

Mid-term Evaluation Terms of Reference

Nutrition Sensitive Value Chains for Smallholder Farmers Bangladesh (NSVC) Project

Version Date: 27 November 2019

World Vision Bangladesh and World Vision Australia

I. Project Details

Project Name	Nutrition Sensitive Value Chains for Smallholder Farmers (NSVC)
Project Number	208164
Country and district(s)	Bangladesh, Jamalpur District
Start and End date of Project	:Start Date: 1 September 2017, End Date: 30 June 2022
Date Baseline data completed	:30 June 2018
Total Project Budget	:USD4.75 million
Source of funding:	:Australian Government Department of Foreign Affairs and Trade ANCP Grant, and private donations from the people of Australia
Estimated Beneficiaries (Direct)	
Total Households:	: 20,000
Total people:	: 90,000
Men:	: 22,500
Women:	: 22,500
Girls:	: 22,500
Boys:	: 22,500

Contents

1. Project Details	1
2. Project Background.....	5
3. Project Logframe Objectives and Indicators.....	6
4. Purpose the Evaluation	9
5. Evaluation Objectives.....	9
6. Guiding Evaluation Questions.....	10
7. Evaluation Leaders	14
8. Travel Expectations of Lead Evaluator and Security Context of Location	16
9. Support Provided by NO to the Study.....	16
10. Proposed Evaluation Products and Milestone Dates.....	17
11. Anticipated Limitations	18
12. Method and Sample.....	18
13. Budget	21
14. Standards of Ethics and Child Protection.....	21
15. Documents to be Made Available for Evaluation Preparation	22
16. Required skills, experience and eligibility	22
17. Instruction to bidders.....	23
18. Evaluation Process	23

Terms of Reference Approval:

Prepared by:	Vincent Potier, Senior Advisor-Evidence & Learning (Economic Development), World Vision Australia
Version Status:	Final for publishing
Date Submitted:	27 November 2019

Approved at National/Country Office by:	Chandan Z Gomes, Director-Program Development and Quality Assurance, National Office (NO), World Vision Bangladesh (WVB).	Date Approved: 27-11-2019
---	---	----------------------------------

Approved at WV Australia by:	Rajesh Pasupuleti, Grant Manager, World Vision Australia (WVA)	Date Approved: 28-11-2019
------------------------------	--	----------------------------------

i. Acknowledgements

The Terms of Reference for this evaluation was drafted by the Evidence & Learning Team of World Vision Australia, in consultation with the project and programme field teams. The content is based on review of the project design in accordance with World Vision's LEAP requirements.

The parties that contributed to the preparation of this document are:

- Vincent Potier, Senior Advisor-Evidence & Learning (Economic Development), WVA
- Ellen Wong, Senior Economic Development Advisor – Women's Economic Empowerment, Social Entrepreneurship and Economic Development (SEED) Team, WVA
- Sagor Marandy, Project Manager, NSVC Project, WVB
- Md Kamruzzaman, Senior Manager, Grants Compliance, WVB
- Abdul Karim Howlader, Deputy Director- MEAL, WVB
- Md. Sohedul Islam, NO DME Coordinator - Grants, WVB
- Biswajit Kumar Saha, Regional DME Coordinator, Greater Mymensingh Regional office, WVB
- Arnab Kushal Mistry, Monitoring & Evaluation Manager, NSVC Project, WVB

ii. Affirmation

Except as acknowledged by the references in this paper to other authors and publications, the evaluation TOR described herein consists of our own work, undertaken to describe and advance learning that will guide project implementation, as part of the requirements of World Vision's 'LEAP' Design, Monitoring and Evaluation Learning System. Evaluative approaches conform to BOND evidence principles, and the standards of DFAT's monitoring and evaluation standards¹.

Sagor Marandy

Project Manager (interim)

Nutrition Sensitive Value Chains for smallholder Farmers (NSVC) Project

World Vision Bangladesh

27 November 2019

iii. Glossary

ANCP	Australian NGO Cooperation Programme
DFAT	Department of Foreign Affairs and Trade
DME	Design Monitoring and Evaluation
FGD	Focus Group Discussions
HH	Household
IYCF	Infant and Young Child Feeding
KEQ	Key Evaluation Question
KII	Key informant interview
LEAP	Learning through Evaluation with Accountability & Planning
LQAS	Lot Quality Assurance Sampling
MEAL	Monitoring, Evaluation, Accountability & Learning
MELF	Monitoring, Evaluation and Learning Framework
MUAC	Mid-Upper Arm Circumference
NSA	Nutrition Sensitive Agriculture
NSVC	Nutrition Sensitive Value Chains for Smallholder Farmers
NO	National Office – World Vision Bangladesh
ODK	Open Data Kit
PNGO	Partner Non-Government Organization
TPA	WVA Technical Practice Area
TOR	Terms of Reference
USD	United States Dollar
WEE	Women Economic Empowerment
WVA	World Vision Australia
WVB	World Vision Bangladesh

¹ DFAT Monitoring & Evaluation Standards: <http://dfat.gov.au/about-us/publications/Pages/dfat-monitoring-and-evaluation-standards.aspx>

2. Project Background

World Vision Bangladesh (WVB) is implementing Nutrition Sensitive Value Chains for Smallholder Farmers (NSVC) Project in three Sub-districts of Jamalpur district, among them WVB is directly implementing in Sadar and a PNGO implementing in Islampur and Dewangonj. World Vision Australia (WVA) provides technical support related to value chain, economic development, agriculture, monitoring and evaluation in the project.

The project aims to improve nutrition and economic empowerment of Smallholder farmers and their families. WVB believes in achieving sustainable well-being of children by tackling causes and addressing effects of poverty, inequalities and injustices through improving health and nutrition status of mothers and children and increasing community (economic and livelihood) resilience.

NSVC project is currently in its 3rd year of implementation. Therefore, the project is planning a mid-term evaluation, against which progress towards project goal and outcomes will be measured at the end of the project. WVB is seeking an experienced consultant to conduct this mid-term evaluation for the project.

The proposed 5-year USD 4.75 million project aims to improve nutrition of 20,000 smallholder male and female farmers and their households (HHs) in Jamalpur district, North Bangladesh. Adopting a nutrition sensitive agriculture (NSA) approach, it aims to improve nutrition through multiple pathways. First, it will increase incomes of male and female smallholder farmers and their HHs, through gender and nutrition sensitive value chain development, which encourages farmers to achieve high yields of agricultural products in market demand. This will provide farmers with the purchasing power to be able to purchase nutritious foods. The growth in production can also keep food more affordable through increased income and market access (*income & market pathway*). Second, it will seek to improve the utilisation and consumption of nutritious food at HH level, by increasing availability of nutritious foods for HH consumption (*Nutrition pathway*). There will also be *nutrition-specific interventions* aimed at creating demand for nutritious food and improving Infant and Young Child Feeding (IYCF) practices. Third, using the MenCare approach, it will increase gender equitable relations through engaging couples to shift their decision-making practices at the HH level, reducing discrimination against women when accessing nutritious foods (*gender equitable relations pathway*). Fourth, it will increase learning on NSA in Bangladesh, particularly understanding causal relationships between income, spending on nutrition and women's empowerment in Jamalpur. It will develop and implement a new Monitoring, Evaluation, Accountability and Learning (MEAL) on NSA, exploring mobile technology use for data collection. Direct project beneficiaries will be 20,000 smallholder farmers².

The project **methodology** is NSA, which seeks to maximise agriculture's contribution to nutrition. Consistent with DFAT's *Operational Guidance on Nutrition Sensitive Agriculture (2015)*, the project will improve nutrition through a number of key 'pathways': agriculture as a source of income (*income pathway*), a source of food (*production pathway*), a driver of food prices (*market pathway*); and a way to empower women (*women's empowerment pathway*).³ Key to the project's methodology is its pro-poor market systems development Local Value Chains Development approach, which situates smallholder farmers in agricultural markets while acknowledging that poor farmers need support to connect to markets. The project will also include some nutrition-specific interventions given global and Bangladesh experiences on how to achieve 'quick wins' in improving HH nutrition. Finally, the project will use and adapt Promundo's evidenced-based MenCare model, which recognises that women's empowerment requires changing the power dynamics between both men and women. This is currently being piloted by WVB in a different part of the country.

² According to National Agricultural Extension Policy 2012, Ministry of Agriculture, Government of Bangladesh a farmer who own 50 to 250 decimals of cultivable land is a small holder farmer in Bangladesh. However, this definition has been contextualized in project area context. The project defines a smallholder farmer who cultivates 15 to 75 decimals of land

³ <https://dfat.gov.au/about-us/publications/Documents/operational-guidance-note-nutrition-sensitive-agriculture.pdf>

3. Project Logframe Objectives and Indicators

The objectives of the project are:

Project Goal: I: Smallholder farmers and their families have improved nutrition and economic empowerment

Outcome 1. Male and female producers increase their income from value chain activities

Intermediate Outcome 1.1. Producers increase collective buying and selling practices and market linkages

Intermediate Outcome 1.2. Producers increased production yields

Intermediate Outcome 1.3. Producers apply financial literacy, agricultural and market skills and access to capital

Intermediate Outcome 1.4. Male and female producers are more resilient to climate change and disasters.

Outcome 2. Farming households have improved consumption and utilization of nutritious food

Intermediate Outcome 2.1. Farming households have increased access to nutritious foods

Intermediate Outcomes 2.2. Farming households increase their knowledge and skills on nutritious foods

Intermediate Outcome 2.3. Caregivers improve women nutrition practices, IYCF practices & health seeking behaviour.

Outcome 3. Farmer households have increased gender equitable relations

Intermediate Outcome 3.1. Farming households have increased equitable decision making on income & nutrition related decisions

Intermediate Outcome 3.2. Increased community support for women's empowerment in relation to income and nutrition.

Outcome 4. Increased learning on nutrition sensitive agriculture in Bangladesh.

Outcome and output indicators:

The indicators to be measured by the consultant at mid-term are as listed in the table below. All indicators will be calculated and presented as per the levels of disaggregation⁴ detailed in the M&E plan, in order to highlight the project's effect and the impact on various categories of participants, including women. The disaggregation will also allow to discuss and propose iterations to the project's Theory of Change, as appropriate.

Iteration	Indicator code	Indicator
Goal: Smallholder farmers and their families have improved nutrition and economic empowerment	G.1	Average Multidimensional Poverty Index (MPI) score
	G.1b	% of MPI poor households
	G.2	[MELF 3.102] Number (x) of poor women and men with increased incomes
	G.3	% of households with at least one loan engaged (previously 'Average number of different loans engaged by Men and Women')
	G.4	% of caregivers who are able to pay for their children's health costs (services from medically trained or skilled service provider)
	G.5	% of caregivers who are able to pay for all their children's education costs

⁴ For instance: All households, Female headed households, Household with a person living with a disability, HHs in Change Maker Family/MenCare group...

Iteration	Indicator code	Indicator
	G.6	% wasting in children of 0-59 months (using MUAC)
	G.7	% wasting in women at reproductive age (15-49) (using MUAC)
	G.8	% wasting in pregnant women (using MUAC)
	G.9	% of men and women involved in rewarding/high influential role in the target value chains
	G.10	Average number of hours per day (in the past week) spent on childcare by men and women
	G.11	% reporting satisfaction over time use
Outcome I. Male and female producers & entrepreneurs increase their income from value chain activities	I.1	Proportion of household earning income from target crops/products
	I.2	Median total HH income from sale of target crops/products
	I.3	Median total income from women entrepreneurs small businesses
Intermediate Outcome I.1. Producers increase collective buying and selling practices and market linkages	I.1.1	% of producers who sold product collectively during the last 12 months
	I.1.2	% of producers who purchased farm inputs or farm services collectively during the last 12 months
	I.1.3	Median value of target farming HHs' annual production that is sold collectively
	I.1.4	Satisfaction over selling price on a 1-10 scale (collectively and individually)
	I.1.7	% Producer Group (PG) members who report feeling satisfied with their producer group (supported by the project)
Intermediate Outcome I.2. Producers increased production yields	I.2.1.a	Average producers' households yield (kg/ha) for target crops (disaggregated per target crop) - AS DECLARED
	I.2.1.b	Average producers' households yield (kg/ha) for target crops (disaggregated per target crop) - AS MEASURED by Project
Intermediate Outcome I.3. Producers apply financial literacy, agricultural and market skills and access to capital	I.3.1	% of producers' households who adopted the improved agricultural practices promoted by the project in the previous 12 months (for each relevant target crop)
	I.3.2	% of producers who report using financial accounting system transferred by the project
	I.3.3	% of producers' households who invest in farming business using their own savings or a loan from being member of a saving group or client to a MFI
	I.3.4	[MELF 3.101] Number (x) of poor women and men who adopt innovative agricultural and fisheries practices (Same as indicator I.3.1. Here worded as per DFAT MELF indicator)
Intermediate Outcome I.4. Male and female producers are more resilient to climate change and disasters	I.4.1	% of producers with adequate knowledge in non-structural disaster mitigation
	I.4.2	% of producers who adopted non-structural disaster mitigation farming practice
	I.4.3	% of producers who access timely and quality early warning information and declare they know what to do in case of an imminent emergency or disaster
	I.4.4	% of producers feeling more confident in the capacity of their farming system to cope with climate change and natural disasters since project start
	I.4.5	[MELF 2.513] Number (x) of women's groups, organisations and coalitions supported

Iteration	Indicator code	Indicator
Outcome 2. Farming households have improved consumption and utilization of nutritious food	2.1	% of children 6-59 months receiving a minimum meal frequency in the last 24 hours (WHO definition)
	2.2	% of children 6-59 months receiving a minimum dietary diversity in the last 24 hours (WHO definition)
	2.3	Average household dietary diversity score (FAO)
	2.4	% of women who increased food consumption during most recent pregnancy
Intermediate Outcome 2.1. Farming households have increased access to nutritious foods	2.1.1	Average frequency of household consumption of grown vegetable in the past 7 days
	2.1.2	Average frequency of household consumption of flesh food in the past 7 days
	2.1.3	% of households reporting an increase in the productivity of their kitchen garden since project started
Intermediate Outcomes 2.2. Farming households increase their knowledge and skills on nutritious foods	2.2.1	% of respondents aware of the importance to have a diverse diet in order to remain healthy
	2.2.2	% of respondents knowing what is the minimum number of food groups that should be consumed in a day in order to remain healthy
	2.2.3	% of respondents with adequate knowledge on breastfeeding
Intermediate Outcome 2.3. Caregivers improve IYCG practices & health seeking behaviour	2.3.1	% of children under 2 years receiving early initiation of breastfeeding
	2.3.2	% of children exclusively breastfed from birth up to 6 months
	2.3.3	% of children under 5 years with diarrhoea who received effective treatment of diarrhoea
	2.3.4	% of children under 5 years taken to a health facility when required
	2.3.5	% of children consuming (daily) iron-rich or iron-fortified foods
	2.3.6	% of parents or caregivers with appropriate hand-washing behaviour
	2.3.7	% of mothers who report that they had four or more antenatal visits while they were pregnant with their youngest child
	2.3.8	% of mothers of children under 5 years consuming iron-rich or iron-fortified foods or iron tablets in the last 24 hours
	2.3.9	[MELF 1.302] Number (x) of people who benefit from integrated community approaches to health and wellbeing
Outcome 3. Farmer households have increased gender equitable relations	3.1	% of respondents (women and men) reporting frequent incidents of domestic violence in their community
	3.2	% of women and men have a more equitable division of labor, resulting in more time for women to participate in development opportunities
	3.3	[WEE 6.5] % women and men who feel confident and are willing to get involved in rewarding/high influence roles
	3.4	[WEE 7.2] % women feeling their economic roles/contribution within the HH and the community being recognized AND % men recognizing women's economic roles/contribution within their HH and their community
Intermediate Outcome 3.1. Farming households have increased equitable decision making on income & nutrition related decisions	3.1.1	% reporting decision-making power over non-IGA related expenditure
	3.1.2	% of men and women reporting decision making power over income generation activities

Iteration	Indicator code	Indicator
Intermediate Outcome 3.2. Increased community support for women's empowerment in relation to income and nutrition	3.2.1	% people in agreement with key gender attitude statements
	3.2.2	% of members/leaders in local government standing committees who are vulnerable persons
	3.2.3	Number of vulnerable persons in Producers Groups' leadership/management position

ANCP MELF Indicators:

G.2	[MELF 3.102] Number (x) of poor women and men with increased incomes
I.3.4	[MELF 3.101] Number (x) of poor women and men who adopt innovative agricultural and fisheries practices (Same as indicator I.3.1. Here worded as per DFAT MELF indicator)
I.4.5	[MELF 2.513] Number (x) of women's groups, organisations and coalitions supported
2.3.9	[MELF 1.302] Number (x) of people who benefit from integrated community approaches to health and wellbeing

TPA Indicators:

3.3	[WEE 6.5] % women and men who feel confident and are willing to get involved in rewarding/high influence roles
3.4	[WEE 7.2] % women feeling their economic roles/contribution within the HH and the community being recognized AND % men recognizing women's economic roles/contribution within their HH and their community

Minor changes to the list of indicators may be done during the inception phase.

4. Purpose the Evaluation

This study is a formative **mid-term evaluation**. Study results will be used to re-calibrate project design and implementation for the remainder of the project's lifecycle.

5. Evaluation Objectives

The principle objectives of the evaluation are:

1. Verify that the project has **achieved** the stated **outputs**,⁵ and **outcomes** among disaggregated stakeholder groups (including gender and disability)
2. Evaluate the relevance of the intervention and appropriateness of implementation approaches used.
3. Assess the effectiveness and efficiency of technical, managerial and resource management strategies, structures and systems;
4. Document promising practices, key lessons learned and recommendations to inform future project design.
5. Identify weaknesses in the project design, implementation or operating environment that constrained optimal project effectiveness

⁵ This includes the ANCP MELF Indicators applicable to the project.

6. Make specific recommendations on how the program can improve its strategies and program interventions; and
7. Assess the efficacy of the monitoring and evaluation system in place (in terms of human resources, database, reporting process, etc.)

6. Guiding Evaluation Questions

The review and the report will be organized around the following key questions. The consultant is expected to a) provide a diagnostic for each of the following questions and also to b) develop relevant and applicable recommendations for the project team to adopt in the second half of the project.

Effectiveness & Impact⁶:

1. To what extent has the project been able to make progress against the intended outcomes so far (increase incomes, improve nutrition, transform relationships, and increase learning on nutrition sensitive agriculture in Bangladesh)?
2. What were the differentiated impacts of the project on beneficiaries (men, women, female-headed households)?
3. To what extent are community members and staff satisfied with the results of the project so far?
4. What positive changes also occurred as a result of the project, beyond what was originally planned by the project design?
5. What negative changes also occurred as a result of the project, beyond what was originally planned by the project design?

Relevance and Appropriateness:

6. To what extent does the project align with government priorities?
7. To what extent does the project design and implementation address perceived and evidenced community vulnerabilities and barriers in relation to income, nutrition and equitable relationships? To what extent did participating women and men have control and influence over project outcomes?
8. To what extent are the resources, methods and approaches adopted by the project a) inclusive of women and men, persons with disability and different layers of poverty, b) aligned with the objectives and c) adapted to the needs of the target population?
9. Were the underlying project theories and assumptions valid? To what extent has the result framework and Theory of Change of the project been working to make progress toward achieving the overarching goal of the project?

Sustainability:

10. What external factors (climate, government policies, other projects etc.) are likely to affect positively and negatively the sustainability of the project's expected outcomes?
11. To what extent are stakeholders (project participants, government, partners from private sector) engaged and committing to pursuing the project's expected outcomes?

⁶ Questions 1 and 2 will largely be answered through the information of and analysis of project indicators' figures (comparison between baseline and mid-line and comparison between categories of respondents).

12. How likely are the project's expected outcomes to be sustained further to the completion of the project?

Efficiency:

13. To what extent is the relationship between inputs and outputs timely, cost-effective and to expected standards?

14. What endogenous (under project control) and exogenous (external to project control) and design or implementation factors accelerated progress and outcomes?

15. What endogenous (under project control) and exogenous (external to project control) and design or implementation factors constrained progress and outcomes?

16. To what extent did the project successfully adapt to constraints and challenges occurring during the implementation of the project? This should include any new activities and adopted, which impact the project theory of change, since the project design document was completed (document additional activities not in the original logframe. It is better that the team maybe writes this up e.g. Leadership training, Savings activities, Subsidies for women entrepreneurs).

Cross-cutting themes: To what extent have the following four cross cutting themes been addressed in actual implementation: disability, gender, peace building and conflict-resolution, protection (including child protection) and environmental stewardship. Examples of issues to address:

- **GENDER:** To what extent do men and women (and girls and boys) have equal access to project benefits?
- **DISABILITY:** To what extent do differently able people have meaningful participation and access to project benefits?
- **ENVIRONMENT:** Did project monitoring and implementation adhere to its own environmental management plan to mitigate negative impacts and optimise positive impacts on the environment?
- **PROTECTION:** Have project management complied with DFAT Child Protection guidelines to ensure children were not put at risk?

For information: A more detailed version of the Key Evaluation Questions (KEQs) of the project has been provided as follows that will guide the mid-line evaluation.

Criteria: EFFECTIVENESS	
KEQ1 How effective was the program in reaching its intended outcomes?	
Sub-questions	Monitoring questions (intermediate outcome)
<p>(a) Outcome 1: To what extent has the project contributed to increased incomes for male and female farmers?</p> <ul style="list-style-type: none"> • To what extent have farmers changed the way they have procured inputs and sold their products over time? • To what extent has the volume and value of products moving through target supply chains changed over time? • To what extent have different sub-groups (male/female, marginal, ultra-poor) benefitted differently from value chain activities (income, roles in value chain, value chain product type) 	<ul style="list-style-type: none"> • To what extent are producer groups buying inputs and selling collectively? • What is the volume and value of products moving through target supply chains? • To what extent are producer groups adopting improved agriculture techniques, including DRR? • Are producer groups responding to market signals and engaging market actors effectively? • Are farmers re-investing in their businesses with sound investment choices? • Are producer group members (male/female) satisfied with the governance structure? Is this governance structure inclusive? i.e. to what extent are women taking up leadership positions?

	<ul style="list-style-type: none"> • Are women entrepreneurs running successful businesses to increase their income?
<p>(b) Outcome 2: To what extent has the project contributed to improved consumption and utilization of nutritious food?</p> <ul style="list-style-type: none"> • To what extent has the project improved nutrition practices within the household between men and women, children under 5 years old. <ul style="list-style-type: none"> ○ To what extent did the project contribute to dietary diversity within the household and in particular women of reproductive age (16-49 years old)? ○ To what extent did the project contribute to adoption of exclusive breastfeeding for children 0-5 months? • How has the project influenced the demand for nutritious food (buying, growing and preparation of nutritious food) • To what extent has the project contributed to improved year-round availability of nutritious food? <ul style="list-style-type: none"> ○ To what extent did kitchen gardens vs. commercial crops contribute to availability and access of nutritious food? 	<ul style="list-style-type: none"> • Are the kitchen gardens and input support promoted suitable to the beneficiary needs and context (selected crops, design, beneficiary groups taste etc.)? • How is the project ensuring a market based approach to kitchen gardens (in view of sustainability further to project distribution of inputs)? • Are the nutrition, IYCF and health seeking behaviour change training key messages and delivery modality leading to the desired behaviours amongst the target group? This should key messages on nutrition and gender equality to address gender-based food discrimination at the household level?
<p>(c) Outcome 3: To what extent has the program influenced equitable relations amongst farmer households?</p> <ul style="list-style-type: none"> • To what extent has the project influenced gender roles in decision making in relation to income and nutrition? • To what extent has project positively or negatively redistributed household roles and responsibilities including care? Did this time saved lead to sufficient time for desired participation in economic activities? • To what extent has the project positively addressed gender-based food discrimination in the household? • Which strategies were successful in increasing women's participation in income generating activities? • To what extent did the project positively influence the community acceptance of women's roles to generate income? 	<ul style="list-style-type: none"> • Are the MenCare and mother-in law group sessions (household level) key messages and delivery modality leading to the desired behaviour changes? • Are the community level behaviour change materials key messages and delivery modality leading to the desired behaviour changes? • Is the project ensuring 'do no harm' or ensuring the safety of women and girls?

Criteria: Efficiency	
KEQ2 How efficiently were program activities planned and implemented?	
Sub-questions	Monitoring questions
<ul style="list-style-type: none"> • To what extent has the project achieved its intended outputs in the timeframe and sequence proposed? • Has the project timely provided input subsidies? • Has the project considered seasonal effect and make plan accordingly? • Were the costs and resourcing of the project activities/inputs reasonable (appropriate and justifiable) in light of the context? • To what extent, is the current project team resourced sufficiently to achieve effective project implementation? • Has the project conducted monthly management meeting as per plan and achieve the decisions in time? 	<ul style="list-style-type: none"> • Is the project team complete with the necessary staff and skills? And if not, are job descriptions ready, and how are the recruitments progressing? • Is the project timeframe reviewed and revised (two monthly)? • Has the updated timeline (including changes to implementation plans) been communicated to staff and partners? • Is there an updated price and providers list available for products and services commonly procured by the project? • Is the procurement plan up-to-date? • Does each team member (undertaking purchases) master (knows and apply) the procurement procedures? • Do the project conduct lessons learnt event and improve plan accordingly?

<ul style="list-style-type: none"> • What were the major challenges and constraints and how (and how well) were these managed? • To what extent did monitoring systems provide management with a stream of data that allowed it to learn and adjust implementation accordingly? • What has been the contribution of partners and other organisations to the project outcomes? • How effective have WV project partnerships and cooperation mechanisms been? 	<ul style="list-style-type: none"> • Are procurements initiated early enough in order to deliver seeds and other seasonal sensitive inputs on time to project participants? • Is the project M&E plan revised (every six months) and communicated to relevant staff? • Are monthly reports or meetings identifying implementation challenges and issues? • Are monthly reports proposing and/ or reporting solutions to overcome challenges? • Are reported challenges & issues given follow-up in the sub-subsequent report? • Are monthly (or quarterly) reports relating to Outputs indicators? • Are partner organisations implementing the agreed actions on time and budget? • Are regular meetings with partner organisations identifying challenges and finding solutions to overcome these challenges?
---	---

Criteria: Model – Lessons about program design	
KEQ3: What has been learnt about the NSA model and program design?	
Sub-questions	Monitoring questions
<ul style="list-style-type: none"> • What were the most effective strategies applied by the project that contributed to the desired behaviour change to achieve Outcomes 1, 2 and 3? • In relation to nutrition sensitive agriculture, which pathways of change made the biggest impact on nutrition outcomes (income /market (Outcome 1), production (Outcome 1/2), women's economic empowerment (3)? • What instances of nutrition-sensitive value chain approaches can be shared and what lessons can be learned from project management? • What would be considered as the main barriers to and enabling factors for scaling up through replication, adaptation, and expansion of these models of interventions in relation to nutrition sensitivity and participation and impact on women? • To what extent was the theory of change appropriate to address the key identified problem? 	<ul style="list-style-type: none"> • What lessons have we learnt over the last 12 months about how change occurs across the three outcome pathways? • What have been the key barriers to program implementation over 12 months? • To what extent has the project team implemented improved MEAL practices? How effective have the learning approach in informing adaptive management?

Criteria: Impact	
KEQ 4: What was the impact of the program on intended beneficiaries and the community?	
Sub-questions	Monitoring questions
<ul style="list-style-type: none"> • What has been the impact on the beneficiaries (men, women, boys and girls, marginal poor, ultra-poor) who are supposed to benefit from the project as per the stated goal of improve nutrition and economic empowerment. • What were the intended and non-intended/positive and negative impacts of the project on the beneficiaries? • Are there any other actors who has benefited from the work in addition to the intended beneficiaries, such as the private sector? • Are there any other actors who are intending to, or are already replicating/ adapting/ extending some of the models developed and promoted by the project? • How has result framework been working to achieve overarching goal of the project? 	<ul style="list-style-type: none"> • NA

Criteria: Sustainability	
KEQ5: How enduring and sustainable are the program outcomes?	
Sub-questions	Monitoring question
<ul style="list-style-type: none"> • To what extent are the project outcomes sustainable over time after the completion of the project? ○ Outcome 1: Do the producer groups have the capacity to continue to increase their incomes through agricultural value chains after the completion of the project? How effective are the market linkages? ○ Outcome 2: Will farming households continue to practice the desired nutrition practices for improved consumption and utilisation, after the completion of the project? ○ Outcome 3: Will farming households continue to improve gender equitable relations and decision making relating to income and nutrition after the completion of the project? • What external factors (climate change, government policies, other projects etc.) will affect positively and negatively the project's sustainability? • To what extent are partners committed to providing continuing support to achieve project outcomes 	<ul style="list-style-type: none"> • To what extent has a sustainability strategy have been developed or implemented by the project?

7. Evaluation Leaders

Core Evaluation Team			
Name	Role & Expertise	Stage of Design	Specific duties
Lead Evaluators			
To be selected	Independent evaluation consultant,	Lead all stages of Evaluation Process	Review project documents Lead development of a detailed evaluation plan Develop qualitative and quantitative data collection tools – to be translated both in Bengali and English Design data collection applications Address review feedback – both tools and report Conduct training of enumerators and implement data quality checks Lead both qualitative and quantitative data collection with key stakeholders Complete data analysis with respect to key evaluation questions Arrange community consultation meeting with beneficiaries and stakeholders for data validation Draft and finalise the evaluation report.
World Vision assistant evaluators			
I. Arnab Kushal Mistry, Monitoring & Evaluation Manager	Monitoring & Evaluation Manager, WVB Key Evaluation Facilitator – DME Technical support	ToR development Selection of Lead evaluator Pre-data collection logistical arrangements Liaison during analysis and writing period.	Write ToR, in consultation Support the firm in organising logistics for data collection Support consulting firm to train up enumerators Support consulting firm to accomplish data collection Support in arranging community consultation meeting Questionnaire review Monitor entire evaluation progress Review submitted evaluation report drafts

2. Vincent Potier, WVA Evidence Building Advisor	Senior Advisor – Evidence & Learning (Economic Development), WVA - Evaluation Lead for Priority I evaluations	Support all stages of the Evaluation process (most likely, deployed in-country during the inception phase and then supporting remotely from Australia)	Lead approach to project evaluation. Review ToR and provide feedback Advise on selection of consultant Provide advice regarding approach to evaluation Review evaluation plan and data collection tools Guide consultant in data analysis and reporting Review submitted evaluation report draft versions Accept final report
3. Md. Biswajit Kumar Saha	Regional DME Coordinator, Greater Mymensingh Region, WVB	Planning Data collection and validation Report draft review	Support development of the ToR, Evaluation Plan, and data collection, technical assurance, staff training and lead aspects of data collection, review data analysis, review and feedback evaluation report drafts, and quality assurance of the study.
4. Md. Sohedul Islam	NO DME Coordinator, Grants, National Office, WVB	Planning Data validation Report draft review	Support development of the ToR, Evaluation Plan and data collection, technical assurance; Review data analysis, review and feedback evaluation report drafts.
5. Project technical leads	- Value Chain Specialist - Agriculture Specialist - Gender, DRR CC Specialist - Nutrition Specialist	Planning Data validation Report draft review	Support development of the ToR, Evaluation Plan and data collection, technical assurance; Review and feedback evaluation report drafts.

Team Advisors			
WV stakeholders/advisors			
Name	Role	Stage of Design	Specific duties
Rajesh Pasupuleti (ongoing), Silvio Dorati	WVA ANCP Grant manager	Pre-evaluation Submission of draft	Assist the development of the Evaluation Plan. Review report drafts, and provide constructive feedback for improvement and DFAT compliance.
Ellie Wong	Woman Economic Empowerment Advisor, WVA	Pre-evaluation Submission of draft	Assist the development of the Evaluation Plan (including tools). Review report drafts, and provide constructive feedback for improvement
Abby Fried	Senior Program Associated	Pre-evaluation Submission of draft	Assist the development of the Evaluation Plan (including tools). Review report drafts, and provide constructive feedback for improvement
Abdul Karim Howlader	Deputy Director-MEAL, WVB	Evaluation scheduling and evaluator recruiting. Supervision of ToR fulfilment/contract performance during and after data collection.	Evaluation management and contract commissioner. Evaluation report approver
Sagor Marandy	Project Manager, NSVC Project, WVB	Pre-evaluation	Evaluation sponsor. Scheduling of evaluation into project implementation plans. Facilitation of project staff and community availability.

Evaluation Terms of Reference for Nutrition Sensitive Value Chains for Smallholders Farmers Project, Jamalpur Bangladesh.

Md. Kamruzzaman	Manager, Grants Management, WVB	Pre-evaluation	Capacity assessment of the consultant group Budget negotiation
James Hirok Adhikary	James Hirok Adhikary, Finance & Admin Manager, NSVC Project, WVB	Pre-evaluation	Assess financial management capacity Orient WVB's payment process Proposal budget line review
Syed Aktaruzzaman	Deputy Director, People and Culture, WVB	Pre-evaluation	Publish circular Proposal shortlisting Arrange presentation session for evaluating consultants. Final selection

8. Travel Expectations of Lead Evaluator and Security Context of Location

The lead evaluator is expected to be available to spend approximately 20 to 30 days in the project area for data collection preparation, collation and debrief in the month of **January – March 2020** (subject to refinement at contract stage).

The evaluation budget will cover the costs of travel visas, transit to and from their designated home point to the project locations, and accommodation, for the duration of the data collection period. However, the estimated cost of transit will form part of the overall cost consideration for selecting a lead evaluator.

The consultant will be responsible for his or her own insurances, vaccinations, health, and security preparedness.

According to Context Risk Rating from WVB, the current security risk rating in Bangladesh and in the project location is MEDIUM. Visit to Bangladesh for international visitors can take place with mandatory security clearance from WVB security department and approval of the National Director. For last few years the political situation across the country is calm and quite, but may change with any action taken by the government or by the opposition political parties. All WVB regional areas are free from political activities, though sometimes localised peaceful rally and demonstrations are observed in many places in the country, which does not affect WVB operation.

9. Support Provided by NO to the Study

The consultant will be responsible for his or her own insurances, vaccinations, health, and security preparedness. World Vision Bangladesh will make the following resources available to the consultant:

- Contacts of potential trained enumerators, facilitators and translators (if required)
- Contacts of services providers including transport and accommodation providers
- Can share meeting room at project office during initial preparation meetings, signing agreement contract.
- Can arrange and bear relevant cost for workshop# 1 mentioned section #10
- Can support arranging workshop #2 (approx. 50 participants) mentioned section #10

10. Proposed Evaluation Products and Milestone Dates

It is preferred to fill out the below table with due dates (proposed) by the consulting firm/bidders along with the technical proposal. However, the proposed dates will be subject to negotiation and revision. Please note that after signing agreement this evaluation task must be completed within 90 days.

Products	Due date:
Agreement sign off between WVW and Consultant/Consulting Firm	
Develop Evaluation Design/Plan , including all data collection tools, i.e. FGD and KII guiding questions and PRA exercises (a specific template will be given to the consultant): <ul style="list-style-type: none"> ○ Methodology ○ Sampling strategy ○ Data quality assurance mechanism ○ Timeframe (sequencing of mid-term activities and data collection) ○ Required resources Draft quantitative data collection tools (on Word or Excel reader friendly format as well as on ODK friendly format) and qualitative data collection tools (i.e. FGD and KII guiding questions and PRA exercises):	
Submit Final Evaluation Design/Plan with final tools	
Training of enumerator send tools testing	
Proposed data collection dates (Subject to adjustment with lead evaluator): <i>Product will be: All data records whether in soft or hard copy e.g. transcripts, databases, spreadsheets, photographs: Photographs and audio data, by the last day of in-country work. Written and statistical documentation handed to WV Country Office</i>	
Workshop #1: Presentation of preliminary findings to Project team (N.O. Technical Specialists, Partners Technical Specialists) from the quantitative survey (that may still be in progress at this stage), validation and finalization of the qualitative survey design (method, tools, etc.) based on initial learnings.	
1st complete draft evaluation report	
Workshop #2: Presentation of findings and recommendations from the draft report to project team, N.O. Technical Specialist. Discussion, challenging, validation of findings and endorsement of recommendations by project stakeholders and provision of a feedback for the next draft report.	
2nd complete draft evaluation report , incorporating initial feedback	
Final version evaluation report , incorporating second round of feedback: <i>(Final version to include an executive summary that can stand alone as a self-contained summary report, as well as annexes to the report that present (1) a completed table of indicator values as set out in Appendix A, (2) an assessment of achievement of project outcomes as described in Appendix B)</i> In a separate file to the report: <ul style="list-style-type: none"> - Final survey tools in English and local language(s) used. - Indicator calculation matrix, outlining how each indicator is computed from the survey tools. Raw (clean) data files in Excel format and if used, SPSS or STATA format, along with variable names and codes.	
Final report release – necessary consultation, communication with firm for further improvement	

11. Anticipated Limitations

- Location vs transport options: All unions in the sub-districts are connected with major roads and accessible through cars. However, roads within Unions are sometimes brick soling or earthen and may not be accessible through cars.
- Season/Time of year: Seasonal effect may hamper day to day planned task in the working area.
- Electricity supply: The project area might have irregular power supply.
- Logistics: All cost associated with accommodations, transportation, food and survey logistics (e.g MUAC tape, mobile device) to be beard by consultant.

12. Method and Sample

Midline (Qualitative + Quantitative): The midline study will be of mixed-methods design with statistically appropriate sample size for quantitative goal and outcome indicators as outlined below.⁷

Mix method approaches of data collection, both quantitative and qualitative data to be applied for the study. Structured questionnaires for interviewing the respondent of the sample households and semi-structured questionnaires should be used for qualitative data collection to complement the quantitative data and to get the insights of the current situation. Tools for data collection and survey design are needed to be thoroughly discussed with the project personnel and consultants of World Vision before proceeding with data collection.

Secondary Document Review

Secondary data should be collected from NSVC project office to understand and getting insights of project. These documents will provide the ideas of the project concept and its implementation strategy which helped the consultants for developing the instruments and conduct the survey considering actual need of the project. The documents should be reviewed before developing the study design and preparing the instruments for data collection included:

1. Project Design Document,
2. Logical Framework and
3. M&E plan.

Primary Data Collection

- Quantitative Survey:** Quantitative survey is proposed to be conducted in the project sub-districts as well as non-project sub-districts of Jamalpur district. A conceptual framework of the design of the survey and its future use for the evaluation of the changes over time is given below.

Project group	Changes	Non-project Group	Changes	Changes due to project
Baseline survey =A	B-A= E	Baseline survey =C	D-C=F	E-F
Final Evaluation =B		Final Evaluation =D		

⁷ This sample size is based on a stratified, finite-sample corrected version of the formula for a two-sided test of difference between two population proportions provided in Lemeshow et al. (1990) Adequacy of Sample Size in Health Studies. Geneva: WHO and the following assumptions: 95% confidence interval; 10% margin of error; 80% power; design effect of 1; expected sample proportion(s) of 0.5.

As designed in the conceptual framework that changes of the project area and control area over the baseline status will be measured in the impact study in future. So, present nutritional status of the control area and project area will not make any effect to measure the project impact.

a I. Survey area: The baseline survey was carried out in the following Sub-districts of Jamalpur district:

Project Sub-districts	Union wise population size (Beneficiary HHs)	Non-project (control) sub-districts
Dewaanganj	1. Dewanganj -960	Madarganj
	2. Chukaibari -893	
	3. Chikajani - 948	
	4. Bahadurabad -973	
	5. Hativanga -970	
	6. Parramrampur -956	
	Sub-total – 5,700	
Islampur	1. Pathorsi -948	Melandaha
	2. Gowalarchar -948	
	3. Islampur Sadar -975	
	4. Nowarpara -948	
	5. Chinaduli -958	
	6. Charputimari -948	
	Sub-total – 5,725	
Jamalpur Sadar	1. Sharifpur -953	Sharishabari
	2. Shreepur -928	
	3. Bashchora -952	
	4. Kendua – 953	
	5. Meshta – 953	
	6. Teetpalla -969	
	7. Lakshmirchar -954	
	8. Tulshirchar -952	
	9. Ranagacha -961	
	Sub-total – 8,575	
	Total – 20,000	

Same number of sample villages and households to be surveyed from both the project and non-project villages. Mentionable that there was a high chance of spill over effect of the project at the villages in the same sub-districts, so the control villages should be taken from other than project sub-districts of the project district. A list sampling frame will be delivered during inception, which can be used for random or other applicable sampling.

a2. Sample size: Baseline has been conducted with 630 households in the project area and 630 in the comparison area, total 1260 households, which is detailed in the as follows along with sample size for qualitative survey.

Survey type	Population size in Project Area (participants)	Sample Size in Project Area	Sample Size in Comparison Area
Household survey (purposive sampling: with children under 5 years)	- 20,000 PG members - 186 Change Maker Family/MenCare groups* - 28 women entrepreneurs - 302 IYCF groups*	630 households	630 households
Focus group discussions with producer groups		10 groups	-
Key informant interviews with relevant govt departments, locally elected bodies and others		10 KIIs	5 KIIs

* # of group changes over time

However, consulting firm can offer best appropriate sample size considering baseline sample size for this study.

a3. Respondents Selection: Respondents to the survey in project villages would be the direct beneficiaries (participants) of the project. In the non-project area, respondents should be head of the households. However, along with male respondents the mother or caregiver of the children under 5 years should be interviewed for the relevant questions. Questions of the gender module should be asked the respondents and his/her spouse separately. If the spouse is found absent or not available at the time of interview, a senior member of the same sex of above 18 years of age would be asked those questions. However, the questions would be asked to both the respondent and his/her spouse where it is required (noting that indeed all questions are asked separately, and confidentiality should be maintained).

b. Qualitative Survey

Qualitative survey should be conducted (not limited to) among the project personnel and staff members of partner NGO through consultation, FGD and KII in the three project sub-districts (Islampur, Dewanganj and Jamalpur Sadar). In addition, FGDs should be conducted with women, and male target population of the project to get insights on the women's participation in the household decision making, knowledge on child care, farming practices and services, nutritious food, reproductive healthcare and on women empowerment. FGDs should be also conducted with male farmers about technology, processing, storage, market information, marketing, disaster and risk mitigation practices and other value chain related issues, attitudes towards women empowerment and acceptability of women involvement IGAs, and to discuss their knowledge on nutrition and common health related issues. KIIs might be conducted with Upazila Agriculture Officer, Sub-assistant Agriculture Officers, Upazila Health & Family Planning Officer, private service providing agencies, UH&FPO, District Civil Surgeon, Community-based Health service providers, Upazila Women Affairs Officer, Project Implementation Officer, Deputy Director - District Department of Women Affairs, Micro-finance Institutions, Women Union Parishad Member, District Marketing Officer and market actors.

Participants of FGD and KII should be selected based on their capacity to contribute to the study through sharing their experience, lessons and opinion. Semi-structured questionnaires should be used for FGDs and KIIs.

Triangulation of methods to be applied for using of different data collection instruments (HH survey, FGDs, KIIs, observation and in situ interviews) which will maximize the range of outlooks.

13. Budget

The evaluation is funded through the project budget under logframe code NT05.04.02, which has already been approved. The budget will cover all associated costs of the evaluation, including the consultants' fee, travel and accommodation, field transport and evaluation supplies, and all payment would be completed through bank transfer.

- The indicative budget available for the Mid-Term Evaluation is 29,500 USD.
- **Financial offers should include deduction of VAT and Taxes: Total 25% for a national consultant and 35% for an international consultant.**

Payments

- 40% of the total budget will be paid upon submission of final evaluation design and plan
- 40% of the total budget will be paid upon submission of the 2nd draft report
- 20% of the total budget will be paid upon submission and approval of the final report.

14. Standards of Ethics and Child Protection

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

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

Do No Harm: Project and evaluation themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly. Particular attention should be placed on ensuring 'do no harm' for women and girls through gender sensitive data collection.

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

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

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

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

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

The lead evaluation must familiarise him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection Code of Conduct
- DFAT Guidelines for Child Protection
- WVI Guideline of Ethical Principles
- Australasian Evaluation Society Guidelines of Ethical Principals
- BOND Tool for Evidence Principles

15. Documents to be Made Available for Evaluation Preparation

The following documents will be made available to the consultant after signature of the contract:

- WVA Templates for Evaluation Plan and Evaluation Report
- WVA Evaluation and Reporting Guidance for Evaluators
- WVA Technical Practice Areas Indicator Guidance
- Project design documents: narrative, Theory of Change, logframe and M&E Plan
- Project monitoring reports, including annual progress reports and Indicator tracking table
- Updated project beneficiary list
- Project baseline evaluation report, data collection tools and data
- Child Protection Assessment Report
- Disability Assessment Report
- Environmental Screening Assessment Report
- Any previous external reviews of the project
- BOND Evidence Principles (find as embedded)
- Australasian Evaluation Society Ethics Guidelines (find as embedded)

16. Required skills, experience and eligibility

- Strong experience in conducting project mid-term and final evaluations
- Proven capacity to communicate and work effectively with marginalised community members
- Strong experience in both quantitative and qualitative data collection, training of enumerators and quality control
- Strong experience in both quantitative and qualitative data analysis and presentation
- Proven experience in the field of nutrition, anthropometric data collection, gender (WEE), market and value chain and agriculture
- Excellent writing skills in English
- Strong understanding of the technical areas of practice of the Project
- Experience working in Bangladesh
- Experience working for DFAT / ANCP funded projects (desired)

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh.

17. Instruction to bidders

- Both international and Bangladesh national consultants and firms are invited to bid.
- Please submit your bid by the **Wednesday 12th December 2019** midnight Dhaka time.
- Bid should be submitted in English and include the following:
 - Technical offer including the following:
 - Proposed methodology (not exceeding 5 pages)
 - Detailed proposed workplan
 - CV of the consultant firm (if relevant) (not exceeding 2 pages)
 - Roles and responsibilities of evaluation team member
 - Summary CV of evaluation team members detailing similar experience (not exceeding a quarter page per team member)
 - Full CVs in annex (not exceeding 3 pages per CV)
 - Samples of previous similar pieces of work (not exceeding 2 pieces of work)
 - Contact of references
 - Detailed financial offer in US Dollar describing consulting fees, international and national travels, costs of facilitators, transport and accommodation
 - Written confirmation of availability during the indicated timeframe
 - Submit your bid via email:
 - to the following addresses:
 - wvb_scm@wvi.org
 - with the following subject: “RfP-GMRO-2003-001”

18. Evaluation Process

A selection committee will evaluate both the technical and financial proposals of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

Evaluation criteria

Proposal	Criteria	Weight
Technical- 75	Understanding of the TOR	25
	Experience in conducting similar research	25
	Management structure and qualifications of key personnel & team composition	25
Financial- 25		25
Total		100