

Terms of Reference for End Program Evaluation

Nazirpur AP

Programme Number: B00469

Lifecycle FY2007-2022, Current Program phase: October 2018 to Sept 2022

July 2021

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**Nazirpur AP
World Vision Bangladesh
Bhobanipur, Nazirpur, Kalmakanda, Netrakona
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I. Acknowledgement:

We are privileged to say that Nazirpur AP is going to Phase-out in FY'22 after its long 16 years development journey through completing its final implementation phase by FY'22 as a LEAP3 compliance. Nazirpur AP has started its final implementation phase in FY 2018 which will be ended in FY 2022. We are very much delighted to prepare this End Programme Evaluation ToR in light with LEAP approach & Country Strategy in order to assess the progress towards achieving the well-being of the children, families and communities of Nazirpur AP. It will guide the Consulting Firm and WVB staff to run the evaluation program effectively.

We want to extend our thanks to Nazirpur community members including leaders, partners, government officials, VDCs, NGOs, CBOs, child forum members, FBOs, school teachers and the children who actively participated in implementing planned interventions entire life of Program. We believe that the life of the target community has been positively impacted with the input of the mentioned stakeholders.

We are expressing heartfelt thanks to those colleagues who provided their assistance and advise in preparation of this ToR. Especially thanks to Ms. Lima Hanna Daring, Director, Field Operation, Zone-2 for her strategic directives and dynamic leadership on the road to develop this ToR efficiently. We would like to express our special gratitude to Mr. Silas Das Gupta, Program Quality Manager of WVB, Mr. Proshanto Nafak, APC Manager of Nandial APC and Md. Abdul Karim Howlader, Deputy Director, PQA, WVB for giving the suggestions and necessary cooperation to prepare the ToR. Also thanks to Field Program Quality Specialist Manik Ranjan Bhowmik for preparing the end evaluation ToR for Nazirpur AP.

We would like to express our heartfelt thanks and gratitude to Ms. Alexandra Fouilloux, Programme and Grant Officer of World Vision France, our support office and sponsors who gave their commitment and support to our work for the development of the children, families & community and contribute to bring sustainable change.

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July 2021

II. Affirmation:

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

The data & information that are used here are reliable and authentic. Primarily information collected throughout the monitoring and reporting process remains the property of the Nazirpur 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.

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III. Glossary:

AP	Area Program
APM	Area Program Manager
CBO	Community Based Organization
CESP	Community Engagement & Sponsorship Plan
CWBO	Child Well Being Outcome
DIP	Detail Implementation Plan
DME	Design Monitoring & Evaluation
FBO	Faith Based Organization
FGD	Focus Group Discussion
GOB	Government of Bangladesh
HHs	Household
IGAs	Income Generating Activities
ITT	Indicator Tracking Table
KII	Key Informant Interview
KPI	Key Performance indicator
LEAP	Learning through Evaluation with Accountability & Planning
LVCD	Local Value Chain Development Group
M & E	Monitoring and Evaluation
NGO	Non-Governmental Organization
NO	National Office
PD-Hearth	Positive Deviance Hearth (Special program on nutrition)
PQA	Program Quality Assurance
RC	Registered Children
TP	Technical Program
SO	Support Office
SWOT	Strong Weakness Opportunity Threat
ToR	Terms of Reference
UPG	Ultra-Poor Graduation Group
Upazila	Sub-District
VDC	Village Development Committee
WASH	Water, Sanitation & Hygiene
WV	World Vision

IV. Introduction & Background:

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

Involvement in Bangladesh: World Vision involved in response to the tidal surge that occurred in the coastal areas of the country in 1970, providing relief supplies to the affected victims. In 1971, World Vision International carried out relief operation in the refugee camps in India along with the help of World Vision India. Following the liberation of the country and gaining independence from Pakistan rule creation of an independent Bangladesh, it began to work in 1972 in greater Mymensingh district from a small coordination office at Birisiri under Durgapur Upazila. It played a significant role to re-build the war-torn country the war aftermath. In late nineties, World Vision adopted a new development approach, called “Area Development Program (ADP) that are long term (10-15 years) to address the needs of people at macro level that would bring about transformation, impact, sustainability and self-reliance in communities especially in the areas where World Vision serves. Now World Vision’s programmes and activities are spread across 28 administrative districts in Bangladesh. World Vision works through long-term sustainable community development programmes and immediate disaster relief assistance in 80 locations at sub-districts, impacting the lives of around 5 million people with various services (Source: <https://www.wvi.org/bangladesh>)

Nazirpur AP and its Journey:

Phase	Year
Previous WV projects in Programme Area	Name of previous Project: Nalchakra Community Development Project that focused only on certain community specific area. Started Date: 1983 Completion Date: 2004
Assessment Phase	Start: October 1, 2004 End: September 30, 2005 as Assessment Phase
Design Phase	Start: October 1, 2005 End: September 30, 2006 as Design Phase
1st Implementation Phase (LEAP)	October 01, 2006-September 30, 2011
2nd Implementation Phase (LEAP2)	October 01, 2011-September 30, 2017
3rd Implementation Phase (LEAP-3)	October 01, 2017- September 30, 2022

Kalmakanda is a sub-district (Police Station & Administrative Zone) under Netrakona District, located at 194 km north from the capital city Dhaka and 33 km north-east from district head quarter, with total land area about 93258 acres. The population is about 271912 (Population census 2011). There are 8 Unions (lowest level local administrative zone) under this sub-district. Nazirpur AP has been working in 03 unions (Nazirpur, Lengura and Kharnoi). Rivers and water bodies encompass the sub-district. It has very poor transport communication facility, as the sub-district is surrounded by canals, rivers and marshy land (known as haowr and baowre). It takes about 6 hours to reach the AP from the capital city of Dhaka, by road transport. The yearly average rainfall of the area is between 1800 to 4000 ml. Temperature remains between 12° C to 42° C.

Nazirpur AP started its new journey as LEAP-3 from FY2018 to FY2022. Currently the AP is implementing two TPs named Health, Nutrition & WASH Technical project, Livelihoods Technical project and Community Engagement & Sponsorship Plan. **At the beginning of FY2018 Nazirpur AP conducted baseline survey for its two TPs with education TP and CESP goals and outcome indicators in order to find out the base value. In last February 2021, WVBI/AP also conducted an integrated evaluation for specific indicators of HNW TP, Livelihoods TP and CESP.**

From FY'18 Nazirpur AP started LEAP3 journey with a community vision "To improve livelihood status of community people to ensure child well-being in the working area by 2022" by initiating Health, Nutrition & WASH Technical Project, Livelihoods Technical Project and Community Engagement and Sponsorship Plan (CESP). The impact area total HH is 17159. The targeted populations are registered children, parents of RC, men & women lives below poverty line, small holder farmers, pregnant & lactating women, ethnic people, youth, people with disability, U<5 children, adolescents girls, Village Development Committee (VDC) members, child forum members and religious leaders. This is the fourth year journey of LEAP-3 and these technical programs and CESP are implementing in Nazirpur area with the active participation and collaboration with VDCs, Child Forum, Union Parishad, Government Community Clinic, Upazila health department, Upazila agricultural department and other like-minded organizations to ensure the well-being of the children, especially the most vulnerable. 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. 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 programme life cycle of 16 years.

V. Rationale of End Program Evaluation:

During LEAP journey, Nazirpur 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. Now the AP is in last year of transition phase and focusing on transition issues that were already passed three implementation phases successfully.

As per the LEAP guideline program evaluation is to be conducted at the end of program 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. Nazirpur 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 the 3 phase, it is decided to conduct end phase evaluation at the end year as per plan and guided by Support Office and WV national office. **The End Program Evaluation processes will be started from 1st October 2021 and to be completed by December 2021 (including SO feedback and final report).**

I. Evaluation Summary:

Programme	Nazirpur Area Programme (AP)
Programme Phase	Lifecycle FY 2007-2022, Current Phase FY 2018-FY 2022
Evaluation Type	End Programme Evaluation
Evaluation Purpose/ Objectives	<ul style="list-style-type: none"> • To identify the impacts in the lives of children, families, communities, partners and stakeholders that can actually be attributed to the Nazirpur Program • To identify to what extent Programme objectives have been achieved and compare with different phase baseline, evaluation, other relevant secondary data and WVB thresholds considering disaggregate by gender to make decision on program phase out. • To assess existing social¹, economic², demographic³, health⁴, environmental⁵ conditions of the community people, especially the most vulnerable group among the community. • To identify how peoples' lives have changed, or been transformed with root causes of changes & learning why changeless happened in the program. • 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 measure the program relevance, efficiency and effectiveness of intended goals and outcome in relation to project expected outcomes. • Carry out the lessons learned which would help AP staff to identify promising practice & program, which can be replicated in other programs of WVB in future. • To assess up to what extend the AP addressed the CWBO towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, and household and families' resilience. • To capture the end of Programme report & AP Manager Farewell letter template requirement like the most important changes/success/impact of the AP.
Primary Methodologies	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.

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>Furthermore, in last February 2021 WVB conducted integrated Evaluation (quantitative part) of most of the indicators of technical program of LEAP-3 1st Phase. The assigned consultancy firm will conduct quantitative survey based on LEAP3-1 cycle and 1st and 2nd phase designated indicators. The firm will collect qualitative data, analyze and prepare a detail evaluation report.</p> <p>Quantitative: AP team and consulting firm will have to map out all the indicators of previous and current 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. Multistage Cluster sampling method will be followed for end programme evaluation to compare with baseline findings).</p> <p>Qualitative: Focus Group Discussion Key Informant Interview Case Study 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</p>
Evaluation Start and End Dates	Start: October 01, 2021 End: December 30, 2021
Anticipated Evaluation Report Release Date	December 2021

2. Description of Programme and Projects Being Evaluated:

Project wise Goal, Outcome with indicators and major interventions are given below:

2.1. Project wise Goal, Outcome & Indicators:

Programme, projects and social context of the programme area have been described in the program design document. Log-frames, M&E plans and detailed implementation plans (DIP) of individual projects by year and for the entire phase which have incorporated clearly in the program design document. These documents will help to execute the study process. Nazirpur AP has prepared AP plan for FY'18 to '20 and transition Plan for FY'21-'22. Nazirpur AP is consisting with two TPs & CESP like Health, Nutrition & WASH, Livelihoods and CESP Project. Listed indicators of entire programme and projects to be broadly considered during end phase evaluation for comparing with baseline status in addition to this programme sustainability and transition indicators also be considered. Project wise Goal and Outcome listed indicators are given below:

Current phase indicators:

	Summary of objectives	Indicator
Community Overarching Vision	To improve livelihood status of community people to ensure child well-being in the working area by 2022.	
HNW TP Goal/Outcomes and indicators		

HNW TP 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
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
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
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
Livelihood TP Goal/Outcomes and indicators		
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
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

CESP Goal/Outcomes and indicators		
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
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
Some indicator related to 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

Here attached AP lifetime all project proposed indicators for end program evaluation



Indicator status of Nazirpur AP FY 2007

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

Child Well Being Target/Indicators:

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

Some WVB Strategy Indicators (according to FY16 to 20 periods) that should be considered in end Programme evaluation

- Proportion of boys and girls (12-18 years) who are reported to have experienced some form of violence in the past 12 months
- % of children under 5 well-nourished after graduating from nutrition or hunger programming (i.e. no longer hungry)
- % of children under 5 healthy and participating in community based health Programme
- % of children with access to clean water and sanitation as a result of WASH intervention

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.

Some complementary indicator that need to be considered in end Programme evaluation

1. % of child immunization coverage
2. Knowledge about prevent diarrhoea/diarrhoea management
3. Average income increased among the community
4. % of women's participation in family income
5. % targeted farm households adopted at least one new farming technology
6. % increased yield of crop production & productivity
7. % increased of income raised from livestock & fish culture
8. Proportion of women empowerment demonstrate in the community
9. % VDC functional
10. % of children participated in decision making of family/ Society

2.2. Major interventions under different TP/Projects

Nazirpur AP implemented its programme through a documented design consists of two TPs & CESP like: Health, Nutrition & WASH project, Livelihoods project and CESP Project. The AP design document contains project log-frames; M&E plans, ITT and detail implementation plans (DIP) by phase and annual, which provide sufficient background information for each project. It is expected that review of such plans would be good sources for preparation of evaluation plans. It will be primary and secondary data collection based on the projects outcome 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 VDC and Community Clinic management committees are functioning.
- VDC/CBOs are aware about maternal & child health issues and working to aware community people to ensure essential health care services.

- VDCs established referral linkages with different health service providers or health centers.
- VDCs are aware on child protection and take initiative for ensuring 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 level VDCs is ready for partnership responsibility and future ownership when the AP will be phased out.
- Skill youths involved in income generating activities.
- DMC (Union) are functioning and intentional to take initiative on disaster management in pre, during & post disaster situation.
- Child forum are being nurtured by the VDCs.
- VDCs and child from work jointly on child rights & protection issues.

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/CBO members, child forum members, UPG members, LVCD group members, adolescents, teachers, leaders, child protection subcommittee and WASH Committee Members. The indirect partners/program participants include parents of registered/sponsored children family member, community facilitators etc. Besides, the community consultation team members and staff members of both at national and 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.

The direct stakeholders/partners/beneficiaries are:

- Under five children, pregnant and lactating mothers and adolescents
- Parents and caregivers
- Registered/Sponsored and non-registered/sponsored children and their family members
- UPG group members
- LVCD group members
- Members of some committees like VDCs, CC etc.
- Youth
- Other community mothers and adolescents
- Indigenous people
- Child Forum and VDCs members
- Social, religious and community leaders
- Community facilitators/Volunteers
- GoB & NGO representatives

The indirect stakeholders/partners/beneficiaries are:

- Non-registered/sponsored children of the community
- Family members of pregnant and lactating mothers and adolescents,
- UPG & LVCD 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.

PFA wise HH Information:

SL	Name of Unions	No. of working Villages/Mahallah	No. of HHs
1	Nazirpur	24	7077
2	Lengura	29	4843
3	Kharnoi	31	5239
		84	17159

Source: Bangladesh Bureau of Statistics Census 2011

The detailed village wise HHs information is given in the attachment

Union wise working Villages:



Village wise
HH-Nazirpur AP.xlsx

Current Project wise Target Beneficiaries:

SL	Project Name	Beneficiaries (HH)
		Direct
1	Health, Nutrition & WASH Project/TP	Adult : 8500 Boy : 3800 Girl : 3850
2	Livelihoods Project/TP	Adult : 1800
3	CESP	Adult : 3750 Boy : 1472 Girl : 2208
Total		Adult : 14050 Boy : 5272 Girl : 6058
Grand Total		25380

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 (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 expected outcomes. Consulting firm will have to compare with different phase baseline, evaluation and other recognized current 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 needs to assess through five evaluation criteria like relevance, efficiency, effectiveness, sustainability and impact as furnished below:

I.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 the TP & CESP 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 TP & CESP to community situation.

I.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 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 program has contributed to):

- What have been the effects of the TP & CESP 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 TP & CESP 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 2 TPs & CESP?

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 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 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 program 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 outcome:

The evaluation will be addressed the child wellbeing outcome 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 TPs & CESP in the area.
2. Measure the progress of awareness, knowledge, attitude and practices of target population, which is stated in the AP Plan in Nazirpur 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 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 TP/CESPs
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 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. Reflect & triangulate the study finding/results with the other cycles of the program of last 16 years through trend analysis.
11. To capture the end of Programme report & AP Manager Farewell letter template requirement like the most important changes/success/impact of the AP.

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 TP/CESP goal & outcomes along with mandatory & necessary indicators stated above in the page # 8-11. The sample households will be selected from the list of villages/mohallah 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).

For qualitative data/information collection, required number of FGDs, KIIs, 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 1 from each TP/CESP. 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 and other relevant secondary documents/reports (Document Review). To have background information, the firm will have to conduct KIIs techniques which will include interviews with individuals or groups through using Semi-structure interview(SSI) tools with key informants in GOB agencies, NGOs, CBOs, 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, 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 AP 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. Nazirpur AP works with the rural based people. Due to searching job in off season sometimes targeted beneficiaries may move from one place to another which can be the considering limitation area of the evaluation. 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, VDCs/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, Cluster staff and NO PQ staff, community representative (VDC) and the consultants of the firm. The field team will comprise of at least 20-25 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 and child protection to analyze the data more appropriately considering the context relevant to other sources and generate a good report focusing on the cross cutting theme.
- The team leader/Principal Investigator specialization in Social Science/Anthropology Statistics/Economics/Sociology/Development Studies.
- The team leader/Principal Investigator has proven experience in multi-sectorial program/project evaluation or in household livelihood assessment;
- Willing to work in remote area with poor and extremely poor people.
- Office well-setup including experienced staff in respective field.
- Must engage requisite number of supervisor to ensure the data quality and validate data as per the plan during the time of data collection.

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

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

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
Planning	Preparation of Terms of Reference	Terms of reference gets originated from the AP and finalized based on the feedback from WVB NO and SO. Consulting firm will form a team for End Programme Evaluation involving AP staff, different stakeholders at community level and Cluster Office & National Office. Evaluation Team/Consulting Firm will be guided by WVB PQ staffs. WVB role is to coordinate with support office, partners & other stakeholders and incorporate their feedback.

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		AP/APC/WVB PQ Manager will manage consulting firm through providing support and ensure the quality of evaluation products as appropriately.
Document review	Collect and review all the documents supportive for phase evaluation	<p>Consulting Firm will review the AP Design Document (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, Field PQ Specialist and WVB National Office PQ Manager.</p> <p>Develop appropriate quantitative and qualitative tools & Translation of survey tools in local language i.e. Bengali as where necessary. Finalize the tools after field test.</p> <p>Finalize the sampling frame in consultation with AP management and technical persons in the WVB cluster Office and National Office.</p> <p>Organize a comprehensive training sessions to orient the team members on tools and methodology, data collection technique. A practical session can be included for data collection for the enumerators for collection of quality data and reduce any ambiguity of questions. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures of data collection of data. A detail guideline would be developed that questionnaire may understandable.</p> <p>Collect data using finalized tools from planned primary and secondary sources on time.</p> <p>WVB will follow up phase evaluation process from the beginning of tools development, data collection, data entry checking, data analysis as well as report review.</p> <p>WVB will review and give feedback on tools and draft reports.</p>
Quantitative Data Collection	Quantitative Survey based on the outcome and impact indicators from the programme design document	<p>The consulting firm will prepare evaluation tool having guidance from WVB/ Support Office. In this regard, tools against indicators which are aligned with “WV Compendium of Indicator” will be used.</p> <p>Develop questionnaires and other tools incorporating appropriate questions for information and include proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by poverty status and other</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>vulnerabilities such as widows, orphans or people with disabilities etc.</p> <p>Conduct pre-test of questionnaire at AP working area and update the same with appropriate questions. This should be shared with PQ and technical staffs.</p>
Qualitative Data Collection	Qualitative Data: FGDs, KII, SWOT, HH analysis, Change tree and other exercise of relevant proposed tools.	The consulting firm will conduct the qualitative assessment to collect and information through gathering sessions consults with AP Staff from core team at different place from different community partners other stakeholders including representative from GOs & NGOs. Respective firms will ensure qualitative data collector experts at field level prior discussion with WVB. Consultancy firm will develop a detail schedule both qualitative and quantitative data mentioning the name of data collector expert to WVB at least one week ahead of data collection.
Data Processing and Analysis	In depth analysis of data and information from primary and secondary sources and sharing findings with community partners & AP/APC/Zone staffs members	<p>The consulting firm will develop data entry, error-checking modules and data analysis program in MS Access, standard format or standard software like WHO Anthro, SPSS etc. Before storing the data, the firm must do cross check and data consistency.</p> <p>Store data into database using data entry program developed.</p> <p>Design dummy tables, graphs and summary formats for report writing with 95% CIs and total sample per indicator. Sex-disaggregated data will be included for specific indicators.</p> <p>Use both quantitative and qualitative data, firm will analysis data using statistical techniques showing Confidence interval (range), different age group with gender disaggregation and calculating progress at outcome and goal level indicators and compare the findings with baseline and updated relevant secondary data.</p> <p>Use the appropriate data analyzing software to analyze the data.</p> <p>Consulting firm will share the analysis finding with community partners & others stakeholders to validate and get their feedback/comments accordingly.</p>
Reporting	Final Report.	<p>Consulting Firm will produce report using error free data, survey observations, findings and analysis obtained from other analytical computer packages.</p> <p>Present evaluation findings and send draft report for review comments to AP, APC Office and National Office along with raw data for further checking.</p> <p>Incorporate feedback and present revised draft report to AP, APC 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>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		Submit the final report (both soft and 3 hard copies, final data soft & analyzed output data tables/data pack) to AP management and support office for final approval. The Evaluation Team leader will submit the final report based on the feedback from the AP, APC Office, NO and SO. WVB disburse payments based on agreed terms.

8.2. Partners

AP will hire professional external consulting firm with the support of WV National Office through tendering process as per WVB Procurement Policy. The consulting firm will lead the End Programme Evaluation involving staffs from AP/APC/NO and some selected representatives from local VDC. APC Field Sector Specialists, AP staffs & selected VDC members will be responsible to observe data collection process and data quality. The consultancy firm will include their feedback/recommendation.

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 National Office/Nazirpur AP, WVB within the stipulated timeframe. The proposal should be in two parts:

- Technical Proposal and
- Financial Proposal

The technical proposal should specify:

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

The financial proposal should specify:

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other support staff including social costs
- Cost of data collection (enumerators) and data entry
- Cost of travel and accommodation
- Cost of stationeries, survey form printing and report production of draft and final in 3(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:

- A higher degree in Statistics/social Science/Anthropology/Development Studies/ Natural Resource Management or any other relevant research based study.
- Proven Experience on the development context of Bangladesh and experience on working with mixed culture i.e. Bengali, Ethnic community will be added extra value.
- Proven experience in conducting End Programme Evaluation and participatory approaches.
- Proven experiences on analysis of production of End Evaluation and socio-economic context.
- Experience in combining qualitative and quantitative survey methods using WVVB prescribed tools and develop by consultants.
- Experience in statistical analysis and triangulate the quantitative and qualitative data appropriately.
- Excellent report writing skill in English.

8.6. End Program Evaluation Plan:

The End Program Evaluation proposal should be accompanied by a detail evaluation plan following the below format or better ones. The plan must be based on focus area (goal and outcome of TP/CESP/projects) and assumptions as per logical frame works. **It is urged to the firm to submit indicator mapping with possible matching questionnaire to provide inputs to finalize survey questionnaire from the different level of WV authority.**

End Programme 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 RDD/TDD/AP Plan					
Outcome 1:	Do					
Outcome 2:	Do					
Outcome 3:	Do					
Outcome 4:	Do					

8.7. Activity Schedule:

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

S L	Activity Type	W 1	W 2	W 3	W4	W 5	W 6	W 7	W 8	W 9	WI 0	WI 1	WI 2
1	Activity-1												
2	Activity-2												
3	Activity-3												
4													
5													

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 consulting firm will include time schedule covering 90 days for conducting the end program evaluation. The firm will submit their final product (soft copy) through mail after incorporating all the feedback provided by community/AP/APC/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.

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 Nazirpur 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 Nazirpur 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
- TP/CESP (subject) based consultants(Sectorial experts like health & nutrition, agricultural/livelihood along with child protection and gender for ensuring cross cutting theme for the evaluation)
- NO PQ Manager and APC Manager from WVB
- Respective AP Manager

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

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 PQ 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, APC 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, weight machine, Anthropometric height scale, photocopy & printing materials etc. AP will support with providing venue at AP working area and communication with selected personal for qualitative data collection. AP will also assist in selecting enumerator for data collection if required.

11. Products:

At the end of the Programme evaluation, Nazirpur AP expects to have 3 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 2022 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 S2B and VAT/TAX should be deducted as per government policy.

- It will be provided 40% of the total amount after completing training for the field enumerators/surveyors. The consulting firm will bear cost for the community participants for any event they involve with the survey/FGD process like food, conveyance etc.
- Another 60% 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 authority

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

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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