



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm

“End Program Evaluation 2020 of Jhinaigati AP & SALDP”

To: Consultant/Firm

Date: 2 December 2019

Dear Sir/Madam:

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

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	“End Program Evaluation 2020 _ Jhinaigati AP & SALDP”
RFP Reference:	WVB-SCM-RFP-0004-03/20
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in <u>PDF format</u> to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “End Program Evaluation 2020 _ Jhinaigati AP & SALDP”. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: On or before 15 December, 2019 within 10.00 A.M
Procurement Focal Point:	Md. Ziaul Islam, E-mail: ziaul_islam@wvi.org ,
WVB Contact regarding Technical Specification:	Sagor D Costa, AP Manager, Jhinaigati AP, World Vision Bangladesh, Sherpur, Cell: +8801730401189, Email: : SagorD_Costa@wvi.org
List of Annexures:	<p>Annexure-1: Instructions to Offeror</p> <p>Annexure-2: General and Particular Terms and Conditions</p> <p>Annexure-3: Vendor's Primary Information Collection Sheet</p> <p>Annexure-4: WV safeguarding behavioural protocol</p> <p>Annexure-5: Declaration of Conflict of Interest</p> <p>Annexure-6: Terms of Reference (ToR)</p>

INSTRUCTIONS TO OFFEROR

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

Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	<p>Separate Technical and Financial proposals shall be sent directly through email in <u>PDF format</u> to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “End Program Evaluation 2020 _ Jhinaigati AP & SALDP”.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	<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</p>

	<p>shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
Evaluation and comparison of proposals	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p>

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

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email wvb_scm@wvi.org.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed through email not later than 05:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

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

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

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

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 –

- (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:

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.

Terms of Reference for End Program Evaluation

Jhinaigati AP & SALDP

Programme Number: B00306

Program/Project phase: FY-2018 to FY-2020

Programme Life time: FY'2003 to FY'2020

July 2019

Prepared by Jhinaigati AP & SALDP Team

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

Jhinaigati AP, Sherpur APC, GMR

World Vision Bangladesh

Girls School Road, Jhinaigati, Sherpur

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Acknowledgement:

This is a great pleasure for us that Jhinaigati AP will be phased out after long 36 years of development journey through completing its final implementation phase by FY-20 as a LEAP compliance. Jhinaigati AP has started its final implementation phase in FY 2018 through a vigorous community engagement process in light with LEAP 3 approach which will transit from this area in FY 2020. We are very much delighted to prepare this End Programme Evaluation ToR in alignment with LEAP approach & Country Strategy in order to assess the progress towards achieving the well-being of the children, families and communities of Jhinaigati AP. We are also privileged to inform that the Smallholders Agricultural & Livelihood Development Project (SALDP) will be phased along with the AP in FY'2020 after three years of development activities focused on the ultra poor community.

We would like to express our heartfelt thanks and gratitude for the unconditional contribution of the respective community, children, mothers, parents, VDCs, CBOs, child forum members, facilitators, caregivers, teachers, local leaders, elites, FBOs, NGOs and Government officials who were involved to overcome the development journey through rendering their endless support, cooperation, vigorous participation, suggestions, opinions and feedback over the entire life of the programme. The AP and SALDP team members who's diligent support and effort is available and gave the necessary information in preparing this ToR is to be highly appreciated. This will guide the Consulting Firm to conduct the evaluation study effectively with valid information.

We are also very much grateful and thankful to the expertise's who has given us the suggestions, instruction and necessary cooperation to prepare this ToR. Especially thanks to Mr. Sagor Marandy, Field Director, Greater Mymensingh Region for his strategic directives and dynamic leadership on the road to develop this ToR efficiently. We would like to express our special gratitude to Mr. Biswajit Kumar Shaha, Regional DME coordinator for his timely and appropriate guidance, valuable suggestions, cooperation and logical input through review to finalization of this ToR. Special thanks go to regional technical Socialists for their meaningful contribution in this process. We are also coherent our heartfelt gratefulness to the members of MEAL cell of WVB for their valuable support and suggestions. We also acknowledge the community consultation team members for their valuable effort and contribution to develop this ToR of End Program evaluation.

Jhinaigati AP team would like to offer our heartfelt thanks and gratitude to our support offices specially Natasha Tamplin, a Impact Portfolio Manager (Nepal, Bangladesh, India), WVB Australia and Doris Siu, International Ministry Officer, World Vision Hong Kong for their endless support, suggestions and feedback to enrich this document. The AP team and the community are also grateful to the sponsors who gave their commitment and support to our work for the development of the children, families & community and contribute to bring sustainable change.

Sagor D' Costa

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E-mail: SagorD_Costa@wvi.org
July 18, 2019

I. Affirmation:

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

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

Sagor D' Costa

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July 18, 2019

II. Glossary:

ADP	Area Development Program
AP	Area Program
APM	Area Program Manager
APCM	Area Program Cluster Manager
CBDMC	Community Based Disaster Management Committee
CBO	Community Based Organization
CBSMC	Community Based Sponsorship Management Committee
CD	Community Development
CESP	Community Engagement and Sponsorship Plan
C-IMCI	Community Integrated Management of Childhood Illness
CMC	Center Management Committee
CWBO	Child Well Being Outcome
DG	Development Group
DIP	Detail Implementation Plan
DMC	Disaster Management Committee
DME	Design Monitoring & Evaluation
FBO	Faith Based Organization
FGD	Focus Group Discussion
FL&LS	Functional Literacy & Life Skill
FY	Fiscal Year
GMR	Greater Mymensingh Region
GO	Governmental Organization
GOB	Government of Bangladesh
HHs	House Hold

IGAs	Income Generating Activities
ITT	Indicator Tracking Table
KII	Key Informant Interview
KPI	Key Performance indicator
LEAP	Learning through Evaluation with Accountability & Planning
M & E	Monitoring and Evaluation
MEAL	Monitoring, Evaluation, Accountability & Learning
NGO	Non-Governmental Organization
NO	National Office
PD-Hearth	Positive Deviance Hearth (Special program on nutrition)
PQ	Program Quality
RC	Registered Children
RDD	Re-Design Document
RFO	Regional Field Office
SALDP	Smallholders Agricultural & Livelihood Development Project
SO	Support Office
SWOT	Strong Weakness Opportunity Threat
ToR	Terms of Reference
UNICEF	United Nations International Children's Emergency Fund
Upazila	Sub-District
UZDMC/UDMC	Upazila /Union Disaster Management Committee
WASH	Water, Sanitation & Hygiene
WATSAN	Water and Sanitation
WV	World Vision
VDC	Village Development Committee
UNDC	Urban Neighborhood Development Committee

III.Introduction & Background:

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

Involvement in Bangladesh: World Vision involved in response to the tidal surge that occurred in the coastal areas of the country in 1970, providing relief supplies to the affected victims. In 1971, World Vision International carried out relief operation in the refugee camps in India along with the help of World Vision India. Following the liberation of the country and gaining independence from Pakistan rule creation of an independent Bangladesh, it began to work in 1972 in greater Mymensingh district from a small coordination office at Birisiri under Durgapur Upazila. It played a significant role to re-build the war-torn country the war aftermath. In late nineties, World Vision adopted a new development approach, called “Area Development Program (ADP) that are long term (10-15 years) to address the needs of people at macro level that would bring about transformation, impact, sustainability and self-reliance in communities especially in the areas where World Vision serves.

Presently World Vision Bangladesh is serving around 5 million children and 3.1 million adults with maternal child health and nutrition, education, livelihood, child protection and WASH projects under 27 administrative districts in 68 locations with 51 Area Programs and 15 grant-funded projects. The objective of this organization is ‘To achieve sustainable well-being and build a brighter future for 5 million vulnerable children in Bangladesh by tackling causes and addressing effects of poverty, inequalities and injustices’ (Source: <https://www.wvi.org/bangladesh>).

Jhinaigati AP and its Journey:

World Vision Bangladesh started its development journey at Jhinaigati Upazlia (Sub-district) under Sherpur district as Community Development Program (CDB) in 1984. Since then, the organization implemented different program like agriculture, economic, health, education, sponsorship in limited coverage in this upazila. In addition, the organization conducted relief and rehabilitation program in this area.

After that the program turned into ADP (Area Development Programme) in 2003 as started as seed ADP with the long term funding commitment by World Vision Canada under LEAP approach. Jhinaigati upazila was selected for the programme through addressing most vulnerable communities to transform them into the holistic sustainable development focusing on ownership and empowerment. After then the ADP was converted to AP (Area Program) through a vigorous community engagement as a part of LEAP3 journey in FY’18 as a mandate of WV Bangladesh. The AP will be phased out in FY’2020 through an effective transition process in support with WV Canada.

Phase (AP/SALDP)	From	To
Community Development Project	FY 1984	FY 2002
Seed ADP	FY 2003	FY 2006
Assessment & Design Phase	FY 2007	
1 st Implementation Phase	FY 2008	FY 2012
2 nd Implementation Phase (LEAP-2)	FY 2013	FY 2017
3 rd Implementation Phase (LEAP-3) and Transition Phase	FY 2018	FY 2020
SALDP	FY 2018	FY 2020

Since 2003, Jhinaigati AP has been carrying out its Area Program (Earlier FY'2018 Area Development program-ADP) in the area covering by 05 Unions (Dhansail, Kangsa, Gouripur, Nalkura and Jhinaigati) out of 07 Unions under Jhinaigati Upazila/Sub-District. The AP is located at a distance of 213 kilometers in north of Dhaka and 94 km north east from Mymensingh Division. The total area of the Jhinaigati sub-district is 242.07 (Working area-101.61 Sq KM) square kilometer consists of 117 (Working villages-57) villages (BBS-2011). SALDP project was started from FY'18 with focusing on 5000 ultra-poor HHs for bringing the sustainable development of the targeted community. The project covered 63 villages among 117 villages of the upazila under 05 unions (Dhansail, Kangsa, Gouripur, Nalkura and Jhinaigati) out of 07 Unions.

The Jhinaigati AP now is in transition phase. During this journey through implementing various implementation phases, Jhinaigati AP has accomplished a good number of interventions to bring sustainable and transformational development of its targeted people/community special focuses on child well-being. The last three years, the AP is being implemented planned interventions for strengthening capacity of community groups like VDC/UNDC, child forum, school management committee, Sponsorship management/Child Protection committee, CBDMC and WASH committee & PD Hearth committees for ensuring well-being of target community, community ownership and sustainability. Now according to the programme life cycle, it is the time to look back in the accomplishments and carry out the programme performance complying with its expected objectives and indicators. The same objectives will be applicable for SALDP to measure progress of the expected outcome. Hence, this ToR will provide a guideline to conduct the End Programme Evaluation to see the overall impact of programme and how much extent the programme contributed to achieve the sustainable well-being of the children, families and communities through its entire AP programme life cycle of 17 years and life time along with the three years life time of the SALD Project.

IV. Rationale of End Program Evaluation:

Since 2003 Jhinaigati AP started its development journey in Jhinaigati Upazila (Sub-district) under Sherpur district and during this journey the AP has accomplished different interventions through its projects: Health, Education, Economic development and Sponsorship management along with the stakeholders to enhance the wellbeing of most vulnerable children, their families & community people under LEAP 2 approach. After then in alignment of LEAP3 the AP has implemented its development activities focusing on the community needs through a vigorous community engagement process in its last phase through technical program (Livelihood, FL&LS) and CESP. SALD project has implemented such kind of development activities to meet the expected outcome and goal of the project and is in last year of its implementation. Now the AP is in last year of final implementation focusing on the transition issues that were already passed two implementation phases successfully.

As per the LEAP guideline and Transition Design Document program evaluation is to be conducted at the end of transition phase and thus the AP is going to conduct end programme evaluation to assess the progress or success of programme and project goal, outcomes indicators and development area of the programme. During its implementing phases different quantitative progress and short-term impact at activity and output level are being measured at monthly, semi-annually and annual basis. Now this evaluation will demonstrate the progress and contribution of the program that how much the community is ready to take the responsibility for future sustained development. It's the time to measure progress against set indicators as well other context to see the changes happened over the decades work. Besides this, LEAP DME management policy creates the opportunity for evaluation to see the sustainability, changes, lack thereof, impact, new opportunities etc. and move forward for phasing out the program. Jhinaigati AP is very close to phase out and the AP is preparing the community for transition. As a result the AP has developed a plan for End Program Evaluation conduction with a view to see the results and impacts of the program initiative implemented for transition. But considering final phase, it is decided to conduct end phase evaluation at the end year as per plan and guided by regional and national office in agreement with support office also. The End Program Evaluation processes will be started from October 01, 2019 and to be completed by January 31 2020 (including SO feedback and final report).

I. Evaluation Summary:

Programme	Jhinaigati Area Programme (AP)
Programme Phase	FY 2018- FY 2020, Lifecycle FY 2003-2020
Project	Smallholders Agricultural & Livelihood Development Project
Project Phase	FY 2018- FY 2020
Evaluation Type	End Programme Evaluation

Evaluation Purpose/ Objectives	<p>Common for both Jhinaigati AP and SALDP:</p> <ul style="list-style-type: none"> • To assess existing social¹, economic², demographic³, health⁴, environmental⁵ conditions of the community people, especially the most vulnerable group among the community. • To assess the progress and impact related to the well-being of children, families and communities of Jhinaigati AP over the lifecycle FY2003-2020 along with the SALDP lifecycle of FY2018-2020. • To measure the program relevance, efficiency, and effectiveness of intended goals and outcome in relation to project expected outcomes. • To identify to what extent Programme objectives have been achieved and compare with baseline, evaluation, other relevant secondary data and WVB thresholds considering disaggregate information by gender to make decision on programme phase out. • To identify whether capacities have been developed by community partners and identify whether vulnerabilities have been reduced of target community especially for the most vulnerable groups. • To assess up to what extend the AP and SALDP addressed the CWBO towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, and household and families resilience. • To assess the cost effectiveness of the program that impacted to the community over the life of the AP and SALDP. <p>Specific for Jhinaigati AP:</p> <ul style="list-style-type: none"> • To identify how peoples' lives have changed, or been transformed with root causes of changes & learning why changeless happened in the program. • Carry out the lessons learned which would help AP staff to identify promising practice and AP closure report & program which can be replicated in other programs of WVB in future. This will also create an opportunity for replicated in other short term/PNS/Grants funded project/programs. • Reflect & triangulate the study finding/results with the findings of other cycles to identify the trend analysis of the achievement and changes over last the 17 years. • Trend & comparison analysis to be reflected of AP program evaluation findings with AP's all phases of baseline/ evaluation survey findings, other
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¹Social condition refers to issues like poverty, standard of living, health, gender equality, safety, well-being, and education of the community etc.

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

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

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

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

	<p>relevant secondary data considering disaggregate by gender to make decision on program phase out.</p> <p>Specific for SALDP:</p> <ul style="list-style-type: none"> • To generate comprehensive evaluation data to measure project progress against goal & outcomes and to assess the impact along with scope for further replication. • To assess the quality impact of the project interventions • Using the evaluation information to test the relevance, efficiency, effectiveness, impact and sustainability of project objectives and indicators relative to project stakeholders after completion of project
Primary Methodologies	<p>The End of Program Evaluation would be led by a prominent external consulting firm and participatory in nature with a focus on learning, success and action. The communities and all level stakeholders would be made aware of the evaluation's objectives in order to facilitate their highest participation. This will enable them to identify their strengths, weakness, opportunities and threats through potentials for problem solving pathways for development. The methods for the evaluation of the program/projects will comprise both quantitative and qualitative in analysis of the progress, achievements and changes.</p> <p>Quantitative:</p> <p>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 appropriate for this evaluation. Multi-stage Cluster sampling method will be followed for end programme evaluation to compare with previous baseline/evaluation findings).</p> <p>Qualitative:</p> <p>Focus Group Discussion</p> <p>Key Informant Interview</p> <p>Case Study</p>

	SWOT Analysis Spider Diagram tool with children (with boys & girls separately) 'H' tool with children (boys and girls) In depth study at least 1 from each project. Change Tree Tool
Evaluation Start and End Dates	Start: October 01, 2019 End: January 31, 2020
Anticipated Evaluation Report Release Date	January 31, 2020

2. Description of Programme and Projects Being Evaluated:

Technical Program (TP) and Community Engagement and Sponsorship Plan (CESP) wise Goal, Outcome, Output with indicators and major interventions are given below:

2.1. TP and CESP wise Goal, Outcome & Indicators:

Goal and Outcome listed indicators for Jhinaigati AP are as below:

Goal/Outcome/Output	Summary of objectives	Indicator
Overarching Vision	Enhanced living standard of disadvantaged people of Jhinaigati Area for ensuring child well-being by 2020.	
TP Goal/Outcomes-FL&LS		
Program Goal:	Children achieved learning outcomes across life cycle.	Proportion of pre-school aged children (3 - 5 or 6 years) who are meeting their developmental milestone
		Proportion of children in Grade 3 achieving at least a minimum proficiency level in reading

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

Outcome: 20	Families and community support children for learning & development.	% children (boys, girls) reporting an increased frequency of participation in literacy activities with household members
		Proportion of parents and caregivers who promote learning for children aged 3 to 6 years
		% LB/UL reading camps/clubs achieving quality standards
Output: 20.03	Community based learning center's are functional.	# of LB/UL reading clubs meeting minimum standards
		# of ECD centers meeting minimum standards
Outcome: 21	Children's Learning and Developmental Outcomes Improved.	Proportion of children aged 3 to 5 years currently enrolled in and attending a structured learning institution for early childhood education
		Proportion of LB/UL trained teachers utilizing skills acquired to teach reading
Outcome: 22	Children of out of school completing basic education.	Percent of children aged 6-13 yrs. completing primary education in selected schools of the referral systems in last 3 years.
		Percent of out of school children enrolled completing NFE certified for transfer to the higher class level by age and gender.
Output: 22.01	Primary school-aged drop-outs children are mainstreamed to formal schools.	# and % of children that have dropped out who have reenrolled back to school
Outcome: 23	Strengthened Government system and building networks for primary education strengthened.	Proportion of schools that meet government standards, as monitored through CVA.
		Proportion of UL schools receiving supervision by a trained local education authority
Output: 23.02	Schools are equipped with WASH and school safety measures	# of school have school safety plan
		# of stakeholders trained on school safety

Child Well Being Target/Indicators:

		# of schools/education facilities with functional basic (improved) drinking water source
		# of school have a library or book collection?
Related to Output: 23.02 measured in Baseline-2018		
		# of schools/education facilities with sex-separated basic sanitation facilities with appropriate student to latrine ratio
		# of schools with basic hand-washing facilities.
		# of school that have an active PTA/school management committee)
TP Goal/Outcomes-Livelihood		
Goal	Households have sustainable sources of income to provide the basic needs of children	Proportion of parents or caregivers able to provide well for their children
		Proportion of households where one or more adults earning an income.
		Proportion of targeted youth reporting "employed" or "self-employed"
Outcome: 30	Households engage in sustainable livelihood options.	% of household graduated to next level of the living standard category.
		Proportion of households with a secondary source of income
Output: 30.01	Households capacitated on improved agricultural and non-farm practices	% of trained farmers (or individuals) who apply improved and sustainable agricultural techniques
Outcome: 31	Youth are competitive in the employment market.	Proportion of youth who report having improved skills needed to engage in the employment market.
Outcome: 32	Producers have access to markets	Proportion of participating producer groups with an increased annual net profit
		Percentage change in yield of LVCD product for participating producers
		# and % of healthy partnerships

Output: 32.01	Producers acquired marketing and business skills	% of trained community members applying new business / entrepreneurial skills acquired
Goal/Outcomes - CESP		
Goal	Community ownership of transformational development increased	Proportion of adolescents who have a strong connection with their parent or caregiver
Outcome: 80	Communities take care of the well-being of children	Proportion of adolescents who rank themselves as thriving on the ladder of life
		# and % of healthy partnerships
Output: 80.02	Community and partners managed shared project	Proportion of village development committee functioning well
Output: 80.03	Community feedback and complaints mechanism in place	Proportion of pieces of feedback received that were responded according to standard
Outcome: 81	SIP essentials promoted through sponsorship activities	# and % of partners with appropriate capacity to make sustained contributions to child well-being
		Children and youth participate meaningfully and safely in the DME and implementation of community projects
Outcome: 82	Community and family behaviour creates a protective environment for children	Proportion of children aged 1-17 years who experienced any physical punishment and/or psychological aggression by caregivers in the past month
		Proportion of parents or caregivers who feel that their community is a safe place for children (Household/Community/School/Work Place)
Outcome: 83	Strengthened Child protection system at all level	Proportion of target communities in which citizens are in dialogue with local government on child protection issues, which WV has helped to catalyze
		Proportion of target communities where local government plans include budget for prevention and protection of Children

I. Children report an increased level of well-being

Output: 83.02	Child focused Systems & Structures are functional at all level	Proportion of CP committees that meet the minimum standards
		Proportion of CP reporting and referral mechanism that meet the minimum standards
Related indicators measured in Baseline-2018		
		Proportion of children aged 5-17 years engaged in labour
		Proportion of women aged 20-24 years who were married by age 18
		Proportion of communities that are prepared for disaster risk reduction
		% of households with increased application of knowledge about adaptive capacity to climate induced hazards
		% of children of age 0-17 years got birth registration
TP Goal/Outcomes-HNW		
Program Goal:	Mothers and children are healthy and well-nourished	Prevalence of stunting in children under five years of age
		Prevalence of underweight in children under five years of age
		Proportion of women who gave birth to their youngest child at a health facility
		Prevalence of diarrhoea in children under 5
Program Outcome: 10	Mothers practices appropriate nutrition care for their children aged 0-59 months.	Proportion of children exclusively breastfed until 6 months of age
		Proportion of children under 2 years receiving early initiation of breastfeeding
		Proportion of children receiving minimum dietary diversity
		Prevalence of wasting in children under five years of age

2. An increase in children who are well-nourished (ages 0–5)

Output: 10.01	Malnourished children 0-59 months are rehabilitated through community based nutrition initiatives	# and % of children participating in PD/'Hearth' sessions who gained 400 grams in one month
		# of children under 5 who have been rehabilitated following participation in nutrition programming
Output: 10.02	Children age 0-59 months are monitored through GMP program	#/% of children under 5 participating in community based health programing
		Proportion of children enrolled in nutrition programs who gained weight in the last month
Program Outcome: 11	Mothers practice essential health services	Proportion of mothers who report that they had four or more antenatal visits while they were pregnant with their youngest child
		Proportion of mothers of children aged 0–23 months who received at least 2 post-natal visit from a trained health care worker during the first week after birth
		# and % of healthy partnerships
Program Outcome: 12	Community based WASH practice improved	Proportion of population using an improved drinking-water source
		Proportion of households using improved sanitation facilities (for defecation)
		Proportion of parents or caregivers with appropriate hand-washing behaviour
Related indicators measured in Baseline-2018 under HNWW		
		Proportion of children receiving minimum dietary diversity
		Women dietary diversity scores
		% of women are healthy (results will be segregated by pregnant, lactating and non-pregnant non-lactating women)
Indicators related to Faith & Development		

3. An increase in children protected from infection and disease (ages 0–5)
4. An increase in children who can read by age 11.

Ministry (I) and CWB Objectives	Increase in children who have positive and peaceful relationships in their families and communities	% of boys and girls (12-18 years) with positive and peaceful relations with their parent(s)/caregiver(s)
		% of boys and girls (12-18 years) with positive and peaceful relations with their peers
		% of boys and girls (12-18 years) with positive and peaceful relations with their Faith Leaders

WVB Strategy Indicators: According to FY 16 to 20 periods

1. # and % of children with access to clean water and sanitation as a result of WASH intervention
2. Proportion of children who demonstrate they are ready for school
3. Percent of children in grade 6 or equivalent who can read and comprehend a story
4. Proportion of children (12-18 yrs) who develop and the application of essential life skills to lead a productive and fulfilling life
5. # of children who achieve at least a minimum proficiency level in reading
6. Proportion of children (12-18) who have a strong connection with their caregivers
7. Proportion of boys and girls (12-18 years) who are reported to have experienced some form of violence in the past 12 months
8. Proportion of communities where youth are able to share their views and be listened to by community or district government leadership
9. Communities can identify, understand and act on issues of injustice affecting the wellbeing of children and progressive fulfillment of their rights
10. % / # of Union/Upazila / Pourashava / Municipality / City Corporation level child protection mechanism are functional in WVB working area
11. # and % of farmers (Households) adopting improved agricultural practices
12. Proportion of HH able to employ an effective disaster management (pre, post and ongoing phases)
13. Proportion of HH practicing climate adaptive livelihoods

Mandatory indicators that should be considered in end programme evaluation;

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

Complementary indicator that need to be considered in end programme evaluation

1. % of infant whose births were attended by skilled birth attended
2. % of HH with U5 child who has access to hygiene latrine
3. % community to enhance enabling Differently able people
4. % of targeted students achieved B grade in public Examination
5. Completion rate for primary cycle increases % and % for secondary level
6. Proportion of children who are functionally literate
7. Proportion of children who have completed six years of basic education
8. % of children decreased dropout rate at primary and secondary level
9. % reduction of early marriage within the working area based on the baseline
10. Average income increased among the community
11. % Targeted farm households adopted at least one new farming technology
12. Average crop yield (Aus, Aman & Boro rice) increased

13. % targeted households having at least one animal protein sources once a time in their daily meal
14. % of targeted communities sells their product at distance market.
15. % of trained participants operate at least one non-farm earning activities.
16. % VDC/UNDC/CBOs functioning in Excellent, good & moderate level respectively.
17. % of registered CBOs initiate development intervention independently
18. % of CBO members has at least 4 shares.
19. % women leadership ensured to lead and manage the CBOs.
20. % of CBO member involved at least one alternative income source.
21. Proportion of women empowerment demonstrate in the community
22. % Disaster Management Committees functional
23. % targeted household can say three mechanisms about disaster preparedness
24. % of affected household return to normal life after disaster existing %
25. % of RC complete primary level (1-5 grade)
26. % Child Forum & CMC committees Functional
27. % children of age between 0-18 know about their rights and responsibilities/% children of age between 10-18 know about their rights and protection
28. % children know about the role of child forum
29. % parents and community people satisfied with sponsorship program

Goal and Outcome listed indicators for SALD Project are as below:

Goal/Outcome	Summary of objectives	Indicator
Project Goal	Improved livelihood of targeted households of Jhinaigati Sub-district through increasing homestead production and income.	Proportion of parents or caregivers able to provide well for their children.
		Proportion of households where one or more adults earning an income.
Program Outcome: 30	Households engage in sustainable livelihood options.	% of household graduated to next level of the living standard category.
		Proportion of households with a secondary source of income (income diversification).
Program Outcome: 32	Producers have access to markets	% increase in sales revenue (LVCD model)
		Volume of products sold to markets by producer groups (LVCD model)

2.2. Major interventions under different Projects

Jhinaigati AP implemented its programme through a documented Area Program Plan consists of two technical programme (FL&LS & Livelihood) and CESP. The SALD project implemented its various interventions based on the project proposal in aligning with the livelihood TP. The AP plan/project proposal is the design document contains log-frames; M&E plans, ITT and detail implementation plans (DIP) by phase and annual, which provide sufficient background information for each TP & CESP. It is expected that review of such documents would be good sources for preparation of evaluation plans. It will be primary and secondary data collection based on the outcome and other necessary indicators by following some scientific survey methods.

2.3. Sustainability Issues:

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

- To what extent are the community people aware of essential health care services especially from Govt. service centers.
- Capacity of the committees like CC committee, CP committee, PD Hearth, C-IMCI, WASH and how they are functioning.
- Local institutions and VDC/UNDC/CBOs are aware about maternal & child health issues and working to aware community people to ensure essential health care services.
- VDC/UNDC/CBOs established referral linkages with different health service providers or health centers.
- Up to what extent Govt. education department are extending their support to schools as per Govt. education policy and community demands to ensure quality education.
- VDC/UNDC/CBOs are aware on education for children and take initiative for child enrollment in school as well as ensure birth registration.
- Child forum is well functioning with having regular plan of action to stop early marriage, ensure birth registration and establish child rights as well as networking with Upazila/sub-district administration on this issues.
- To what extent the registered VDC/CBOs is functioning independently by the guidance of government cooperative department.
- To what extent VDC/UNDCs are functioning independently through implementing shared plan to reach to the vision in collaboration with local government and other stakeholders.
- How effectively VDC/UNDC/CBOs is operating micro finance business to increase family income, job opportunity and asset creation.
- To what level VDC/UNDC/CBOs is ready for partnership responsibility and future ownership when the AP will be phased out.
- Skill youths and women involved in income generating activities.
- VDC/UNDC/CBO and DMC (Union & Upazila level) are functioning and intentional to take initiative on disaster management in pre, during & post disaster situation.
- Child forum are being nurtured by the VDC/UNDC/CBOs.
- VDC/UNDC/CBOs and child from work jointly on child rights & protection issues.
- VDC/UNDC/CBOs have initiative to response in case of child vulnerability (emergency support).
- CMC creates linkages with CBOs and NGOs to foster of child well-being.

3. Evaluation Target Audiences:

There are several evaluation stakeholders/partners/program participants of both direct and indirect in nature. The direct stakeholders/partners are Registered/Sponsored children, VDC/UNDC/CBO members, Adolescents of the communities, teachers, students, leaders, SMCs, CMCs, CVMCs, UDMC,

UZDMC, CBDMC, and WASH Committee Members. The indirect partners/program participants include parents of registered/sponsored children family members of VDC/UNDC/CBOs, community volunteers and facilitators etc. Besides, the community consultation team members and staff members of both at national and region along with AP levels are also considered as important stakeholders. They will play the key role in the evaluation process which will be helpful to find out the present situation and demonstrate the progress for phasing out the programme effectively.

Jhinaigati AP:

The direct stakeholders/partners/beneficiaries are:

- Under-5 children, pregnant and lactating mothers and adolescents
- Parents and caregivers
- Registered/Sponsored and non-registered/sponsored children and their family members
- Poor and meritorious students
- Teachers, Parents Teachers Association group and school managing committee members
- Members of some committees like PD/Hearth, WASH, CBDMC, CWMC, SMC, CMC, CP etc.
- Unemployed youth
- Differently able people
- Illiterate adults
- Widows and abandoned women
- Other community mothers and adolescents
- Ultra-Poor and landless families
- Poor, marginal and small farmers
- Aboriginal people/Indigenous people
- Child Forum and Community Based Organization (CBO) members
- VDC/UNDC and different sub-committee members
- Social, religious and community leaders
- Disaster affected community people
- Union disaster management committee members and volunteers
- Orphans who stay with their relatives
- Abandoned children
- Community facilitators/Volunteers
- GOB & NGOs and their representatives, local educational institutions
- World Vision

The indirect stakeholders/partners/beneficiaries are:

- Tube-well and latrine installation in the institutions and communities
- Non-registered/sponsored children of the community
- Students of different schools and colleges
- Family members of pregnant and lactating mothers and adolescents,
- Family members of unemployed youths, widows and aboriginal people
- Farmer's family members
- Infrastructure development took place in the institutions.

SALD Project:

The direct stakeholders/partners/beneficiaries are:

- Under-5 children, pregnant and lactating mothers and adolescents
- Parents and caregivers

- Registered/Sponsored and non-registered/sponsored children and their family members
- Differently able people
- Widows and abandoned women
- Other community mothers and adolescents
- Ultra-Poor and landless families
- Poor, marginal and small farmers
- Aboriginal people/Indigenous people
- Disaster affected community people
- Abandoned children
- Community facilitators/Volunteers
- GOB & NGOs and their representatives, local educational institutions
- World Vision

The indirect stakeholders/partners/beneficiaries are:

- Non-registered/sponsored children of the community
- Family members of pregnant and lactating mothers and adolescents,
- Family members of unemployed youths, widows and aboriginal people
- Farmer's family members

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

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

Union wise Population Information (Jhinaigati AP):

SL	Name of Unions	No. of working Villages	HHs
1	Dhansail	7	3217
2	Kangsa	8	3798
3	Gouripur	12	3922
4	Jhinaigati	15	6222
5	Nalkura	15	5218
	Total	57	22377

Union wise Population Information (SALDP-Jhinaigati AP):

Source: Bangladesh Bureau of Statistics Census 2011

SL	Name of Unions	No. of working Villages	HHs
1	Dhansail	10	975
2	Kangsa	12	1100
3	Gouripur	8	775
4	Jhinaigati	16	1075
5	Nalkura	17	1075
	Total	63	5000

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

Union wise working Villages:



Unionwise village list
& HH_Jhinaigati AP



Unionwise village list
& HH_SALDP_Jhinaigati

Programme (TP & CESP) wise & SALDP Target Beneficiaries:

TP & CESP					
SL	Programme Name	Direct Beneficiaries (HH)			
1	Functional Literacy & Life Skills TP	Male	Female	Boys	Girls
		586	645	435	479
2	Livelihoods TP	Male	Female	Boys	Girls
		2002	2206	294	323
3	Community Engagement & Sponsorship Plan	Male	Female	Boys	Girls
		4233	4741	1227	1275
Total		Male	Female	Boys	Girls
		6821	7592	1956	2077
Grand Total		18446			
SALDP					
Project Name		Direct Beneficiaries (HH)			

SALDP	Male	Female	Boys	Girls
	0	5000	0	0
Total	Male	Female	Boys	Girls
	0	5000	0	0
Grand Total	5000			

4. Evaluation Type:

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

5. Specific Evaluation Purpose and Objectives:

5.1. Evaluation Purpose

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

The specific objectives of End Life Program Evaluation criteria:

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

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

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

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

- To what extent the planned outputs led to the achievement of the outcomes?

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

I.3 Impact (in terms of making a judgment on the repercussions of the interventions in the medium and long-term change at community level the project has contributed to):

- What have been the effects of the project interventions on target people and the community?
- What contributions are provided for the improvement of the livelihood status of the target people in the community?
- What contributions to enhancement of socio-economic and income opportunities of target population?
- Was there any effect of cross cutting issues addressed by the project interventions?
- How they practice in their daily life
- What improvement level they achieved in their life
- Did they come out from circle of poverty issue?
- What is the impact out of four projects?

I.4 Efficiency of planning and implementation (in term of cost, speed and quality with which inputs/resources/means have been converted to desired products/outputs):

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

I.5 Potential for sustainability, Replication and Magnification (in terms of likelihood of continuation in the stream of benefits produced by the projects after the):

- To what extent are community groups assuming ownership of development initiatives?
- What are the characteristics of positive and effective community participation with the program/project?
- How are community groups functioning related to below aspects?
 - Representation and involvement of broader community members
 - Leadership
 - Decision making
 - Gender make up, and role of women
 - Organizational vision and purpose
 - Management of the organization
 - External linkage
 - Resource mobilization

1.6 Indicators of Child Wellbeing Aspirations:

The evaluation will be addressed the child wellbeing aspirations indicators in light AP design documents and will be drawn a conclusion on future improvement or scope of work.

- What programs are more effective for this area and why?
- What program do not support to develop of the community and why?
- What are the health status of the children
- What are the education status of the children
- What are the moral status of the children
- What are the protection & participation status of the children

5.2. Evaluation Specific Objectives:

The specific objectives are as follows:

1. Assess existing Social, Economic, Demographic, Health and Environmental conditions of the community people, especially how the most vulnerable children and women are impacted by the ADP projects and program in the area.
2. Measure the progress of awareness, knowledge, attitude and practices of target population, which is stated in the projects and program narratives of project proposal (SALDP), PDD, RDD and AP Plan in Jhinaigati AP working area.
3. Assess the degree of changes against output, outcome and goal level indicators in terms of quantitative and qualitative over the time and reflecting the factors/reasons that are contributed to happen either positive or negative impact/changes appropriately in the program/project area.
4. Assess the status of Non-negotiable (cross cutting) issues (Gender, Disability, Accountability, Advocacy, DRR & CCA, Faith & Development, Christian impact, environment, Sponsorship, Urban, Peace building and conflict resolution, and Child protection) considered in all the projects
5. Assess the promising practices and most impacted interventions of each project over the period that transformed community towards sustainability.
6. Assess the potentials of program/projects for its ownership and sustainability issues based on five drivers, i.e. to assess: i) local ownership, ii) partnering, iii) local & national level advocacy, iv) transformed relationship and v) household & family reliance any basis to make decision on program transition.
7. Identify lessons learned and challenges (with possible solutions) and formulate actionable recommendations, which can be utilized to make World Vision work in the other program area more effectively.
8. Assess how effectively current program addressed child well-being indicators (CWB) and key performance indicators (KPIs) of WVB country strategy and how the program involved and benefited vulnerable groups.
9. Identify the community technical, managerial and operational competencies towards community development.
10. Determine whether the resources (financial, human and materials) have been used economically and wisely for the well-being of the community.
11. Reflect & triangulate the study finding/results with the other cycles of the program of last 20 years through trend analysis.
12. Compare program evaluation findings with baseline, other relevant secondary data, and WVB thresholds considering **gender disaggregation** to make decision on program phase out.

6. Evaluation Methodology:

The End Programme Evaluation will follow both the quantitative and qualitative methods for data/information collection. The AP authority has provided background information as mentioned below, which is necessary for sampling design for the quantitative survey for this evaluation. The consulting firm will identify the appropriate samples sizes and sample households based on the indicators of the programme & projects goal & outcomes along with mandatory & necessary indicators stated above in the page # 8-13. The sample households will be selected from the list of villages/wards where WVVB implementing interventions (i.e. primary sampling unit to be provided by AP) using simple random or cluster sampling technique with probability proportionate in Size (PPS). To conduct the End Programme Evaluation, same methods/ techniques need to be followed or any other appropriate method/ technique which are more relevant with the method that used in the baseline/previous evaluation (*A two stage cluster sampling method was used in the last study*). The working area is different for Jhinaigati AP and SALD project and so separate sampling frame will have to develop with maintaining appropriate methods as discussed above.

For qualitative data/information collection, required number of FGDs, KIs, case studies, semi structured questionnaire, SWOT Analysis, Spider Diagram tool with children (with boys & girls separately), 'H' tool with children (boys and girls), in depth study at least 2 from each project. Change Tree Tool or any other relevant techniques can be used based on the demand of the indicators.

Here it can be emphasized that the evaluation will be undertaken for each of program/project following the goals and outcomes set as per design logical framework. ***The consulting firm will have to review the previous phases Baseline survey & evaluation Reports, Semi-Annual and Annual Report, AP monitoring Report, Audit Report and other relevant secondary documents/reports (Document Review). To have background information, the firm will have to conduct KIs 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 crosschecked and triangulate with the program evaluation and other sources. A series of open-ended questions need to be asked to programme and project staff including Volunteers/Facilitators who are knowledgeable and experienced with interventions.

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

As part of organizational policy and LEAP guidelines, collaborative partner VDC/UNDC/CBOs/ NGOs, local Govt. representatives, other stakeholders and the community need to be involved in the End Programme Evaluation to ensure active participation, contribution and perspectives of all partners through the process. The End Programme Evaluation team members will visit the AP and project locations and conduct several qualitative sessions with stakeholders as a part of the End Programme Evaluation based on the indicators.

7. Limitations:

Every evaluation has some limitations, which can make influence in the evaluation result. Considering this, the intended End Programme evaluation will try to follow the appropriate methodology to minimize the influence. Jhinaigati AP works with the rural based people. There are

several natural disaster occur every year in AP working area that is **flash flood, seasonal storm etc**. For these reason sometimes targeted beneficiaries may move from one place to another which can be the considering limitation area of the evaluation. In the End Programme evaluation, emphasise needs to give to the same households under the same cluster. Some households of those cluster may migrated in the last two or three years. In that case, required number of households can be included following appropriate methodology.

8. Authorities and Responsibility:

8.1. Team Members and Roles:

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

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

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

- Consulting firm's staffs are experts and have good knowledge and experience on end programme evaluation. Also the firm need to have the technical expertise to analyze the quantitative & qualitative data with quality and produce a professional evaluation report considering the evaluation purpose and objectives as mentioned above. The firm need to involve Gender advisor to address gender sensitivity and collect & analyze gender based data for reporting. Along with this they should also involve other sector specialist like health & nutrition, agricultural, livelihood, child protection and DRR to analyze the data more appropriately considering the context relevant to other sources and generate a good report focusing on the cross cutting theme.
- The team leader/Principal Investigator should have specialization in Social Science/Anthropology Statistics/Economics/Sociology/Development Studies.
- The team leader/Principal Investigator has proven experience in multi-sectorial program/project evaluation or in household livelihood assessment;
- Willing to work in remote area with poor and extremely poor people.
- Office well-setup including experienced staff in respective field.
- Must engage requisite number of supervisor to ensure the data quality and validate data as per the plan during the time of data collection.

Moreover it is preferable that there should be a blend in core team that comprise of one sociologist/economist/development practitioner (team leader), one gender and advocacy specialist and one experienced staff in development issues who can deal with community regarding survey.

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

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
Planning	Preparation of Terms of Reference	<p>Terms of reference gets originated from the AP and finalized based on the feedback from WVB Regional Office, NO and SO.</p> <p>Consulting firm will form a team for End Programme Evaluation involving AP staff, different stakeholders at community level and WVB Regional Office & National Office.</p> <p>Evaluation Team/Consulting Firm will be guided by WVB MEAL staffs of core team.</p> <p>WVB role is to coordinate with support office, partners & other stakeholders and incorporate their feedback.</p> <p>AP/Regional assign staffs will manage consulting firm through providing support and ensure the quality of evaluation products as appropriately.</p>
Document review	Collect and review all the documents supportive for phase evaluation	<p>Consulting Firm will review the AP Design Document (programme/project logical framework, DIP, M&E Plan, Indicator Tracking Table, AP monitoring data, AP Annual management reports and other relevant documents/sections of the design).</p> <p>Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer.</p> <p>WVB will provide relevant documents and give information about the AP working area, community, beneficiary etc.</p>
Methodology	Selection of appropriate methodology	<p>Consulting Firm will develop end programme evaluation methodology, sampling size and sampling procedures required for the quantitative & qualitative survey in respect to demand of AP evaluation in consultation with AP management, DME staff of AP, DME Coordinator of respective WVB Regional Office and WVB National Office MEAL Unit.</p> <p>Develop appropriate quantitative and qualitative tools & Translation of survey tools in local language i.e. Bengali as where necessary. Finalize the tools after field test.</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>Finalize the sampling frame in consultation with AP management and technical persons in the WVB Regional Office and National Office.</p> <p>Organize a comprehensive training sessions to orient the team members on tools and methodology, data collection technique. A practical session can be included for data collection for the enumerators for collection of quality data and reduce any ambiguity of questions. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures of data collection of data. A detail guideline would be developed that questionnaire may understandable.</p> <p>Collect data using finalized tools from planned primary and secondary sources on time.</p> <p>WVB will follow up phase evaluation process to collect quality data as per indicator.</p> <p>WVB will review and give feedback on tools and draft reports.</p>
Quantitative Data Collection	Quantitative Survey based on the outcome and impact indicators from the programme design document	<p>The consulting firm will prepare evaluation tool having guidance from WVB/ Support Office. In this regard, tools against indicators which are aligned with “WV Compendium of Indicator” will be used.</p> <p>Develop questionnaires and other tools incorporating appropriate questions for information and include proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by poverty status and other vulnerabilities such as widows, orphans or people with disabilities etc.</p> <p>Conduct pre-test of questionnaire at AP working area and update the same with appropriate questions. This should be shared with DME and technical staffs.</p>
Qualitative Data Collection	Qualitative Data: FGDs, KII, SWOT, HH analysis, Change tree and other	The consulting firm will conduct the qualitative assessment to collect and information through gathering sessions consults with AP Staff from core team at different place

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
	exercise of relevant proposed tools.	<p>from different community partners other stakeholders including representative from GOs & NGOs.</p> <p>Consultancy firm will develop a detail schedule both qualitative and quantitative data mentioning the name of data collector expert to WVB at least one week ahead of data collection.</p>
Data Processing and Analysis	In depth analysis of data and information from primary and secondary sources and sharing findings with community partners & ADP/Regions staffs members	<p>The consulting firm will develop data entry, error-checking modules and data analysis program in MS Access, standard format or standard software like EPI Info, SPSS, Strata, etc. Before storing the data, the firm must do cross check and data consistency.</p> <p>Store data into database using data entry program developed.</p> <p>Design dummy tables, graphs and summary formats for report writing with 95% CI and total sample per indicator. Sex-disaggregated data will be included for specific indicators.</p> <p>Use both quantitative and qualitative data, firm will analysis data using statistical techniques showing Confidence interval, different age group with gender disaggregation and calculating progress at outcome and goal level indicators and compare the findings with baseline and updated relevant secondary data.</p> <p>Use the appropriate data analyzing software to analyze the data.</p> <p>Consulting firm will share the analysis finding with community partners & others stakeholders to validate and get their feedback/comments accordingly.</p>
Reporting	Final Report.	Consulting Firm will produce report using error free data, survey observations, findings and analysis obtained from other analytical computer packages. There will be two separate reports for Jhinaigati AP and SALD project as there is two different support office/donor country as well as the working area is also different.

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>Present evaluation findings and send draft report for review comments to AP, WVB Regional Office and National Office along with raw data for further checking.</p> <p>Incorporate feedback and present revised draft report to AP, WVB Regional Office and National office which will be sent to Support Office for their feedback.</p> <p>Finalize report after incorporating feedback from Support Office will treated as final report by consulting firm.</p> <p>The analytical/main report will be produced to consider outcome statement.</p> <p>Submit the final report (both soft and 03 hard copies, final data soft & analyzed output data tables/ data pack) to ADP management and support office for final approval.</p> <p>The Evaluation Team leader will submit the final report based on the feedback from the AP, WVB Regional Office, NO and SO.</p> <p>WVB disburse payments based on agreed terms.</p>

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

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

8.2. Partners

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

8.3. Submission of Evaluation Proposal:

The consulting firm should produce a proposal for End Programme Evaluation based on this ToR and submit the same to Jhinaigati AP/Greater Mymensingh Regional Office, WVB within the stipulated timeframe. The proposal should be in two parts:

- Technical Proposal and
- Financial Proposal

The technical proposal should specify:

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

The financial proposal should specify:

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other support staff including social costs
- Cost of data collection (enumerators) and data entry
- Cost of travel and accommodation
- Cost of stationeries, survey form printing and report production of draft and final in 5(five) copies.
- Tax and VAT will have to be mentioned in the financial proposal based on the current GOB circulation.

8.4. Evaluation of Consulting Firm:

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

- Understanding the survey work i.e. (a) Understanding the objectives (b) Quality of methodology (c) Innovativeness (d) Work Program (e) Comments on ToR and (f) Presentation of proposals
- Quality of firm, its logistics and human resources i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of Consultants (c) Technical supporting staffs and logistic facilities (d) Experience of the firm/Consultant with World Vision Bangladesh.

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

8.5. Profiles of the Lead Consultant:

The consultant should have:

- ## 8.6. End Program Evaluation Plan:

End Programme Evaluation Plan is expected in the proposal as per the matrix.

Program End Evaluation focus	OVI or line of inquire	Survey tools	Data source & quantity	Location of Data collection	Means of analysis	Time needed
Goal:	As AP Plan/PDD/RDD					
Outcome 1:	Do					
Outcome 2:	Do					
Outcome 3:	Do					
Outcome 4:	Do					

8.7. Activity Schedule:

[illegible]

5													
6													
7													
8													
9													
10													

8.8. Tentative Timeframe for the Program Evaluation:

The whole process of End Program Evaluation must be completed by **a period of 90 days (Calendar Days) of signing work order/Agreement**. No additional time will be allowed for completing the survey. The firm will submit their final product (soft copy) through mail after incorporating all the feedback provided by community/AP/RFO/NO on draft report within this timeline. If consulting firm fail to provide report within the stipulated time then penalty will be imposed on delayed duration as per WVB SCM policy. After getting feedback from the support office on End Evaluation Report, firm will have to submit hard copies as well as data pack soft copy.

8.9. Confidentiality and Copyright:

All papers/documents/reports shared with the consulting firm are confidential to World Vision Bangladesh and should not be used outside of World Vision Bangladesh without any permission and back all documents to WVB/AP. Information received by the Consulting firm from Jhinaigati AP and World Vision Bangladesh along with the information on AP working area should be treated as confidential. The End Programme Evaluation report will be owned by Jhinaigati 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 phase. The following level of positions will consist of the team:

9.1. Team Composition:

- The Chief Consultant
- Project (subject) based consultants (Sectorial experts like health & nutrition, agricultural, livelihood along with child protection, gender and DRR for ensuring cross cutting theme for the evaluation)
- Deputy Director MEAL and APC Manager, Sherpur APC from WVB
- Regional DME Coordinator who will represent of Regional Field Director of GMR, WVB
- Respective AP Manager

Advice from ‘Support Office’ will be honored and incorporated in the end programme evaluation and when appeared during the evaluation, especially in finalizing evaluation tool and report

9.2. Tasks & Role of the Consulting firm:

The Consulting firm has to follow the below guidance to manage their data sheet and analysis data both qualitative and quantitative. Collected qualitative and quantitative data will be analyzed through general software such as excel, SPSS or through any software recommended by World Vision DME/MEAL team. Various statistical analysis like average, standard deviation test of significance, multiple correlations and multiple regressions etc. It is important to mention here that all quantitative findings will have to be triangulated by the qualitative information which will have to be collected in the form of FGD, KII, spider diagram, 'H' tool, case study and Change tree tool and mention in the quantitative section. A separate qualitative report will have to be attached as a separate chapter or annex in the evaluation report. The following tasks to be addressed to complete evaluation as follows:

- Develop & finalize survey data collection tools align with program/project goal, outcome and others related indicator share in the ToR with guideline and collect data from planned primary and secondary sources.
- Finalize appropriate sample size, sampling technique, field data collection method/process appropriately
- Develop data entry software with using MS Access or standard format.
- Store data into database using data entry program with involving quality data entry operator.
- Ensure data validation checking to minimize error in the database and clean datasheet and make it error free.
- Design data analysis plan & dummy tables, graphs and summary formats for report writing.
- Quantitative data will analyze using statistical techniques (SPSS is preferred for advance statistical data analysis) and qualitative data analysis in calculating progress at outcome and Goal level indicators both for Project and Program.
- Incorporate feedback and present revised draft report to AP, WVB Regional Office and National office which will be sent to Support Office for their feedback.
- Finalize report after incorporating feedback from Support Office
- Solve field based problem during data collection period (if arise)
- Provide feedback time to time as per demand of the AP authority
- Complete the evaluation in time.

10. Logistics:

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

11. Products:

At the end of the Programme evaluation, Jhinaigati AP expects to have 03 hard copies along with soft copy of End Programme Evaluation report by the stipulated period. The End Programme Evaluation Report needs to follow LEAP Evaluation Report Guideline and template with relevant information. Consulting Firm will arrange a draft report sharing workshop with community people and different stakeholders. **The draft report sharing workshop findings should be incorporated in the report.** The language of the report will be in English.

It is noted that the evaluation report will be prepared as per the WV evaluation reporting template attached along with the appendices

12. Budget:

Required budget for programme evaluation is available in FY 2020 plan. Consulting firm should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules during the final payment procedures.

Mode of Payment:

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

13. Documents:

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

- Submit all raw data sheet (quantitative questionnaires)
- Soft copy of the raw data along with database (after entry data into the database)
- Submit dummy table after data analysis (before report preparation)
- Soft copy of evaluation report must submit to AP
- Minimum 03 hard copies including one colour copy of the final evaluation report must be submitted to AP

14. Lessons Learned:

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

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

15. Appendices:



Evaluation Reporting
Guideline.pdf



Evaluation Report
Template.doc

16. Contact Person:

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