

ToR for Conduction of Final Evaluation of ELIR (BD-02-21/21) Project **(For individual consultant/consulting firm)**

Background and Context

SKS Foundation has been partnership with ANDHERI HILFE, Bonn, Germany since 2002 and availed the trustworthy opportunity for implementation of number of projects especially focussed on improving livelihoods, women empowerment, primary healthcare, eye care services, climate change adaptation, promotion of renewable energy, environment protection, emergency response etc. for improving the socio-economic conditions of the poor, extreme poor people and excluded communities in northern part of the country under Rangpur division. At present, SKS Foundation is implementing different development projects getting financial support and technical guidance of ANDHERI HILFE, Germany.

One of the projects is “***Expanding Livelihoods and Increasing Resilience (ELIR) to Flooding and River Erosion of 5000 Poor Island Households in Gaibandha District***”, duration: **October 2021 to June 2025**. The project is running and heading toward completing its’ implementation period on 30 June 2025. At this stage of the project, SKS Foundation intends to conduct a final evaluation study of this project.

ELIR Project (BD-02-21/21)

SKS Foundation with support from ANDHERI HILFE, Germany started this project in October 2021 and will continue up to 30 June 2025. The location of the project is in Saghata Upazila of Gaibandha district. A total of 5000 poor and hardcore poor women under 250 groups are direct participants of the project whereas the groups are keeping good relation with Union Parishads, government service providing departments, private service providers at local level for appropriate services to the communities of the project. The major components of interventions are awareness raising and capacity building of the women groups, sensitization of public and private service providers in project areas, income generation activities, promotion of renewable energy, disaster risk reduction, climate change adaptation, environment protection and WaSH.

Goal of the project:

The project contributes to improving the living conditions of poor and hard-core poor households in Saghata sub-district of Gaibandha district,

Project objective (Outcome)

5000 PEP in 70 flood-affected villages achieve a broader income base, better health and higher resilience against natural disasters,

Sub-Objectives (Outputs):

1. 5000 marginalized and poor households are organized and have access to state services.,
2. Marginalized and poor households are empowered in their health knowledge, use eye-friendly lighting and respiratory-friendly cook stoves, have better hygienic practices,
3. Marginalized and poor households are empowered in coping with natural disasters,
4. Marginalized and poor households practice ecological and diversified agriculture and livestock farming,

Major activities of the project:

- ✓ Formation and capacity building women groups and their federations,
- ✓ Capacity building the women groups,
- ✓ Setting up solar home systems,
- ✓ Installation of optimized cooking stoves,
- ✓ Installation/renovation of household latrines,
- ✓ Construction/repair of tube wells,
- ✓ Income generating activities,
- ✓ Measures to reduce vulnerability to flooding
- ✓ Household plinth raising above flood level,
- ✓ Demonstrations on climate resilient vegetable production at household level,
- ✓ Vermi-Compost production at household level,
- ✓ Distribution of seedlings for afforestation of homesteads,
- ✓ Provision of hand washing facilities,
- ✓ Establishment of community managed food banks,

Purpose of this Final Evaluation

The purpose of the final evaluation is to determine the key achievements and impact of the project in the light of OECD/DAC criteria, relevance, effectiveness, efficiency, impact and sustainability measuring points. The impact matrix of the project would be the main guiding tool for this final evaluation of this project.

However, the specific objectives of this final evaluation would be:

1. Assessment of the evaluation parameters, such as, relevance, effectiveness, efficiency, impact and sustainability of the project interventions against project outcomes and outputs,
2. To identify major achievements, good practices, and challenges occurred during implementation,
3. To measure the changes happened corresponding to the target set referring to the impact matrix,
4. To assess whether the good achievements, practices are replicable to other projects,
5. To assess value for money in all aspects of project implementation,
6. To provide recommendations for implementing organization, donor agency, external audiences that would be references while planning and designing similar projects in future,

Above all, the target groups of the project should have the opportunity to see for itself how far it has reached the set goals, what has worked well, what has worked less well, whether the vulnerability to social crises and natural disasters decreased, how the recurring monsoon events affected the target groups, whether the project contributed to finding new and convincing answers to existing problems in the communities. In a nutshell, the evaluation should put the target communities in the center highlighting their comments, opinion, practices as well - not as a research object.

Scope of Work

1. Designing appropriate methodology, necessary tools and work plans for the assessment works,
2. Interview/consultation with key stakeholders of the project, including direct project participants.
3. Keeping the project direct participants at the core of this assessment, the assessment should put the target communities in the center for their comments, opinion, practices as well - not as a research object.
4. Analysing the project impact matrix, study documents, project proposal documents, progress reports, and other documents (national level) as appropriate,
5. Collecting and analysing cases of changes at individual, family and institutional level, measuring the expected changes and sustainability of the changes,
6. Consultation with SKS core management, the project team, report writing, taking feedback, reviewing, and submitting the final report,

Evaluation Methodology

We propose mixed method approach to evaluate the project under this assignment with the involvement of direct beneficiaries and key stakeholders of the project. However, this evaluation will mainly be a qualitative evaluation with triangulation of data and information from all possible sources.

The following techniques would be used for collection of quantitative data and qualitative information under this assignment; however, the consultant may propose as appropriate:

- Desk Review;
- Consultation;
- Sample Survey: target beneficiaries,
- Focus Group Discussion (FGD);
- Key Informant Interviews (KII);
- In-depth Interviews (IDI);
- Case stories;
- Interview with the representatives of donor/implementing agency,

The Consultant/consulting firm will propose the detailed methodology of the evaluation along with statistically representative sample size. Consultant will have to use the approved list of the beneficiaries for selecting the samples. However, the consultant/firm will finalize the sample size with consultation of SKS Foundation.

Project Location for this Evaluation Study:

District	Sub-district	Unions (7)
Gaibandha	Saghata	Bharatkhalai, Ghuridaha, Jummerbari, Kachua, Kamalerpara, Saghata, and Haldia

Expected Deliverables:

1. An Inception Report with detailed work plan, methodologies (sampling, data collection methods, data quality assurance, data processing and analysis, etc.) (soft/pdf copy only);
2. A set of the final data collection tools/instruments developed for conducting interviews, FGDs, KII, IDI etc. as a process of this study;
3. Soft copy analysis tables for all the variables of the questionnaire and checklists,
4. Draft report (soft copy only) for comments/feedback (if any),
5. Final Report (3-hard copies) along with the soft copy (pdf and editable form).

Report Outlines

This final evaluation report should be in English language. However, the analysis should be organized as per the objectives/sub-objectives/indicators/stated on this ToR. The narrative analysis would be accompanied with data table analysis along with graphical analysis/presentation also. The report may contain but not limited to:

- Cover page, List of acronyms, Table of contents
- Introduction,
- Executive summary (mentioning summary of findings/analysis/data and information),
- Desk review (Analysis of documents/reports/available data/information/facts/practices etc.).
- Description of objectives, methodologies, tools used for this assessment and limitations;
- Analysis of fact findings based on data collected, information gathered and following the objectives/indicators of the project,
- Comments and recommendations based on the findings,
- Annexure: The list of the samples, data tables prepared linked with graphs/graphical presentation etc. List of the respondents of KII and IDI. Map of the study location, tools used etc.

It is appreciated to limit the main part of the report within 25-30 pages maximum (excluding the cover page, list of acronyms, list of tables, annexes etc.).

Time Frame:

It is expected to complete the study within 45-days, starting the study by 15 April 2025 and final report would be submitted by 31 May 2025.

Expected Competencies of the Consultant:

It is expected that the competency of the consultant/consulting firm will include:

- Experience in conducting assessment/evaluation/baseline studies by using qualitative and quantitative method, able to triangulate data including methodology and instruments having strong analytical writing skills.
- Having sound understanding on community-based NGO activities, small holder's livelihood interventions and income generation, climate change adaptation, promotion of renewable energy, environment protection, interactions of rights holders, duty bearers, private service providers,
- Experience in both quantitative and qualitative research, having team members experienced in data collection, data entry, editing and analysis and report preparation.
- Evidences of relevant experiences of such kind of assignments are requested to submit as reference.

Invitation and Submission of Proposals

This ToR will be floated on "Tender/EOI section of BDJOBS" inviting proposals from the competent consulting firms/individual expert for this assignment with provision of 5-7 days' time for proposal submission. The Proposals may also be invited through email to any potential firm/individual consultant. **The proposals should be pdf/soft copy only including (1) technical and (2) financial proposals.**

Interested consulting firm/individual consultant/expert are invited to submit the proposals for this assessment to the following address mail ID: <director_se@sks-bd.org> on or before **27/3/2025**.

The proposal should include:

- A forwarding letter.
- Technical and financial proposals. It is appreciated to keep the proposal (technical and financial) within 15-pages (excluding forwarding letter, cover page and annexes).
- **The financial proposal must be including VAT and TAX as per government rules,**
- We are expecting only one evidence of similar experience need to attached,
- CV of the “Main Consultant” is requested to attach as annex,
- Font size: Preferably not smaller than 10

Contract value and payment schedule

The contract value for this assignment will be paid to the consultant in accordance with normal procedures of SKS financial policy. The payment will be made through Account Payee Cheque in favour of the name of the firm/individual by two (2) Instalments. SKS will deduct **Tax and VAT** at source according to the government policy.

1. Maximum 40% of the agreed and contract amount just after signing of the contract,
2. And the rest 60% will be after submission of the final report (as final instalment payment),

Ethical Considerations

No one respondent would be forced to provide data, information for this assessment. It is expected that the assessment objectives are clearly explained to all the respondents before collecting data from them. Verbal consent of the respondents would be taken before collecting data, information and written consent for taking any photographs will be necessary. It should be clear to the respondents that this assessment report will not reveal the identity of the respondents. Ownership and copyright of all data, drafts and final products of the assignment will be the sole and exclusive property of SKS Foundation. The consultant in no way will use these data, information for any other purpose.

Agreement Signing:

Signing of this ToR will be the agreement document between the selected individual consultant/consulting firm and SKS Foundation. The revised proposal (if applicable) and the revised financial proposal (if required) should be considered as part of the agreement for the assignment.

The Consultant/Consulting Firm acknowledges that this Agreement has been read, understood the contents, and agreed to follow its terms and conditions mentioned above.

Attachment: Project Impact Matrix

Overall objective:
The project contributes to improving the living conditions of poor and hard-core poor households in Saghata sub-district of Gaibandha district

Project objective (Outcome)	Indicators (specify quantity where applicable)		
	Initial situation (Quantitative and qualitative)	Target situation (Quantitative and qualitative)	Situation achieved (quantitative and qualitative, up to Dec 2024)
5000 PEP in 70 flood-affected villages achieve a broader income base, better health and higher resilience against natural disasters.	<p>Households lack networking options and skills needed to enter into dialogue with local government actors and draw on public support programs.</p> <p>The average monthly income of 5000 households is currently 3512 BDT.</p> <p>37 villages receive early warning messages from National Weather Service often not relevant to local flood context.</p>	<p>By the end of the project, all 250 SHG will have established sustainable working relationships with the specialist departments of the state local administration.</p> <p>The monthly income of 85% households increased to 6672 BDT by end of the project.</p> <p>70 villages are linked to a community-based flood early warning system,</p>	<p>250 SHGs have built working relation with the state local administration, govt. service providing departments. The SHGs and federation representatives have now easy access to government offices at local level to discuss, to place their demand for pro-poor services.</p> <p>While talked to the households, it is that about 80% of the households have increased their monthly income within the range of BDT 6,000 to 6,650 roughly.</p> <p>67 villages are already linked to Union Disaster Management Committees (UDMCs), UDMCs are now sharing flood early warning messages in the communities for their preparedness, possible shifting, rescue operation etc.</p>

Sub-objectives (outputs)	Initial situation (Quantitative and qualitative)	Target situation (Quantitative and qualitative)	Situation achieved (Quantitative and qualitative, up to Dec 2024)
<p>1. 5000 marginalized and poor households are organized and have access to state services.</p>	<p>Households are not organized, and knowledge of and access to social safety nets and government extension services are limited.</p> <p>24.6 % of households receive benefits from public social security programs.</p>	<p>5,000 households are organized into 250 groups. All groups have prepared action plans and socio-economic profiles of the group members. They are empowered to demand technical assistance, government extension services, and their rights.</p> <p>The groups mobilize public social security programs for 60% of the households.</p>	<p>5000 target households are organized in to 250 groups, socio-economic profile of the group members has been completed. All the 250-SHG prepared their household-based resource management plans. They received necessary training, orientation on leadership, advocacy, lobby and management capacity building. They are now able to place their demand to government extension services, can negotiate their rights and entitlements.</p> <p>Up to December 2024, 55.1% households have received government social safety-net facilities (baseline-1230 + 355 reported in 2022 + 645 reported in 2023+ 525 reported in 2024),</p>
<p>2. Marginalized and poor households are empowered in their health knowledge, use eye-friendly lighting and respiratory-friendly cook stoves, have better hygienic practices.</p>	<p>Households have inadequate knowledge about health prevention and have poor hygiene practices.</p> <p>About 75% of households use kerosene lamps with an average light output of 30-50 lumens, resulting in increased lighting expenditures and respiratory illnesses.</p>	<p>80% of the households are trained in health prevention, know about food storage and preparation, and practice regular hand-washing. They share their knowledge with other SHG members.</p> <p>300 households use qualitatively improved lighting (30-watt solar panels with 3 LED lamps).</p>	<p>About 60% households (3000 households) are already trained in health prevention, they received health messages, are practicing regular hand washing, sharing their knowledge with others, children in the families become aware and accustomed to hand washing,</p> <p>29% households are now under community-managed food storage initiatives ensured their food security during crisis period,</p> <p>300 households installed Solar Home System (SHS) at their houses and getting qualitatively improved lighting (30-watt solar panels with 3 LED lamps) in the evening,</p>

Sub-objectives (outputs)	Initial situation (Quantitative and qualitative)	Target situation (Quantitative and qualitative)	Situation achieved (Quantitative and qualitative, up to Dec 2024)
	<p>99% of households use traditional, inefficient cooking stoves, leading to respiratory illnesses,</p> <p>42% of households use sanitary latrines;</p>	<p>2000 households use optimized cooking stoves.</p> <p>80% of the households use sanitary latrines.</p>	<p>2000 households now use optimized cooking stoves,</p> <p>Up to December 2024, 74.04% households are using sanitary latrines [where baseline 2100+project supported 477 households (2022 to 2024) + 1125 households renovated their latrines through own initiative].</p>
<p>3. Marginalized and poor households are empowered in coping with natural disasters.</p>	<p>Households have inadequate risk reduction action plans to monsoon floods and natural disasters.</p> <p>Low-lying households below the flood level suffer from flooding and loss of household goods almost every year.</p>	<p>All households have a vulnerability analysis and risk reduction action plans. Based on these action plans they interact with the local disaster protection authorities for their safety-security, reducing loss and damages.</p> <p>235 households whose homes are located below the flood level are elevated to a height of 1.50 meters and thus protected from flooding.</p>	<p>Community-based participatory capacity and vulnerability analysis done in 67 villages, the SHGs completed their situation analysis concerning climate impact, vulnerabilities due to flood, livelihood insecurity, WASH situation, government services etc. The groups prepared their action plans to reduce sufferings, loss of assets during flood.</p> <p>The plinths of 195 low-lying households are raised by earth filling above flood level, they are now out of threats of inundation, loss and damage of any household assets.</p>
<p>4. Marginalized and poor households practice ecological and diversified agriculture and livestock farming.</p>	<p>Households usually have less access to quality seeds.</p> <p>Households use chemical fertilizers and insecticides;</p>	<p>All households use flood adaptive high-yielding seeds and local vegetable seeds of good quality.</p> <p>400 households are informed about the production of organic fertilizers and insecticides as well as about adapted cultivation methods in the context of climate change and share their knowledge with other group members.</p>	<p>95% of the households use flood adaptive high-yielding seeds of good quality and growing vegetables,</p> <p>300 households are already informed about production of organic fertilizers (vermin-compost), adapting organic cultivation in the context of climate change, using in their crop lands, they are sharing their experiences with the adjacent other households in the group and around in the villages,</p>

Sub-objectives (outputs)	Initial situation (Quantitative and qualitative)	Target situation (Quantitative and qualitative)	Situation achieved (Quantitative and qualitative, up to Dec 2024)
	Households practice animal husbandry for self-sufficiency. Lack of capital and access to extension and vaccination result in poor livestock health and little scope for extensive livestock production.	35% of the households are engaged in extensive livestock farming, which generates additional income in the range of BDT 2600 to 5000 per month.	35.36% (1,768 households) already engaged in extensive livestock and poultry farming which generates an average monthly additional income in the range of BDT 3,500 to BDT 5,000.