style-type: none"> <li>● WVB will conduct a short brief on the project, M&amp;E framework, discussion on indicators, expectation for analysis, report outlines etc, methodology adjustment, challenges and way forward.</li> <li>● Provide secondary documents, general and geographic information about the project working area, communities and beneficiaries.</li> <li>● Suggest in indicator mapping to prepare appropriate survey tools and checking relevancy.</li> <li>● Project area (village list and map)</li> <li>● Monitor and follow up the overall performance of the survey.</li> <li>● Coordinate with donor, partners &amp; other stakeholders and incorporate their feedback.</li> <li>● NO &amp; RFO will provide</li> </ul>	<ul style="list-style-type: none"> <li>● Perform all the process, procedures and deliverables as per Inception Report, including;</li> <li>● Design and develop Paper base form (questionnaires) for Endline survey and Mobile-based application for cohort survey.</li> <li>● Recruitment of Supervisors &amp; enumerators</li> <li>● Training of Enumerators</li> <li>● Logistics for data collection</li> <li>● Develop and share the survey questionnaires to WVB in English and Bengali (the initial forms will be provided by Johns Hopkins; minimum work will be requested).</li> <li>● Data collection from primary and secondary sources</li> <li>● Overall control of data collection and entry for project evaluation (both quantitative and qualitative)</li> <li>● Ensure and Follow up data collection quality through field</li> </ul>	<ul style="list-style-type: none"> <li>● Cooperate in information collection of survey.</li> <li>● Introduce information collectors to communities.</li> <li>● Provide relevant data to the interview.</li> <li>● Assist in planning and mapping.</li> <li>● Review the survey report and provide feedback through arranging report-sharing meeting.</li> <li>● Ensure minimum security of survey team members during survey</li> <li>● Assist to resolve conflict/problems (if any)</li> </ul>

<p>technical advice as per project request.</p> <ul style="list-style-type: none"> <li>● Provide feedback on draft report.</li> <li>● Share findings of survey with communities and organize appropriate events to do that.</li> </ul> <p><b><u>Research team (JHU)</u></b></p> <ul style="list-style-type: none"> <li>● Provide technical support to estimate sample size.</li> <li>● Develop initial questionnaires of the study and provide to hired consultancy firm.</li> <li>● Ensure review of the study tools both paper form and android mobile base data collection form.</li> <li>● Ensure review of qualitative tools of the study.</li> <li>● Conduct enumerator’s training as facilitator.</li> <li>● Ensure supervision of data collection.</li> <li>● Analyse cohort study data</li> </ul>	<p>visit and spot guidance to the data collector/ supervisors during field survey</p> <ul style="list-style-type: none"> <li>● Data analysis (the 2<sup>nd</sup> cohort survey data will be analyzed by Johns Hopkins)</li> <li>● Report Writing</li> <li>● Qualitative part of the report (all FGD and KII) translates into English. Transcript of FGD and KII in Bengali and English must be submitted to WVB. Need to submit qualitative summary report separately before submitting evaluation report to WVB.</li> <li>● Submitted report/documents must be in English version.</li> <li>● Response of national level question and clarification against feedback/comment any.</li> <li>● Final evaluation report both soft copy and color printed 25 copies submit to WVB.</li> <li>● Prior finalization, report must be shared with community and stakeholders for validation and lessons learnt during study.</li> </ul>	
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#### 4.2 *Expected deliverables/outputs from the Consulting firms/Consultant:*

The Consulting firm/Consultant will ensure the following tasks/deliveries:

- An Inception Report illustrating how the evaluation study will be implemented within the research framework and timeframe outlined by WVB. This inception report will be submitted to WVB for reviewing and approval by 2 days after contract awarded.
- Develop quantitative and qualitative study tool both Bengali and English version and share to WVB for approval. The questionnaire should follow the norms of Data Access Component criteria, project design document and Log-frame, i.e. indicator list.
- Ensure appropriate capacity to the survey enumerators and do field-testing prior finalization of the survey tools. A three days training highly preferred including field test and then finalize the survey instruments.
- Development and execution of mobile-based tools for data collection of cohort study and required standard tools for data entry of paper based endline survey.
- Prepare report through analysing quantitative and qualitative data as per project outcome & objectives and indicators.
- Consultant will submit details data analysis plan, draft data analysis table, graphs and data before the report and finalize with necessary feedback;

- Qualitative study will be started after few days starting of quantitative data collection, draw analysis on quantitative data set and revise qualitative survey questionnaire to know in depth based on the quantitative results ( to know more about higher trend or lower trend of the achievement).
- Share 1<sup>st</sup> draft report for feedback and incorporate feedback within 5 days. WVB will provide feedback within 7 days after submission of the report.
- Consultant will incorporate feedback and share draft report to WVB. WVB will share the report to donor / Support Office for the feedback. Consultant will incorporate all feedback raised from WVB, Support Office and Donor as when required (until the report is finalized)
- Consultant may require to Prepare PPT and Conduct presentation of Project Evaluation results to project stakeholders, GoB partners, donors and WVB.
- Report and its inbuilt all documents to be in English version. Qualitative report; FGD, KII, onsite inspection checklist, case study etc. should be incorporated in the report as an appendix. Each qualitative result must be translated in English and both Bengali and English copy should be submitted to WVB.
- Final draft of the report shall be submitted within 11 (eleven) weeks after signing contact
- Final evaluation report both soft copy and color printed 25 copies submit to WVB
- All raw data set (field notes, data set (in SPSS), qualitative analysis and other relevant documents including audio, visualized data and analysis frameworks/tools should be submitted in portable hard drive.
- The hired consultancy firm will conduct training of enumerators for 3 working days (mandatory) for each batch of data collectors including field-testing.

## ***5. Authority and Responsibility***

### ***5.1 Team Members and Roles***

The Project Evaluation should have two teams: the core team and the field team. The consulting firm will form both teams. The lead consultant will form the core team including subject based consultant and representative from WVB. The core team will conduct the overall process and members of the core team will be physically present in the field during data collection. Md. Rakib Hossain-Regional Field Office DME Coordinator, Md. Sohedul Islam- National Office DME Coordinator, Md. Abu Hossain, Regional TP Coordinator-HNW and Project team will be members of the core team and will assist the consulting firm to complete the assignment in time and produce a more informative report.

The field team will comprise enumerators, supervisors and quality controllers. Both teams are obliged to obey the directions and guidance of WVB authority and the consulting firm. The trained and equipped enumerators are responsible to collect authentic data by door to door visit for quantitative caregiver survey approach with approved schedule/questionnaire/android app. The enumerators also may involve in qualitative assessment and need to provide guideline and orientation on data collection process and methods. The lead consultant, team leader and subject base consultant might be involved the overall process for understanding overall learning to reflect the learning in final product. Project team will be a supervisory team, who have the authority to monitor, overall working performance. The survey team members are gratified to take care of the feedback of this sub team. All the enumerators and survey team

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members have to be oriented on child protection and safeguard policy issues. The project evaluation team will have to understand the meaning of each and every question and why such questions are asked. This will allow the enumerators to ask the questions in an appropriate manner. It will also allow for making translation of existing tools / survey questions into Bengali.

JHU researcher will review the finalized paper and mobile forms with WVB and the consulting team. JHU team will join the training sessions and participate in the supervision during field data collection.

The Project management expects to have the project evaluation conducted by a renowned consulting firm having prior experience in similar field. The consulting firm should lead the survey through involving staff from World Vision and target community. The selected consultant should ensure presence of women staff and adequate gender expertise to capture the findings of female respondents.

### 5.2 Manning Schedule

A manning schedule to describe the estimated duration of personnel deployment for the whole survey period and the time-span for each of the specialist and support staffs including volunteers (if any) personnel, should be presented in line of the estimated budget provision and as shown below. The entire survey need to complete by total 90 calendar days from signing of agreement day. Extension of time will involve penalty.

#### MANNING SCHEDULE

SI #	Position/Name/Nos	W01	W02	W03	W04	W05	W06	--	--	--	W10	W11	W12
1.	Team Leader/ lead consultant												
2.	Consultant/1 with expertise in Livelihoods, Maternal and Child Nutrition												
3.	Biostatistician / Statistician												
4.	Position-3/5 including quantitative and qualitative research expert												
5.	Mobile based data collection design and management expert												
6.													
7.	Enumerator/20												
8.													
9.													
10.	Position-10/2												

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

**The Principal Investigator/ Team leader** should have:

- A higher degree in Social Science, PhD preferred (Community Nutrition/Development Nutrition/ Public Health & Nutrition/Health science/ Behavioural Science//Economics/Agricultural or



Health Economics /Sociology /Anthropology /Development Studies/ Statistics/Applied Statistics or relevant field

- At least 10 Baseline/Mid-line survey/Evaluation completed as a principal investigator or team leader. (Public Health / Maternal and Child Nutrition related study is preferred)
- Proven experience in use of participatory approaches for studies
- Good understanding on PRA approach
- Proven experience of the health and development context of Bangladesh and experience of work with ethnic people will be added value.
- Experience with qualitative and quantitative survey methods
- Good understanding of WV development philosophy in both urban and rural contexts
- Good combination of sectoral (Health/Nutrition, Economic, Education, Child Well-being etc.) experts
- Experience in statistical analysis and report interpretation
- Basic knowledge on statistics
- Good understanding good governance components
- Excellent report writing and communication skills in English
- Experience in guiding, leading and mentoring the survey team
- Understanding on national child protection policies and constraints

**The Subject based Consultants** should have:

- A higher/minimum Post graduation degree in Respective discipline Nutrition, Public Health & Nutrition, Development Nutrition, Agri./Health Economics, MBBS /MPH, Social Science, Anthropology, Statistics, or Development Studies, or relevant field.
- Should have research experience and conducted at least 5 Baseline/Mid-line/Survey/Evaluation in public health & nutrition field with the position of consultant/co- investigators.
- Clear understanding on the public health & Nutrition context of Bangladesh.
- Need proven experience in qualitative and quantitative survey methods and methodology.
- Analytical skill in quality report writing.
- Good understanding on PRA approach.
- Experience in guiding and leading survey team.
- Problem solving capacity and motivating team members to produce quality document.
- Experience in statistical data analysis and interpretation.
- Proven experience in conducting relevant surveys and participatory approaches.
- Proven experience on analysis and production of relevant and socio-economic studies.
- Good understanding of WV Bangladesh development philosophy in both urban and rural context.
- Good understanding on good governance and its components.
- Excellent report writing and communication skills in English.

#### ***6. Development of Project Evaluation Proposal by Interested Consulting Firm***

The interested consulting firm /Consultant should have to produce both technical and financial proposal for project evaluation on the basis of this ToR and submit to the Regional Office of World Vision Bangladesh within stipulated timeframe.

- **Technical proposal** that should demonstrate the firm, their knowledge and understanding of the World Vision grant fund approach, general and detailed methodology that the firm is proposing for the project evaluation study, methods and procedures of data collection as deemed relevant for the survey and certification of the consultants and key personnel in favour of the firm. Interested firms should include evidence of 2 (two) sample works. As part of evaluation, individual firms might have meeting with WVB.
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The respective firms should submit the detail curriculum vitae of core team members, give an indication of time availability (start date) and provide contact references of two referees. World Vision may wish to see substantive pieces of work and conduct reference check.

▪ **Financial proposal**

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other support staff including social costs (VAT, tax etc.);
- Cost of data collection;
- Cost of stationeries and report production of draft and printed 25 (twenty-five) copies final report.
- Report share with community and stakeholders

- **Submission Process:** The firm will submit both technical and financial proposal as per WV Supply Chain Management’s (SCM) instruction that will be mentioned in the circular. Consultant / Consultancy Firm will submit both for Mobile Based Survey method and Paper Based Survey Method.

▪ **Evaluation Criteria for the Firm**

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

- Understanding the survey work (70 points) i.e. (a) Understanding the TOR and objectives, (b) Quality of methodology, (c) Innovativeness, (d) Work plan and manning of the study programme, (e) Comments on TOR and (f) Presentation of proposal and evidence attached.
- Quality of firm, its logistics and human resources capacity (30 points) i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of the Consultants (including the sectoral experts), (c) Technical supporting staffs and logistics facilities, (d) Have Publications in national or international journal/s

**7. Team Advisor**

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

SL. No	Description of Advisory Committee	Responsibilities
01	Team Leader (Chief consultant of evaluation study who will be outside of WVB)	<ul style="list-style-type: none"> <li>- Sharing with WVB team to understand project evaluation purpose</li> <li>- Collect and study reference materials</li> <li>- Chalk out evaluation plan in collaboration with Project/Regional Field Office/National Office and survey team</li> <li>- Methodology setting</li> <li>- Design appropriate sample size with scientific sampling procedure</li> <li>- Develop appropriate data collection instrument both qualitative and quantitative with guideline</li> <li>- Guide and mentoring the survey team members for collecting authentic</li> </ul>

SL. No	Description of Advisory Committee	Responsibilities
		information from field - Ensure authentic information posting into the database - Data analysis and interpret Evaluation report - Sharing survey findings with different level of stakeholders - Finalize the evaluation report
02	Subject based consultant of Hired Consultancy firm	- Documents review - Develop and finalize data collection instruments - Ensure Pre-test of survey tools - Ensure training for enumerators - Supervise data collection process - Data analysis and report writing
03	Regional DME &HNW-TP Coordinator , WVB	- Project Evaluation TOR review and provide feedback - Overall supervision and monitor the activities and performance of consulting firm - Provide timely feedback and guidance from the technical view - Ensure to develop appropriate study tools - Assist in methodology selection and finalize sampling process - Provide relevant documents and study opinions for the study team - Supervise data collection - Datasheet check and valid with report - Follow up analysis process and report tabulation system - Ensure feedback on draft report - Maintain close liaison with Firm /consultant /NO /Project - Attend meetings/sessions/workshops
04	Project Manager, M&CN Project, WVB	- Make dialogue with consulting firm - Provide guidance and support to execute study work - Organize report sharing workshop - Supervise & monitor overall data collection process in the field level - Ensure relevant documents - Contribute to resolve problems (if any) - Ensure different stakeholders in report sharing workshop - Overall management and guidance
05	National Coordinator/DD MEAL, Director: Program Development and Quality Assurance , National Coordinator- Grants, PNS & Campaign DME, WVB	- Review the TOR and guide the project team - Review of technical proposal - Review study tools and provide feedback - Clarify project indicators and ToC - Provide time to time feedback as per need - Report review and provide feedback - Quality checking of the reports - Performance monitoring of the consulting firm - Judge competency of the resource person and consulting firm
06	GAM/Grant Management	- Review the Project Evaluation TOR - Ensure timely feedback on any queries/ensure appropriate working condition - Ensure feedback on draft report - Maintain close liaison with Firm /consultant/RFO/NO /Project /Donor - Attend meetings/dialogue/workshops - Replication of learning
07	KOICA and WVK	- Review and validate the Project Evaluation ToR. Provide approval. - Provide suggestion in indicator mapping to prepare appropriate study tools - Review the study tools for checking relevancy. - Review methodology and sampling framework and provide expert

SL. No	Description of Advisory Committee	Responsibilities
		suggestion. - Provide feedback on draft report and quality check. Approval on the final report. - Provide technical advice as per Project/WVB request - Advice from donor will be honoured and incorporated in the evaluation and when emerging during the study process.

## 8. Reporting Guideline

The report will be written according to the precision level, indicators, timeline stated in the Project Evaluation TOR. Consultant will provide regular updates to the project team. The final report of Evaluation should be produced in English as per the outline given bellow and be submitted in both hard and soft form to WVB. Three stages reporting systems to be developed for better understanding about progress for study:

- Sharing of data collection tools to WV
- 1<sup>st</sup> draft report softcopy
- Final Report and decoded data set in WV recommended file/sheet/form

### Report format (Draft final/Final report):

- Cover page consisting WVB logo
- Table of content
- Acronym
- Acknowledgement
- Executive summary (must add with outcome based indicators status comparing with baseline and end line **among intervention & Control group** and National figure in tabular format)
- Background including introduction to the MCN project
- Objectives (key question related to Relevance, Effectiveness, Efficiency, Impact, Sustainability) and methodology ( researcher need to focus key areas of intervention to cover like Impact on beneficiaries and the community, Community participation, Selection and processing of beneficiaries, Project management and overall implementation process, include the limitations of the methodology)
- Key findings (quantitative & qualitative)
- Discussion (comparing key finding with baseline and end line and national level data)
- Discuss on impact, relevance, efficiency, effectiveness and sustainability
- Limitations of the study
- Best practice (strength of the project) and lessons learnt
- Recommendation (focusing areas of improvement) and way forward
- Conclusion
- Annexure with additional table in reference to narrative including table presentation of all data collected and summary of qualitative data by project, data collection tools, Location/ Country Map, Data pack volume, Qualitative report, Study plan, inception reports
- Paper and font Size: A4 size paper and Times new Roman 12 size are required.



Enumerator Recruitment													
Training of enumerators													
Quantitative data Collection													
Qualitative data collection													
Data Analysis													
-----													
-----													
-----													
Report Writing													
1 <sup>st</sup> draft report													
WVB feedback on draft report													
2 <sup>nd</sup> draft report													
WVB feedback on 2 <sup>nd</sup> draft report													
Final Report													
Sharing with community & stakeholder													

Enumerator Recruitment:

- Eligibility of Enumerators:
  - 1) 1-2 years of experience of data collection is preferred
  - 2) Enumerator’s recruitment is not part of any sort of World Vision ministries
  - 3) Education: Minimum bachelor or Diploma in Nursing, Midwifery/ Paramedic degree
  - 4) Sex ratio of enumerators will be 50:50 (M: F)
  - 5) Must have ability to use android phone independently

Data Collection (Survey):

- Data collection period is to be Jul/Aug.

Report Writing and Sharing:

- Evaluation report will be drafted:
 

1 <sup>st</sup> Draft	: 2 <sup>nd</sup> week of September 2020
Final Draft	: 3 <sup>rd</sup> week of September 2020
Final report due	: 4 <sup>th</sup> week of September 2020
Report share with community and stakeholder:	4 <sup>th</sup> week of September 2020

\* Finalization of Final Drafts may be adjusted depending on the feedback process between WVB and Consultancy firm.

\* Dissemination: Will be conducted in project office at Joypurhat and in Dhaka National Office with all necessary stakeholders presence as per the schedule organized by WVB

**11. Study Ethics**

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

**Reporting language**

English is mandatory for producing final report. But in case of report sharing with different stakeholders and partners, it should be translated into Bengali. In the qualitative part of the report particularly all FGD,

KII and case studies must be translated into English separately. Before presentation, the consulting firm is obliged to submit the report to the project authority for checking validation and appropriateness.

- **Tentative time frame for the Evaluation**

The expected total time length to produce final evaluation product is 90 days (calendar). An extended period (max. 10 days) may be allowed with proper justification and rationale from the consulting firm. The consulting firm needs to collect prior approval for extension of the study period (if time extension is necessary). The timeframe will be started to countdown from the date of contract signed for the work.

- **Confidentiality and copyright**

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

## ***12. Standards of Ethics and Child and Adult Safeguarding Policy***

The lead evaluator will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child and adult safeguarding risks, and protect participant's privacy and wellbeing by establishing and following credible ethical evaluation principles. The lead evaluator must ensure all members of the study team have been oriented on the ethical considerations who are employed in the evaluation. Ethical principles will include the following:

**Voluntarism, confidentiality and anonymity of participants:** All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a scripted verbal explanation of the study being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the study at any time.

**Do No Harm:** Project and study themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

**Integrity:** Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population, and aligning quotes with the study themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

**Participant perspective:** To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of project stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

**WV Safeguarding Behavioural Protocols:** If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child's family or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, Safeguarding Behavioral child protection reporting protocols will be established and all staff should be made aware of when and how to report any issues that arise from data collection.

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Study coordinators must have completed and been cleared by a police check within the last two years. All study coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

### 13. Lessons Learned

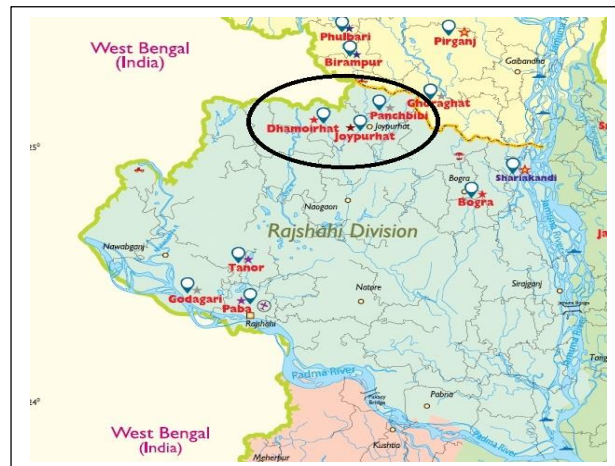
To identify lessons learned the following steps would be considered:

- This study will help WVB, KOICA&WVK to identify the best options and resources allocating areas for that can be leveraged or entitled for better effectiveness in future also in aspects of beneficiary targeting & designing, redesigning or extending similar project within or beyond the geography.
- The Project will organize a project final evaluation report-sharing workshop with key stakeholders and programme partners to disseminate the final findings/recommendations of the study..It will help Researcher & WVB to hear from the stakeholder about the impacts & validate the findings who were closely involved around the implementation phase.

### 14. Appendices

Appendices for the Evaluation TOR should include:

- *Project location map*



- *Project Target Population*

Upazila Name	Union	# of Wards/ Village	Total Population (Census 2011)	Total HH (Census 2011)
<b>*Intervention area</b>				
Joypurhat Sadar Upazila	Amdai Union	33	24,593	6,611
	Bambu Union	10	28,540	7,672
	Chak Barkat Union	26	17,724	4,765
	Jamalpur Union	20	27,146	7,297
	Puranapail Union	18	27,185	7,308
Panchbibi Upazila	Panchbibi Municipality	(ward # 1, 2, 3, 4, 6 & 7)	23,880	6,235
	Aolai Union	53	32,769	8,556



	Kusumba Union	45	31,315	8,176
	Mohamadpur Union	30	26,182	6,836
Dhamoirhat Upazila	Agra Digun Union	22	19,649	5,226
	Aranagar Union	40	26,181	6,963
	Isabpur Union	28	23,902	6,357
	Khelna Union	57	17,360	4,617
<b>*Control areas</b>				
Akkelpur	Sonamukhi		16,266	4,238
	Tilakpur		24,218	6,551
Badalgachi	Mithapur		23,850	6,511
			23,605	6,454

### 15. Route of Communication

In management respects, M&CN Project Manager and Regional Field Director of WVB would be the direct contact persons for this survey work and represent World Vision. In technical aspect, Monitoring and Evaluation Officer of Maternal and Child Nutrition Project would be the focal person.

#### Contact person (s)

<p>Jaganmay Prajesh Biswas Project Manager M&amp;CN Project Northern Bangladesh Region World Vision Bangladesh E-mail: jaganmay_biswas@wvi.org Cell:+8801730 588609 Mailing: Hatil, Bulupara, Gulshan More, Joypurhat</p> <p>Md. Iqbal Hossain Monitoring and Evaluation Officer M&amp;CN Project World Vision Bangladesh E-mail: Mdlqbal_Hossain@wvi.org Cell:+8801755 557736/ 01718 047232 Mailing: Hatil, Bulupara, Gulshan More, Joypurhat</p>	<p>Anjoli J. Costa Regional Field Director, NBR World Vision Bangladesh Cell: + 880-1713 444290 E-mail: anjoli_costa@wvi.org Mailing: Akashtara, Sariakandi Road, Bogra-5800, Bangladesh</p> <p>Md. Sohedul Islam DME Coordinator-Grants, National Office, Dhaka World Vision Bangladesh Mobile# 01713444268 Skype: sohedulislamliton, e-mail: <a href="mailto:sohedulislam@wvi.org">sohedulislam@wvi.org</a></p>
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**Annexure-4**
**VENDOR'S PRIMARY INFORMATION COLLECTION SHEET**

Vendor's Name :
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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	

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Information Submitted by  
Date:

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Annexure-5

**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.
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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 below 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
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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 –

- (i) 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
- (ii) 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:

### 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:

List of attachment

\_\_\_\_\_

**Attachment 1:** Project Mid-term Evaluation



Report on Midline  
Survey of Rajshahi N

**Attachment 2:** Project indicator matrix



KOICA Project M&E  
Table (Mar 20).xlsx

**Attachment 3:** Project Baseline survey



Report on Baseline  
Survey of Rajshahi N

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