



## Terms of Reference (ToR)

for

Conducting End Line Evaluation for “Urban Resilience for Marginal Inhabitants (URMI) Project in Sirajganj Pourashava”.

### About SKS Foundation:

SKS Foundation is a non-government, non-political, not-for-profit, non-religious and humanitarian organization established on 1 December 1987. It started development works for the poor people of northern region of Bangladesh through different socio-economic programs and with the initial capital of joint efforts of a few local self-devoted young men and women, social workers from various academic disciplines under Gaibandha district. The vision of SKS Foundation is a poverty-free-society where human rights and social justice be promoted, built local capacity, eliminated gender discrimination and climate-change-vulnerability reduced. SKS Foundation has been implementing “**Urban Resilience for Marginal Inhabitants (URMI) in Sirajganj Pourashava**” project at Sirajganj Pourashava. This project is funded by the Climate Bridge Fund (CBF). CBF is a trust fund established by BRAC with support from the Government of Germany through KfW.

### Overview of the Project:

The Urban Resilience for Marginal Inhabitants in Sirajganj (URMI) project has been implemented from 16<sup>th</sup> August 2022 and it will end in 15<sup>th</sup> August 2024. The Project has been working in 16 communities of 5 wards (4,5,6,7& 8) of Sirajganj Municipality. The project aims to Improve COVID-19 resilience along with livelihood conditions of 30,000 extremely poor including climate migrants in 16 urban slums of Sirajganj Pourashava. At this point, the project wants to carry out an end-line evaluation to gain an understanding of the existing state of the project, as well as to record the impact and provide recommendations for potential future impact.

### Project title:

**Urban Resilience for Marginal Inhabitants (URMI) in Sirajganj Pourashava.**

### Outcome objectives:

Improvement of COVID-19 resilience along with livelihood conditions of 30,000 extreme poor including climate migrants in 16 urban slums of Sirajganj Pourashava.

### Planned outputs

#### **Output-1: Improved access to climate-resilient WASH and other services in slums.**

- 1.1. Repair and rehabilitation of 188 unhygienic and non-functional water facilities (hand tube-wells);
- 1.2. Installation of 33 new water facilities (taps and tube-wells);
- 1.3. Rehabilitation of 268 poor unhygienic toilets to make them safe and hygienic;
- 1.4. Installation of 46 new single pit latrine for extreme poor households;
- 1.5. Providing housing improvement support to 50 extreme poor including climate migrants;

#### **Output-2: Increased economic potentials of the poor climate migrants to overcome covid-19 impact on household income.**

- 2.1. Skill development training for 100 young boys and girls from poor households;
- 2.2. Cash transfer to 150 women headed extreme poor households and climate migrants with disability;
- 2.3. Organising bi-monthly meeting of the CDC;



- 2.4. Organise quarterly meeting of the local CSO forums;
- 2.5. Capacity building of the Community Organizations to support poor and climate migrant members with IGA;

**Output-3: Increased capacity and commitment of the Pourashava to promote COVID-19 awareness.**

- 3.1: Design and development of awareness materials (posters and leaflets) for distribution by Pourashava;
- 3.2: Organising Covid-19 awareness campaign (micking, leaflet and mask promotion) in slum areas by Pourashava;
- 3.3: Implementation of Poverty Reduction Action Plan (PRAP) by Pourashava;

**Output-4: Increased COVID-19 resilience of the poor slum dwellers including climate migrants.**

- 4.1: Hygiene pack distribution to 5000 COVID-19 affected families and climate migrants;
- 4.2: Installation of hand washing facilities at 08 schools and 01 health centre;
- 4.3: Installation of 170 handwashing devices with hygiene and covid-19 awareness;

**Major Component of the Project:**

- Access to adequate safe water in climate migrant people in low income community of Sirajganj Pourasova.
- Improve and hygienic toilet use in climate migrant and COVID-19 affected people in Sirajganj pourasova.
- Improve Hygienic practices in climate migrant and COVID-19 affected people, young girls and boys Climate Migrant community of Sirajganj pourasova.
- Improved Household livelihood in climate migrant and COVID-19 affected people in Sirajganj pourasova.
- Awareness building on COVID-19 climate migrant people at Sirajganj Pourasova area.

**Location:**

16 number Slums of Climate Resilience and migrant area of Sirajganj Pourasova (in Ward 4,5,6,7 & 8).

**Target Participants:**

30,216 (Female-14504, Male-15712) extreme poor including climate migrants in 16 urban slums 7000 HHs of Sirajganj Pourashava.

**Stakeholders:**

- Migrants Household women members;
- Community Development Committee (CDC) members;
- Municipality of Sirajganj;
- Teachers and members of the school management committee (SMC);
- Community influential people (Ward Councilors, leaders, Imam etc.);
- School students;
- GoB (Upazila Social welfare Department, Department of Public Health Engineering (DPHE), Upazila youth development Department;
- Community Youth;

**Objective of the End Line Evaluation:**



The End Line Evaluation aims to capture progress, process and lessons learnt from the project and where possible the potential sustainability plan of the project. The evaluation will also assess climate resilient project design, scope, implementation status and the capacity to achieve the project objectives. It will collate and analyze lessons learnt, challenges faced and good practices obtained during implementation which will inform the programming strategy.

**The specific objectives of the assessment are:**

- i) Evaluate the extent to which the project has improved the resilience of marginalized inhabitants in Sirajganj Municipality to urban challenges such as natural disasters, climate change, poverty, and social exclusion.
- ii) Identify current and potential adaptation options has been created (based on current and future climate projections) for vulnerable communities e.g., slum population/ low-income communities/ climate migrants with strong technical justifications (short term/ immediate-within 1 year, mid-term-2 to 3 years, long -term->4-5 years.
- iii) Determine the impacts of project intervention to reduce climate change impacts on slum/ low-income communities/ climate migrants in climate vulnerable urban locations in KCC.
- iv) Determine the outcomes achieved by the project, including changes in livelihoods, access to basic services, housing conditions, social cohesion, and environmental sustainability.
- v) Identify the best practices on local led adaptation practices, project successes, learning, challenges, and lessons learned throughout the implementation of the project. This includes understanding what worked well, what could have been improved, and any unexpected outcomes or barriers encountered.
- vi) Provide an in-depth understanding of the capacity and coordination with the Government plans/ programs and their pro-poor friendly policies concerning the climate change adaptation and to what extent they are well aligned with the adaptation needs of the slum communities/ climate displaced population or climate migrants.
- vii) Evaluate the sustainability of the project's impacts and interventions beyond its conclusion. This involves considering factors such as institutional capacity, community ownership, local governance structures, and ongoing support mechanisms.
- viii) Document best practices and effective strategies employed during the project that could be replicated or scaled up in similar contexts or future interventions.
- ix) Provide recommendations for future programming and policy-making to enhance urban resilience for marginalized inhabitants in Sirajganj Municipality and similar settings. These recommendations should be evidence-based and actionable, aiming to improve the effectiveness and sustainability of future interventions.
- x) Identify the impact on gender relation ( women's access to resources, decision making capacity, participation in family & community) after the project implementation.

**Scope of the study:**

The study will be conducted in 16 targeted slums in Sirajgani where a total of 7000 households/ 30216 people live in those targeted slums.

The Consultant will focus on:

- the assessment of the results as per PDM (Project Design Matrix) indicators Knowledge, Attitudes and Behavioral changes in Hygiene practice and COVID-19 prevention lessons learned and develop specific recommendations.



- Assess the population's (climate-induced migrants and other vulnerable communities) exposure, sensitivity and adaptive capacity (past, current and future context)
- Assess and identify current and potential adaptation options (based on current and future climate projections) for the vulnerable communities e.g., slum population/ low-income communities/ climate migrants
- Assess & identify the gender responsive impact in the project

The consultant is also expected to assess the results and impacts of the project based on the following evaluation criteria:

- **Relevance:** The extent to which the project addressed and aligned to the policies and priorities of Habitat for Humanity, the beneficiaries and the donor.
  - **Effectiveness:** The extent to which the project attains its objective.
  - **Efficiency:** Assess whether the most efficient process has been adopted to achieve project results and objectives.
  - **Impact:** Looks at the positive and negative changes, either directly or indirectly, produced by the project. Also focus on the gender related negative or positive impact. †
  - **Sustainability:** Assesses whether the benefits of the project are likely to continue even after the project implementation.
- Coherence:** Analyze how the intervention fit with other interventions.
- For each of the above-mentioned scopes, conduct gender and disability responsive analysis (including sex-disaggregated data for both quantitative and qualitative analysis) and propose solutions that specifically address the needs of women, youth, children, people with disabilities, transgender people and people from other marginalized communities in the respective locations.

### Key study questions:

The key study question should articulate as per template by respective consultant with consultation with project personnel:



Key Questionnaire to capture Endline value

## Priority and Specific Indicators for the End Line Evaluation:

### Quantitative Indicator:

- % of Knowledge level and practice of the slum dwellers including climate migrants about COVID-19 resilience;
- Number of slum people access to improved WASH facilities (Water, Sanitation and Hygiene);
- Number of women & PWD access to improved WASH facilities (Water, Sanitation and Hygiene);
- Number of non-functional hand tube-wells (HTW) upgraded with platform;
- Number of community people have access to functional HTW (desegregated by gender);
- No. of new water points (tube-wells) installed
- No. of community people have access to functional water points (desegregated by gender)



- % of the target population are covered with improved WASH facilities;
- Number of unhygienic toilets improved to create safe sanitation access;
- Number of community people have access to functional hygienic toilets (desegregated by gender);
- Number of single pit toilets at poor households;
- Number of community people have access to functional single pit toilets (desegregated by gender);
- Number of extreme poor households received housing improvement support;
- Number of adolescents/youths from poor households trained for self-employment;(disaggregated gender)
- Number of women headed extreme poor households including disable members supported with cash transfer for IGA;
- Number of cash transfer supported participants engaged in employment (desegregated by gender);
- Number of skill development training adolescents/youths engaged in employment (desegregated by gender);
- Number of CDC bi-monthly meeting organised;
- Number of CDC town Federation and CHDF quarterly meeting organised;
- Number of CDC and CHDF members trained;
- Number of poster & leaflets with COVID message distributed by pourashava
- Number of days pourashava organized COVID-19 awareness campaign
- Number of PRAP activities implemented by pourashava own fund
- Number of households received hygiene material-packs;
- Number of hand washing facilities installed at schools and health centres;
- Number of hand washing devices installed at households level;
- Number of women in leadership role in the community

#### **Qualitative Indicators:**

- Community perceptions on climate resilience WASH practices and their involvement;
- Community awareness of the importance of safe water to climate resilience;
- Climate resilience Community awareness of the importance of hygienic latrines;
- Perceptions of school teachers, SMCs and students about the importance of hand washing;
- Community perceptions of the importance of climate resilience housing facilities;
- Life and livelihoods of poor and extremely poor populations in COVID-19 affected areas, including climate migrants;
- Present scenario of access to finance for resilient livelihoods/IGA activities;
- Perception of social awareness, WASH awareness and climate resilience and their involvement in the context of COVID-19;
- Improvement of gender relation in the community

#### **Methodological guidelines:**

In achieving the objectives, the end line evaluation will have to apply clear modality of data collection and analysis using a combination of quantitative and qualitative methods. The consultant has to propose a statistical sampling methodology, including sample size for the evaluation, data collection tools, schedule and analysis plan, which will be reviewed by SKS Foundation before commencing the field work. The end line report and presentation of facts



should be organized according to specific objectives of the assignment. Any desk review will include an analysis of secondary data from various available national and international data sources with focus on the objectives of the evaluation survey. The primary data collection will precede a desk review. Data collection methods and tools must be pretested before implementation. The quantitative data collection will use a sample survey in target settlements, while the qualitative information has to be gathered from various stakeholders through Focus Group Discussion (FGD) and Key Informant Interview (KII). The main report should include the analysis and benchmark while tables should be presented in the annexes.

### **Information and Data Collection:**

The following techniques would be used for the collection of both quantitative data and qualitative information under this assignment; however, the techniques are not limited to these tools only, the consultant may propose as appropriate:

- Desk Review (Study reports at local and national levels)
- Consultation with target communities, project executing agency, donor agency, etc.
- Sample survey in target communities
- Focus Group Discussion (FGD),
- Key Informant Interview.

The consultant/firm will propose the detailed methodology of the evaluation along with a statistically representative sample size. However, the consultant/firm will finalize the sample size with the consultation of SKS Foundation.

### **Qualifications and experience required:**

The team must be multidisciplinary as the end-line evaluation is an opportunity to set the direction of all program components. To do the technical assessment, the team should have one (01) Team leader with knowledge of Urban Management (01) Wash expert, one (01) Climate change expert and one (01) Gender expert

At minimum, the consultant(s) must possess the following:

- At least a Master's Degree in Social Sciences, Development Studies, Economics, Urban Planning, and Environmental Science or any other relevant subject.
- 5 years of demonstrated experience in social and community research in both rural and urban locations.
- Good understanding of the informal settlements with demonstrated practical working experience or research in such environments.
- Experience of effective interaction with local national organizations, government departments, and international humanitarian actors.
- Conversant with application of cross cutting themes like gender mainstreaming, and gender competence, M&E, Advocacy and child protection to programming
- Proven experience of using participatory rural appraisal (PRA) tools as the means of data collection for the study.
- Experience/knowledge to work with climate vulnerability
- Good spoken and written communication skills in English.
- Excellent analytical and report writing skills.

Evidences of relevant experiences of such kind of assignments are requested to submit with Expression of Interest (Eoi) documents.



### **Deliverables:**

The Consultant/firm will produce the following deliverable:

- Inception report along with detailed work plan of the assignment
- A presentation on methodology with evaluation tools (sampling framework, checklists, data collection instruments and implementation plan)
- The final report incorporating the comments in the main text and data & other supporting information in the annexes.
- 80 gms offset A4 size paper (Margin Top-1 inch, Bottom-1 inch, Left-1.2 inch, and Right-1 inch) and font Arial, 11 sizes are required.
- Three hard copies (color print) with a soft copy of final report and all primary tables and database on which the report has been produced.
- Detailed final report should be maximum 45 pages excluding annexes.

### **So, the skeleton of the report would be but not limited to:**

- Cover page
- List of acronyms
- Table of content
- Executive summary (mentioning summary of findings/analysis/data and information)
- Introduction (description of purpose, objective, short overview of the independent consultant/firm, methodologies, tools use for the assessment, and limitation etc).
- Analysis of assessment findings based on the context, field data collection, information gathering following the indicators set for the study, project-relevant needs of the target group, other actors etc.
- A separate section with concrete recommendations on the concept based on the study findings,
- Annexure: The list of the sample households, data tables prepared for analysis linked with graphs/graphical presentation etc. List of the respondents of KII and IDI. Map of the survey areas. Tools used for the study etc.

### **Time Frame:**

Total duration of the assignment will be 45 days from the date of signing of this Terms of Reference /Agreement. However the date of commencement of the assignments is expected to be not later than 12 June 2024. Earlier accomplishment with quality would be highly appreciated.

### **Invitation and Submission of Proposal:**

Interested individual researchers/consulting firms are invited to submit the PDF copies of both Technical and Financial proposals for the assignment to **the Director-Development Programs at [director\\_se@sks-bd.org](mailto:director_se@sks-bd.org) with a CC to [zahid@sks-bd.org](mailto:zahid@sks-bd.org) and [urmi@sks-bd.org](mailto:urmi@sks-bd.org) within 7-days referring the floating of the advertisement on [www.bdjobs.com](http://www.bdjobs.com).**

### **The Proposal should include:**

Topic	Maximum Page
<b>Technical Proposal</b>	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment	3 Page
Proposed Methodology of evaluation work	3 Page



Experience of leading individuals in similar evaluation/assessment work	1 page
Work Schedule	1 Page
Any other relevant information (if required)	2 Page
Name of the main consultant with telephone/cell number, e-mail address	1 page
<b>Financial Proposal</b>	
Budget detailing out	
○ Consultant days fees, travel and accommodation allowance	
○ Any other expenditure (please mention nature of expenditure)	
○ The Consultant should submit his/her CV along with a copy of valid TIN certificate.	
○ Total amount in BDT including 15% VAT and 10% Tax	

As part of the bidding/selection process, we may invite the potential consultants for discussion and a short Power Point presentation on the proposal they submitted before final selection. We expect it would be through online discussion at Zoom platform.

The Consultant must submit the following documents along with separate Technical & Financial Proposals:

- 2-page profile highlighting consultant's related assignment completed with client names, contract persons and mobile numbers;
- Updated TIN certificate and any other relevant document(s), (if necessary);

### **General Terms and Conditions**

- SKS Foundation reserves the right to accept or reject any or all proposal without giving any rationale;
- All reports and documents produced out of this assignment will be treated as SKS Foundation as well as CBF project property;
- SKS Foundation reserves the right to monitor the quality and progress of the work during assignment;
- Signing of the agreement will be accomplished after presentation of the methodology of the evaluation/study and structure of the report of the evaluation/study findings.
- Name and designation of the authorized contact person with telephone and cell number, e-mail address should be clearly mentioned on the proposal for the assignment.
- SKS will deduct Tax and VAT at source according to the government policy.
- Signing of this ToR will be the agreement document between the selected individual consultant/firm for the assignment.

### **Mode of Payment:**

Payment schedule of the assignment will be as per the below table through account payee cheque:

Installments	Percentage	Time
First installment	30%	After received End-line evaluation inception report
Final installment	70%	After submission of final End-line evaluation report

### **Ethical Considerations:**

We believe, there will definitely be nothing in the End-line Evaluation which might be harmful for the respondents in terms of legal or ethical ground. However, no one would be forced to provide data, information for the end line requirement. It is expected that the end line objectives are clear





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 the end line evaluation report will not reveal the identity of the respondents. Ownership and copy write of all data, drafts and final products of the assignment will be the sole and exclusive property of SKS Foundation and BRAC-CBF. The consultant in no way should use these data, information for any other purpose.

**Agreement Signing:**

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

Date: \_\_\_\_\_ June, 2024  
SKS Foundation