**YWCA of Bangladesh**

**Terms of Reference**

**End of Project Evaluation**

**Key Information**

Name of the project being evaluated : Health and Community Development Program (HCDP)

Project duration : Two (2) Years

Project funding source : Horyzon, Switzerland

Type of evaluation : End of project evaluation (external)

**Introduction:**

The YWCA of Bangladesh is implementing a project in 213 peri urban, 54 wards of 6 Districts in Bangladesh with funding from Horyzon, Switzerland.

This project aimed to contribute to young women having safer, happier lives, with creating community awareness and improved health. This will be attained by supporting improvements in access quality healthcare systems and knowledge, increasing livelihoods opportunities of young women and improving gender relationships in the communities and reducing the impact of natural disasters.

**Project Overview:**

The overall objective of the project is: Young women and men in 213 peri urban areas within 7districts in Bangladesh (Birisiri, Dinajpur, Jashore, Khagrachari, Khulna, Gopalganj and Savar) have increased access to sexual and reproductive health (SRH) services and are able to exercise their reproductive health rights.

The specific objective is: 11599 young women and 4971 young men in 213 villages (in 7 districts) in Bangladesh will aware on their basic primary health as well as reproductive health.

The expected results of the project are as follows:

**Result 1:** Women and youth women are proactive to establish sexual and reproductive health rights (unitizing available services) and cascading relevant information to their community members.

**Result 2:** Young women and men and communities have increased knowledge in SRHR, primary health, nutrition, child care, safe birth, FP.

**Result 3:** Young women and men are engaged with IGA and benefited by obtaining input like capital, skills have an improved household income.

**Result 4:** Young women and men have increased entrepreneur skills.

**Result 5:** Woman and young woman are organized, developed and mobilized as social advocates for gender equality.

**Result 6:** Women and young woman are organized in groups and trained in social and political rights.

**Result 7:** Young people are proactive in the conservation process of environment through social education, awareness and collective actions.

**Result 8:** Strengthened network for joint actions on policy advocacy.

**Result 9:** Enhanced organizational capacity to effective work on identifies issues

**Purpose of the Evaluation**

The purpose of this end of project evaluation is the following:

* Evaluate the effectiveness of the project to generate data about how well the project delivered benefits to the target population.
* Assess the impact made on direct beneficiaries, their families and communities and the YWCA Bangladesh and the process used to achieve these.
* Capture learning from the project (i.e. analyse what worked well and what worked less well and why) to guide YWCA Bangladesh and Horyzon in determining the effectiveness of the project and help guide future project development.

**Evaluation Process and Methodology**

* The Consultant(s) will take a mixed method approach to this evaluation.
* The end of project evaluation should focus on a participatory methodology whereby the work engages all key stakeholders including beneficiaries, family and community members, CBOs, local decision makers and the YWCA Bangladesh.
* A reasonable sample of project beneficiaries and stakeholders should be engaged through this evaluation. The Consultant(s) should provide suggested sample sizes in the proposal and highlight how these figures were calculated.
* To ensure that the evaluation process is conducted in a participatory and representative manner, the process will involve both direct and indirect beneficiaries including:
* Direct beneficiaries (young women and young men) of the vulnerabilities reached by the project
* Family and household members of direct beneficiaries
* CBOs that have been involved in the implementation of the project
* YWCA Bangladesh staff and volunteers, who have been directly involved in the implementation and monitoring of the project

**Geographical Locations**

* The Consultant(s) must visit at least 3 project locations among the so that they can get a comparative analysis.

**Timelines and Deliverables**

* The timeframe allocated to the entire duration of the consultancy is 60 days in total, covering design and finalisation of methodology and tools, data collection and analysis, and preparing and finalising the report.
* The Consultant(s) must share a work plan with the two partners for approval before the field work commences together with the agreed methodology, approach and development of tools. The consultancy should start in the beginning of December 2020 and be completed by 22nd December 2020.
* The consultant will be expected to update the two partners on progress of the evaluation on a weekly basis and highlight any challenges or delays faced as soon as they are aware of them.
* The final timeline can be confirmed with the two partners at the inception meeting depending on the proposed methodology and work plan. Below is an indicative list of actions to be completed within the evaluation:
* Initial project document review
* Desk review of available monitoring data from YWCA Bangladesh
* Development of methodology and tools for data collection
* Agreement and finalisation of tools with three partners
* Training of enumerators
* Field data collection from 1st week of December
* Preparation and submission of the Draft Report
* Finalisation of report

**Deliverables:** Report: A draft report should be submitted to YWCA Bangladesh and Horyzon electronically in Microsoft Word format. The report should be no longer than 20 pages excluding cover page, table of contents, summary and appendices.

* Appendices should include: work schedule of evaluation team; list of key informants interviewed; examples of evaluation tools used; minimum of 3 case studies &few photos in high resolutions of beneficiaries and photos of key project sites.
* The report will not be considered final until approved by YWCA Bangladesh and Horyzon.
* All deliverables are to be in English.

**Roles and Responsibilities**

* YWCA Bangladesh with assistance from Horyzon will recruit a Consultant(s). A consultancy agreement will be signed by two partners and the Consultant(s) clearly outlining specific tasks, roles and responsibilities of all parties. Payment of consultancy fees will be made by implementing organization (YWCA of Bangladesh) directly to the Consultant(s).

**Roles and responsibilities of the Consultant(s):**

* To adequately prepare for the field work by reading background information and conducting desk research.
* To conduct the field work, in line with the agreed methodology.
* To analyse the findings of the evaluation and produce a report in line with this TOR and within the agreed deadline.
* To share the draft report with YWCA Bangladesh and Horyzon for review and feedback prior to finalisation.

**Roles and responsibilities of the YWCA Bangladesh**

* To recruit an appropriate Consultant(s) in close coordination with Horyzon.
* To provide the Consultant(s) with relevant project documentation as stated in the Consultancy Agreement.
* To accompany the Consultant(s) during the field work in each of the locations, provide logistical support and enable him/her to access beneficiaries and stakeholders.
* To provide feedback on the Consultant(s)’s draft report.

**Roles and responsibilities of Horyzon**

* To recruit an appropriate Consultant(s) in close coordination with the YWCA Bangladesh.
* Approve the consultancy agreement with collaboration of YWCA of Bangladesh.
* To finalize and approve the tools and methodology with collaboration of YWCA of Bangladesh.
* To provide feedback on the Consultant(s)’s draft report and to approve the final report in line with quality standards.

**Budget and Fees**

* The budget and fees will be specified in the consultancy agreement. The payment for the report will be made through cheque. The payment will be done including TAX and VAT deduct and through account payee cheque as mentioned below :
* **1st payment:** 30% of the total agreed amount will be paid in advance at the time of signing of the agreement.
* **2nd payment:** 40% of the total agreed amount will be paid within one week of submission of the draft report.
* **Final payment:** 30% of the total agreed amount will be paid within one week of submission of the final report.
* She/ he or consultation firm must have bank account.
* A valid TIN and Vat registration document is required for particular. If an individual is contracted, a valid TIN is required.  In this case Tax and VAT will be deducted from consultant’s fees.

**Qualifications and Experience Required**

* Master’s degree in development studies, Social Studies and/or other related fields, with ten years hands-on experience of social research.
* At least five years’ experience in evaluation of development work/ the international development sector in Bangladesh.
* Excellent evaluation skills including use of participatory appraisal techniques in data collection, sensitive to gender issues.
* Have experience of in conducting programme evaluations from institutional donors.
* Excellent analysis (both qualitative and quantitative) and report writing skills.
* Strong communication and interpersonal skills especially with vulnerable groups.
* Experience of engaging with a range of external actors, including interacting with senior government officials and NGOs.
* Excellent written and spoken English.
* Ability to consolidate information from multiple sources.
* Experience of working on women and youth-focused projects.

**Application Procedure**

Qualified candidates should submit the following information as part of the initial bid:

* CV(s) of the evaluation team member(s) (maximum 2 pages per CV)
* A proposal detailing their experience as per the above criteria, including their proposed plan, suggested sample for previous programme evaluations of similar projects. Clear proposed, methodology, sample size, time frame and key deliverables for the consultancy work (maximum 4 pages)
* Detailed budget with breakdown of daily rate plus number of days and other costs. The budget will be evaluated alongside the technical proposal and we reserve the right to make alternative suggestions on costing. The Consultant(s) is responsible for meeting their own subsistence and accommodation costs.
* An example of a recent/relevant evaluation report. Please share the web link if it is published online.

Applications should be sent to Susmita Ludia Baul susmita.hr.ywca@gmail.com using reference **Bangladesh YWCA Evaluation** in the subject line not later than **20 October, 2020**. Any queries to the Terms of Reference can be referred to YWCA Bangladesh.

The short list of the candidates will be shared with HORYZON for selection.

The total budget should not exceed **USD 12,500**. The consultant will be responsible for all their costs including, but not limited to: taxes, subsistence, transport and accommodation.

Please note that submissions which do not meet all the above requirements will not be reviewed. Only shortlisted candidates will be contacted.