



**Terms of Reference (ToR)  
for Hiring National Consultant for Mid-Term Evaluation of Disaster Response and  
Recovery Facility (DRRF) Project**

<b>AGENCY/PROJECT NAME:</b>	<b>UNDP Disaster Response and Recovery Facility (DRRF)</b>
<b>DURATION:</b>	<b>20 days over the period of 2.0 months (June-July 2021)</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Bangladesh</b>
<b>TYPE OF CONTRACT</b>	<b>Individual Contract</b>
<b>POST LEVEL</b>	<b>National consultant</b>
<b>DUTY STATION</b>	<b>Home Based (with field visits outside Dhaka)</b>

**1. TERMS OF REFERENCE (ToR)**

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**A. Project Title:**

Disaster Response and Recovery Facility (DRRF)

**B. Background:**

Bangladesh has made considerable progress in managing disaster risks over the last ten years. However, large and recurrent hazards pose a very different set of risks to an economy with impressive growth and significant human development progress. In line with the Sendai Framework of Action and the Government of Bangladesh's 7th Five Year Plan, renewed attention is required to develop the whole society's capacity to prepare for disaster response & recovery. Strengthening the country's capacity would help Bangladesh achieve both Sustainable Development Goals and a developed county status by 2041. UNDP's Disaster Response and Recovery Facility (DRRF) is a vital contribution towards this ambition. The Disaster Response and Recovery Facility is UNDP Bangladesh's standing entity to support recovery after natural and human-made disasters and emergencies. Building on the Early Recovery Facility (ERF) project's successes, the facility was launched in October 2018 to focus on rapid- scaling up and effective management of transitions towards development. Adopting an "economy-wide" approach and concentrating on household and community level recovery; DRRF supports the Ministry of Disaster Management and Relief (MoDMR), and gradually expands its support to selected key

sectors at all levels for enhancing national capacity and supporting policy-making for resilient recovery. The key objectives of DRRF are:

A. Implement timely, appropriate, and adequate response and recovery assistance to the households, community, businesses for a quick return to sustainable development pathways & business continuity;

B. Work with development partners, the UN/Cluster systems to support GoB to build its capacity at all levels and sectors for carrying out post-disaster needs assessment, formulating recovery strategy and plans, and mobilizing resources.

C. Support making appropriate policies, financial instruments, and technological innovation on preparedness for recovery and provide coordination support and foster partnership in (early) recovery and shelter sector as part of national priorities in disaster management.

D. Work as, when appropriate, a fund management facility for humanitarian and development agencies to foster a cost-effective and time-efficient mechanism

The project is implementing to achieve the four results/outcomes and seven respective outputs in attaining the objectives. The results/outcomes are;

- Result 1: UNDP has an effective Disaster Response and Recovery Facility in support of the Government of Bangladesh.
- Result 2: National capacity is further enhanced for resilient recovery to protect development gains from recurrent and extensive disasters.
- Result 3: Disaster-affected people, communities, and businesses are supported, and the environmental ecosystem is restored to achieve a resilient recovery for a continuation of sustainable development goals (SDGs).
- Result 4: Effective project management, monitoring, evaluation, and quality assurance services

DRRF is serving the affected communities, businesses and providing support to augment government capacity when large-scale recovery support is required following natural and man-made disasters and emergencies from the project's initiation to achieve the objectives. DRRF functions to respond rapidly with flexible operational procedures and an active pool of implementing partners and professional human resources under the UNDP Bangladesh Country Office's broad strategic direction. DRRF is built on pre-approved funding mechanisms; A window of USD 50 million (preapproved disaster window) has been created as UNDP can quickly mobilize

a considerable volume of resources (support to national-level disasters in response to GoB appeal/request or extend complimentary support).

After the inception of the project in October 2018; DRRF has implemented several response and recovery work including emergency shelter support to 5,04 female-headed households in north-western districts of Bangladesh affected by the flood of 2018; emergency shelter support to Cyclone Amphan affected 14,500 families in the coastal region of Bangladesh; creation of income opportunities for the most vulnerable 8,500 people affected by the compounded impact of Cyclone Amphan and COVID19 pandemic etc.

DRRF also extended its full support to the Rohingya crisis and supported the Cox's Bazar Sub-office in implementing different activities towards the Rohingya Crisis. In response to the outbreak of the COVID19 pandemic; DRRF has taken several initiatives, including raising awareness on preventive measures, distribution of PPE among cleaning workers of 16 municipalities, implementing partners and local governments; Capacity building of Al-Markazul Islami, Bangladesh, and support to develop 19 volunteer groups in 8 city corporation for managing the burial of COVID-19 deceased; awareness-raising on the safe burial of COVID-19 deceased from different religious groups, etc. DRRF also provided an emergency fund to 32 Upazilas in 7 Cyclone *Amphan* affected districts to augment the Local Government's capacity in dealing with the COVID19 pandemic under a natural disaster scenario. The fund was utilized in arranging transportation in evacuating around 0.3 million people, cleaning about 1,400 cyclone shelters, and ensuring hand-washing facilities at more than 2000 cyclone shelters. Moreover, PPE, NFI, and dry food at the cyclone shelters were distributed.

As a part of national capacity building for effective disaster management, DRRF has provided training to high officials of the MoDMR. Currently, DRRF has provided technical support to the Fire Service and Civil Defense (FSCD) towards its reform initiatives for its improved performance in a fire hazard and other emergencies. At present, DRRF is supporting the NRP project in formulating the National Plan for Disaster Management (NPDM) for 2021-2025 and the development of the Post-disaster Recovery Planning for Cyclone *Amphan* and Flood 2020. DRRF supports the Ministry of Disaster Management and Relief (MoDMR) in developing a data management system on "Digitalization in beneficiary Selection." It has also undertaken a joint initiative with IOM on "Disaster and Pandemic Data Management for IDPs and Migrants".

As the lead agency for early recovery, UNDP leads a Cluster Working Group comprising 23 international agencies and NGOs. This decision reflects a shared understanding of the UN system and its partners of the close link between humanitarian, recovery, and development interventions. The DRRF will derive its mandate from the UNDP's role as a lead agency for early recovery at both international and national levels. DRRF provides support to HCTT as Shelter and Early Recovery Cluster lead. UNDP's early recovery engagement is complemented by its close collaboration with Inter-Agency Standing Committee (IASC). In Bangladesh, too, the DRRF will work closely with IASC members, including other UN agencies and NGOs, in support of the government. The DRRF will execute in close coordination with MoDMR and its agency, the Department of Disaster Management, one of the major stakeholders of capacity building interventions under DRRF.

### **C. Evaluation Purpose:**

#### ***Purpose:***

The main purpose of the MTE is to assess progress towards the achievements of the project outputs/outcomes (as per the project result framework). Additionally, it will assess the project design and evaluate the capacity in attaining the results. MTE is expected to draw lessons learned and provide recommendations, enabling to adjust based on the findings as required.

#### ***Timing:***

The Mid-term project evaluation is proposed to be conducted in June 2021, which has been agreed with project advisory board. The evaluation will cover the period from October 2018 that is beginning of the project to 31 May 2021, which is the halfway mark of the project's implementation phase.).

#### ***Utilization:***

While the primary users of the evaluation results will be UNDP, but the evaluation results will also be useful to the relevant GoB ministries, development partners.

In addition, the evaluation aims at critically reviewing and identifying what has worked well and what challenges the project faced during implementation. Furthermore, it will highlight lessons learned that can contribute to future DRRF programming. The evaluation will also generate knowledge for wider uses, assess the scope for scaling up the current programme, and serve as a quality assurance tool ensuring vertical and horizontal accountability. UNDP will take into consideration the findings, conclusions and recommendations from the evaluation, prepare a systematic management response for each recommendation, and shall implement follow-up actions as per UNDP Evaluation Resource Center guidance/policies.

In view of the above, UNDP is seeking for one national consultant to conduct the Mid-term evaluation of DRRF. The evaluation will work under the overall supervision of the Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh. Additionally, the consultant will have consultation with the iteration with the Project Manager, DRRF on a day to day basis.

### **D. Objectives of the assignment:**

The mid-term evaluation will focus on assessing results generated by the DRRF from the beginning to the mid-point of the project implementation, based on the scope and criteria set forth in this term of reference.

#### **The objectives of this evaluation are to:**

- Assess to what extent DRRF has contributed to addressing the needs and problems identified during programme design;
- Assess how effectively DRRF has achieved its stated objective; measure how efficiently the DRRF results/outcomes and outputs have progressed in attaining the development objective and purpose of the project;
- Assess challenges and opportunities that have facilitated and/or hampered progress in achieving the project outcomes, including external factors/environment;
- Assess the extent to which the application of gender mainstreaming/equality and rights-based approach is integrated within planning and implementation of the DRRF project;
- Identify and document substantive lessons learned, good practices and also opportunities for scaling up the future DRRF project in Bangladesh;
- Provide forward-looking programmatic recommendations (for any course correction) to achieve the intended outputs that have contributing to the outcomes and indicate if the s/outcomes are on track;

The evaluation will focus on five key evaluation criteria: relevance, efficiency, effectiveness, sustainability, and coherence following the OECD evaluation criteria. The evaluation should provide credible, useful, evidence-based information that enables timely incorporation of its findings, recommendations and lessons into the decision-making processes of UNDP and key stakeholders, as well as assess the potential of the next phase of the project.

#### **E. Scope of Work and Timeline:**

**The scope of work for the national consultant of this evaluation will include but not limited to:**

- Draft and finalize the inception report that will include detailed evaluation methodologies and the elaboration of how each evaluation question will be answered along with proposed sources of data, and data collection and analysis procedures;
- Design data collection tools and checklists/questionnaires;
- Collect data/information using various methods, including desk review, Key Informant Interviews, and Focus Group Discussions;
- Develop draft mid-term evaluation report;
- Organize a meeting to share draft findings with UNDP and relevant stakeholders to solicit feedback;
- Revise the draft report to address necessary feedback;
- Finalize mid-term evaluation report

In particular, a national consultant shall be responsible for field-level data collection and support the overall process of evaluation for an international consultant (team leader).

Phase	Scope of work of the consultant	Number of Days	Timing
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<b>Inception Phase</b>	<p>This phase is meant to ensure that the consultant is fully prepared before undertaking data collection. It includes:</p> <ul style="list-style-type: none"> <li>• Conduct desk review of existing documents, including project document, strategies developed by the project, reports and documents developed by the project and write-ups on the project initiatives;</li> <li>• Draft the inception report, including detailed evaluation methodology, timeline, evaluation matrix, and data collection tools;</li> <li>• Develop data collection tools (i.e. KII checklists and short questionnaires);</li> <li>• Organize an inception meeting to solicit feedback;</li> <li>• Revise and finalize the inception report and data collection tools</li> </ul>	05 Days	Within 2 weeks of signing the contract
<b>Data Collection Phase</b>	<ul style="list-style-type: none"> <li>• Conduct key Informant Interviews with the stakeholders and partners, including the Government of Bangladesh;</li> <li>• Conduct field-level data collection, i.e. Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs);</li> <li>• Consult with relevant UNDP staff, including the management;</li> <li>• Collect data and information through document review;</li> <li>• Debrief to the UNDP CO and the stakeholders on the key findings</li> </ul>	10 Days	Within 6 weeks of signing the contract
<b>Reporting Phase</b>	<ul style="list-style-type: none"> <li>• Triangulate/ analyze findings from desk review, stakeholders interview, KIIs and FGDs;</li> <li>• Draft a mid-term evaluation report;</li> <li>• Organize a meeting to share draft findings with UNDP and relevant stakeholders to solicit feedback</li> <li>• Revise the draft evaluation report to incorporate comments and feedback;</li> <li>• Finalize and submit mid-term evaluation report</li> </ul>	05 Days	Within 8 weeks of signing the contract

**F. Evaluation Questions:**

The evaluation questions define the information that must be generated as a result of the evaluation process. The answers will provide key basis to the intended users of the evaluation in making informed decisions, taking actions or adding knowledge. Some of the tentative questions can be as follows:

***Relevance: The extent to which the objective and results/outcomes of the intervention are consistent with the needs and interest of the people and the needs of the country.***

- a. To what extent was the DRRF design relevant to supporting capacity development on preparedness for disaster response & recovery in Bangladesh, supporting recovery after natural and man-made disasters and emergencies, and augmenting national capacity for disaster management?
- b. To what extent was the design and strategy of the DRRF relevant to the government's priorities/plans and UN priorities in Bangladesh?
- c. To what extent was the design and strategy of the DRRF aligned with CPD (2017-2021) and UNDAF (2017-2021)?
- d. To what extent was the theory of change applied in the DRRF relevant to serve the needs of the country?
- e. To what extent did the DRRF align itself with the National Development Strategies?

***Effectiveness: Extent to which the outcomes of the development intervention have been achieved***

- a. To what extent has the project achieved the objectives and targets of the results framework in the Project Document - A critical analysis of the project's indicators and targets in Result Framework (attached in section 6);
- b. To what extent are the project's achievements aligned with previously implemented Early Recovery Facility (ERF) project in disaster response, resilient recovery and enhancing national capacity;
- c. What factors contributed to the achievement or non-achievement of the DRRF results/outcomes and outputs?
- d. To what extent and in what ways has ownership - or the lack of it - by the partner organizations impacted on the effectiveness of the DRRF?

***Efficiency: Extent to which resources/inputs (funds, time, human resources, etc.) have been turned into results.***

- a. To what extent were the DRRF outputs delivered in time to ensure high quality?
- b. To what extent has DRRF ensured value for money?

- c. To what extent were resource mobilization efforts successful? Was funding sufficient for the achievement of results? (funding analysis)
- d. To what extent and in what ways has ownership - or the lack of it - by the partner organizations impacted on the efficiency of the DRRF?
- e. To what extent was there any identified synergy between UNDP initiatives/projects that contributed to reducing costs while supporting results?
- f. How well did project management work for achievement of results?
- g. Is there a suitable M&E system adopted to monitor and support the implementation of the targeted results?

***Sustainability: Probability of the benefits of the intervention continuing in the long term***

- a. To what extent will the DRRF achievements be sustained? What are the indicators of sustainability for these achievements, e.g., through requisite capacities (systems, structures, staff, resources etc.)? What are the challenges and opportunities?
- b. To what extent are policy and regulatory frameworks in place that will support the continuation of DRRF?
- c. To what extent are the institutional mechanisms in place to sustain impacts of DRRF's interventions?
- d. To what extent have development partners committed to providing continuing support?

***Coherence: How well does the intervention fit?***

- a. To what extent do other interventions (including policies) support or undermine the intervention, and vice versa? It includes internal coherence and external coherence.

***Evaluation of Cross-Cutting Issues:***

Leave no one behind and gender aspects will be considered well in evaluation questions as well the evaluation process. Gender analysis, including gender-disaggregated data, need to be incorporated in the evaluation.

***Leave no one behind:***

- a. To what extent have the response and recovery initiative(s) of DRRF been inclusive in supporting the most vulnerable and marginalized group in the implementing area.

***Gender Equality:***

- a. To what extent has DRRF and other national stakeholders' capacity been strengthened in better promoting and protecting gender equality.
- b. To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?
- c. To what extent have the gender sensitive indicators considered in the Result Framework of DRRF?
- d. To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?



### **Way forward**

- a. Have any good practices, success stories, lessons learned, or transferable examples been identified? Please describe and document them.
- b. Based on the achievements to the date, provide forward-looking programmatic recommendations for UNDP DRRF for its course correction and future programming.

### **G. Methodology**

It is strongly suggested that the evaluation should use a mixed-method approach – collecting and analyzing both qualitative and quantitative data using multiple sources in order to draw valid and evidence-based findings and conclusions and practical recommendations. The consultant is expected to conduct a number of required discussions and interviews to collect information and also encouraged to review all relevant reports and documents. It includes but is not limited to desk review, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs). However, the consultant is also expected to propose and determine a sound evaluation design and methodology (including detailed methodologies to answer each evaluation question) and submit it to UNDP in the inception report following a review of all key relevant documents and inception meeting with UNDP and DRRF. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with stakeholders.

The consultant is expected to conduct field-level data collection using KIIs and FGDs, unless the COVID-19 pandemic situation becomes severe in Bangladesh. The field level data should be collected through 3 to 4 field trips covering a total of 10-12 days. The potential locations for the field travel may include the following districts: north-western districts (e.g. Kurigram, Gaibandha, Jamalpur, Rangpur etc.), southern districts (e.g. Barisal, Barguna, Patuakhali, Khulna, Jessore, Satkhira etc.), Cox's Bazar, CHT districts, etc. - where different interventions under DRRF projects have been implemented. The consultant shall collect qualitative and quantitative data from direct beneficiaries and relevant government and non-government stakeholders in the field. Details of field-level data collection, including locations shall be proposed by the consultant in the inception report and will be determined during the inception phase of evaluation in consultation with UNDP and relevant stakeholders.

Methods to be used by the consultant to collect and analyze the required data shall include but not limited to:

- **Desk Review:** This should include a review of inter alia
  - Project document (ProDoc);
  - Result Framework/M&E Framework;

- Project Quality Assurance Report (if any)
  - Annual Work Plans; Annual Reports;
  - Progress Reports of activities based on CERF and other fund;
  - Progress Reports of COVID-19 supporting activities;
  - Meeting minutes of Project Advisory Board (PAB)
  - Studies relating to the country context and situation
- **Key Informant Interviews (Semi-structured interviews)** with key stakeholders including UNDP, DRRF, Government partners, donors, UN colleagues, development partners, NGOs, local beneficiaries supported by DRRF, so on:
    - Development of the answer of evaluation questions around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed
    - All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments of individuals
  - **Focus Group Discussions** with local beneficiaries supported by DRRF in the field, including women beneficiaries.
  - **Small-scale quantitative data collection** through desk review and field-level data collection required for production of the evaluation report.
  - Analysis of DRRF's funding, budgets and expenditure generated from Atlas.
  - Analysis and interpretation of qualitative and quantitative data available from various credible sources.
  - Data review and analysis of monitoring and other data sources and methods: ensure maximum validity, reliability of data (quality) and promote use; the evaluation team will ensure triangulation of the various data sources

Data and evidence will be triangulated with multiple sources to address evaluation questions. The final methodological approach, including the interview schedule and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed between UNDP, stakeholders and the consultants.

### **Gender and Human Rights-based Approach**

As part of the requirement, evaluation must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and rights-based approach. The evaluators are requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase<sup>1</sup>.

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<sup>1</sup> UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation, available at [http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=980](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980)

In addition, the methodology used in the mid-term evaluation, including data collection and analysis methods should be human rights and gender-sensitive to the greatest extent possible, with evaluation data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of mid-term evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approach and methodology should consider different types of groups in the DRRF project intervention – women, youth, minorities, and vulnerable groups.

## **H. Expected Deliverables**

The consultant will be responsible for ensuring the following outputs/deliverables to UNDP Bangladesh as per the agreed work plan:

### **i. Inception Report:**

The consultant(s) will commence the evaluation process with a desk review and preliminary analysis of the available information provided by UNDP. Based on the ToR, inception meetings with the UNDP and the desk review, the consultants should develop an inception report which will be around 5 to 7 pages in length and will elaborate evaluation methodologies, including how each evaluation question will be answered along with proposed methods, proposed sources of data, and data collection and analysis procedures. The inception report will include the evaluation matrix. UNDP and DRRF will review the inception report and provide useful comments for improvement. This report will serve as an initial point of agreement and understanding between the evaluation team and UNDP/DRRF;

### **ii. Draft Evaluation Report:**

The evaluation report will contain the same sections as the final report and shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 49-53) of Section 4/ Evaluation Implementation of UNDP Evaluation Guideline (2019)<sup>2</sup>. The draft report will be reviewed by the DRRF and UNDP. The draft report will ensure that each evaluation question is answered with in-depth analysis of information and back up the arguments with credible quantitative and/or qualitative evidences.

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<sup>2</sup> Evaluation Report Template: UNDP Evaluation Guidelines (2019), Section 4: Evaluation Implementation (Page 49-53), available at <http://web.undp.org/evaluation/guideline/>

The evaluation report will be quality assessed by UNDP Bangladesh Country Office and UNDP Independent Evaluation Office (IEO). Details of the IEO’s quality assessment of decentralized evaluations can be found in Section 6 (Page 5-11) of the UNDP Evaluation Guidelines<sup>3</sup>.

**iii. Presentation/Debriefing:**

A meeting will be organized with key stakeholders including UNDP and DRRF to present findings, conclusions and recommendations.

**iv. Final Evaluation Report/Data Collection Tools/Audit Trail:**

The final report will incorporate comments and feedbacks from the stakeholders including the feedback provided during the Presentation/Debriefing meeting. All comments and an evaluator’s response to each comment need to be recorded in Audit Trail. Other relevant documents (i.e. data collection tools, checklists questionnaires, datasets (if any)) need to be submitted as well.

**I. Price Proposal and Schedule of Payments**

Consultants must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC’s duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

The expected outputs, deliverables and payment schedule is as follows:

<b>Deliverables/ Outputs</b>	<b>Estimated duration</b>	<b>Tentative Due Dates</b>	<b>Payment Schedule</b>	<b>Review and Approvals Required</b>
Submission of Inception Report, including a detailed methodology note and evaluation matrix (based on meetings with the UNDP, the desk review and preliminary analysis of the available information provided by UNDP)	7 days	20 June, 2021	25%	DRRF/ Deputy Resident Representative, UNDP Bangladesh/ Head of R&IG Cluster, UNDP Bangladesh/

<sup>3</sup> Quality Assessment Checklist: UNDP Evaluation Guidelines (2019), Section 6: Quality Assessment (Page 5-11), available at <http://web.undp.org/evaluation/guideline/>

<b>Deliverables/ Outputs</b>	<b>Estimated duration</b>	<b>Tentative Due Dates</b>	<b>Payment Schedule</b>	<b>Review and Approvals Required</b>
Submission of Final Evaluation Report (including Data Collection Tools, Checklists, Questionnaires, Datasets (if any))	13 days	31 July, 2021	75%	M&E focal point, UNDP Bangladesh
Total days consultant wise	20 days			

**J. Travel:**

Field travel (2 to 3 trips covering a total of 5 to 8 days) is required. Estimated travel costs should be included in the financial proposal. The potential locations for the field travel may include the following districts: north western districts (e.g. Kurigram, Gaibandha, Jamalpur, Rongpur etc.), southern districts (e.g. Barisal, Barguna, Patuakhali, Khulna, Jessore, Satkhira etc.), Cox’s Bazar, and CHT districts etc. - where different interventions under DRRF projects have been implemented. Details of field-level data collection, including travel locations shall be proposed by the consultant in the inception report and will be determined during the inception phase of evaluation in consultation with UNDP and relevant stakeholders.

**K. Implementation Arrangement, Supervision and Performance Evaluation:**

This evaluation is commissioned by UNDP Bangladesh. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh will be responsible for managing the evaluation throughout the entire process and DRRF will provide necessary support in day to day operation of evaluation. The consultant will also seek technical guidance from Programme Analyst at the Resilience and Inclusive Growth cluster and M&E focal point at UNDP Bangladesh Country Office. The consultant will work under the overall supervision of the Deputy Resident Representative, UNDP Bangladesh. The mid-term evaluation report needs to be cleared by the M&E focal point at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative.

**2. Evaluation Team Composition and Required Competences**

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The evaluation team will be comprised of one national consultant and one international consultant. The presence of the national consultant is deemed desirable given the complexity and sensitivity of some of the issues concerned, and therefore to safeguard the independence and impartiality of the evaluation.

## **A. Qualifications:**

### **The qualifications below are for the National consultant**

- A masters' degree or equivalent in disaster management, environmental management, social sciences, development evaluation, development studies/management or other relevant fields.
- At least 10 years of working experience in the field of disaster management including disaster response, recovery, capacity building and/ policy advocacy.
- Experience in conducting evaluations or assessment of programs, projects and policies in disaster management including disaster response, recovery, capacity building and/ policy advocacy.
- Experience in implementing a range of qualitative and quantitative data collection tools and methods in project evaluation.

### **Special Note**

No involvement in design and implementation of DRRF project. Any individual who has had prior involvement in design and implementation of DRRF project or those who have been directly or indirectly related to the DRRF project are not eligible for this consultancy due to conflict of interests.

## **B. Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards (human rights, tolerance, integrity, respect, and impartiality);
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## **C. Functional Competencies:**

- Consistently approaches work with energy and a positive, constructive attitude ;
- Strong interpersonal and written and oral communication skills;
- Strong analytical skills and strong ability to communicate and summarize this analysis in writing
- Has ability to work both independently and in a team, and ability to deliver high quality work on tight timelines.

## **D. Skills:**

- Strong leadership and planning skills
- Possess strong analytical and writing skills, with the ability to conceptualize, articulate, write and debate about governance issues
- Excellent written and presentation skills (English)
- Strong communication skills
- Knowledge of current issues and innovation in results-oriented monitoring, including trends, principles and methodology
- Good knowledge of UN and/or UNDP's mandate and socio-political context in the region

- Ability to work in the multi-cultural team environment and to deliver under pressure/meet deadlines
- Ability to network with partners on various levels
- The necessary computer skills with competence in MS office package

### 3. Evaluation Ethics

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The evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'.<sup>4</sup> The consultant must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

### 4. Evaluation of the proposals

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#### Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

#### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### Technical Criteria for Evaluation for National consultant (Maximum 70 points)

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
A masters' degree or equivalent disaster management, environmental management, social sciences, development evaluation, development studies/management or other	5%	5

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<sup>4</sup> UNEG, 'Ethical Guidelines for Evaluation', June 2008. Available at <http://www.uneval.org/search/index.jsp?q=ethical+guidelines>.

relevant fields, or Bachelors but with 5 years of additional experience than below.		
At least 10 years of working experience in the field of disaster management including disaster response, recovery, capacity building and/ policy advocacy.	25%	25
Experience in conducting evaluations or assessment of programs, projects and policies in disaster management related programs	30%	30
Good knowledge of UN and/or UNDP's mandate and socio-political context and disaster management situation in the region.	10%	10
<b><i>Financial</i></b>	<b>30%</b>	<b>30</b>
<b><i>Total</i></b>	<b>100%</b>	<b>100 points</b>

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

***Financial Evaluation (Total 30 marks)***

*All technical qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:*

$$p = y (\mu/z)$$

Where:

- *p = points for the financial proposal being evaluated;*
- *y = maximum number of points for the financial proposal;*
- *μ = price of the lowest priced proposal;*
- *z = price of the proposal being evaluated.*

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Proposal

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;



- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment;
- Financial Proposal: Financial Proposal has to be submitted through a standard interest and availability template which can be downloaded from the link below:

<http://www.bd.undp.org/content/dam/bangladesh/docs/Jobs/Interest%20and%20Submission%20of%20Financial%20Proposal-Template%20for%20Confirmation.doc>

**5. Clearance:**

**Name:** Kazuyoshi Hirohata, M&E/RBM focal point, UNDP Bangladesh

**Date:** 6 April 2021



## 6. DRRF Result Framework

### DRRF Regular Activities:

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<b>Outcome 1:</b> <i>UNDP has an effective Disaster Response and Recovery Facility to support the Government of Bangladesh.</i>		<b>Outcome Indicators:</b>			
		1.1 Amount of resources mobilized for response and recovery	<i>113.13 million from 2007 to 2018<sup>5</sup></i>	<i>164.28 million (113.13 m. + 51.15 m.<sup>6</sup>)</i>	UNDP has a strong commitment with the Government of Bangladesh to provide support in disaster response and recovery.  A full commitment of funding from UNDP and DP to the establishment of response and recovery facility.
1.2 Number of contingency plan of DRRF developed for disaster response	<i>No contingency plan</i>	<i>3 contingency plans developed and adopted</i>			

<sup>5</sup> DRF 32.79 m. USD + ERF 20.34 m. USD including 80 m. USD was ready from disaster response fund

<sup>6</sup> Ensured 1.15 m. USD from UNDP TRAC and 50 m. USD expected from DRRF funding window (total 51.15 m. for DRRF 2018-2022)

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<b>Output 1.1:</b> <i>UNDP has technical and operational capability to manage the Disaster Response and Recovery Facility.</i>	1.1.1 Establishment of a Project Management Unit (PMU)	<b>Output Indicators:</b>			Targeted UNDP staff are committed to participating in the project activities (in training and activities related to SURGE) and UNDP willing to adopting contingency plan.
	1.1.2 Strengthen the SURGE capacity	1.1.1 A set of training plan and guideline developed for UNDP SURGE team <sup>7</sup>	<i>No training plan and guideline for SURGE team (Score 0)</i>	<i>1 training plan and guideline for SURGE team (Score 3)</i>	

<sup>7</sup> Scoring scale 0 to 3: a) No 'Training plan and guideline' – 0; b) Develop ToR for preparing the 'Training plan and guideline' – 1 point; c) Draft 'Training plan and guideline' – 1 point; d) Successfully adopt the 'Training plan and guideline' in training conduction – 1

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
		1.1.2 Number of UNDP SURGE personnel (Female/Male) ready for deployment	2 SURGE personnel (2 male) <sup>8</sup>	22 SURGE personnel (8 female and 14 male)	
	1.1.3 Developing advocacy strategy (for better advocacy with relevant ministry and stakeholders)	1.1.3 Guideline/ Strategic paper/Action plan developed for better advocacy with relevant ministries on effective disaster response and recovery <sup>9</sup>	No Guideline/ Strategic paper/Action plan (Score 0)	1 Guideline/ Strategic paper/Action plan (Score 3)	
<b>Outcome 2:</b> <i>National capacity is further</i>		<b>Outcome Indicators:</b>			Line ministries/departments/agencies and UNDP are committed to

<sup>8</sup> 23 SURGE personnel were trained during the ERF project period (ERF Annual Progress Report Pp. 26). However, only 2 are active at the time of 2018.

<sup>9</sup> Scoring scale 0 to 3: a) No 'Guideline/ Strategic paper/Action plan' developed – 0; b) Develop ToR for preparing the 'Guideline/ Strategic paper/Action plan' – 1 point; c) Draft 'Guideline/ Strategic paper/Action plan' – 1 point; d) Minimum 2 activities are conducted based on the 'Guideline/ Strategic paper/Action plan' – 1 point

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<i>enhanced for resilient recovery to protect development gains from recurrent and extensive disasters</i>		<p>2.1 Number of Disaster recovery strategy/guideline developed by the government with support from UNDP</p> <p>2.2 Number of sectoral guideline on post disaster recovery assessment developed and endorsed by the relevant ministries</p> <p>2.3 Number of guideline developed for reform and re-structure of Fire Service and Civil Defence</p>	<p><i>No Disaster Recovery Strategy/guidelines</i></p> <p><i>No sectoral guideline on Post Disaster Recovery</i></p> <p><i>No guidelines prepared in earlier</i></p>	<p><i>3 Disaster Recovery Strategies/guidelines</i></p> <p><i>2 sectoral guidelines on Post Disaster Recovery developed and endorse by the relevant ministries</i></p> <p><i>2 guidelines prepared</i></p>	<p>applying their acquired capacity in disaster response and recovery.</p>

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
		2.4 Number of people sensitized on the disaster risk reduction focusing on the better recovery issues	0	1,000,000	
<b>Output 2.1</b> <i>MoDMR and other sectoral ministries have capacity at all levels for carrying out post disaster needs assessment, formulation of recovery strategy and plans, and mobilize resources</i>	2.1.1 Training on Post Disaster Recovery Assessment	<b>Output Indicators:</b>	0 (No training conducted in earlier on Post Disaster Recovery Assessment)	90 participants (at minimum 2% should be female)	MoDMR, including DDM and other line ministries, consider the priority and use the enhanced capacity to conduct Post Disaster Need Assessment (PDNA) and prepared recovery strategy.
		2.1.1 Number of people from Ministry of Disaster Management and Relief (MoDMR), Department of Disaster Management (DDM), Civil Society Organizations (CSOs), Non-government Organizations (NGOs) and other UN Organizations participating in training on Post Disaster Recovery Assessment			

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
	2.1.2 Organization of Reform Guideline to Fire Service & Civil Defense (FSCD)				
	2.1.3 Strengthen of Recovery Coordination Capacity of GoB				
	2.1.4 Capacity Enhancement of DRROs and PIOs	2.1.2 Percentage of District Relief and Rehabilitation Officials (DRROs) & Project Implementation Officials (PIOs) & Local Government Officials who have adequate 'level of understanding' <sup>10</sup> about Disaster Response and Contemporary Development Discourse	65% of participants have 'adequate level of understanding' on disaster response and contemporary development discourse	90 % of participants get 'adequate level of understanding' on disaster response and contemporary development discourse	

<sup>10</sup>**Level of Understanding:** Based on the score that participants will obtain in a short training evaluation after a capacity building event; 69 and below = "Inadequate" and 70 and above = "Adequate".

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
				<i>after the training</i>	
	2.1.5 Innovation /Technology Transfer on disaster risk management (i. e. lightning, thunderstorm, landslide, erosion, earth quake:				
	2.1.6 Establishment of an online platform on provided training to MoDMR & DDM officials				



<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
	2.1.7 Capacity Enhancement of Volunteers	2.1.3 Percentage of volunteers who have adequate 'level of understanding' <sup>11</sup> on the Disaster Response and Recovery	65 % of volunteers have 'adequate level of understanding' on disaster response and recovery	90 % of volunteers get 'adequate level of understanding' on disaster response and recovery	
<b>Output 2.2</b> <i>UNDP's capacity is enhanced to support coordination and foster partnership in</i>	2.2.1 Roster for Consultants	2.2.1 Number of UNDP pre-qualified consultants ready for response and recovery operations in emergency	0	30 consultants are ready for response and recovery operation in emergency	DRRF-PMU including UNDP is committed to using their enhanced capacity in the coordination of early recovery and shelter sector.

<sup>11</sup> **Level of Understanding:** Based on the score that participants will obtain in a short test after a capacity building event; 69 and below = "Inadequate" and 70 and above = "Adequate".

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<i>(early) recovery and shelter sector</i>				<i>(at minimum 6 female out of 30)</i>	
	2.2.2 Development of a Communication Strategy				
	2.2.3 Formation of a simplified procurement process	2.2.2 Guideline developed and endorsed for simplification of the procurement process during the emergency <sup>12</sup>	<i>No guideline for simplification of the procurement process in earlier (Score 0)</i>	<i>1 guideline developed and endorsed (Score 2)</i>	
<b>Outcome 3:</b> <i>Disaster affected people, community and businesses are supported;</i>		<b>Outcome Indicators</b>			The requirement will arise from the government after any large scale disaster and UNDP will mobilize funds from DRRF window.
		3.1 Number of disaster-affected female headed households who directly received emergency response support after	<i>102,716 female headed households</i>	<i>119,996 female headed households</i>	

<sup>12</sup> Scoring scale 0 to 2: a) No 'Guideline for simplification of procurement process' – 0; b) Develop ToR for preparing the 'Guideline for simplification of procurement process' – 1 point; c) Draft and endorse the 'Guideline for simplification of procurement process' - 1 point;

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<i>and environmental ecosystem restored, to achieve a resilient recovery for continuation of sustainable development goals (SDGs).</i>		disaster to address their emerging shelter support needs	<sup>13</sup>	<sup>14</sup>	

<sup>13</sup> Based on the support provided by DRF and ERF projects ('Terminal Evaluation Report' of DRF, Pp. 12-15 and Mid-term Review Report of ERF, Pp. 19)

<sup>14</sup> The target has been determined based on the present supporting trend of DRRF (4,320 female-head households supported by CERF budget in 2019). In 4 years (2019-2022), total target is estimated as  $4,320 \times 4 = 17,280$ . Adding baseline value (102,716), the total target by the end of the project (EoP) is 119,996.

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
		3.2 Number of women who obtained income generating support through "Cash for Work"	26,401 women <sup>15</sup>	53,000 women	
<b>Output 3.1:</b> <i>Disaster affected households, communities, businesses are supported with timely recovery assistance</i>	3.1.1 Recovery assistance to the disaster affected people	<b>Output Indicators:</b>			UNDP will mobilize funds from the DRRF funding window and the government will provide priority on recovery activities. A strong and effective partnership will develop among government, UNDP and partner NGOs.
	3.1.2 Restoration of Community infrastructures				
	3.1.3 Assessment on Impacts of disaster on environmental ecosystems	3.1.1 Number of assessment conducted on environmental ecosystems and contentment of chemical spillage/contamination	1 assessment conducted on oil-spill disaster during 2014	2 assessments as per need <sup>16</sup>	
<b>Output 3.2</b> <i>The sectoral ministries,</i>	3.2.1 Technical and logistic support to LGIs	3.2.1 Percentage of local government personnel who have adequate 'level of understanding' on	65% of Local Government Officials	90 % of Local Government Officials	UNDP will mobilize funds from DRRF funding window. An effective partnership

<sup>15</sup> 'Terminal Evaluation Report' of DRF (Pp. 14) and Mid-term Review Report of ERF (Pp. 19)

<sup>16</sup> Based on the requirements and resource using from DRRF funding window

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<i>local government institutions (LGIs), civil society, businesses and NGOs have capacity to coordinate recovery effort, continue development services and maintain social cohesion</i>		Disaster Response and Recovery. <sup>17</sup>	<i>have 'adequate level of understanding' on disaster response and recovery</i>	<i>get 'adequate level of understanding' on disaster response and recovery</i>	will develop among UNDP, Local Government agencies, Civil Society, private sectors and NGOs. Local government agencies, private sectors and local communities willing to adopt UNDP's support.
	3.2.2 Develop emergency employment facilities				
	3.2.3 Engagement of the private sector	3.2.2 Number of business continuity plan developed for private sector (i. e. RMG, health, textile, real estate etc.	<i>No business continuity plan developed earlier</i>	<i>3 business contingency plans developed</i>	
	3.2.4 Strengthen the social inclusion				

<sup>17</sup> **Level of Understanding:** Based on the score that participants will obtain in a short test after a capacity building event; 69 and below = "Inadequate" and 70 and above = "Adequate".

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
<b>Outcome 4:</b> <i>Effective project management, monitoring, evaluation and quality assurance services</i>					DRRF adopted a functional "M&E Framework" and conducted regular M&E related activities.
		<b>Output Indicators:</b>			
<b>Output 4.1</b> <i>Monitoring and Evaluation</i>	4.1.1 Engagement of Monitoring and Evaluation Personnel	4.1.1 Number of periodic monitoring report prepared	0	3 <i>monitoring reports (1 monitoring report per year )</i>	
	4.1.2 Monitoring visits and reporting				
	4.1.3 Conduct Project Evaluations				
<b>Output 4.2</b> <i>Project Management</i>	4.2.1 PMU Staff management and salary:				

<b>Project Strategy</b>	<b>Proposed Activities (Revised)</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2022)</b>	<b>Assumptions</b>
	<p>4.2.2 <b>UNDP Programme quality assurance, coordination and management</b></p> <p>4.2.3 <b>Conduct Annual Audit PMU logistics and common Service</b></p>				





## COVID19 Crisis Response – DRRF

<b>Project Strategy</b>	<b>Planned Activities</b>	<b>Proposed Indicators</b>	<b>Baseline (September 2018)</b>	<b>Total Target by EoP (2021)</b>	<b>Assumptions</b>
<b>Outcome 5:</b> <i>To respond COVID-19 pandemic in Bangladesh and strengthen capacity in preparedness</i>					<i>Natural disaster, Restriction in Movements, project staffs and partner staffs tested with COVID-19 positive</i>
		<b>Output Indicators:</b>			
<b>Output 5.1:</b> <i>Capacity building of CSO in managing the burial of COVID-19 deceased (dead body management) with improvement collaborative support to the burial workers of 10 city corporations/ municipalities )</i>	5.1.1 Capacity building of CSO for COVID-19 Dead body management support	5.1.1 Number of volunteers trained on safe burial process to provide service for dead body management	<i>0 (no volunteers exists in earlier)</i>	<i>200 Volunteers</i>	

		5.1.2 Number of Dead body Management (DBM) team operational and providing service in 10 city corporations and municipalitie s area for safe burial process of COVID-19 deceased	<i>0 (no DBM team in earlier)</i>	<i>15 teams</i>	
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