Annex III: ToR

Terms of Reference for Hiring Firm for Conducting Mid-term Evaluation of Efficient and Accountable Local Governance (EALG) Project

The Terms of Reference (TOR) has been designed to conduct a mid-term evaluation of Efficient and Accountable Local Governance (EALG) project.

This evaluation aims to measure progress made by the project so far in comparison with baseline and targets defined in the results framework as well as to assess different aspects of the project based on the evaluation criteria; relevance, efficiencies, effectiveness, impact and sustainability based on the lessons learned and recommended follow-up actions.

Job   : Mid-term Evaluation of EALG Project
Duration   : 60 days over 3 months period
Location   : Sampled UZPs and UPs
Start   : 1 July 2020 (or early if possible)

1. Background and Rationale:

Strengthening local governance has been a key focus of not only the Government of Bangladesh, but also different donor agencies. Considering the importance of the issue, UNDP has been working to strengthen the local governance system in Bangladesh for more than a decade. UNDP lead support projects to the LGIs have played an important role in reforming the Union Parishad (UP) and Upazila Parishad (UZP) tier of government. UNDP in collaboration with SDC and DANIDA through EALG project is planning to support UZP and UP to improve service delivery through improved governance. This five-year project (July 2017 to June 2022) has three major program components, including Strengthening Upazila Parishad (SUZP: Component-1); Strengthening Union Parishad (SUP: Component-2) and Policy for Effective Local Governance (PELG: Component-3) to strengthen overall decentralization/ devolution process.

Objectives:

Strengthen the capacities of local governments and other stakeholders to foster participatory local development service delivery for the SDGs (especially achieving the goals and targets of 1,1.3, 4,5,6,11-b,15 and 16.7) This project has the following three components;

1.   Strengthening Upazila Parishad (SUZP)

2.   Strengthening Union Parishad (SUP)

3.   Policy for Effective Local Governance (PELG)

1: Strengthening Upazila Parishad (SUZP) Component puts emphasis on Strengthening Capacities of Upazila Parishad to Improve Service Delivery. It would enable strengthening governance framework of Upazila Parishad for inclusive, effective and accountable planning and improved service delivery. Moreover, it will work to improve the financial management of Upazila Parishad for improved funding absorption capacity and accountability, strengthened downward accountability of the UZP Committees through effective and inclusive public engagement mechanisms and practices, and strengthened ability of Women Upazila Parishad Members to fulfil their role and duties in council work.

2: Strengthening Union Parishad (SUP) Component focuses on enhancing Capacities of Union Parishad for Participatory Local Development. It would attempt to: i. strengthen the capacity of the Union Parishads to provide pro-poor, effective and accountable services; ii. Make the Union Parishads (UP) more climate resilient through prioritizing

resilience measures in the UP development plan; and iii. Empower and institutionalize the space for the poor and marginalized citizens specially women to get engaged in the decision making process of UP.

3: Policy for Effective Local Governance (PELG): This component provides policy support to the Government of Bangladesh for establishing effective local government irrespective of tiers.

Different types of stakeholders have been engaged in the implementation of the EALG project.

At the national level, the role of LGD, the Ministry of Finance, and the Cabinet Division is crucial as these bodies could accelerate the progress of getting things done. LGD is the key ministry that takes the steering role in getting things done. Ministry of Finance is related to financial and cabinet is the sole authority whose instruction is obligatory for all ministries to abide by. In order to make sure that 17-line ministries and their departments cooperate in the overall functioning of the UZP, the role of cabinet is quite important.

At the implementation level, District and Upazila Administration including Deputy Commissioner, DD-LG, UNO, Upazila Parishads (UZP) Representatives and Union Parishads (UPs) Representatives, Steering Committee Members, Ward Committee Members, and Secretaries and Gram Police are actively engaged as key stakeholders. Moreover, community engagement is a central principle of the project as it has stressed importance on increasing the engagement of community in the governing process of the UP and UZP. So, community people are also one of the important stakeholders for project success.

2. Geographical Coverage:

The geographical coverage of the evaluation is 16 selected UZPs under 8 districts from 8 divisions, and 240 UPs (30 from each district) under the selected 8 districts.

No.	Division	Selected District	Selected UZPs for project	UPs for project
01.	Dhaka	Faridpur	2 weak performing UZPs	30 weak performing UPs from the district
02.	Chittagong	Chandpur	2 weak performing UZPs	30 weak performing UPs from the district
03.	Sylhet	Sunamganj	2 weak performing UZPs	30 weak performing UPs from the district
04.	Rajshahi	Rajshahi	2 weak performing UZPs	30 weak performing UPs from the district
05.	Khulna	Khulna	2 weak performing UZPs	30 weak performing UPs from the district
06.	Barisal	Patuakhali	2 weak performing UZPs	30 weak performing UPs from the district
07.	Rangpur	Rangpur	2 weak performing UZPs	30 weak performing UPs from the district
08.	Mymensingh	Netrokona	2 weak performing UZPs	30 weak performing UPs from the district
Total			16	240

-        Number of EALG non-supported Union Parishad (UPs) in the Districts: 407 UPs
-        Number of EALG non-supported Upazila Parishad (UZPs) in the Districts: 54 UZPs
 List of Districts, UZPs, UPs, and Mauzas identified for treatment groups and control groups will be provided in the pre-bidding meeting.

3. Evaluation Objectives and Scope:

The overall objective of the mid-term evaluation is to assess progress of the EALG project so far compared to its baseline and targets defined in the results framework. Mid-term evaluation will also evaluate and document

the project activities' relevance, efficiencies, effectiveness, impact and sustainability to understand and undertake necessary adjustments of the project for the remaining period so that the project can achieve its planned goal and objectives as committed.

The objectives of the EALG mid-term evaluation are as follows:

·   To assess the performance of EALG since its commencement in 2018 to date against the outcome and outputs indicators as set out in the Results Framework
·   To examine the assumptions embedded in the Theory of Change of EALG and assess the relevance, effectiveness, efficiency, sustainability and likely impact of the projects drawn from its design and implementation;
·   To assess the level of satisfaction of beneficiaries and stakeholders with the programme's results so far;
·   To assess the extent to which the application of the rights-based approach and gender-mainstreaming are sought;
·   To draw the positive and negative, and foreseen and unforeseen, changes and effects driven by project-supported interventions;
·   To draw lessons learned and good practices for replication and/or up-scaling and provide forward-looking recommendations for the next programming phase;

The mid-term evaluation will examine in particular results at the outcome/output level with focus on the overall implementation process and progress towards project targets at the time of the mid-term evaluation, covering the period from the project launch. This includes a review of allocated resources for the spent/planned outputs and identification of implementation issues at the activity level to pin down any alarming barriers and bottlenecks and come up with recommendations. This will also cover the re-assurance of the results chain envisaged in the project document towards achieving the overall objectives.

4. Evaluation Approach and Questions:

4.1. Evaluation Questions

As part of the evaluation, the firm needs to address evaluation questions. The following evaluation questions are key but not limited to:

a.   Relevance

-        To what extent are EALG implementation approach/ methodology aligned with the current Bangladesh contexts, including both national contexts and local conditions of the project intervention areas? How relevant are EALG project design and implementation to the national strategies/policies on local governance?
-        How relevant are the project to UN/ UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP Strategic Plan, and SDGs?
-        To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and Leaving no one behind (LNOB)?
-        To what extent has theory of change of EALG project been helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the theory of change?

b.   Efficiency

-        How efficiently has the project spent available budget so far as per Prodoc and annual work plan?
-        Is budget allocation well considered to achieve the results to date in terms of cost efficiency?
-        To what extent is financial management efficient and effective?
-        Were the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?
-        To what extent has M&E system supported effective project management and implementation?

c.   Effectiveness

-        To what extent has the project been on track so far towards achieving its planned goal and objectives as

per approved results framework?

- To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?
- To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?
- To what extent have the citizens been satisfied with services provided by the UPs and UZPs? To what extent are these change attributable to EALG project?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)

d. Impact

- To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?
- Is there any positive/ negative change in local government policies observed so far due to the project's interventions?
- What are the major changes so far in the lives/ livelihood of citizens due to improved service delivery of the UPs and UZPs? (this should include some case studies)

e. Sustainability:

- To what extent are institutional and individual capacities improved by EALG's supports sustainable?
- Has the project considered necessary institutional arrangement of the government stakeholders/partner organizations to be set up to make the project's impact sustainable over a longer term?

f. Lesson Learned:

- What are the lessons learned that the project has had so far?
- What are the past and/or upcoming challenges? What kind of mitigation measures have already been taken and/or will be taken?
- What are the recommendations for the evaluation for further efficiency and effectiveness of the project?

Funding analysis and analysis on programme management and M&E system need to be covered by evaluation extensively.

The selected consulting firm needs to collect and compile necessary recommendations from the stakeholders to be consulted on the above issues and furnish these recommendations in the mid-term evaluation report with appropriate details.

The primary audience for this evaluation is line department officials and public representatives of UZPs and UPs, Deputy Director Local Government (DDLGs), Local Government Division (LGD) officials, line department officials, civil society representatives, and development partners as well as UNDP Country Office, Democratic Governance cluster, and EALG project. The study will be carried out by independent firm/ institute under the direct supervision of UNDP in close coordination with LGD.

4.2. 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[49].

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 the 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 EALG project intervention areas – women, youth, extreme poor, vulnerable groups, minorities, and people in hard-to-reach areas.

49   http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

5. Evaluation Methodology and Approach:

5.1. Proposed Methodology

The firm will adopt both quantitative and qualitative methodologies, including citizens' perception surveys, household/institutional surveys, key informant interviews, and focus group discussions. While both quantitative and qualitative data are important, <u>a primary focus is quantitative data, which enable detailed analysis with statistical software.</u> Qualitative data supplement quantitative data. Even some of the collected qualitative data particularly for satisfaction survey need to be quantified or coding as possible for quantitative analysis. <u>The bidders have been requested to elaborate how to quantify the qualitative data particularly for citizens' perception survey in the proposal.</u>

<u>Survey questionnaires need to cover all indicators in the results framework detailed out in '9. Key results aspects of EALG project evaluation' of this ToR. The questionnaires should also keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data. However, the selected firm is strongly expected to improve data collection tools, including survey questionnaires and data analysis methodologies.</u> Baseline survey questionnaires are attached to the EALG baseline report which will be circulated in the pre-bidding meeting.

<u>Given this, the bidders are requested to propose robust data collection methodologies/tools and data analysis methodologies in the proposal. It should be detailed out to a large extent.</u>

<u>The current situation of Covid-19 crisis in the country needs to be considered when proposing data collection tools. The bidders are expected to propose alternative means of data collection as viable options.</u> Particularly, if the COVID-19 crisis situation continues at the time of data collection, FGDs might be difficult due to concerns about exposure to risk against social distancing. In case if the situation does not allow, there is an option to incorporate in-depth qualitative-based questions to the household survey questionnaires instead of conducting FGDs. The detailed methods will be decided in consultation with UNDP during the inception phase.

All of the following data collection methods need to be covered. In particular, citizens' perception survey using coding is a very important data collection methods for this evaluation. The firm can also add any other appropriate data collection method.

i.   Household survey;
ii.   Citizens' perception surveys with focus on quantitative approach (could be part of household surveys but separate questions);
iii.   Institutional surveys (to capture the progress of capacity and performance of UZP and UP and its functionaries);
iv.   Key Informant Interviews (KIIs), and
v.   Focus Group Discussions (FGDs)
vi.   Case studies/ Success stories

<u>The bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The bidders are also requested to propose the appropriate number of FGDs to be conducted per UP and geographical coverage in the proposal.</u> Please see '6.1. Scope of Work – ii. Detailed sampling frame of evaluation' of this ToR for details.

<u>Use of Electronic-based data collection tools (i.e. web-based household questionnaires/data collection apps) is highly encouraged, in case if the firm has already had the tablets and any other necessary equipment which can be used for this evaluation.</u>

The data collection process should be participatory engaging government high officials, implementing and donor partners, project concerns, key stakeholders and a wide cross-section of staff and beneficiaries incorporating gender equity approach.

The firm is expected to conduct robust quantitative analysis using the Statistical software. Other qualitative data collected through KIIs and FGDs will also be analysed extensively to provide a picture of project's impacts. Data and evidence will be triangulated to address evaluation questions.

The selected firm is requested to identify 3 to 5 case studies to look into qualitative changes in beneficiaries and key stakeholders made by the project. Details will be discussed during the inception phase and data collection phase. Case studies need to be elaborated in the evaluation report together with infographic and photo.

In the proposal, the bidders are requested to elaborate 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender analysis plan. It should be detailed out to a large extent.

All of the methodologies above described in the proposal will be assessed rigorously, which will heavily affect scoring of the proposal.

During the entire evaluation process, the firm shall comply with the UNEG Ethical Guidelines for Evaluation and respect confidentiality of information providers. The evaluation activities shall be based on UNDP evaluation principles, norms and standards that are outlined in the UNDP Evaluation Guidelines (2019).

5.2. Available Data Source:

For the purpose of the study, the evaluation team is expected to collect relevant information form the Project Document, Annual Work Plans, Financial reports, Event database, M&E plan, periodic progress reports, donor reports, policy documents, EALG produced IEC/BCC materials, facts sheets, case studies, meeting minutes, study reports, baseline report and any other relevant documents.

For primary data collection, the following sources should include (but not limited to):

- At the national level: National Project Director (EALG), Deputy National Project Directors (EALG), Staff of Project Management Unit (PMU), Donors, other relevant government as stated in the stakeholder list in Background section.
- At the field level: District and Upazila Administration including Deputy Commissioner (DC), Deputy Director (DD-LG), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), Steering Committee Members, Ward Committee Members, and Secretaries, Gram Police, community members, and project beneficiaries.

6. Scope of Work and Timeline:

6.1. Scope of Work:

The scope of the work for this assignment is outlined below:

i.   Detailed methodologies notes of the evaluation: The firm will develop detailed methodologies including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. Methodologies will be finalized in consultation with UNDP.

ii.   Detailed sampling frame of evaluation:

a) Household Survey & Citizens' Perception Survey

Sample size, including treatment groups and control groups has been identified by baseline study as follows. Matching method was employed for identification of treatment groups and control groups. Detailed list of sampled district, UZ, UP, Mauzas and households will be shared in the pre-bidding meeting.

Level of Units	Treatment Groups	Control Groups	Total
District	8	8	16
UZ	16	16	32
UP	240	120	360

Level of Units	Treatment Groups	Control Groups	Total
Household	2,550	1,250	3,800

The selected firm needs to collect data in the same districts, Upazilas, Union Parishads, and Mauzas which have been identified by the firm. For households, the firm needs to keep the same sample size as in the table above, but the firm has been requested to use the appropriate method to select 3,800 households for eliminating possible bias. Random sampling would be an ideal method, but the bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The sample selection techniques should be qualified enough to select women also as respondents of the evaluation.

b) Focus Group Discussions

The firm is also expected to conduct enough number of FGDs in both treatment UPs and control UPs. The bidders are requested to propose the number of FGDs to be conducted per UP and geographical coverage in the proposal.

iii. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) citizen perception survey questionnaires, 2) household survey questionnaire, 3) Key Informant Interview (KII) checklist, 4) Focus Group Discussion (FGD) checklist, 5) case study guideline as well as 6) survey protocols and 7) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data in reference to the baseline survey report and its survey questionnaires. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.

iv. **Filed test of data collection tools:** To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.

v. **Field data collection:** The firm will hire required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods. Use of Electronic-based data collection tools (i.e. web-based household questionnaires/data collection apps) is highly encouraged, in case if the firm has already had the tablets and any other necessary equipment which can be used for this evaluation. Data collection tools will be developed both in Bangla and English.

vi. **Data Entry/Data Quality Control/Data Management:** The firm will design and implement a system for data entry and data management. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.

vii. **Data Analysis:** The firm will analyze and interpret data through relevant statistical softwares and triangulate both qualitative and quantitative data. Gender analysis on the data collected will also be conducted.

viii. **Report:** The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated in the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of EALG. The reporting language is English. The evaluation report 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[50]. All evaluation reports will be quality assessed by the 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[51].

6.2. Evaluation Timeline:

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50 Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2019), Section 4: Evaluation Implementation, available at http://web.undp.org/evaluation/guideline/

51 Quality Assessment Questions of UNDP Evaluation Guidelines (2019), Section 6: Quality Assessment, available at http://web.undp.org/evaluation/guideline/

Phase	Duration	Proposed time
Inception work: - Review necessary documents - Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. - Submit draft inception report to UNDP - Organize an inception meeting with UNDP and LGD to finalize evaluation framework and methodologies - Submit final inception report and obtain approval from UNDP including detailed methodologies	5 days	Within one week of signing contract
Data collection tools development: - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism) - Presentation of data collection tools to UNDP/ EALG management - Field test data collection tools - Finalization of data collection tools incorporating feedback of field testing	5 days	Within two weeks of signing contract
Field data collection/ Data management: - Provide training to onboard enumerators on data collection tools and methods - Collect data from the agreed sources using agreed tools and methods - Data entry into the software - Data quality assurance - Data processing	30 days	Within six weeks of signing contract
Reporting: - Conduct data analysis - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders - Incorporate feedback and comments from UNDP and stakeholders - Submit final report to UNDP together with other deliverables	20 days	Within nine weeks of signing contract

7. Deliverables:

Based on the scope of the work outlined above, the following are the deliverables from the firm/ institute:

a. Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.

b. A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla.

c. Softcopy of all collected data including cleaned datasets.

d. Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)

8. Implementation arrangements

The firm will independently conduct the evaluation but shall take necessary assistance from LGD and UNDP. The firm shall report to the Head of the Democratic Governance cluster at UNDP Bangladesh. The firm will also seek technical guidance from Policy Specialist at the Democratic Governance cluster and M&E focal point at UNDP Bangladesh Country Office. EALG Project Coordinator and relevant staff will assist in day-to-day operation of evaluation when required.

9. Key results aspects of EALG project evaluation:

Results Framework:

The selected firm need to use the following **Results Framework** to measures results progress and deviations so far.

Please also note that the firm is responsible for collecting as much gender-disaggregated data as possible for gender analysis.

Project Outcome: Local Government Institutions are able to more effectively carry out their mandates including delivery of public services, in a more accountable, transparent, and inclusive manner The project will contribute to UNDAF Outcome 1, 2 and 3 and CPD outcome 2 **CPD Outcome 2:** Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups. **CPD Output 1.2:** National and local government have the capacity to implement urban and rural poverty policies and programmes **CPD Output 2.3:** The Government has the capacity to develop policies and carry out sectoral and geographical interventions in districts where inequality of progress is evident	
▪ Outcome indicators: ▪ Percentage of citizens (disaggregated by men/women, poor/non-poor) satisfied with the services of Upazila Parishads ▪ Number of UZP that received and monitored local plans and budgets by at least three transferred departments (transparency of local bureaucracy) ▪ % of Upazila Parishads who adopt public engagement strategies in their planning and service monitoring ▪ % of women councilors in selected Upazila Parishads who report they can participate effectively in debates and are able to influence council decision making ▪ % of Upazila Parishads who have improved expenditure against the budget (credibility of budget)	
Components 1:	Strengthening Upazila Parishad (SUZP) Upazila Parishads plan and deliver services in a more effective, inclusive and accountable way through a strengthened governance framework.
Outputs	Indicators

UZP Committees strengthened their horizontal coordination and oversight capacity with line departments and upward accountability with the District Development and Coordination Committee for inclusive, effective and accountable planning and service delivery	Terms of References (ToRs) for UZP committees approved and introduced into UZP regulatory framework(Number of UZP Committee)
	Tools for UZP service delivery oversight of at least 3 transferred departments piloted and disseminated (Number of tools)
	Circular for UZP core staff issued and core staff introduced in all selected UZPs. (Number of staff)
	Circular with provision for allowances for participation in UZP committee work issued and practiced in all selected UZPs (Percentage of Upazila in project areas)
	% Upazila undertook initiatives on SDGs localization
	# of Upazila for which UZP and local functionaries of at least three transferred departments coordinate their activities at the District Development and Coordination Committee (at least twice a year).
	% of UZP functionaries developed planning and budgeting and managed schemes in participatory manner
	% of UZPs published plan book/ annual report
2. Upazila Parishad financial management, funding absorption capacity and financial accountability have improved	Public Financial Management (PFM) manual prepared, piloted (Number)
	Number of UZP that publish their budget timely
	Number of poor youth and women received training and inputs on IGA at Cox's Bazar
3. UZP Committees strengthened their downward accountability through inclusive public engagement mechanisms and practices.	UZP Act amended with mandatory UZP committee provision for inclusion of citizens, CSO and local media and practiced in all selected UZPs (Number of UZPs and amendment)
	Open Budget and participatory Planning mechanisms in UP Act piloted, adapted and replicated in UZP Act. (percentage in project area)
	All pilot UZPs have active Facebook and Twitter accounts (Percentage in project area)
	% percentage of citizens in the selected UZPs are aware of UZP activities and key priorities in the annual budget
4. Women Upazila Parishad members strengthened their ability to fulfil their roles and duties in the council work	Percentage of women vice-chair and councilor trained and active in the Women Development Forums and percentage of men councilors sensitized
	% of UZP schemes implemented under the leadership of women vice-chairs/ women representatives
	Number of youth and women received training and inputs on entrepreneurship at Cox's Bazar.

Outcome indicators:
% of the poor, vulnerable and socially excluded citizens of all the UPs under the targeted 8 districts have access to decision making process.
% of the UPs under 8 districts have institutionalized transparent and accountable service delivery
% of UPs implemented activities related to Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) as stipulated in their development plans

Components 2:	Strengthening Union Parishad (SUP)
1. Capacity of targeted UPs is significantly strengthened to provide democratic, transparent, accountable, responsive and pro-poor services	% UPs formed Standing Committees (SCs) and made them functional
	% UPs held Open Budget Session
	% UPs ensured participation of poor and marginalized citizens at Ward Shava (Ward level meeting) and Open Budget Session

2. UPs are increasingly climate resilient by identifying and prioritizing resilience measures in the UP development plan and their implementation	% of UPs developed local climate resilience plan during the project period
	% of UPs mainstreamed local resilience plan into their 5 year development plan
	% of CCA (Climate Change Adaptation) and DRM schemes implemented by UPs in partnership with CBOs, including youth and marginalized groups
3. Poor and marginalized citizens, including women, are empowered to make decisions on local development and political participation	% of development schemes at UP level implemented for and by women
	% of budget allocation by UPs earmarked for women responsive development initiatives
	% UPs involved and/or worked together with CSOs in organizing social audit
4.Policy dialogue at national and local level engaging civil society and other stakeholders initiated to promote democratic and accountable service delivery at the local level	Number of policy studies conducted by the government during the project period
	Number of inter-ministerial meeting/dialogue held on issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP
	Number of policy dialogues with MPs (members of standing committees) on issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP

Outcome indicators:

A clarification of functional assignments between LGI tiers is established

Circulars for an integrated planning system for the UP/UZP/ZP are issued.

Circulars are issued in order to overcome challenges of female's participation in the activities of local governance

Components 3:	Policy for Effective Local Governance (PELG) Policy dialogue addresses functional assignments and division of responsibilities among tiers of LGIs including the coordination with line ministry officers and public engagement strategies.
1: Functional assignments of UP, UZP and Zila Paishad are clarified for at least three transferred subjects	Detailed options for division of responsibilities among LGI tiers are available and discussed by GoB.
	Ways and mechanisms of integration and supplementation of UZP plans and plans of transferred departments are identified for more effective service provision.
	An integrated planning system of UP, UZP and ZP is developed. (District)
	Review of the existing tax collection system of the UP is completed and a new model tax system is developed.
2. Public engagement strategies of UP/UZP/ZP have become strengthened through overcoming institutional and structural challenges	Dialogues with political parties and policy makers are held to implement the commitment of at least 30% women in political party governance structures
	Dialogues with the government policy makers are held in order to convince them to initiate legal reforms for improved female participation in the activities of local governance (# dialogue)
	Number of public engagement strategies adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs (% Upazila and UPs)
	Percentage of people from different ethnic group attended in Open budget/ Ward Shava
3. UP/UZP committees and inter-ministerial coordination committee is strengthened for better performance of LG bodies.	Clarification of the roles and responsibilities of UP and UZP committees including the coordination with line ministry officers
	Dialogues with the government policy makers are regularly held in the framework of the inter-ministerial coordination committee in order to address priority challenges for effective local service provision

10. Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 national level development project evaluation mainly based on sample survey
- Have experience of LGIs with at least 2 research studies.
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

11. Minimum Qualifications of the Human Resources

1. Team Leader and Local Government Expert:

Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-
I. Academic Qualifications:
Minimum masters in Social sciences, Political Science, Public Administration, Governance and/or Development studies
II. Professional Qualifications:
1. Minimum 10 years' experience in working with the local government institutions with at least 2 projects.
2. Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 3 assignments focusing on governance-related evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Data Scientist:

Minimum eligibility criteria of Data Scientist-
I. Academic Qualifications:
Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;
II. Professional Qualifications:
1. At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;
2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
4. Extensive experience in data quality assurance for large-scale data collection in the field.
5. Proven experience in quantitative data analysis using SPSS and STATA.
6. Have experience to work with Government Officials and Local Government representatives.

3. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):

Minimum eligibility criteria for Field Coordinator-
I. Academic Qualifications:
Minimum Masters in Social Sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology
II. Professional Qualifications:
1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of

completed research to be enclosed.)
3. Proven experience to lead large-scale data collection in the field

4. Data Enumerators (Number to be determine by the firm):

Minimum eligibility criteria of Data Enumerators:
I. Academic Qualifications:
Batcheler in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
II. Professional Qualifications:
1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing governance related research.
3. Experience in field data collection.
The team should be formed keeping adequate representation female.

12. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:
- ·Demonstrates integrity by modeling the UN's values and ethical standards (human rights, peace,
- ·understanding between peoples and nations, 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.

Functional Competencies:
- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

13. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all-inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

UNDP shall effect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by EALG/UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of the work completed.

Deliverables	% of the total contract value
Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.	30%
Draft Evaluation Report	40%
- Final Evaluation Report (Hard and soft copies) - A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla - Softcopies of datasets.	30%

14. Recommended Presentation of proposal

Interested firm must submit the following detailed proposal made up of documentation to demonstrate the quali-

fications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the relevant stakeholders.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
5. Tools and Methodologies – Outlining how your firm's specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.
6. Sampling strategy – The firm must give a detailed overview of what sampling strategy it will use to select a sample for this study.
7. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with a particular emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by Project management team during project implementation.
8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially *Hartals* and blockades.

Two references must be provided by the contractor from firm's previous work has been undertaken. These should be from the past two years and should relate to projects on which proposed team members worked.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

(i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, consultation workshop costs and overhear recharges.
(ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

15. Evaluation Criteria:

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as
a) Responsive/ compliant/ acceptable with reference to this ToR, and;
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high-level skills mix required). Only firms obtaining a minimum of 70% of maxim achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Technical Proposal Evaluation	70
Expertise of firms	

Technical Proposal Evaluation		70
1.1	Experience in undertaking evaluation in governance areas	10
1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30
Skills and experiences of key personnel		
Team Leader (Local Governance Expert):		
3.1	Relevance and level of education	5
3.2	Experience in evaluation	5
3.3	Experience in working with LGIs	5
Data Scientist		
3.4	Relevance and level of education	5
3.5	Experience undertaking evaluation	5
Financial		30
Total		100

16. Selection Process: The firm will be selected on the basis of the relevant expertise and financial offer received.

17. Reporting: The firm will consult and provide regular updates to the Head of Democratic Governance cluster as well as UNDP, Policy Specialist, Democratic Governance cluster, UNDP, M&E Analyst, UNDP, and Project Coordinator, EALG.

18. Budget Format (Please insert row as applicable):

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader				
1.2	Data Scientist				
1.3	Field Coordinator				
1.4	Data Enumerator				
1.5	Other_____				
2. Travel, food and accommodation					
2.1	Team Leader				
2.2	Data Scientist				
2.3	Field Coordinator				
2.4	Data Enumerator				
2.5	Other_____				
3. Communication					
3.1	Communication				
4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

Annex IV: Tools

Household and Citizen Perception Survey

Midterm Evaluation of Efficient and Accountable Local Governance

Implemented by Local Government Division with the help of SDC, DANIDA, and UNDP

Greetings from DM Watch!! I am........ Disaster Management Watch is working in various aspects of social research to contribute to the development of Bangladesh. At present, the organization is working on Mid-term Evaluation of EALG Project under UNDP. The project aims to improve the efficiency and accountability of the governance system of Bangladesh Local Government so that, mass people can get better services. There is no right or wrong answer and you can eschew any question if you are uncomfortable. You also have the right to end the session anytime. I am cordially requesting you to participate in the survey. All of your responses would be strictly confidential and used for research purpose only. Can we proceed?

(If the respondent agree, start the interview, otherwise proceed to the next interview)

Information about the interviewer

Name of the interviewer	Code	Sign	Mobile Number
	|__|__|		|__|__|__|__|__|__|__|__|__|__|
Date of the interview	Starting time		Ending time

|__|__|.|__|__|.|__|__|__|__|
 DD/MM/YYYY
	|__|__|: |__|__|
	  HH:MM
			|__|__|: |__|__|
			  HH:MM

Name of the Supervisor			

Section 1: Basic Information (Do not ask the respondents, fill it yourself)

SL	Questions	Code	Response	Skip Logic
1.	Assigned Group		1. Treatment group 2. Control group	
2.	District of the Treatment group (if Q1 = 1)		1. Chandpur 2. Faridpur 3. Khulna 4. Netrokona 5. Patuakhali 6. Rajshahi 7. Rangpur 8. Sunamganj	
3.	Upazila of the Treatment Group		1. Faridganj 2. Himchar 3. Matlab North 4. Bhanga 5. Madhukhali 6. Boalmari 7. Dacop 8. Rupsha 9. Terokhada 10. Kalmakanda 11. Khaliajuri 12. Durgapur 13. Kolapara 14. Rangabali 15. Patuakhali Sadar 16. Baghmara 17. Mohonpur 18. Godagari 19. Kaunia 20. Mithapukur 21. Gangachhara 22. Dakshin Sunamganj 23. Tahirpur 24. Jamalganj	
4.	Name of the union			
5.	Ward No			
6.	District of the Control Group (if Q1=2)		1. Barguna 2. Cumilla 3. Cox's Bazar 4. Gaibandha 5. Jhenaidah 6. Mymensingh 7. Natore 8. Rajbari 9. Sylhet	

SL	Questions	Code	Response	Skip Logic
7.	Upazila of the Control Group		1. Amtoli 2. Bamna 3. Debidwar 4. Muradnagar 5. Ramu 6. Sadullapur 7. Sundarganj 8. Maheshpur 9. Shailkupa 10. Fulbaria 11. Muktagacha 12. Baraigram 13. Gurudaspur 14. Goalandaghat 15. Kalukhali 16. Balaganj 17. Bishwanath	
8.	Name of the Union			
9.	Ward No			
10.	Sex of the respondent		1. Male 2. Female 3. Transgender	
11.	Age of the respondent			
12.	Does the respondent belongs to any ethnic minority group?		1. Yes 2. No	If no, skip to Q14
13.	If yes, Specify the ethnicity (ask the respondent)		1. Garo 2. Khasia 3. Santal 4. Monipuri 5. Other (Please specify)……	

Section 2: Socio Economic Status of the Household

SL	Questions	Code	Response	Skip Logic
14.	Name of the household head			
15.	Education		1. No education 2. Primary (class 1-5) 3. Secondary (6-10) 4. SSC or equivalent 5. HSC or equivalent 6. Bachelor or equivalent 7. Masters or equivalent or above 8. Religious education	
16.	Religion		1. Islam 2. Sanatan / Hindu 3. Buddhist 4. Christian 5. Others	
17.	Marital Status		1. Married 2. Unmarried 3. Widow 4. Divorced 5. Separated from husband / wife 6. Other	
18.	Number of household members		....	
19.	Primary occupation of the household head		1. Agriculture 2. Business/small business 3. Private Service 4. Government service 5. Day laborer (Agricultural) 6. Day laborer (Non- Agricultural) 7. Homemaker / Housewife 8. Rickshaw / Van / Auto / Bus- driver 9. Others (please specify)	
20.	Is there any children aged between 4-7?		1. Yes 2. No	
21.	Is the children enrolled in pre-primary school?		1. Yes 2. No	

SL	Questions	Code	Response				Skip Logic
22.	Household's access to IT device and usage		Item	Yes	No	How many	if no, no need to write how many
			Smart mobile phone				
			Simple mobile phone				
			Laptop/computer				
			HH access to internet				
23.	Type of housing structure		1. Pacca 2. Semi-pacca 3. Kutcha 4. Jhupri 5. Tin				
24.	Main source of drinking water		1. Pipe/supply water 2. Tube well 3. Dug well/Indara 4. Family Owned motor-powered tank 5. Pond/canal/river 6. Other (specify)				
25.	Was the tube-well tested for arsenic?		1. Yes 2. No				
26.	Who tested the tube well for arsenic?		1. Own 2. NGOs 3. Local government institution 4. Public health engineering department 5. Other (specify) …………………….				
27.	Do you have sanitary toilet?		1. Yes 2. No				
28.	Who provided the sanitary toilet?		1. UP 2. UZP 3. NGOs 4. Municipalities 5. DPHE (Department of Public Health and Engineering) 6. Purchased by the household 7. Other (specify)………………………….				
29.	Average monthly income of the household		……………………tk				
30.	Number of earning members of the households		……………………Male ……………………Female				

SL	Questions	Code	Response		Skip Logic
31.	What are the earning sources of the female household members?		1. Agriculture 2. Business/small business 3. Private Service 4. Government service 5. Day laborer (Agricultural) 6. Day laborer (Non- Agricultural) 7. Homemaker / Housewife 8. Others (please specify)..........................		
32.	Monthly expenditure of the household.		Sector	Amount (tk)	
			Total		
			Monthly food expenditure		
			Education		
			Health/medical cost		
			Fuel Cost		
			Transport and communication cost		
			House rent		
			Electricity bill and water bill		
			Internet		
			Other expenses (Clothing footwear & personal care)		
33.	Ownership of land		1. Yes 2. No		
34.	Total amount of land in decimal		.......................decimal		
35.	Does any of the household member receive safety net allowance?		1. Yes 2. No		
36.	If yes, which are the allowances? (multiple responses)		1. Old allowance 2. Widow allowance 3. EGPP 4. VGD 5. VGF 6. TR 7. GR 8. Disability allowance 9. Freedom fighter allowance 10. Fishermen allowance 11. Maternity allowance 12. Other		

SL	Questions	Code	Response	Skip Logic
37.	Where do you/your family member go for treatment or medical attention? (multiple answer)		1. Govt. health workers 2. Community clinic 3. Upazila health complex 4. Private health practitioner/doctor 5. Private health clinic 6. Pharmacy 7. Kobiraz/village herbal practitioners 8. Homeopathy 9. Other ………………………………	
38.	Do you/your family member have bank account?		1. Yes 2. No	
39.	Do you use mobile banking account?		1. Yes 2. No	
40.	If yes, please specify		1. Bkash 2. Rocket 3. Nagad 4. Agent banking 5. Others(specify)	

Section 3: Perception about Union Parishad:

SL	Questions	Code	Response	Skip Logic
41.	Do you know the UP chairman?		1. Yes 2. No	
42.	What is the name of UP chairman		………………………………	
43.	Do you personally know the UP member of your ward?		1. Yes 2. No	
44.	What is the name of UP member?		………………………………	
45.	Do you know the women member of the UP?		1. Yes 2. No	
46.	Did you/your family member go to Union parishad office to take any services? (within last one year)		1. Yes 2. No	
47.	If yes, what type of service you/your family member received? (Multiple answers are allowed)		1. Birth certificate 2. Death certificate 3. Chairman certificate 4. Character certificate 5. Collect Social Safety Net allowance 6. To solve any conflict 7. Trade license 8. Others	

SL	Questions	Code	Response	Skip Logic
48.	How satisfied are you/your family of the services received from UP?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	
49.	Have you/your family member ever been to UDC (Union Digital Center)?		1. Yes 2. No	
50.	Why did you/your family member go to UDC?		1. Receive allowance 2. Agent banking 3. To collect information about migration 4. Open NID 5. Take a passport 6. To get land ledger/documents 7. Online application 8. Others …………………………	
51.	How satisfied are you/your family of the services received from UDC?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	
52.	To what extent do you think services from UP are gender-responsive?		1. Very gender sensitive 2. Somewhat gender sensitive 3. Neutral 4. Somewhat insensitive 5. Very insensitive	

Section 4: Participation in UP Activities

SL	Questions	Code	Response	Skip Logic
53.	Have you/your family member ever participated in any UP meeting?		1. Yes 2. No	
54.	Who attended the meeting?		1. Male member 2. Female member	
55.	In which type of meeting did you/your family member participated?		1. UP council meeting 2. Ward shava 3. Standing committee meeting 4. Open budget meeting 5. Planning meeting 6. Meeting of the women development forum 7. Public hearing 8. Other	

SL	Questions	Code	Response	Skip Logic
56.	Did you/your family member place any opinion/suggestion/recommen-dation in the meeting?		1. Yes 2. No	
57.	Did you/your family member raise any issue during any UP meeting?		1. Yes (specify) 2. No	
58.	Do you think that you/your family member has the access to decision making process of any UP meeting (component 2: Outcome indicator)		1. Yes 2. No	
59.	Did you/your family member hear about Citizen Charter (citizen char-ter)?		1. Yes 2. No	
60.	Is it (CC) displayed outside of UP office? (component 2: Outcome indicator)		1. Yes 2. No 3. Could not remember	
61.	Have you read and understand the topics of the CC?		1. Read and understood 2. Read but did not understand 3. Did not read 4. I cannot read but heard from others	
62.	In your area, what are the common natural / man-made disasters?		1. Flush flood 2. Flood 3. River erosion 4. Heavy rainfall 5. Drought 6. Lightening/thunderstorm 7. Saline Water intrusion 8. Deforestation 9. Air-pollution 10. Traffic jam 11. Others …………………	
63.	Did you recall any awareness pro-gram or any other activity by UP re-garding climate change adaptation/ disaster risk management? (Probe: For example, what to do in case of flush flood, heavy rainfall, drought etc.) (component 2: Out-come indicator)		1. Yes 2. No	
64.	Please mention the activities (Multiple answers are allowed)		1. Awareness program 2. Yard meeting 3. Ward Shava 4. Miking/announcing 5. Bill board/leaflet 6. Tree plantation 7. Awareness on Facebook page 8. Building shelter home 9. Adopting climate resilient produc-tion technology 10. Releif Allocation 11. Other……………………	

SL	Questions	Code	Response	Skip Logic
65.	Are community based organizations (CBOs) of the locality involved with these activities of UPs? (component 2: Outcome indicator)		1. Yes 2. No 3. Do not know	
66.	Are young people involved in these activities of UPs? (component 2: Outcome indicator)		1. Yes 2. No 3. Do not know	
67.	Are marginal people involved in these activities of UPs? (component 2: Outcome indicator)		1. Yes 2. No 3. Do not know	
68.	Are you/your family member satisfied with the activities?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	
69.	Is there any standing committee in your UP?		1. Yes 2. No 3. Do not know	
70.	Do you know about the functions of the standing committees?		1. Yes 2. No	
71.	Are the standing committees functional? (component 2: Outcome indicator)		1. Yes 2. No 3. Do not know	
72.	Please mention about the activities of the standing committees		1. Law and order 2. Communication and infrastructure 3. Agriculture and irrigation 4. Higher secondary and madrasha education 5. Primary and mass education 6. Health and family welfare 7. Youth and sports development 8. Women and children welfare 9. Social welfare 10. Freedom fighter 11. Fisheries and livestock 12. Village development 13. Cultural activities 14. Environment and forest 15. Monitoring and controlling market price 16. Public health, sanitation and safe drinking water. 17. Others ………………….	

SL	Questions	Code	Response	Skip Logic
73.	Who are the members of the standing committees?		1. UP Member 2. Women member 3. Local influential people 4. Civil Society Representative 5. Local/sector wise Experts (primary education standing committee etc.) 6. Religious leader 7. Teacher 8. Young people 9. Other……………………	
74.	How satisfied are you with the activities of the standing committees?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	

Section 5: Women Development Forum

SL	Questions	Code	Response	Skip Logic
75.	Do you know about women development forum (WDF)?		1. Yes 2. No 3. No Idea	
76.	How important is WDF for women empowerment?		1. Very important 2. Important 3. Neutral 4. Less important 5. Unimportant	
77.	Did you/your family member received any service from WDF? (within last two year)		1. Yes 2. No	
78.	What kind of services they received from WDF?		1. Information about specific services 2. Information about women rights 3. Resolve any conflict 4. Information about employment opportunity 5. Information about training 6. Violance Aganist women related issues 7. Providing equipment 8. Others……………………	
79.	How satisfied are you/your family member with the WDF service?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	

Section 6: Participation in Open budget, Ward Shava and Public Hearing

SL	Questions	Code	Response	Skip Logic
80.	Do you know about annual budget and open budget meeting of UPs?		1. Yes 2. No	
81.	Did any open budget session occur in your union parishad within last two years?		1. Yes 2. No	
82.	What types of issues were discussed in the open budget meeting?		1. Development planning 2. Employment planning 3. Education 4. Maintaining social order 5. Early marriage 6. Dowry 7. Reducing conflict within village court 8. Appropriate sector wise budgeting 9. Maternal and child health 10. Nutrition 11. Need assessment of the people 12. Other (Specify) …………………………	
83.	What issues got priorities?		1. Development planning 2. Employment planning 3. Education 4. Maintaining social order 5. Early marriage 6. Dowry 7. Reducing conflict within village court 8. Appropriate sector wise budgeting 9. Maternal and child health 10. Nutrition 11. Need assessment of the people 12. Other …………………………	
84.	Did you/your family member attend in any open budget meeting of UPs? (within last year)		1. Yes 2. No	
85.	Did you/your family member discussed/raised any issues or provided any opinion/suggestion/recommendation in the open budget session?		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
86.	What types of issue you/your family member discussed?		1. Allocation of budget for road development 2. Employment generation 3. Stop drug addiction 4. Stop VAW 5. Development of bazar 6. Electricity 7. Increasing security 8. Increase intervention of poor 9. Improve sanitation 10. Improve water supply/sources 11. Other…………………….	
87.	Did social vulnerable (marginal) people attend the open budget meeting? (Probe: poor, disable, lower incomed.)		1. Yes 2. No	
88.	Did they place their need in the open budget meeting?		1. Yes 2. No	
89.	Is there any ethnic minor people living in your area?		1. Yes 2. No	
90.	Did ethnic minority people attend the open budget meeting?		1. Yes 2. No	
91.	Did they place their need/issue in the open budget meeting?		1. Yes 2. No	
92.	Did women attend the open budget meeting?		1. Yes 2. No	
93.	Did they place their need/issue in the open budget meeting?		1. Yes 2. No	
94.	How important it is for the general people to join the open budget meeting for decision making?		1. Very important 2. Important 3. Neutral 4. Less important 5. Unimportant	
95.	How satisfied are you/your family member with the open budget meeting?		1. Very satisfied 2. Satisfied 3. Neutral 4. Dissatisfied 5. Very Dissatisfied	
96.	What is your perception about increasing the participation of general people in the annual budget?		1. Necessary to increase 2. Present system is okay 3. Do not know/no comments	
97.	Do you know about ward shava of UP's?		1. Yes 2. No	
98.	Did any ward shava session occur in your union parishad within last two years? (component 2: Outcome indicator)		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
99.	Did you/your family member attend in any ward shava of UPs? (within last year)		1. Yes 2. No	
100.	Did any female member of your household attended in any ward shava?		1. Yes 2. No	
101.	How often they participate in ward shava meeting?		1. Once in a year 2. Once half a year 3. Other	
102.	Did they place their need/issue in the ward shava?		1. Yes 2. No	
103.	Did you/your family member discussed/raised any issues or provided any opinion/suggestion/recommendation in the ward shava?		1. Yes 2. No	
104.	What types of issue you/your family member discussed?		1. Conflict issues 2. Early marriage 3. Dowry 4. Road/infrastructure 5. Electricity 6. Improvement of agricultural facilities 7. Increasing security 8. Increasing intervention of poor/employment 9. Improving sanitation 10. Improve water supply/sources 11. Violence against women related issues 12. Drugs 13. Terrorism 14. Other........................	
105.	Did socially vulnerable (marginal) people attend the ward shava?		1. Yes 2. No	If no skip to Q110
106.	Did they place their need/issue in the ward shava?		1. Yes 2. No	
107.	Did ethnic minority people attend the ward shava?		1. Yes 2. No	If no skip to Q112
108.	Did they place their need/issue in the ward shava?		1. Yes 2. No	
109.	Did women attend the ward shava?		1. Yes 2. No	If no skip to Q114
110.	Did they place their need/issue in the ward shava?		1. Yes 2. No	
111.	How important it is for the general people to join the ward shava?		1. Very important 2. Important 3. Neutral 4. Less important 5. Unimportant	

SL	Questions	Code	Response	Skip Logic
112.	How satisfied are you/your family member with the activities of ward shava?		1. Very satisfied 2. Satisfied 3. Neutral 4. Dissatisfied 5. Very Dissatisfied	
113.	Do you think that the ward shava is an effective way of community level participation for the local development?		1. Yes 2. No	
114.	Do you/your family member know anything about public hearing?		1. Yes 2. No	
115.	Was there any public hearing held in your area? (within last one year)		1. Yes 2. No	
116.	Did you/your family member attend in the public hearing?		1. Yes 2. No	
117.	What topics were discussed in the public hearing?		1. Child marriage 2. Dowry 3. Safe and clean water 4. Health and hygiene 5. Anti-terrorism 6. Adult literacy 7. Women empowerment 8. Violence against women related issues 9. Tree plantation 10. Other …………⬚	
118.	Do you think public hearing at UP level is effective in resolving any local issues?		1. Yes 2. No	
119.	Did social vulnerable (marginal) people attend the public hearing?		1. Yes 2. No	
120.	Did they place their need in the public hearing?		1. Yes 2. No	
121.	Did ethnic minority people attend the public hearing?		3. Yes 4. No	
122.	Did they place their need/issue in the public hearing?		1. Yes 2. No	
123.	Did women attend the public hearing meeting?		1. Yes 2. No	
124.	Did they place their need/issue in the public hearing meeting?		1. Yes 2. No	
125.	How important it is for the general people to join public hearing?		1. Very important 2. Important 3. Neutral 4. Less important 5. Unimportant	

SL	Questions	Code	Response	Skip Logic
126.	How satisfied are you with the public hearing?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	

Section 7: Perception on Taxation, Financial Management, Budgeting of UP

SL	Questions	Code	Response	Skip Logic
127.	Do you know about the annual income-expenditure of the union parishad?		1. Yes 2. No	
128.	Do you/your family member know about UP holding tax?		1. Yes 2. No	If no skip to Q121
129.	Did you/your family member paid holding tax of UP?		1. Yes 2. No	If no skip to Q121
130.	How much is the annual holding tax of UP?		1. 150 tk 2. Others ……………tk	

Section 8: Transparency, accountability and good governance of the UP

SL	Questions	Code	Response	Skip Logic
131.	How do you/your family member consider the fairness of selection of the SSNP allowances and relief program?		1. Very fair 2. Fair 3. Not fair 4. Do not wish to answer 5. Do not know	
132.	How do you/your family member consider the transparency of the UP regarding distribution of relief materials to the eligible people?		1. Very transparent 2. Transparent 3. Not transparent 4. Do not wish to answer 5. Do not know	
133.	Do you know about the /village court?		1. Yes 2. No 3. No Idea	
134.	Do people around you go to village court?		1. Yes 2. No	
135.	Do you think that justice is ensured in village court?		1. Yes 2. Yes to some extent 3. No 4. Do not wish to answer 5. Do not know	

Section 9: Perception on Upazila Parishad Activities

SL	Questions	Code	Response	Skip Logic
136.	Do you know about open budget meeting of UZPs?		1. Yes 2. No	
137.	Did any open budget session occur in your upazila parishad within last two years? (component 1: Output indicator)		1. Yes 2. No	
138.	What topics were discussed in the open budget session of upazila parishad?		1. Development planning 2. Employment planning 3. Education 4. Maintaining social order 5. Early marriage 6. Dowry 7. Reducing conflict within village court 8. Appropriate budgeting 9. Maternal and child health 10. Nutrition 11. Need assessment of the people 12. Other ……………………..	
139.	Did you/your family member attend in any open budget meeting of UZPs? (within last year)		1. Yes 2. No	
140.	Did you/your family member discussed/raised any issues or provided any opinion/suggestion/recommendation in the open budget session?		1. Yes 2. No	
141.	What types of issue you/your family member discussed?		1. Allocation of budget for road development 2. Development of bazar 3. Electricity 4. Increasing security 5. Increase intervention of poor 6. Employment generation 7. Improve sanitation 8. Improve water supply/sources 9. Other………………….	
142.	Did social vulnerable (marginal) people attend the open budget meeting?		1. Yes 2. No	
143.	Did they place their need in the open budget meeting?		1. Yes 2. No	
144.	Did ethnic minority people attend the open budget meeting?		1. Yes 2. No	
145.	Did they place their need/issue in the open budget meeting?		1. Yes 2. No	
146.	Did women attend the open budget meeting?		1. Yes 2. No	
147.	Did they place their need/issue in the open budget meeting?		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
148.	How you/your family are satisfied with the Upazila Parishad open budget meeting?		1. Very satisfied 2. Satisfied 3. Neutral 4. Dissatisfied 5. Very dissatisfied	
149.	How important it is for the general people to join the open budget meeting for decision making?		1. Very important 2. Important 3. Neutral 4. Less important 5. Unimportant	
150.	Do you/your family member has Face-book account?		1. Yes 2. No	
151.	To your concern, is there any face-book/twitter page of your upazila parishad?		1. Yes 2. No 3. Don't know	
152.	Do you follow facebook page of your upazila parishad?		1. Yes 2. No	
153.	Did you see any facebook campaign regarding following issues?		1. Activities of local governance 2. Awareness on the citizen's rights to the governance services? 3. Awareness on COVID-19 pandemic 4. Did not see 5. Others………………………	
154.	Who organized the campaign?		1. UNDP 2. Government 3. Upazila Parishad 4. Union Parishad 5. Do not know 6. Others…………………	
155.	Do you know about annual budget of UZPs?		1. Yes 2. No	
156.	What is your perception about increasing the participation of general people in the annual budget?		1. Necessary to increase 2. Present system is okay 3. Do not know/no comments	
157.	Did you/your family member went to upazila parishad office to receive any services within last one year?		1. Yes 2. No	
158.	Did any female member of your family receive any services from the upazila Parishad?		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
159.	Why did you go to upazila parishad office?		1. Land related work 2. Health services 3. Family planning 4. Education related work 5. Fisheries and livestock related work 6. Agriculture related work 7. Local conflict 8. Banking/financial service 9. Passport/NID 10. Migration related work 11. Other……………………	
160.	How satisfied are you with the service received from the upazila parishad?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	
161.	Do you know about the UZP Provided services for citizens?		1. Yes 2. No	

Specify the Satisfaction service wise

SL	Services	Very Satis-fied	Satisfied	Neutral	Dissatis-fied	Very Dis-satisfied
162.	Law and order	1	2	3	4	5
	Communication and infrastructure development	1	2	3	4	5
	Secondary and madrasha education	1	2	3	4	5
	Primary and mass education	1	2	3	4	5
	Health and family welfare	1	2	3	4	5
	Youth and sports	1	2	3	4	5
	Women and children development	1	2	3	4	5
	Social welfare	1	2	3	4	5
	Freedom fighter	1	2	3	4	5
	Fisheries and livestock	1	2	3	4	5
	Rural development and cooperative	1	2	3	4	5
	Cultural activities	1	2	3	4	5
	Forest and environment	1	2	3	4	5
	Observation, monitoring and con-trolling of market price	1	2	3	4	5
	Finance, budget, planning and mobili-zation of local resources	1	2	3	4	5
	Public health sanitation and supply of safe drainage water	1	2	3	4	5
	Land related services	1	2	3	4	5
	Others (specify)	1	2	3	4	5

SL	Any idea about following activities?	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
163.	Prepare five year plan and other development plans	1	2	3	4	5
	Implementation/coordination of different government agencies agenda	1	2	3	4	5
	Construction maintenance and repair of inter-roads	1	2	3	4	5
	Selection and implementation of small irrigation projects	1	2	3	4	5
	Public health nutrition and family planning service sanitation, drainage and supply of safe drinking water	1	2	3	4	5
	Expand of Upazila-wide education	1	2	3	4	5
	Maintenance and donate for secondary and madrasha education	1	2	3	4	5
	Expand and build of small industries	1	2	3	4	5
	Financial assistance to cooperative societies and voluntary organization	1	2	3	4	5
	Assistance to women, children, social welfare, youth and cultural activities	1	2	3	4	5
	Development of agriculture, livestock, fisheries and forestry	1	2	3	4	5
	Improvement of law and order	1	2	3	4	5
	Self employment and poverty reduction	1	2	3	4	5
	Coordination and assistance to development activities of Union Parishad	1	2	3	4	5
	Protect abuse of children and women through acid	1	2	3	4	5
	Protecting theft, robbery, use of narcotics, terrorism etc.	1	2	3	4	5
	Social welfare	1	2	3	4	5
	Disaster management	1	2	3	4	5
	Cooperation with other organization	1	2	3	4	5
	Encourage e-governance service	1	2	3	4	5
	Any duty imposed by government	1	2	3	4	5

SL	Questions	Code	Responses	Skip Logic
164.	How satisfied are they with the services received from the upazila parishad?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	
165.	Do you/your family member know about citizen charter in the upazila parishad?		1. Yes 2. No	
166.	Did you/your family member see any citizen charter in front of upazila parishad?		1. Yes 2. No	
167.	Did you/your family member read and understand the topics of the CC?		1. Read and understood 2. Read but did not understand 3. Did not read it	
168.	Are you aware of the roles and responsibilities of the upazila chairman?		1. Yes 2. No	
169.	Please tell us some of their roles (Multiple answers are allowed)		1. Day to day administrative matters 2. Chair all upazila parishad meeting 3. Supervise all staffs 4. Recruit staffs and take disciplinary actions if necessary 5. Project preparation and implementation 6. Keep record of Upazila Parishad related all data 7. Signing contract 8. Issuing license and permit 9. Protect crime and resolving conflict 10. Any duty imposed by govt. 11. Proceed to court if necessary 12. Monitoring vice-chairman's duties	
170.	Do you know about different development plans of upazila parishad?		1. Yes 2. No	

SL	Questions	Code	Responses	Skip Logic
171.	Please mention about the plans		1. Law and order 2. Communication and infra-structure development 3. Agriculture and irrigation 4. Primary and mass education 5. Secondary and madrasha education 6. Health and family welfare 7. Youth and sports 8. Women and children development 9. Social welfare 10. Freedom fighter 11. Fisheries and livestock 12. Agriculture 13. Rural development and cooperative 14. Culture 15. Forest and environment 16. Observation monitoring and controlling of market price 17. Finance, budget, planning and mobilization of local resources 18. Public health, sanitation and supply of safe drinking water 19. Other	
172.	Are you/your family satisfied with the plans?		1. Very satisfied 2. Satisfied 3. Neither satisfied nor dissatisfied 4. Dissatisfied 5. Very dissatisfied	

Please specify plan wise satisfaction

SL	Development Plans	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
173.	Law and order	1	2	3	4	5
	Communication and infrastructure development	1	2	3	4	5
	Secondary and madrasha education	1	2	3	4	5
	Primary and mass education	1	2	3	4	5
	Health and family welfare	1	2	3	4	5
	Youth and sports	1	2	3	4	5
	Women and children development	1	2	3	4	5
	Social welfare	1	2	3	4	5
	Freedom fighter	1	2	3	4	5

SL	Development Plans	Very Satis-fied	Satisfied	Neutral	Dissatis-fied	Very Dis-satisfied
	Fisheries and livestock	1	2	3	4	5
	Rural development and cooperative	1	2	3	4	5
	Cultural activities	1	2	3	4	5
	Forest and environment	1	2	3	4	5
	Observation, monitoring and controlling of market price	1	2	3	4	5
	Finance, budget, planning and mobilization of local resources	1	2	3	4	5
	Public health sanitation and supply of safe drainage water	1	2	3	4	5
	Land related services	1	2	3	4	5
	Others (specify)	1	2	3	4	5

SL	Questions	Code	Responses	Skip Logic
174.	Did you/your family member attend/participate in any meeting organized by UZP?		1. Yes 2. No	
175.	In which issues the meeting discussed?		1. Child marriage 2. Dowry 3. Safe and clean water 4. Health and hygiene 5. Anti-terrorism 6. Adult literacy 7. Women empowerment 8. Violence against women related issues 9. Tree plantation 10. Other	
176.	Do you have access to meet any upazila official?/representatives		1. Yes 2. No	
177.	Who is easily accessible to you/your family member?		1. Upazia chairman 2. Vice-chairman 3. Women vice-chairman 4. UNO 5. Othe officials 6. Women member (reserve seats)	
178.	Is the activities of upazila chairman visible?		1. Yes 2. No	
179.	How would you evaluate the activities of upazila chairman?		1. Very good 2. Good 3. Average 4. Bad 5. Very bad	
180.	Is the activities of women vice-chair-man visible?		1. Yes 2. No	

SL	Questions	Code	Responses	Skip Logic
181.	How would you evaluate the activities of women vice-chairman?		1. Very good 2. Good 3. Average 4. Bad 5. Very bad	
182.	Is the activities of vice-chairman visible?		1. Yes 2. No	
183.	How would you evaluate the activities of vice-chairman?		1. Very good 2. Good 3. Average 4. Bad 5. Very bad	
184.	How would you evaluate the overall service delivery of the upazila parish-ad?		1. Very good 2. Good 3. Average 4. Bad 5. Very bad	

Section 10: COVID 19 Perception of the Citizen

SL	Questions	Code	Responses	Skip Logic
185.	Do you know about any preventive measure-ment on the COVID-19?		1. Yes 2. No	
186.	Please tell us about some preventive meas-ures taken regarding Corona virus in your area.		....	
187.	Is there any focal person in the UP dedicated for COVID 19 issues?		1. Yes 2. No	
188.	Do you know designated COVID-19 the focal person at UP?		1. Yes 2. No	
189.	Did you/your family member went to the focal person to seek for any services (COVID related)		1. Yes 2. No	
190.	According to your knowledge, did any of your relative/neighbor/peer went to receive service from the dedicated focal person?		1. Yes 2. No	
191.	Did you hear any miking announcement on COVID 19 awareness in your area?		1. Yes it is done quite often 2. Yes 3. No	
192.	Did you see any facebook campaign regarding COVID 19 awareness by UNDP?		1. Yes 2. No	

Institutional Survey: Union Parishad

Midterm Evaluation of Efficient and Accountable Local Governance

Implemented by Local Government Division with the help of SDC, DANIDA, and UNDP

Greetings from DM Watch!! I am........ Disaster Management Watch is working in various aspects of social research to contribute to the development of Bangladesh. At present, the organization is working on Mid-term Evaluation of EALG Project under UNDP. The project aims to improve the efficiency and accountability of the governance system of Bangladesh Local Government so that, mass people can get better services. There is no right or wrong answer and you can eschew any question if you are uncomfortable. You also have the right to end the session anytime. I am cordially requesting you to participate in the survey. All of your responses would be strictly confidential and used for research purpose only. Can we proceed?

(If the respondent agree, start the interview, otherwise proceed to the next interview)

Information about the interviewer

Name of the interviewer	Team Number	Mobile Number
	|__|__|	|__|__|__|__|__|__|__|__|__|__|__|
		Ending time
|__|__|.|__|__|.|__|__|__|__| DD/MM/YYYY		|__|__|: |__|__| HH:MM
Name of the Supervisor		

Section 1: Basic Information (Do not ask the respondents, fill it yourself)

SL	Questions	Code	Response	Skip Logic
1.	Assigned Group		1) Treatment group 2) Control group	
2.	District of the Treatment group (if Q1 = 1)		1. Chandpur 2. Faridpur 3. Khulna 4. Netrokona 5. Patuakhali 6. Rajshahi 7. Rangpur 8. Sunamganj	
3.	Upazila of the Treatment Group		1. Faridganj 2. Himchar 3. Matlab North 4. Bhanga 5. Madhukhali 6. Boalmari 7. Dacop 8. Rupsha 9. Terokhada 10. Kalmakanda 11. Khaliajuri 12. Durgapur 13. Kolapara 14. Rangabali 15. Patuakhali Sadar 16. Baghmara 17. Mohonpur 18. Godagari 19. Kaunia 20. Mithapukur 21. Gangachhara 22. Dakshin Sunamganj 23. Tahirpur 24. Jamalganj	
4.	Name of the union			
5.	District of the Control Group (if Q1=2)		1. Barguna 2. Cumilla 3. Cox's Bazar 4. Gaibandha 5. Jhenaidah 6. Mymensingh 7. Natore 8. Rajbari 9. Sylhet	

SL	Questions	Code	Response	Skip Logic
6.	Upazila of the Control Group		1. Amtoli 2. Bamna 3. Debidwar 4. Muradnagar 5. Ramu 6. Sadullapur 7. Sundarganj 8. Maheshpur 9. Shailkupa 10. Fulbaria 11. Muktagacha 12. Baraigram 13. Gurudaspur 14. Goalandaghat 15. Kalukhali 16. Balaganj 17. Bishwanath	
7.	Name of the Union			
8.	Name of the respondent/information provider			
9.	Sex of the respondent		1. Male 2. Female 3. Others	
10.	Designation of the respondent		1. Union Parishad Chairman 2. Union Parishad Secretary 3. Member of union parishad 4. Women member from reserved sit 5. Other (specify) ………………………….	
11.	Contact number		|__|__|__|__|__|__|__|__|__|__|__|	

Section 2: General Information of Union Parishad

SL	Questions	Code	Response	Skip Logic
12.	Name of the union parishad chairman		………………………………….	
13.	Age of the chairman		…………………………years	

SL	Questions	Code	Response	Skip Logic
14.	Educational qualification		1. No education 2. Primary (class 1-5) 3. Secondary (6-10) 4. SSC or equivalent 5. HSC or equivalent 6. Bachelor or equivalent 7. Masters or equivalent 8. Religious studies (madrasha) 9. Other……………….	
15.	Duration in the office as chairman		…………………………years	
16.	Number of village within the union		………………………number	
17.	Number of households in the union		………………………number	
18.	Annual budget of current and last fiscal year		2019-20…………………tk 2020-21…………………tk	

Number of Functionaries of the Union Parishad

19.	Type of UP functionaries	Male	Female	Total
	UP chairman			
	UP Member (General Seat)			
	UP Female member (Reserved seat)			
	UP Secretary			
	Dafader			
	Gram Police			
	Tax Collector			
	Other…………………………			

20.	Has UP ever distributed tube-wells for drinking water of common people at community level?		1. Yes 2. No	
21.	Has UP ever tested arsenic in tube-well water?		1. Yes 2. No	

Section 3: Functions of the UP

SL	Questions	Code	Response		Skip Logic
22.	Does the UP organize monthly meeting regularly on specific agenda with quorum?		1. Yes, regularly 2. Yes but not regularly 3. No		If no skip to Q24
23.	If yes, how many meetings had been presided by the UP chairman and the panel chairman during, 2019-20?		1. No of meetings presided by Up chairman……….		
			1. No of meetings presided by the panel chairman……………		
24.	Is there any council meeting arranged (within 12 months)?		1. Yes 2. No		If no skip to Q26
25.	What is the performance of the UP council meeting during last 12 months?		Item	Number/Performance	
			No of meeting held	……………	
			Average number of members participated in the meeting	…………….	
			Participation of female members and raised issues	1. Yes 2. No	
			Average no of decisions taken per meeting	………	
			Regulation/minutes of the meeting documented/circulated to the	1. Yes 2. No	
			Status of implementation of the decision	1. Implemented 2. Under implementation 3. Not yet started but plan to start shortly 4. Do not know	
26.	Did the union parishad arrange any public hearing within last one year?		1. Yes 2. No		If no skip to Q38
27.	How many public hearing were arranged (within last one year)?		……..Number		

SL	Questions	Code	Response		Skip Logic
28.	Who attended the public hearing?		1.　　DDLG 2.　　Upazila chairman 3.　　Member 4.　　Women member/councilor 5.　　UNO 6.　　Government officials of the transferred department 7.　　UP chairman 8.　　UP members 9.　　Local influential people 10.　Local media 11.　CSOs 12.　Women 13.　Young people (age 18-35) 14.　Ethnic people 15.　Social excluded people 16.　Poor people 17.　Religious minority people 18.　Other……………………		
29.	Number of people participated in public hearing		Type	Number	
			Total		
			Female		
			Male		
			Religious minorities		
			Social excluded		
			Ethnic minorities		
			Poor/vulnerable people		
30.	What was discussed in the public hearing?		1.　　Development planning 2.　　Employment generation 3.　　Education 4.　　Maintaining social order 5.　　Early marriage 6.　　Dowry 7.　　Reducing conflict within village court 8.　　Appropriate sector wise budgeting 9.　　Maternal and child health 10.　Nutrition 11.　Social issues 12.　Need assessment of people 13.　Drug addiction 14.　Human trafficking 15.　Gambling 16.　Others (Specify)…………………………… ……………………………		
31.	Was there any instant solution from the public hearing?		1.　　Yes 2.　　No		

SL	Questions	Code	Response	Skip Logic
32.	What was the topic?		1. Economic issues 2. Social issues 3. Infrastructural issues 4. Gender issues 5. Climate issues 6. Agricultural issues 7. Educational issues 8. Violence against women/ Women development 9. Drug addiction 10. Law and order 11. Other (specify)……….	
33.	Did the UP inform people before the public hearing?		1. Yes 2. No	If yes skip to Q35
34.	Why did not the UP inform?		1. Do not know about it 2. Do not feel the importance 3. Lack of resources 4. Lack of budget 5. Others …………………………………	
35.	How the UP informed people about public hearing?		1. Notice board 2. Website 3. Social media (facebook/twitter page) 4. Miking 5. Others …………………………	
36.	Did the UP maintained meeting minutes for all the public hearing?		1. Yes for all 2. Yes but not for all 3. Not at all	
37.	How frequent the UP arrange the public hearing meeting?		1. Once in every month 2. At least once in every two months 3. At least one in every four months 4. Not pre-determined 5. Other ……………………………	
38.	Did the UP organize the social audit collaborating with CSOs?		1. Yes 2. No	
39.	Do you know about government's policy studies regarding LGI?		1. Yes 2. No	
40.	Did the government conducted policy studies within 2017-2020?		1. Yes 2. No 3. No idea	If no skip to Q42
41.	How many policy studies were conducted within 2017-2020?		1. ………………………….Number 2. No idea	

SL	Questions	Code	Response	Skip Logic
42.	Is there any strategy adopted by the UP to ensure participation of women, ethnic and religious minorities and media in case of ward shava/public hearing/open budget session?		1. Yes 2. No	If no skip to Q86
43.	Has ever UP categorically invited female, poor and socially marginalized people to participate in UP meeting?		1. Yes 2. No	
44.	Does UP categorically invite women, poor, socials excluded/marginalized, ethnic minors and religious minors in UP's budget meeting?		1. Yes 2. No	
45.	Did the UP arranged ward shava within last one year?		1. Yes 2. No	If yes, skip to Q47
46.	Reason(If No)			
47.	How many proposals from Ward Shava had been taken in UP's annual planning?		…………………Number of proposal accepted from ward shava ……………Total number of proposal from ward shava ……………………% of proposal accepted	
48.	Do you think the guideline provided by EALG on Ward Shava and their technical support is appropriate to effectively organizing the Ward Shava?		1. Yes 2. No	Only for treatment group
49.	How many ward shava was held during last one year?		……………………………Number	If zero skip to Q52

SL	Questions	Code	Response		Skip Logic
50.	people participated in ward shava		Type of people	Number	
			Total		
			Male		
			Female		
			Religious minorities		
			Ethnic minorities		
			Vulnerable/poor		
			Social excluded		
51.	What did UP do for ensuring participation of female, poor and socially marginalized people in the Ward Shava?		1. Informed by their concerned UP member 2. Miking/Drum beating 3. Invite selected people 4. Announce at mosque/local hat, bazar 5. Facebook page 6. UP website 7. Others (specify)................................		
52.	Number of meetings held at union level in each year with the general people regarding the performance of SSNP (goal 1) and other issues		1. No meetings held yet..................... 2. Not yet held/Plan to conduct meeting		
53.	Number of projects implemented by Local Government Support Projects?		........................number		
54.	How was the performance of Local Government Support Projects (LGSP)?		1. Very good 2. Good 3. Neither Good or Bad 4. Bad 5. Very Bad		
55. 1. 1.	Number of local government support projects (LGSP) are being implemented or already implemented as poverty alleviation program (SDG goal 1)		Item	Number	
			No. of poverty alleviation program implemented		
			No. of programs over being implemented		
			No. of program not yet implement		
56.	Performance of the LGSP Projects (Target 16.7)		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory		

SL	Questions	Code	Response	Skip Logic
57.	Did you ever arranged workshop/ meeting etc. for the awareness of the general people regarding various service delivery by UP?		1. Yes 2. Not yet 3. Have a plan	
58.	Do you agree with the statement that UP is very proactive for service delivery and governance?		1. Strongly disagree 2. Disagree 3. Neither agree nor disagree 4. Agree 5. Strongly agree.	
59.	What do you think about overall performance of the UP regarding governance and service delivery?		1. Very good 2. Good 3. Neither good nor bad 4. Bad 5. Very bad	
60.	Do you know is there any coordination between UP, UZP and ZP?		1. Yes 2. Yes to some extant 3. No	
61.	How coordination between UP, UZP and ZP can be improved?		1. Arrange training 2. Clarify the roles and responsibilities 3. Arrange workshop for personnel of UP, UZP and ZP in a same platform 4. Allocate more budget 5. Allocate more human resource 6. Arranging election in three parishad simultaneously 7. Publish regulation for coordination 8. Others	

62.	What is the performance of village court during last two years?	Code	Item	2017-18	2018-19
		1.	No. of cases file		
		2.	No. of cases disposed off		
		3.	Running cases		

Section 4: Accountability and Transparency

SL	Questions	Code	Response	Skip Logic
63.	Is there any citizen charter prepared by UP?		1) Yes 2) No	
64.	Is it displayed conspicuously in the UP?		1) Yes 2) No	

SL	Questions	Code	Response	Skip Logic
65.	Please describe the activities how the participation has been ensured Probe: in ward shava, public hearing, open budget discussion etc.		1. Increasing awareness 2. Announcement of meeting conspicuously 3. Publish in notice board 4. Updated in social media 5. Miking 6. Ward shava 7. Public hearing 8. Open budget 9. Organize program 10. Leaflet circulation 11. Others	

Section 5: Management of Disaster and Climate Change

SL	Questions	Code	Response	Skip Logic
66.	According to your knowledge is there any plan for disaster risk management in Union Parishad?		1. Yes 2. No	If no skip to Q68
67.	What activities are included in the disaster risk management plan?		1. Awareness program 2. Yard meeting 3. Ward Shava 4. Miking/announcing 5. Bill board/leaflet 6. Tree plantation 7. Adaptation and mitigation programs 8. Budget allocation 9. Other..................................	
68.	Is there any plan for climate change adaptation? (probe)		1. Yes 2. No	If no skip to Q70
69.	What activities are included in the climate change adaptation plan?		1. Awareness meeting 2. Yard meeting 3. Introducing new technologies 4. Introducing improved production practice 5. Tree plantation 6. Others	
70.	What activities were implemented annually by UP regarding this?		1. Awareness meeting 2. Yard meeting 3. Introducing new technologies 4. Introducing improved production practice 5. Tree plantation 6. Others	

SL	Questions	Code	Response	Skip Logic
71.	Is the CBOs/CSOs engaged with the climate change adaptation?		1. Yes 2. No	
72.	What are the activities regarding disaster risk management activities within 5 year plan?		1. Awareness meeting 2. Yard meeting 3. Subsidies 4. Building shelter house 5. Alternative source of food and water 6. Early warning system 7. Tree plantation 8. Budget allocation. 9. Building dam 10. Other ………………………	
73.	Did the UP form partnership with CBOs (including youth and marginalized groups) in case of implementing the schemes of climate change adaptation and disaster risk management?		1. Yes 2. No	
74.	Are the infrastructure facilities improving at UP level according to local needs with keeping in view climate resilient and consistent		1. Yes 2. No 3. Not Sure 4. Do not wish to answer 5. Not disaster prone area	
75.	Has there any Climate Change Adaptation (CCA) or Disaster Risk Management (DRM) scheme Implemented by UP in partnership with CBOs, including youth and marginalized groups?		1. Yes 2. No 3. Don't know	
76.	Areas reforested in past 10 years in the UP.		Acre………………	
77.	Extent of degradation of land through brick fields, sale/removal of top soils and river erosion/ flooding (filling by sand) etc.		……………% of total land area	

Section 6: Union Parishad Planning Process

SL	Questions	Code	Response	Skip logic
78.	Did the union parishad published plan book/ annual report within last one year?		1. Yes 2. No	
79.	Did the UP prepare annual plan for current fiscal year?		1. Yes 2. No	
80.	Was there any meeting for preparing annual plan?		1. Yes 2. No	
81.	Who attended the meeting?		1. UP chairman 2. UP Secretary 3. Member 4. Women member/councilor 5. UNO 6. Government officials of the transferred department 7. UP members 8. Local influential people 9. Local media 10. CSOs 11. Others (specify)………………	
82.	Who prepared the annual plan?		1. Union parishad 2. Planning implementation committee 3. UP Chairman 4. UP member 5. Member of the Union parishad 6. Member of the Union parishad (reserve seat) 7. Planning committee member (of annual plan) 8. Others (Specify) …………………	
83.	How many people attended last annual Plan meeting?		<table><tr><td>Type</td><td>Number</td></tr><tr><td>Total</td><td></td></tr><tr><td>Male</td><td></td></tr><tr><td>Female</td><td></td></tr></table>	

SL	Questions	Code	Response	Skip logic
84.	What were the major issues in annual plan?		1. Employment planning 2. Education 3. Maintaining social order 4. Early marriage 5. Dowry 6. Reducing conflict within village court 7. Appropriate sector wise budgeting 8. Maternal and child health 9. Nutrition 10. Agriculture 11. Water and sanitation 12. Climate change 13. Poverty reduction 14. Law and order 15. Other (specify)	
85.	Did union parishad received EALG's fund and technical support for preparing Up's annual report?		1. Yes 2. No	For treatment group only
86.	Does the UP prepared five- year plan?		1. Yes 2. No	if no skip to Q89
87.	If yes, what is the period of your current five year plan? Period of the plan.		....	
88.	What were the areas covered by the UP's five year plan?		1. Infrastructure development 2. Education 3. Agriculture 4. Women Empowerment 5. Poverty reduction 6. Sports and culture 7. Program for socially marginalized people 8. Environment 9. Tree Plantation 10. Grand for disabled 11. Water and sanitation 12. Gender/women development 13. Climate change & environment 14. Law and Order 15. Fisheries 16. Livestock 17. COVID-19 related support 18. Others (Specify)...............	
89.	Was there any initiative/ activity regarding climate change adaptation according to the five year plan (within last one year)?		1. Yes 2. No	

SL	Questions	Code	Response	Skip logic
90.	Was there any plan taken for disaster risk management in the annual plan and five year plan?		1. Yes 2. No	
91.	Was there any initiative/activity regarding disaster risk management according to the 5 year plan?		1. Yes 2. No	
92.	Did the UP develop local climate resilience plan during the EALG project period? (2017-2020)		1. Yes 2. No	
93.	What are the issues in the planning?		1. Increase the scope of employment 2. Subsidies 3. Building shelter house 4. Alternative source of food and water 5. Improved climate resilient production technology 6. Improved seed/sapling supply 7. Tree plantation 8. Other ………………………	
94.	Did the UP mainstreamed local resilience plan into their five year plan?		1. Yes 2. No	
95.	Is there any circular issued for integrated planning system for the UP? (within last two years)		1. Yes 2. No	
96.	Did union parishad received EALG's fund and technical support for preparing Up's Five-year plan?		1. Yes 2. No	ask for treat-ment group only

Section 7: Financial Management, Budget and Audit

SL	Questions	Code	Response	Skip logic
97.	Was there any open budget session within last one year to finalize the annual budget?		1. Yes 2. No	
98.	Does the UP prepare the annual budget timely?		1. Yes 2. No	

SL	Questions	Code	Response		Skip logic
99.	Has the UP developed an integrated planning system of UP, UZP and ZP?		1. Yes 2. No		
100.	Has the UP reviewed existing tax collection system? (within last two years)		1. Yes 2. No		
101.	Was there any open budget session within last one year to finalize the annual budget?		1) Yes 2) No		
102.	Has UP conduct regular programe in the annual budget for clean water supply and sanitation		1. Yes 2. No		
103.	Number of people participated in open budget session?		Type of people	Number	
			Total		
			Male		
			Female		
			Vulnerable/poor		
			Religious minorities		
			Social excluded		
			Ethnic minorities		
104.	Did UP accept the comments/suggestions from the budget meeting?		1. Yes 2. No		if yes skip to Q106
105.	Reason(If No)				
106.	What are the major sources of income of UP? Please mention.		1. Earning from taxation 2. Allocation from government budget 3. Others ……………………………		

SL	Questions	Code	Response				Skip logic
107.	What is the total amount of funds received under LGSP-III grants (PGB) by UP in past two years? (TK)		Year	Basic Block Grants	Performance based grants	Total (TK)	
			2018-19				
			2019-20				
108.	What is your annual budget, income and expenditure in past three years?		Year	Budget	Income	Expenditure	
			2017-18				
			2018-19				
			2019-20				

109.	Type of SSNP programs are being implemented in current year (2019-20) and number of beneficiaries.	Type of SSNP	Programmes under implementation Yes-1 No-2	No. of beneficiaries	
		Old age allowance			
		Disabled allowance			
		Widow allowance			
		Freedom Fighters			
		Maternal allowance			
		VGF/ VGD/ TR etc			
		Others (specify)			

Section 8: Information about Different Committees

SL	Questions	Code	Response	Skip logic
110.	Has the UP formed standing committee?		1. Yes 2. No	
111.	How many standing committee has been formed by the UP?		1. …………………………Number	
112.	Has the UP formed all the Standing Committees (SC) and holding meetings and made them functional?		1. Yes, if yes…….Number 2. No	
113.	What are those committees?			

SL	Questions	Code	Response			
114.	What are the other type of committees at UP and headed by whom?		Name of other types of committees	Status (Yes =1 No = 2)	Gender of Committee head Male =1 Female = 2	
			1. Ward committee 2. Scheme supervision committee 3. Union development coordination committee(UDCC) 4. Procurement committee 5. Budget committee 6. Planning committee 7. Resource Mobilization committee 8. Other(specify)			

SL	Questions	Code	Response	
115.	What proportion of community people aware about UP Standing Committees (SC)		1. -----% 2. Don't know 3. No comments	
116. 1.	How many UP members/ chairman are now in school/ madrasha's managing committees under the jurisdiction of the UP		Number UP representatives Number of educational institutions	
117.	Whether union disaster management committee (UDMC) formed		1. Yes 2. No	if no skip to Q119
118. 1.	If yes, how many meetings held and the performance of UDMC		Number of meeting held Performance of UDMC	1. Very good 2. Good 3. Neither Good or Bad 4. Bad 5. Very Bad

SL	Information about the committees	Total number of committee members		List of members available Yes = 1 No = 2	Committee have ToR Yes = 1 No = 1	Number of meeting held during last one year (2019-20)	Regularity of meeting Regularly =1 Not regularly = 2 Very rare = 3	Prepare meeting minutes Yes for all = 1 Yes for some meeting =2 Not at all = 3	Number of decisions taken last one year (2019-20)	Number of decision implemented
		Male	Female							
119.										

Section 9: Women Development and Participation

SL	Questions	Code	Response	Skip logic
120.	Is there any gender focus project (i.e. women empowerment) in annual plan of the UP?		1. Yes 2. No	
121.	Is there any budget allocated by UP marked for women responsive development initiatives?		1. Yes 2. No	
122.	Is there any gender focus project (i.e., women empowerment in 5 year plan)?		1. Yes 2. No	
123.	Is there any development schemes at UP level implemented for and by women?		1. Yes 2. No	
124.	If yes, Please mention the area of the projects		1. Women empowerment 2. Employment opportunities 3. Violence against women 4. Women rights 5. Ensuring right to information of women 6. Maternal and child health 7. Infrastructure development 8. Scheme for hard core poor 9. Sports and culture 10. Girls' education 11. Communication and development 12. Small and cottage industries 13. Income generating activities 14. Others …………………………	
125.	Is there any women responsive development initiatives taken by the UP?		1. Yes 2. No	
126.	How much budget has been allocated for the women responsive development initiatives?		…………………………tk	
127.	Did the UP organize social audit within last one year?		1. Yes 2. No	if no skip to Q129
128.	If yes, what is the rank of the audit and type of objections, if any?		1. Rank of the audit …….. 2. Audit objection(s)…………	

SL	Questions	Code	Response	Skip logic
129.	UP's audit point you get from the LGSP audit.		.... (Total marks 40)	192
130.	Is there any circular issued in order to overcome challenges of female participation in the activities of local governance? (within last two years)		1. Yes 2. No	
131.	What do you think about raising issues by female participants in Ward Shava is adequate?		1. Yes 2. Not adequate 3. 50-50 4. No Comment	
132.	Do you know about Women Development Forum at Upazila Level?		1. Yes 2. No 3. Don't Know	if no skip to Q134
133.	If yes, is there any female member of your UP who is a member of the Women Development Forum?		1. Yes 2. No	
134.	Ratio of women representatives in various social protection deliveries at UP level		1. Below 30% 2. 30% 3. Above 30% 4. No idea	

Section 10: Capacity Building of Union Parishad

Training/Orientation received on Key areas of UP Act 2009 by UP Functionaries

SL	Questions	Response									
		Chairman Yes = 1 No = 2	Member Yes = 1 No = 2	UP Female member Yes = 1 No = 2	UP Secretary Yes = 1 No = 2	Gram Police Yes = 1 No = 2	UDC Yes = 1 No = 2	Male (number)	Female Number	Total (number)	Gram Police (Number)
135.	Training List										
	Mandatory activity of UP										
	Financial management										
	Open budget										
	Ward Shava										
	Public Hearing										
	Local resource mobilization and utilization										
	Women development Forum										
	Planning, scheme formulation and implementation										
	Foundation Tanning										
	UP Planning										
	Right to Information										
	Anti-corruption										
	Advance Computer application										
	UP Annual Report										
	UP website updating										
	Other (Specify)										

SL	Questions	Code	Response	Skip logic
136.	Does UP facilitate EALG's support for healthy disinfecting / washing hand during COVID-19 in UP premises?		1. Yes 2. No	for Treatment group if no skip to Q142
137.	If yes, How satisfied are you with these facilities during COVID-19?		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory	
138.	What has been the facilities		1. Facilities for hand washing with hand wash 2. Providing facilities for hand sanitizer 3. Providing PPE 4. Awareness programme (miking, facebook campaign etc.) 5. Gamboot and protective glass 6. Appointing focal person for Covid-19 response 7. Appointing temporary officer/worker 8. Others	
139.	Did UP get support of the appointed volunteer to manage the workload for regular UP chores during COVID-19?		1. Yes 2. No	
140.	If yes, how satisfied are you with his/her activity?		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory	
141.	Does UP appoint a focal person to help local people regarding the knowledge and information circulation for COVID-19 related issues?		1. Yes 2. No	if no skip to Q146
142.	If yes, What is your level of satisfaction on his activites?		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory	
143.	Did UP provided mask, hand sanitizer, gumboot PPE and training to UP representative, secretary, gram police and related persons?		1. Yes 2. No	if no skip to Q148

SL	Questions	Code	Response	Skip logic
144.	If yes, then how satisfied are you with this activity?		1) Very satisfactory 2) Satisfactory 3) Neither satisfactory nor dissatisfactory 4) Dissatisfactory 5) Very dissatisfactory 1)	
145.	Is there any awernesss raising activities by EALG/ UNDP regarding COVID- 19?		1) Yes 2) No 3) Do not know	
146.	Do you think these overall activity related to COVID-19 increased the confidence of local people and officials re-garding COVID-19 Issues?		1. Yes 2. Yes to some exteant 3. Neutral 4. No 5. Not at all	
147.	How UP can provide good services to the people?		………………………………	
148.	What is your suggestion for strengthening the UP?		…………………………….	
149.	Is there any document to clarify the roles and responsibilities of UP and UZP committees including the coordination with line ministries / officers?		1. Yes 2. No	
150.	Was there any training/ workshop within last one year regarding the documents?		1. Yes 2. No	
151.	Who attended the training?		1. UP Chairman 2. UP Members 3. Secretary 4. Members of standing committees 5. UZP chairman/vice chairman 6. UZP members 7. UNO 8. Government officials of the transferred departments 9. Women councilor 10. Representative from WDF 11. Other………………………………	

Section 11: COVID-19 Response

Institutional Survey Upazila Parishad

Midterm Evaluation of Efficient and Accountable Local Governance UNDP

Greetings from DM Watch!! I am........ Disaster Management Watch is working in various aspects of social research to contribute to the development of Bangladesh. At present, the organization is working on Mid-term Evaluation of EALG Project under UDP. The project aims to improve the efficiency and accountability of the governance system of Bangladesh Local Government so that, mass people can get better services. There is no right or wrong answer and you can eschew any question if you are uncomfortable. You also have the right to end the session anytime. I am cordially requesting you to participate in the survey. All of your responses would be strictly confidential and used for research purpose only. Can we proceed?

(If the respondent agree, start the interview, otherwise proceed to the next interview)

Information about the interviewer

Name of the interviewer	Code	Sign	Mobile Number
	|__|__|		|__|__|__|		|__|__|__|__|__|__|
Date of the interview	Starting time		Ending time
|__|__|.| |__|.| |__| |__| DD/MM/YYYY	|__|__|: |__|__| HH:MM		|__|__|: |__|__| HH:MM
Name of the Supervisor			

SL	Questions	Code	Response	Skip Logic
1.	Assigned Group		1. Treatment group 2. Control group	
2.	District of the Treatment group (if Q1 = 1)		1. Chandpur 2. Faridpur 3. Khulna 4. Netrokona 5. Patuakhali 6. Rajshahi 7. Rangpur 8. Sunamganj	

SL	Questions	Code	Response	Skip Logic
3.	Upazila of the Treatment Group		1. Faridganj 2. Himchar 3. Matlab North 4. Bhanga 5. Madhukhali 6. Boalmari 7. Dacop 8. Rupsha 9. Terokhada 10. Kalmakanda 11. Khaliajuri 12. Durgapur 13. Kolapara 14. Rangabali 15. Patuakhali Sadar 16. Baghmara 17. Mohonpur 18. Godagari 19. Kaunia 20. Mithapukur 21. Gangachhara 22. Dakshin Sunamganj 23. Tahirpur 24. Jamalganj	
4.	District of the Control Group (if Q1=2)		1. Barguna 2. Cumilla 3. Cox's Bazar 4. Gaibandha 5. Jhenaidah 6. Mymensingh 7. Natore 8. Rajbari 9. Sylhet	
5.	Upazila of the Control Group		1. Amtoli 2. Bamna 3. Debidwar 4. Muradnagar 5. Ramu 6. Sadullapur 7. Sundarganj 8. Maheshpur 9. Shailkupa 10. Fulbaria 11. Muktagacha 12. Baraigram 13. Gurudaspur 14. Goalandaghat 15. Kalukhali 16. Balaganj 17. Bishwanath	

SL	Questions	Code	Response		Skip Logic
6.	Name of the respondent/information provider				
7.	Sex of the respondent		1. Male 2. Female 3. Transgender		
8.	Designation of the respondent		1. Upazila Parishad Chairman 2. Upazila Parishad Vice-chairman 3. Upazila Nirbahi Officer (UNO) 4. Member of Upazila parishad committee 5. Women councilor (Reserve Seats) 6. Women affairs officer 7. Agriculture officer 8. Family planning officer 9. Education officer 10. Others (Specify)………………….		
9.	Contact number		|__|__|__|__|__|__|__|__|__|__|__|		

Section 1: General Information about Upazila Parishad

SL	Questions	Code	Response		Skip Logic
10.	Area, household and population of the Upazila		Area	…………sqkm	
			Household	…………	
			Population	…………	
11.	UPs and Pourashava number		……………………UP ……………………Pourashava		
12.	Name of the UZP chairman		……………………….		
13.	Sex of the UZP chairman		1. Male 2. Female		
14.	Educational qualification of UZP chairman		1. No education 2. Primary (class 1-5) 3. Secondary (6-10) 4. SSC or equivalent 5. HSC or equivalent 6. Bachelor or equivalent 7. Masters or equivalent 8. Above		
15.	Name of the Vice-Chairman		………………………………		
16.	Sex of the UZP Vice-chairman		1. Male 2. Female		

SL	Questions	Code	Response	Skip Logic
17.	Educational qualification of UZP vice chairman		1. No education 2. Primary (class 1-5) 3. Secondary (6-10) 4. SSC or equivalent 5. HSC or equivalent 6. Bachelor or equivalent 7. Masters or equivalent 8. Other………………	
18.	Name of the women vice-chairman		………………………………	
19.	Educational qualification of women vice chairman		1. No education 2. Primary (class 1-5) 3. Secondary (6-10) 4. SSC or equivalent 5. HSC or equivalent 6. Bachelor or equivalent 7. Masters or equivalent 8. Above/ Others	
20.	Name of the Upazila Nirbahi Officer (UNO)		………………………………	
21.	Sex of the Upazila Nirbahi Officer (UNO)		1. Male 2. Female	
22.	Annual budget of the UZP		2018-19 tk 2019-20 tk	

Section 3: Capacity Building of UZP

SL	Questions	Code	Response	Skip Logic
23.	What type of training did the chairman receive during 2018-19 and 2019-20?		1. Upazila Acts, Rules and Regulations 2. Training on standing committee 3. Financial and office management 4. Upazila manual of LGD 5. Gender analysis and analysis training 6. Child marriage 7. Budget and planning 8. SDG localization at UP and UZP planning process 9. Dowry 10. Sexual harassment/violent against women and children 11. Health and education 12. Public Procurement Rules (PPR) 13. Scheme designing and monitoring 14. Others ………………… …………………………	

SL	Questions	Code	Response	Skip Logic
24.	What type of training did the vice-chairman receive during 2018-19 and 2019-20?		1. Upazila Acts, Rules and Regulations 2. Training on standing committee 3. Financial and office management 4. Upazila manual of LGD 5. Gender analysis and analysis training 6. Child marriage 7. Budget and planning 8. SDG localization at UP and UZP planning process 9. Dowry 10. Sexual harassment/violence against women and children 11. Health and education 12. Public Procurement Rules (PPR) 13. Scheme designing and monitoring 14. Others ……………………………………	
25.	What type of training did the women vice chairman receive during 2018-19 and 2019-20?		1. UZP Acts, Rules and Regulations 2. Gender responsive scheme designing 3. Leadership development training 4. Training on standing committee 5. Financial and office management 6. Upazila manual of LGD 7. Gender related issue 8. Child marriage 9. Budget and planning 10. Women Development Forum (WDF) 11. SDG and SDG localization at UP and UZP Planning 12. Dowry 13. Sexual harassment/violent against women and children 14. Health and education 15. Others ………………………………………	
26.	Is there any guideline to form and function the Standing committees?		1. Yes 2. No	
27.	Did the committee members get any training on the guideline?		3. Yes 4. No	If no skip to Q32

SL	Questions	Code	Response	Skip Logic
28.	For which committees the training were given on guidelines?		1. Law and order 2. Communication and infrastructure 3. Agriculture and irrigation 4. Secondary and madrasha education 5. Primary and mass education 6. Health and family welfare 7. Youth and sports development 8. Women and children welfare 9. Social welfare 10. Freedom fighter 11. Fisheries and livestock 12. Rural development and cooperatives 13. Cultural activities 14. Environment and forest 15. Monitoring and controlling market price 16. Finance, budget, planning and mobilization of local resources 17. Public health, sanitation and safe drinking water. 18. Others …………………..……………………………	
29.	What were the subject matters of training?		1. Objective of the committees 2. Formation of the committees 3. Calling and conducting meeting 4. Rule of sharing the recommendation/issues of the meeting to upazila 5. Activities log of the committees 6. Other …………………………………………..	
30.	How effective the training was for the committee members?		1. Very effective 2. Effective 4. Less effective 5. Least effective	
31.	Did the committee members implemented the learning from training in their activities?		1. Yes 2. Yes to some extant 3. No	
32.	Is there any monitoring tool/ guideline for service delivery oversight?		1. Yes 2. No	If no skip to Q36
33.	How many tools are available?		…………..number of tools	
34.	Was the tool transferred to at least three departments for piloting or dissemination?		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
35.	Which are the departments?		1. Upazila Nirbahi Officer, UNO (Public Administration Ministry) 2. Upazila health and family planning officer (Health and Family Welfare Ministry) 3. Upazila family planning officer (Family Planning Department) 4. Upazila agriculture officer (Agriculture Ministry) 5. Upazila fisheries officer (Fisheries and Livestock Ministry) 6. Project implementing officer (PIO), (Disaster Management and Relief Ministry) 7. Upazila social welfare officer (Social Welfare Ministry) 8. Upazila education officer (Primary and Mass Education Ministry) 9. Upazila Women officer (Ministry of Women and Children Affairs) 10. Upazila youth development officer (Youth and Sports Ministry) 11. LGED 12. Other ………………………………………………	
34.	Was the tool transferred to at least three departments for piloting or dissemination?		1. Yes 2. No	
35.	Which are the departments?		1. Upazila Nirbahi Officer, UNO (Public Administration Ministry) 2. Upazila health and family planning officer (Health and Family Welfare Ministry) 3. Upazila family planning officer (Family Planning Department) 4. Upazila agriculture officer (Agriculture Ministry) 5. Upazila fisheries officer (Fisheries and Livestock Ministry) 6. Project implementing officer (PIO), (Disaster Management and Relief Ministry) 7. Upazila social welfare officer (Social Welfare Ministry) 8. Upazila education officer (Primary and Mass Education Ministry) 9. Upazila Women officer (Ministry of Women and Children Affairs) 10. Upazila youth development officer (Youth and Sports Ministry) 11. LGED 12. Other ………………………………………………	

SL	Questions	Code	Response		Skip Logic
36.	Number of staff currently working in the UZP (fit in in top)				
			Item	Number	
			Number of sanction post		
			No. of current working staff		
			No. of vacant post		
37.	Were the (line agency staff/officials) staff introduced to all in the Upazila Parishad?		1. Yes 2. No		
38.	Was any circular issued for recruting the staff? (transperancy)		1. Yes 2. No	If no skip to Q40	
39.	For how many staff the circular was published?		…………………………………		
40.	Was any invitation letter issued to participate in UZP committee meeting with provision for allowance?		1. Yes 2. No		
41.	Did the Upazila Parishad undertake initiatives on localizing of SDG?		1. Yes 2. No	If no skip to Q43	
43.	Did the officials receive any training on budgeting guideline?		1. Yes 2. No	If no skip to Q46	
44.	How effective the training was for the committee members?		1. Very effective 2. Effective 3. Somewhat effective 4. Less effective 5. Least effective		
45.	Did the committee members implemented the learning from training in their activities?		4. Yes 5. Yes to some extant 6. No		
46.	Did the officials receive any training on development plan guideline?		1. Yes 2. No	If no skip to Q49	
47.	How effective the training was for the committee members?		1. Very effective 2. Effective 3. Somewhat effective 4. Less effective 5. Least effective		
48.	Did the committee members implemented the learning from training in their activities?		1. Yes 2. Yes to some extant 3. No		

SL	Questions	Code	Response				Skip Logic
49.	Did the upazila amended mandatory act for upazila committee provision for inclusion of citizens in CSO and local media?		1. Yes 2. No				If no and do not know, skip to Q52
50.	How many amendment has been prepared within last two years?		…………………………				
51.	How many CSO and local media were included?		Type		Number		
			CSO Local Media				
52.	Is there any active facebook/twitter account dedicated for the upazila?		1) Yes 2) No				
53.	Do the upazila parishad practice participation of women, ethnic minorities and religious minorities of women in any planning/budgeting activities?		Type of group	Yes	No		
			Women	1	2		
			Ethnic minorities	1	2		
			Religious minorities	1	2		
			Social exluded/vulnerable group	1	2		
54.	What are required for strengthening the upazila parishad?		1. More human resource 2. Proper training of activities 3. Allocating more budget 4. Increase the jurisdiction of the UZP 5. Reduce the redundant responsibilities 6. Staff capacity development 7. Others……………………… …………………………….				
55.	Please give your opinion on how Services of Upazila parishad To citizens can be improved?		1. Need more human resource 2. Need more budget 3. Need more training 4. Need more clarification of the act and activities 5. Increase collaboration 6. Others ……………………… …………………………….				

Annual Development Program related projects during 2019-20 (for SDG Localization)

56.	Type of Project	Number of Project	Allocation for project
	Eradication of hunger and extreme poverty		
	Universal primary education		
	Women empowerment and equality between male and female		
	Reduction of infant and maternal mortality		
	Development of maternal health		
	Education		
	Agriculture		
	Sports and culture		
	Law and order		
	Disaster management and climate change adaptation		
	Other		

Section 4: Upazila Parishad Committees

SL	Questions	Code	Response	Skip Logic
57.	Is there any guideline (Terms of References) for regulatory framewok of upazila committee?		1. Yes, for all the committees 2. Yes, for some committees. …………Specify	
58.	Which of the required secondary legislation instruments are available in upazila parishad?		1. Upazila parishad manual 2. Union parishad operational manual 3. Guideline forbudget preparation 4. Guideline for preparation of five year plan 5. Guideline for preparation of annual plan 6. RTI (right to information) act 7. Tendering guideline 8. Guideline for procurement 9. Planning book 10. Others …………………..…………………………	

SL	Questions	Code	Response	SkipLogic
59.	For which committees the guide-lines are prepared?		1. Law and order 2. Communication and infrastructure 3. Agriculture and irrigation 4. Secondary and madrasha education 5. Primary and mass education 6. Health and family welfare 7. Youth and sports development 8. Women and children welfare 9. Social welfare 10. Freedom fighter 11. Fisheries and livestock 12. Rural development and cooperatives 13. Cultural activities 14. Environment and forest 15. Monitoring and controlling market price 16. Finance, budget, planning and mobilization of local resources 17. Public health, sanitation and safe drinking water.	
60.	For how many committees the guidelines are prepared?		……………………………	
61.	Which UZP committees were formed by the upazila?		1. Law and order Committee 2. Communication and Physical Infrastructure Committee 3. Committee on Agriculture and Irrigation 4. Committee on Secondary and Madrasa Education 5. Committee on Primary and Mass Education 6. Committee on Health and Family Welfare 7. Committee on Youth Sports Development 8. Women and Children Development Committee 9. Committee on Social Welfare 10. Committee on culture 11. Committee on Environment and Forests 12. Committee on FreedomFighters 13. Committee on Rural Development and Co-operatives 14. Committee on Market Price Monitoring, Monitoring and Control 15. Committee on Finance, Budget, Planning and 16. Local Resources 17. Fisheries and livestock	

	Information about the committees	Number of meeting held during year (2018-19)	Number of meeting held during year (2019-20)	Number of decisions taken year (2019-20)	Number of decision implemented
62.	1. Law and order Committee				
	2. Communication and Physical Infrastructure Committee				
	3. Committee on Agriculture and Irrigation				
	4. Committee on Secondary and Madrasa Education				
	5. Committee on Primary and Mass Education				
	6. Committee on Health and Family Welfare				
	7. Committee on Youth Sports Development				
	8. Women and Children Development Committee				
	9. Committee on Social Welfare				
	10. Committee on culture				
	11. Committee on Environment and Forests				
	12. Committee on Freedom Fighters				
	13. Committee on Rural Development and Cooperatives				
	14. Committee on Market Price Monitoring, Monitoring and Control				
	15. Committee Finance, Budget, Planning and Local Resources				
	16. Fisheries and livestock				
	17. Public Health, Sanitation and Pure Water Supply Committee				

SL	Questions	Code	Response	Skip Logic
63.	Was there any Local Government Support Program (LGSP) implemented as poverty alleviation program?		1. Yes 2. No	if not skip to Q65
64.	If yes, how many?		……………………………	
65.	What is your perception about the performance of LGSP?		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory	
66.	How many upazila chairmen/members are in the managing committees of schools/madrashas?		……………number of UZP representa-tives ……………number of institutions	
67.	Is there any Upazila Disaster Management Committee formed?		1. Yes 2. No	If no skip to Q70
68.	How many meetings were held so far?		……………………………	
69.	What is your perception about the performance of Upazila Disaster Management committees?		1. Very satisfactory 2. Satisfactory 3. Neither satisfactory nor dissatisfactory 4. Dissatisfactory 5. Very dissatisfactory	
70.	Is there any guideline for the terms of references (ToR) for UZP committees approved and introduced into UZP reulatory framework? (UPZ act 2011)		1. Yes collected 2. Yes checked but not collected 3. Yes but not checked 4. No	

Section 5: Upazila Planning Process

SL	Questions	Code	Response		Skip Logic
71.	Is there any guideline for preparing development plan of the UZP?		1. Yes 2. No		
72.	Did the upazila parishad published plan book/annual report within last one year?		1. Yes 2. No		
73.	Did the upazila parishad prepare five year plan?		1. Yes 2. No 3. Under process		
74.	Did EALG support UZP for preparing UZP's Five-Year Plan and Annual Report?		1. Yes 2. No		if no skip to Q76
75.	If yes, how EALG supported UZP on this ground?		1. By providing training to officials and public representatives 2. By providing technical and financial support 3. All are correct 4. No comment		
76.	If no, why the UZP did not prepare the five year plan?		1. Do not know about the plan 2. Lack of human resource 3. Lack of capacity/qualification of the committee members to conduct the activities of the committees 4. Lack of budget allocation for the committees 5. No proper direction regarding the activities of the committee from the central committee 6. Lack of knowledge of the committee members/responsible about the importance and law of committees 7. Apathy of the government departments about attending the activities of the committees 8. Other		
77.	Information about five year plan		Year of plan prepared	1.year 2.Under processing 3.Do not know	
			Period of five year plan	1.year 2.Do not know	

SL	Questions	Code	Response		Skip Logic
			Year of plan prepared	1.year 2.Under processing 3.Do not know	
78.	Did the upazila prepare annual development plan?		1. Yes 2. No		if yes skip to Q80
79.	If no, what are the reasons?		1. Do not know about the plan 2. Lack of human resource 3. Lack of capacity/qualification of the committee members to conduct the activities of the committees 4. Lack of budget allocation for the committees 5. No proper direction regarding the activities of the committee from the central committee 6. Lack of knowledge of the committee members/responsible about the importance and law of committees 7. Apathy of the government departments about attending the activities of the committees 8. UZP Election 9. COVID-19 effect 10. Other …………………………………………………		
80.	What segments of people participated in the planning, budgeting and scheme management?		1. Women 2. Elderly people 3. Local influential people 4. People with disabilities 5. Ethnic group people 6. People living under poverty line 7. Vulnerable and socially excluded group 8. Others …………………		

Section 6: Upazila Financial Management and Budgeting

SL	Questions	Code	Response			Skip Logic
81.	Do the upazila parishad prepare annual budget every year?		1. Yes 2. No			if yes skip to Q83
82.	If no, why?		1. Lack of skilled manpower to prepare the budget 2. Lack of required resources for prepare budget 3. No instruction from higher authority 4. Other …………………………………………………			
83.	Does the UZP publish their budget timely?		1. Always on time 2. Yes, but not timely 3. Does not			
84.	Did the UZP organize Open Budget Session?		FY	Status		
			FY 2018-19	1. Yes 2. No		
			FY 2019-20	1. Yes 2. No		
85.	If open budget session not organized, why?					
86.	Is there any budgeting guideline of the UZP?		1. Yes 2. No			
87.	Were there any procedure properly followed in preparing the budget?		1. Yes			
			2. No			
88.	Did the upazila parishad arranged open budget session? (In last two year)		1. Yes			
			2. No			
89.	Did the session ensured participatory mechanism?		1. Yes 2. No			
90.	Number of peopleparticipated in the budget session?		Type of citizen	Number of people		
			Male			
			Female			
			Poor/ vulnerable			
			Ethnic people			
			Local influential			
			Socially marginalized			

SL	Questions	Code	Response			Skip Logic
91.	Did the members of upazila parishad committees receive any training /orientation on open budget session?		1. Yes 2. No			
92.	Did they appoint some skilled persons in preparing budget?		1. Yes 2. No			
93.	Information regarding UPZ budget		Part	Description	Budget for 2018-19	
			Part-I (Revenue)	Received		
				Revenue		
				Grant		
				Total receipt(A)		
				Additional Revenue expenditure		
				Revenue surplus/ deficit		
				Development Grant		
				Other grant/revere surplus		
				Total(B)		
				Total assetsreceived(A+B)		
				Minus development expenditure		
				Total budget surplus/ deficit		
				Plus initial balance		
				Total Budget balance		
94.	Has open budget and participatory planning mechanisms in UP act piloted, adapted and replicate in UZP act?		1. Yes 2. Not yet 3. Don't Know			
95.	Whether the last year budget have been shared/integrated with the line department?		1. Yes 2. No			
96	Did the upazila functionaries developed planning and budgeting and managed scheme in participatory manner?		1. Yes 2. No			
97.	Whether the UZP has its own fund?		1. Yes 2. No			

SL	Questions	Code	Response			Skip Logic
98.	Do the upazila parishad has revenue?		1. Yes 2. No			
99.	If yes, please mention the amount of revenue (with respect to yearly budget)		………………………………			
100.	How do you consider the improvement of expenditure against budget?		1. Improved 2. Progressing 3. No progress 4. Do not know			
101.	Was the income and expenditure accounts of upazila audited during 2018-19 and 2019-20?		Fiscal year	Yes	No	
			2018-19	1	2	
			2019-20	1	2	

Major sources of revenue of Upazila Parishad

102.	Items	2018-19 (BDT)	2019-20 (BDT)
	Revenue from house rent		
	Revenue from hat-bazar, water bodies, Ferry ghat etc.		
	Holding tax		
	Trade tax		
	Registration fees and others		
	Development grants from governments		
	Total		

Major sectors of expenditures of Upazila Parishad

103.	Items	2018-19 (BDT)	2019-20 (BDT)
	Revenue expenditures (wages, salaries, allowance and house rent, utility bills and operational cost etc.)		
	Development expenditure (repair and maintenance construction, relief and others)		
	Total		

Section 7: Accountability of UZP Activities

SL	Questions	Code	Response	Skip Logic
104.	Did the UZP and line agency officials/staff of at least three transferred department coordinated their activities at District Development and Coordination Committee?		1. Yes 2. No	
105.	How many times a year, they coordinate?		1. Never 2. Do not know/wish to answer only 5. Twice a year 6. Thrice a year 7. Other (Specify)…………..	
106.	What is the coordination mechanism between UZP and District Development and Coordination Committee in term of plan, activities and achievement?		1. Periodic meeting 2. Sharing reports 3. Verbal communication 4. Workshop 5. Others……………………… …………………………….	
107.	Is there any document for the division of responsibilities among LGI tiers by GoB?		1. Yes 2. No	
108.	If not, do you think to have this kind of document for LGIs?		1. Yes 2. No 3. No comment	
109.	Is there any integrated planning system developed of UZP with UP and ZP?		1. Yes 2. No	
110.	Is there any citizen charter in the upazila parishad?		1. Yes 2. No	
111.	If no, why?		1. Not prepared yet 2. Not much important 3. Under processing 4. Others ……………………………………	
112.	Is the citizen charter visible/displayed in the upazila parishad?		1. Yes 2. No	
113.	Is there any officer appointed to provide information to the citizen as per the right to information act 2009		1. Yes 2. No	
114.	If no, why not		1. Did not know about it 2. Did not think necessary/important 3. No instruction from local government division 4. Others ……………………………………	
115.	Did UPZ received orientation from EALG for Right to Information (RTI)?		1. Yes 2. No	

SL	Questions	Code	Response	Skip Logic
116.	How many application the upazila received last year for providing information?		....	
117.	How many information were provided according to application?		....	
118.	How many UZP's monthly meetings held during last year?		1. 12 2. 11 3. 10 4. 9 5. 8 6. less than 8	
119.	Did the upazila parishad prepare working paper for the meeting?		1. Yes 2. No	
120.	Were the agenda of the meeting prepared?		1. Yes 2. No	
121.	Who call meeting for upazila parishad?		1. Local member of parliament 2. Chairman 3. UNO 4. Vice chairman 5. Female vice chairman 6. Others	
122.	Did the upazila adopted public engagement strategies (for example: communicating through miking, meeting, social media post, organize needful campaign etc.) in their planning and service monitoring?		1. Yes 2. No	
123.	According to your perception, what percentage of citizens in the upazila are aware of UZP activities?		1. Less than 25% 2. 25%-40% 3. 41%-50% 4. 51%-70% 5. More than 70% 6. Do not know	
124.	According to your perception, what percentage of citizens in the upazila are aware of UZP budget priorities?		1. Less than 25% 2. 25%-40% 3. 41%-50% 4. 51%-70% 5. More than 70% 6. Do not know	
125.	Did the upazila parishad arranged any meeting to evaluate the performance of SSNP?		1. Yes 2. No	
126.	If yes, how many meeting held?		....	

SL	Questions	Code	Response	Skip Logic	
127.	How many people attended in the meeting?		Type	Number	
			Total		
			Female		
			Male		
			Religious minorities		
			Social excluded/poor/ vulnerable		
			Ethnic minorities		
128.	How the collaboration between upazila and union parishad can be increased?		1. Arrange training 2. Clarify the roles and responsibilities 3. Arrange workshop for personnel of UZP and UP in a same platform 4. Allocate more budget 5. Allocate more human resource 6. Others …………………………………………		
129.	Is there any coordination between UP and UZP?		1. Yes 2. No		
130.	How coordination between UP and UZP can be improved?		………….		
131.	How UZP can provide good services to people?		………….		

Section 8: Women Development and Participation

SL	Questions	Code	Response	Skip Logic
132.	Is there any women development forum in the Upazila?		1. Yes 2. No	
133.	Are the women vice chairmen and councilors active in the women development forum?		1. Yes	
			2. No	
			3. Few are active	
134.	Are the woman councilors/members trained the Women Development Forums		1. Yes 2. No	
135.	Are the woman councilors/members trained and active in the Women Development Forums		1. Yes, very active	
			2. Yes, somewhat active	
			3. Not active	
			4. Don't know	
136.	Did the woman vice chairmans and councilors receive training about women development forum?		1. Yes	
			2. No	

SL	Questions	Code	Response			Skip Logic
137.	Are the women vice-chairman active in the Women Development Forums?		1. Yes, very active 2. Yes, somewhat active 3. Not active 4. Don't know			
138.	Are the member of the WDF aware of the following local government act?		LG Act/Rules	Yes	No	
			UZP act 2009	1	2	
			UZP act amendment, 2011	1	2	
			UZP budget 2010	1	2	
			UZP revenue utilization rule 2014	1	2	
139.			UZP manual	1	2	
140.	How many of the schemes were implemented under the leadership of women vice chair/councilor within last one year?		……………………………………			
141.	Can women vice-chairman / councilors in UZP participate in debate effectively and influence council decision making process?		1. Yes always 2. Yes occasionally 3. No 4. Do not know			
142.	Are there any challenges of female's participation in the activities of local governance?		1. Yes 2. No			
143.	What are the issues?					
144.	Are there any circular issues in order to overcome such challenges?		1. Yes 2. No			
145.	Did the UZP arrange Orange Campaign?		1. Yes 2. No			

SL	Questions	Code	Response	Skip Logic	
146.	Who participated in the Orange campaign?		1. Upazila chairman 2. Member 3. Women member/councilor 4. UNO 5. DDLG 6. Government officials of the trans-ferred department 7. UP chairman 8. UP members 9. Local influential people 10. Local media 11. CSOs 12. Women 13. School/college going girls 14. Young people (age 18-35) 15. Ethnic people 16. Social excluded people 17. Poor people 18. Others …………………….. ……………………………….		218
147.	How many people attended in the program?		Type / Number table below		

For Q147:

Type	Number
Male	
Female	
Total	

SL	Questions	Code	Response	Skip Logic	
148.	What were the main topics discussed in the Orange campaign (or campaign on violence against women)		1. Bad effect of violence against women 2. Awareness regarding violence against women 3. Ways of fighting/defending the violence against women 4. Informing about the hotline numbers 5. Informing about the services in different department regarding VAW 6. Others …………………….. ……………………………….		
149.	What were the activities of the Orange programme?		1. Rally 2. Open discussion 3. Video show 4. Taking oath 5. Cultural program 6. Others …………………….. ……………………………….		

Section 8: Women Development and Participation

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

1.   **FGD checklists for Local Influential**

'Consent of the Respondents'

My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this discussion. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case they feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ Ward   _____ Union,

_____ Upazila   _____ District

Date_____

S/L no	Name	Address	Occupation	Mobile no	Biological Identity Male/ Female	Age	Signature

1.   Do you know UP/UZP personnel in your area? (UP chairman, members, women members, field staff of governement departments, others-representative of Muktijoddah, cooperative societies disadvantage grups / professions; UZP chairman, chairmen of all union parshads, vice-chairman, woman vice-chairman, members from reserved etc.)? Please tell us their name.

2.   How regular the UP/UZP organize monthly meetings? (If not all organize, explain.)

3.   Who presides these meeting? What were the discussed topics in this last meeting? (Please explain).What were the decisions made/taken in this last meeting? (if there is no decision in last meeting refer to previous meetings)

4.   In your area, how often Ward Shavas take place (yearly)? How do you get information about Ward Shavas? Is there another way to get the information effectively prior to ward shava? Do you think it is important to get information about it? (Please describe). If do not get the information, try to explain the reasons.

5.   In your community, who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

6.	What type of issues are discussed/raised generally in the ward shava? (Probe: domestic violence, early marriage, sexual harassment, etc). What issues you discussed in the ward shava? How your responses were valued?

7.	Do female, marginal people, ethnic people raise any issues in Ward Shavas? What type of issues they generally raise? (Probe: domestic violence, early marriage, sexual harassment, social, economic, employment, infrastructure etc.). Do you think the number of community participation from local influential group is enough in Ward savas?

8.	Did you attended open budget meetings arranged by the UP/UPZ authorities to prepare annual budget? Please describe about your participation in budget meeting. How often local influential people participate in the discussions of budget meetings and provide suggestions/recommendations? How often their suggestions and recommendations were accepted/valued/argued? (What issues they raised, was their opinion valued etc.)

9.	Who usually attend in those meeting? Probe: Upazila Parishad (UZP chairman, Union Parishad chairman, citizens) / UP – Union Parishad chaiman, member, Chairmanship of UP secretry, mass citizen including inclusion of female, vulnerable people, social excluded people, closed ally of powerfuls in terms of existence of nepotism)

10.	Which factors are given priorities while preparing the budget? What are the sectors should be emphasized on setting the priorities. How satisfied are you with the budget allocation and dissemination of different sectors in your UP/UPZ?

11.	What types of services you received from the UP/UPZ regarding water, sanitation, health, education, communication and public work development? How UP/UPZ can improve the services (water, sanitation, health, education and public works development)? Please rate your satisfaction with the services of UP/UPZ?

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

12.	What do you know about the major programs of UP/UZP? Are you included in functioning any of the program? What are those programs?

13.	What is your idea about the Standing Committees in your UP? How many SCs are in your area and what are they? What functions they are operating? What are the limitations of the SCs for smooth functioning? Your level of satisfaction about the functions of standing committees.

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

14.	Tell us about the socio-economic conditions of women in your local community. What are the developing programs for women that UP/UZP initiated? Tell us the involvement of women on leading these program. What other programs leaded by women?

15.	Tell us about the activity of UP/UZP about Disaster and Management (DRM) and Climate change action related program. What are the activates you have seen on these for your area.

16.	How independently UP and UZP can work? Where the interference and influences generally occur?

17.	What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, COVID-19

etc) organized by UP/UZP? How often have you observed to implement these programs in your UP/UZP? What do you think about the success of Implementation for such types of programs?

18.   Does your UP/UZP prepare annual Plan? Please tell us about your involvement and perception on it.

19.   Do you have any idea about five-year plan? Please tell us about your involvement and perception on it.

20.   According your opinion, what should be focused in case of setting goal for expenditure of UP/UPZ that are crucial for the benefit of the local people?

21.   How much concerned your UP/UZP are on developing/building roads and other infrastructures in your surroundings? What are the challenges you feel as a community regarding the development/implementation of the roads and other infrastructures?

22.   How efficiently COVID-19 support (intervention of EALG) was provided by UP/UZP? Please tell us about some visible outputs you have observed from this type of support.

23.   Did you ever participated in public hearing? How did you get information about it? What are the topics generally discussed there? What are the discussions and decisions have been made in last hearing? Do you think public hearing should be introduced to resolve local issues at UP level?

24.   From your perception what the areas/sectors the UP/UZP have the scopes for future development for your community?

25.   What are your demands to your UP/UZP focusing on the overall development and support for your community?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

Qualitative questionnaire

2. FGD checklists for General People

'Consent of the Respondents'

My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this disscussion. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case they feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ Ward   _____ Union,

_____ Upazila   _____ District

Date_____

S/L no	Name	Address	Occupation	Mobile no	Biological Identity Male/Female	Age	Signature

1.   Do you know UP/UZP personnel in your area? (UP chairman, members, women members, field staff of governement departments, others-representative of Muktijoddah, cooperative societies disadvantage grups / professions; UZP chairman, chairmen of all union parshads, vice-chairman, woman vice-chairman, members from reserved etc.)? Please tell us their name. What are the public engagement activities of UP/UZP?

2.   In your ward, how often Ward Shavas take place (yearly)? How do you get information about Ward Shavas? If you received no information, why you think it is important to get information about it? (Please describe).

3.   In your community, who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

4.   Do local people raise any indigenous issues in Ward Shavas? What type of issues they generally rise? (Probe: domestic violence, early marriage, sexual harassment, any issues regarding indigenous people etc.

5.   Do people (Probe: Male, female, marginal people, ethnic people) raise any issues in Ward Shavas? What type of issues they generally rise? (Probe: domestic violence, early marriage, sexual harassment, etc).

6.   Do you think the number of community participation from local people is enough in Ward savas? Please explain. What are the major challenges for local people to get information about organizing ward shava meeting?

7.   Did you attended open budget meetings arranged by the UP/UZP authorities to prepare annual budget? Please describe about your participation in budget meeting.

8.   Who usually attend in those meeting? (Probe: male-female ratio, inclusion of vulnerable people, existence

of nepotism) How often local people participate in the discussions of budget meetings and provide suggestions/recommendations? How often their suggestions and recommendations were accepted?

9.   How satisfied are you with the budget allocation and dissemination of different sectors in your UP/UZP?

10.   Which factors are given priorities while preparing the budget? What are the sectors should be emphasized on setting the priorities?

11.   What types of services you received from the UP/UPZ regarding water, sanitation, health, education, communication and public work development? How UP/UPZ can improve the services (water, sanitation, health, education and public works development)? Please rate your satisfaction with the services of UP/UPZ?

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

12.   What do you know about the major programs of UP/UZP Are you included in functioning any of the program? What are those programs?

13.   Tell us about the socio-economic conditions of women in your local community. What are the developing programs for women that UP/UZP initiated for women? Tell us the involvement of women on leading these program.

14.   Tell us about the activity of UP/UZP about Disaster and Management (DRM) and Climate change action related program. What are these activates you have seen on these for your area.

15.   How independently UP and UZP can work? Where the interference and influences are generally occur?

16.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc) organize by UP/UZP? How often have you observed to implement these programs in your UP/UZP? What do you think about the success of Implementation for such types of programs?

17.   According your opinion, what should be focused in case of setting goal for expenditure of UP/UZP that are crucial for the benefit of the local people?

18.   How efficiently COVID-19 support (intervention of EALG) was provided by UP/UZP? Please tell us about some visible outputs you have observed from this type of support.

19.   How much concerned your UP/UZP are on developing/implementing on roads and other infrastructures in your surroundings? What are the challenges you feel as a community regarding the development/implementation of the roads and other infrastructures?

20.   What is your idea about the transparency of selection procedure of beneficiaries of SSNP and relief materials at your UP/UZP? What are the key factors for the selection of beneficiaries for SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors).

21.   Do you ever participated in public hearing? What are the topics generally discussed there? What are the discussions and decisions have been made in last hearing? Please tell us about the last actions made from the discussions/decisions from the hearing?

22.   From your perception what the areas/sectors the UP/UZP have the scopes for future development for your community?

23.   What are your demands to your UP/UZP focusing on the overall development and support for your community?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

Qualitative questionnaire

3. FGD checklists for Ethnic Minors

'Consent of the Respondent'

My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this disscussion. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case they feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ Ward   _____ Union,

_____ Upazila   _____ District

Date_____

S/L no	Name	Address	Occupation	Mobile no	Biological Identity Male/Female	Age	Signature

1.   Do you know your UP/UZP chairman, ward member and counselor? What were the initiatives they are taking for your community?

2.   Do you know about ward shava? Do you know how often Ward Shavas take place? Did you/ your community member ever participate/attain ward shava? How do you get information about Ward Shavas? If you received no information, why you think it is important to get information about it? (Please describe).

3.   Define the category of people who attend meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

4.   Do you raise any local issues in Ward Shavas? What was the issues which was raised in ward shava? (Probe: indigenous harassment, inclusion related problem, culture related problem etc).

5.   Do you think number of participants' from ethnic minors is enough in Ward savas? Please explain. What are the major challenges for the ethnic minors to get information about the ward shava meeting?

6.   Did you attended open budget meetings arranged by the UP/UZP authorities to prepare annual budget? Please describe about your participation in budget meeting.

7.   Who usually attend in those meeting? (Probe: male-female ratio, inclusion of vulnerable people, existence of nepotism) How often ethnic minors participate in the discussions of budget meetings and provide suggestions/ recommendations? How often their suggestions and recommendations were accepted?

8.   How satisfied are you with the budget allocation and dissemination for ethnic group in your UP/UZP?

9.   Which factors are given priorities while preparing the budget? What do you think about the appropriateness

of budget while setting the priorities for ethnic minors?

10.   What types of services you received from the UP/UZP regarding water, sanitation, health, education, communication and public work development? How UP/UPZ can improve the services (water, sanitation, health, education and public works development)? Please rate your satisfaction with the services of UP/UPZ?

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

11.   What do you know about the major programs of UZP/UP? Are you included in any programs? What are the specific program for ethnic minors from UZP/UP?

12.   Tell us about the socio-economic conditions of women in your ethnic community. What are the developing program for women that your UP/UZP initiate for women? Tell us the involvement of women on leading these program.

13.   Do you hear about Disaster Management Committee and Climate Change Action? Tell us about the activity of UP/UZP about Disaster and Management (DRM) and Climate change action related program. What are these activates you have seen on these for your area.

14.   How independently UP and UZP can work? Where the interference and influences are generally occur?

15.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, COVID-19 etc) organize by UP/UZP? How often have you observed to implement these programs in your UP/UZP? What do you think about the success of Implementation for such types of programs?

16.   According your opinion, what should be focused in case of setting goal for expenditure of UP/UZP that are crucial for the benefit of the ethnic minority group?

17.   How much concerned your UP/UZP are on developing/building roads and other infrastructures in your surroundings? What are the challenges you feel as a community regarding the development/implementation of the roads and other infrastructures?

18.   How efficiently COVID-19 support (intervention of EALG) was provided by UP/UZP? Please tell us about some visible outputs you have observed from this type of support.

19.   What is your idea about the transparency of selection procedure of beneficiaries of SSNP and relief materials at your UP/UZP? What are the key factors for the selection of beneficiaries for SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors).

20.   Did you ever participated in public hearing? How did you get informed about it? What are the topics generally discussed there? What are the discussions and decisions have been made in last hearing? Please tell us about the last actions made from the discussions/decisions from the hearing?

21.   From your perception what the areas/sectors the UZP/Up have the scopes for future development for your community?

22.   What are your demands to your UP/UZP focusing on the overall development and support for your ethnic minors?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

Qualitative questionnaire

4. FGD checklists for Local Women

'Consent of the Respondent'

My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this disscussion. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case they feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ Ward   _____ Union,

_____ Upazila   _____ District

Date_____

তারিখঃ

S/L no	Name	Address	Occupation	Mobile no	Biological Identity Male/Female	Age	Signature

1.   Do you know UP/UZP personnel in your area? (UP chairman, members, women members, field staff of governement departments, others-representative of Muktijoddah, cooperative societies disadvantage grups / professions; UZP chairman, chairmen of all union parshads, vice-chairman, woman vice-chairman, members from reserved etc.)? Please tell us their name. What are the public engagement activities of UP/UZP?

2.   In your community, who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

3.   In your area, how often Ward Shavas take place (yearly)? How do you get information about Ward Shavas? Is there another way to get the information effectively prior to ward shava? Do you think it is important to get information about it? (Please describe). If do not get the information, try to explain the reasons.

4.   In your community, who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

5.   What are the major challenges for the women to get information about the ward shava meetings? Also please tell us about the challenges of participating in the meeting.

6.   Do you think the amount of participation from local women is enough in Ward savas? (Please explain) Do women raise any local issues in Ward Shavas? What type of issues they generally rise? (Probe: domestic violence, early marriage, sexual harassment, etc).

7.	Did you attended open budget meetings arranged by the UP/UZP authorities to prepare annual budget? Please describe about the women participation in budget meeting. How often women participate in the discussions of budget meetings and provide suggestions/recommendations? How often their suggestions and recommendations were accepted?

8.	How satisfied are you with the budget allocation and dissemination for women in your UP/UZP? Rate please

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

9.	How satisfied are you with your participation in the discussion?Rate please

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

10.	Please tell usyour idea about Up/UZp's budget. Which factors are given priorities while preparing the budget? What do you think about the appropriateness of setting the priorities on budget issue for women?

11.	What types of services you received from the UP/UPZ regarding water, sanitation, health, education, communication and public work development? How UP/UPZ can improve the services (water, sanitation, health, education and public works development)? Please rate your satisfaction with the services of UP/UPZ?

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

12.	What do you know about the major programs of UP/UZP Are you included in functioning any of the program? What are those programs?

13.	Tell us about the socio-economic conditions of women in your local community. What are the developing programs for women that UP/UZP initiated for women? Tell us the involvement of women on leading these program.

14.	Tell us about the activity of UP/UZP about Disaster and Management (DRM) and Climate change action related program. What are these activates you have seen on these for your area.

15.	What are your demands to your UP/UZP focusing on the overall development and support for women?

16.	According your opinion, what should be focused in case of setting goal for expenditure of UP/UZP that are crucial for the benefit of women development?

17.   What are the social awareness raising program (Probe: dowry, early marriage, tree plantation, COVID-19 etc) organize by UP/UZP? How often have you observed to implement these program in your UP/UZP? What do you think about the success of Implementation for such types of program?

18.   Did you ever participated in public hearing? How did you get information about it? What are the topics generally discussed there? What are the discussions and decisions have been made in last hearing? Please tell us about the last actions made from the discussions/decisions from the hearing?

19.   How efficiently COVID-19 support (intervention of EALG) was provided by UP/UZP? Please tell us about some visible outputs you have observed from this type of support.

20.   What do you know about "orange program"? What is your perception about the success of the program implementation? Who participated in this program? How women are getting benefits of this program?

21.   What is your idea about the selection procedure of beneficiaries and the transparency of SSNP and relief materials at your UP/UZP? What are the area of selection for the selection of beneficiaries of SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors).

22.   What is your perception about the activities of Women Development Forum (WDF) in your UZP/UP for women? How satisfied are you with these activities of Women Development Forum (WDF)? Please tell us about your involvement with WDF.

23.   From your perception, what the areas/sectors the UZP/UP have the scopes for future development for women?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

Qualitative questionnaire

5. FGD checklists for Vulnerable People

'Consent of the Respondent'

My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this disscussion. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case they feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ Ward   _____ Union,

_____ Upazila   _____ District

Date_____

S/L no	Name	Address	Occupation	Mobile no	Biological Identity Male/Female	Age	Signature

1.   Do you know UP/UZP personnel in your area? (UP chairman, members, women members, field staff of governement departments, others-representative of Muktijoddah, cooperative societies disadvantage grups / professions; UZP chairman, chairmen of all union parshads, vice-chairman, woman vice-chairman, members from reserved etc.)? Please tell us their name. What are the public engagement activities of UP/UZP?

2.   In your area, how often Ward Shavas take place (yearly)? How do you get information about Ward Shavas? Is there another way to get the information effectively prior to ward shava? Do you think it is important to get information about it? (Please describe). If do not get the information, try to explain the reasons.

3.   In your community, who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people) In your perception what are the selection criteria for joining these meetings? (Please explain).

4.   Do local marginal people raise any indigenous issues in Ward Shavas? What type of issues they generally rise? (Probe: domestic violence, early marriage, sexual harassment, etc).

5.   Do you think the amount of community participation from local marginal group is enough in Ward savas? Please explain. What are the major challenges for local marginal people to get information about organizing ward shava meeting?

6.   Did you attended open budget meetings arranged by the UP/UZP authorities to prepare annual budget? Please describe about your participation in budget meeting.

7.   Who usually attend in those meeting? (Probe: male-female ratio, inclusion of vulnerable people, existence of nepotism) How often local marginal people participate in the discussions of budget meetings and provide

suggestions/recommendations? How often their suggestions and recommendations were accepted?

8.   How satisfied are you with the budget allocation and dissemination in different sectors for local marginal people in your UP/UZP?

9.   What types of services you received from the UP/UPZ regarding water, sanitation, health, education, communication and public work development? How UP/UPZ can improve the services (water, sanitation, health, education and public works development)? Please rate your satisfaction with the services of UP/UPZ?

Level of Satisfaction	Number of Response (Mention the total number of respondents)
Satisfied	
Somewhat Satisfied	
Neither Satisfied Nor Dissatisfied	
Dissatisfied	
Very Dissatisfied	

10.   What do you know about the major programs of UZP/UP for local marginal people? What are the specific programs run by UZP/UP you are included in?

11.   Tell us about the socio-economic conditions of women from local marginal people community. What are the developing program for these women that your UP/UZP initiate for women?

12.   Tell us about the activity of UP/UZP about Disaster and Management (DRM) and Climate change action related program. What are the activities you have seen on these for your area?

13.   How independently UP and UZP can work? Where the interference and influences are generally occur?

14.   How efficiently COVID-19 support (intervention of EALG) was provided by UP/UZP? Please tell us about some visible outputs you have observed from this type of support.

15.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc) organize by UP/UZP? How often have you observed to implement these programs in your UP/UZP? What do you think about the success of Implementation for such types of programs for local marginal people?

16.   How much concerned your UP/UZP are on developing/implementing on roads and other infrastructures in your surroundings? What are the challenges you feel as a community regarding the development/implementation of the roads and other infrastructures?

17.   What is your idea about the selection procedure of beneficiaries and the transparency of SSNP and relief materials at your UP/UZP? What are the area of selection for the selection of beneficiaries of SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors).

18.   Did you ever participated in public hearing? How did you get information about it? What are the topics generally discussed there? What are the discussions and decisions have been made in last hearing? Please tell us about the last actions made from the discussions/decisions from the hearing?

19.   From your perception what the areas/sectors the UZP/Up have the scopes for future development for your community for local marginal people?

20.   What are your demands to your UP/UZP focusing on the overall development and support for local marginal people?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

1. Interview Schedule for UNO/DDLG/LGD

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date_____

1.	Does Upazila Parishad (UZP) organize monthly meetings regularly? (If no explain).Who presids this meeting? What were the discussed topics in this last meeting? (Please explain).What were the decisions made/taken in this last meeting? On average, how much time it takes to implement a decision?

2.	In your working area, how often Ward Shavas take place (yearly)? Who join the Ward Shava meetings? Describe the participation of male/female, poor, socially excluded, vulnerable people, ethnic people in these meetings.

3.	Do you think the number of participants from local women is significant in Ward savas? (Please explain) Do women raise any issues in Ward Shavas? What type of issues they generally raise? (Probe: domestic violence, early marriage, sexual harassment, etc).

4.	Do your UZP prepare annual Plans regularly? What topics are included in the annual plans? Please tell us about some implementation of the plan in different sectors of development of UZP.

5.	Did your UZP prepared five-year plan? What topics are included in the five year plan? Please tell us about some implementation of this plan in different sectors of development of UZP.

6.	What are the UZP's activities and key priorities for citizens to aware them for the annual budget? Do you think this budget is transparent? What are the UZP's activity to make the annual budget participatory?

7.	Tell us about the ways and mechanisms of integration and supplementation of UZP plans and plans of transferred departments that are identified for more effective service provision.

8.	Do your UZP have improved expenditure against the budget? Please describe details about the expenditure. According your opinion, what should be focused in case of setting goal for expenditure of your UZP?

9.	Tell us about the participation of UZP functionaries for developing their planning, budgeting and managed schemes. What are the public engagement strategies UZP adopt in your planning and service monitoring? Tell us number of participants from man, women, marginal people, ethnic minors in preparing these plans. Among them which groups are lagging behind? (Please explain the reasons).

10.   Is there any integrated planning system for UP, UZP and ZP? What are the steps taken for the development of this integrated planning system?

11.   Do your UZP has formed Disaster Management Committees? Who are the members of thesecommittees? Describe its activities.

12.   How much concerned your UZP are on developing/implementing on roads and other infrastructures in your surroundings? What are the challenges you feel regarding the development/implementation of the roads and other infrastructures?

13.   What are the impacts of "orange campaign" for women? Please tell us about the successful outcome of it.

14.   Tell us about the participation and influence of women in your UZP in the council decision making. How much concerned your UZP is for women vice-chair and councilor training and activities in the Women Development Forums. and percentage of men councilors. Which schemes are you implementing under the leadership of women vice-chairs/women representatives?

15.   What are the public engagement strategies for UZP adopted by LGIs that ensure the participation of women, ethnic as well as religious minorities, and media?

16.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc.) organized by UZP? What do you think about the success of Implementation for such types of programs?

17.   How is the participation of UZP committee in circular dissemination for recruiting UZP core staffs? Please describe the procedure of the circular dissemination.

18.   What are the implemented activities related to Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) as stipulated in their development plans in UZP?

19.   Tell us about the SDGs localization strategies and success of itinyour UZP.

20.   Which are the activities UZP generally practice to collaborate with at least three transferred departments? Please mention which transferred departments are usually involved/collaborated? How much inclusiveness the UZP committee provisioned with citizens, CSO and local media, and practiced in all selected UZP?

21.   How effective is the awareness and training programs on SDGs provided by EALG for UP and UZP?

22.   To what extent has the Efficient and Accountable Local Government (EALG) project been able to build up institutional and individual capacity of UPs and UZPs?

23.   To what extent is the Efficient and Accountable Local Government (EALG) project contributing to change in capacity of the LGI functionaries' in providing the public services at UPs and UZPs level?

24.   To what extent is the EALG project contributing to institutional changes in the UPs and UZPs?How sustainable will be the changes?

25.   Do you think EALG's interventions are useful for improving local governance especially for UPs and UZPs? If yes, how? And if not why?

26.   To what extent the satisfaction of citizens on provided services of UP and UZP are related to the attributes of EALG project?

27.   According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are those interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

2. Interview Schedule for UZP Chairman/Vice-Chairman

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Does UZP organize monthly meetings regularly? (If no explain).Who presided this meeting? What were the discussed topics in this last meeting? (Please explain).What were the decisions made/taken in this last meeting? On average, how much time it takes to implement a decision?

2.   Tell us about the access and engagement of poor, vulnerable and socially excluded citizens of your UZP to decision making process.

3.   How the UZP maintain transparency and accountability in service delivery? What are your UZP's initiatives had been taken in last budget session?

4.   What are the implemented activities related to Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) as stipulated in development plans in UZP?

5.   What are the activities/schemes on climate change taken in UZP plan?What are the implemented activities related to Climate Change Adaptation (CCA)? What are the impactsof the interventions?

6.   Please tell us about the UZP's local climate resilience plan during the project period. How your UZP mainstreamed this local resilience plan into their 5-year development plan.

7.   In UZP's CCA (Climate Change Adaptation) and DRM scheme, how does UZP ensure partnership with CBOs, including youth and marginalized groups?

8.   Tell us about the involvement of Standing Committees (SCs) in your UZP. Also please describe its functions. How effective Standing Committees (SCs) functions are? Do you have specific ToR for UZP Committees? If not, do you think it is important to have a guideline to strengthen UZP?

9.   What are the development schemes implemented for and by women at UZP level? Who are involved in it? To which criteria they are involved?

10. Tell us about about the implementation status of WDF Circular (about 3% ADP allocation for gender responsive scheme and 25 scheme proposed by UZP women representatives)

11. What kind of schemes undertaken under the circular on WDF in FY 2018-29 and FY 2019-20? Who and how many beneficiaries covered by the gender responsive schemes?

12. When LGD did issue Circular to overcome challenges of female's participation in the activities of local governance? How effectively women can participate in the activities of local governance?

13. Is there any integrated planning system for UP, UZP and ZP? What are the steps taken for the development of this integrated planning system?

14. What are the activities for SDG localization the UZP had done so far?

15. Do you think the SDG's interventions (awareness, training, billboard, etc.) provided by EALG are effective for UZP's planning? If yes, how?

16. What are the public engagement strategies for UZP adopted by LGIsthat ensure the participation of women, ethnic as well as religious minorities, and media?

17. Did you attend any public hearing arranged by UP? Do the proposal from public hearing (from UP) get priority in UZP planning and budgeting? Please tell us about it.

18. What are the roles and responsibilities of UZP committees that are collaborated with the line ministry officers?

19. What are the impacts of orange campaign for women? Please tell us about the successful outcome of it.

20. To what extent has the Efficient and Accountable Local Government (EALG) project been able to build up institutional and individual capacityofUZPs?

21. To what extent is the Efficient and Accountable Local Government (EALG) project contributing to change in quality of public services provided by UPs and UZPs?

22. To what extent the satisfaction of citizens on provided services of UZP are related to the attributes of EALG project?

23. To what extent is the EALG project contributing to institutional changes in the UZPs in the long term? Is there any positive/ negative change in local government policies/activities observed so far due to the EALG project's interventions?

24. To what extent is the EALG project contributing to institutional changes in the UPs and UZPs? How sustainable will be the changes?

25. To what extent are institutionalcapacities improved by EALG's support to sustainable development?

26. What are the major changes so far in the lives/ livelihood of citizens during this project due to improved service delivery of the and UZPs?

27. To what extent are institutional and individual capacities improved by EALG's support to sustainable development?

28. According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

3. Interview Schedule for UP Chairman/ Members/Secretary

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Does UP organize monthly meetings regularly? (If no explain). Who presides these meetings? What were the discussed topics in this last meeting? (Please explain).What were the decisions made/taken in this last meeting? On average, how much time it takes to implement a decision?

2.   In your wards, how often Ward Shavas take place (yearly)? Who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor, socially excluded and vulnerable people, ethnic people).

3.   Do you think the number of participants from local women is enough in Ward savas? (Please explain). Do women raise any local issues in Ward Shavas? What type of issues they generally raised? (Probe: domestic violence, early marriage, sexual harassment, etc.).

4.   Do your UP prepare annual Plans regularly? What issues are included in the annual plan? Please tell us about some implementation of the plan in different sectors of development of UP.

5.   Did your UP prepared five-year plan? What issues are included in the five year plan? Please tell us about some implementation of this plan in different sectors of development of UP.

6.   What are the UP's activities and key priorities for citizens to aware them of for the annual budget?

7.   Tell us about the open Budget session and participation of planning mechanisms in UP.

8.   Tell us about the ways and mechanisms of integration and supplementation of UP plans and plans of transferred departments for more effective service provision.

9.   Do your UP have improved expenditure against the budget? Please describe details about the expenditure. How much do you know about the auditing of the expenditure of your UP? According your opinion, what should be focused in case of setting goal for expenditure of your UP?

10. Tell us about the participation of UP functionaries for developing their planning and budgeting and managed schemes. Do your UP adopt public engagement strategies (Probe: Ward Shava guideline, open Budget Session guideline, Public Hearing guideline, etc.) in your planning and service monitoring?

11. Tell us number of participants from man, women, marginal people, ethnic minors in preparing these plans. Among them which groups are lagging? (Please explain the reasons).

12. How effectively UP collect holding tax? What are the area of transparency and consultation for taxpayers the UP follow for increasing the holding tax?

13. What are the challenges to collect UP holding tax, and how can minimize the challenges?

14. How much amount was collected by your UP as holding tax in FY 2017-18, 2018-19 and 2019-20, and what is the percentage of collection with regards to target?

15. Is there any integrated planning system for UP, UZP and ZP? What are the steps taken for the development of this integrated planning system?

16. How many standing committees are there in your union paishad?If not 13 then askabout other, is there any plan to onboard other committees and when. Who are the members of standing committees in your UP? What are the functions it operates? How many times a year they arrange meeting? Your level of satisfaction about the functions of standing committees (Very satisfied, Somewhat satisfied, Neither satisfied nor dissatisfied, Somewhat dissatisfied, Very dissatisfied)

17. Did the UP form Disaster Management Committees? Who are the members of this committees? Describe its activities

18. How much concerned your UP are on developing/implementingroads and other infrastructures in your designated area? What are the challenges you feel regarding the development/implementation of the roads and other infrastructures?

19. How UP circulating the notice for public hearing? What was the discussed topics and decisions made in the last hearing? What are the recent steps UP implemented depending on these discussions and decisions? What kind of issues/problems resolved through the public hearing?

20. What do you think about the effectiveness of EALG to facilitate the Public Hearing at UP level? (Only for Treatment group)

21. What are the impact of orange campaign for women? Please tell us about the successful outcome of it.

22. Tell us about the participation and influence of women in your UP in the council decision meeting.

23. How much concern is theUP for women member training and activities in the Women Development Forums?

24. Which are the schemes you implementing under the leadership of women representatives?

25. What is the implementation status of 30% scheme selection by UP women representatives under LGSP's circular?

26. What kind of scheme and number of scheme undertaken by the circular (30%) in your UP in FY 2017-18, 2018-19 and 2019-20? How many beneficiaries covered by the schemes by fiscal year mentioned?

27. What are the public engagement strategies for UP adopted by LGIsthat ensure the participation of women, ethnic as well as religious minorities, and media?

28. What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc.) organize by UP? What do you think about the success of Implementation for such types of programs?

29.   Do your UP has citizen's charter? Is there any committee to prepare the CC?Who are the members of this committees? Describe its activities. What are the topics should be covered within the CC? Is there any specific guideline to prepare CC? If no, then how do you prepare it? If yes, then what are the key issues in the guideline?

30.   Tell us about the SDGs localization strategies and success in your UP.

31.   Do you think the SDG's interventions (awareness, training, billboard, etc.) provided by EALG are effective for UP's planning? If yes, how?

32.   Which are the activities UP coordinate withat least three transferreddepartments? How much inclusiveness the UP committee provisioned with citizens, CSO and local media and practiced in all selected UP?

33.   What are the activities/schemes on climate change adaptation (CCA) taken in UP development plan?Probe: tree plantation, awareness program, reducing brick fields from living area, etc. What are the impact of the interventions?

34.   For which roles and responsibilities, UP committees conduct coordination with line ministry officers?

35.   To what extent has the Efficient and Accountable Local Government (EALG) project been able to build up institutional and individual capacity of UPs?

36.   To what extent the satisfaction of citizens on provided services of UP are related to the attributes of EALG project?

37.   To what extent are institutional and individual capacities improved by EALG's support to sustainable development?

38.   To what extent is the EALG project contributing to institutional changes in the UPs in the long term? Is there any positive/ negative change in local government policies/activities observed so far due to the EALG project's interventions?

39.   To what extent is the EALG project contributing to institutional changes in the UPs? How sustainable will be the changes?

40.   What are the major changes so far in the lives/ livelihood of citizens during this project due to improved service delivery of the UPs?

41.   According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

4. Interview Schedule for Representatives of Transferred Department (LGED/DDM/Social Service officer/

Agriculture officer)

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Tell us about the SDGs localization strategies and success of the project area.

2.   Do you think the SDG's interventions (awareness, training, billboard, etc.) provided by EALG are effective for UP's planning? If yes, how?

3.   Which are the activities UZP and local functionaries coordinate under your project area for at least three transferred departments at the District Development and Coordination Committee?

4.   Is there any integrated planning system for UP, UZP and ZP? What are the steps taken for the development of UP's, UZP's and ZP's integrated planning system developed?

5.   What are the public engagement strategies for UP's adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs?

6.   To what extent are EALG implementation approach/ methodology aligned with the current Bangladesh contexts, including both national contexts and local conditions of the project intervention areas?

7.   How relevant are EALG project design and implementation to the national strategies/policies on local governance?

8.   To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and leaving no one behind (LNOB)?

9.   How efficiently has the project spent available budget so far as per preparing annual work plan?

10.   Is budget allocation of EALG project well considered to achieve the results to date in terms of cost efficiency? To what extent is financial management of EALG project efficient and effective?

11.	To what extent the satisfaction of citizens on provided services of UZP are related to the attributes of EALG project?

12.	To what extent is the project contributing to change in quality of public services provided by UPs and UZPs? To what extent have the citizens been satisfied with services provided by the UPs and UZPs? To what extent are these change attributable to EALG project?

13.	What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors) To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?

14.	Is there any positive/ negative change in local government policies observed so far due to the project's interventions?

15.	According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

5. Interview Schedule for Women Councilor/Member/WDF member/Representative from Upazila Women Affairs

Officer (UWAO)

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Tell us amount of participation from man, women, marginal people, ethnic minors in preparing different plans. Above these which category is lagging behind (Please explain the reasons)

2.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc.) organize by UZP? What do you think about the success of Implementation for such types of programs? How effective these programs are for women?

3.   What are the social awareness raising program (Probe: dowry, early marriage, tree plantation, etc.) organize by UP/UZP? How often UP/UZP implements these program in your UP/UZP? What do you think about the success of Implementation for such types of program?

4.   What is your idea about the selection procedure of beneficiaries and the transparency of SSNP and relief materials at your UP/UZP? What are the area of selection for the selection of beneficiaries of SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors). How benefited women are in your UP/ UZP in these program?

5.   What is your perception about the activities of Women Development Forum (WDF) in your UZP/UP for women? How satisfied are you with these activities of Women Development Forum (WDF)? Please tell us about your involvement with WDF.

6.   What are the implication of UP/UZP's legal documents and activities of WDF? How often do you view these documents? Where these documents are preserved at UNO office or UZP office?

7.   Do your UZP has citizen's charter? Describe its activities ofcitizen's charter for women.

8.   Tell us about the participation and influence of women in your UP/UZP in the council decision meeting.

9.   How much concern your UZP is for women vice-chair and councillor training and activities in the Women Development Forums and percentage of men councillors.

10.   Which are the schemes you implement under the leadership of women vice-chairs/women representatives? Which are the UP/UZP services that women vice-chairs/women representatives lead and provide?

11.   What are the public engagement strategies for UP/UZP's adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs? Is there any challenges regarding the engagement? Explain.

12.   Tell us about the socio-economic conditions of women in your community. What are the developing programs for women that your UP/UZP initiate for women? Tell us the involvement on women on leading these program

13.   How independently UP and UZP Women leaders can work? Is there any interference and influences are generally occur? If so please explain.

14.   From your perception, what the areas/sectors the UZP/UP have the scopes for future development for women?

15.   What do you know about "orange campaign"? What is your perception about the success of the program implementation? In what criteria of women development this program is supportive?

16.   Do you know about EALG project? What are the initiatives this program is providing for women? Please tell us about the necessity of this program for women development.

6. Interview Schedule for Project Personnel/ EALG Program Officials

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   For how long you are involved with the EALG project?

2.   Please tell us the number of policy studies conducted by the government during the project period.

3.   Please tell us the number of 1.inter-ministerial meeting/dialogue held on issues including fiscal flow to UP, 2.Number of policy dialogues with MPs (members of standing committees) on issues including fiscal flow to UP taxation and assignment of health and education.

4.   Tell us about the SDGs localization strategies and success of the project area. Which are the activities UZP and local functionaries coordinate with transferred departments under the project area for District Development and Coordination Committee?

5.   What are the public engagement strategies for UP's adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs?

6.   To what extent are EALG implementation approach/ methodology aligned with the current Bangladesh contexts, including both national contexts and local conditions of the project intervention areas?

7.   How relevant is the project to UN/ UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP Strategic Plan, and SDGs?

8.   To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and leaving no one behind (LNOB)?

9.   To what extent has theory of change of EALG project been helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the theory of change?

10.   How efficiently has the project spent available budget so far toprepareannual work plan?

11.   Is budget allocation of EALG project well considered to achieve the results to date in terms of cost efficiency? To what extent is financial management of EALG project efficient and effective?

12.   Tell us about the status of the approval of Terms of References (ToRs) for UZP committees (according to UZP act 2011) and introduction of UZP regulatory framework (Number of UZP Committee).

13.   Tell us about the pilotation status of tools for UZP service delivery according to UZP act 2011 oversight of at least 3 transferred departments. How many tools are disseminated? Is there any challenges appeared while this piloting and dissimilating? If so mention please.

14.   How did the project area UZPs issued circular for UZP core staff in their areas? Tell us about the organization of introductory session of these core staff in all these selected UZPs.

15.   Which circular with provision for allowances are issued and practiced for participation in UZP committee at all selected Project area UZPs?

16.   How many Public Financial Management (PFM) manual prepared and piloted in project area? Tell us about the piloting in details.

17.   What is the condition of practicingUZP Act amendment with mandatory UZP committee provision for inclusion of citizens, CSO and local media in this project area? (Number of UZPs and amendment)

18.   Tell us abouth the issued memos/ circulars/ guidelines of LGD on the issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP.

19.   To what extant different options for division of responsibilities among LGIs tiers are available and discussed by GoB. Please explain.

20.   What are the ways and mechanisms of integration and supplementation of UZP plans and plans of transferred departments that are identified for more effective service provision?

21.   What types of integrated planning systems had developed in district level for intregating UP, UZP and ZP?

22.   Please tell us about the existing tax collection system of the UP. Does these UPs under project area developed new model tax system? Tell us about the advantages and disadvantages they faced regarding that.

23.   Was there any dialogue with political parties and policy makers held to implement the commitment of at least 30% women in political party governance structures? How many dialogues took place?

24.   Was therany dialogue with the government policy makers held in order to convince them to initiate legal reforms for improved female participation in the activities of local governance? How many dialogues held?

25.   Did UPs and UZPs adopted public engagement strategies by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs? Please mention the number of UPs and UZPs under your project area.

26.   Did UPs and UZPs underproject areas issued circular of the roles and responsibilities of UP and UZP committees including the coordination with line ministry officers? Tell us about the procedure of circulation.

27.   Did UP/UZp organize dialogues with the government policy makers regularly in the framework of the inter-ministerial coordination committee? Please tell us about the purpose of the dialogue for local service provision.

28.   Were the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?

29.   To what extent has M&E system of EALG project supported effective project management and implementation?

30.		To what extent the satisfaction of citizens on provided services of UZP are related to the attributes of EALG project?

31.		To what extent has the project been on track so far towards achieving its planned goal and objectives as per approved results framework?

32.		To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?

33.		To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?

34.		What would be bottlenecks and changes if the project is not achieving the results as planned? (It should consider both external and internal factors) To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?

35.		According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

7. DANIDA /SDC

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Tell us about the SDGs localization strategies and success of the project area.Which are the activities UZP and local functionaries coordinate under your project area for transferred departments at the District Development and Coordination Committee?

2.   What are the public engagement strategies for UP's adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs?

3.   To what extent are EALG implementation approach/ methodology aligned with the current Bangladesh contexts, including both national contexts and local conditions of the project intervention areas?

4.   How relevant are EALG project design and implementation to the national strategies/policies on local governance?

5.   To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and leaving no one behind (LNOB)?

6.   To what extent has theory of change of EALG project been helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the theory of change?

7.   How efficiently has the project spent available budget so far as per Produce and annual work plan?

8.   Is budget allocation of EALG project well considered to achieve the results to date in terms of cost efficiency? To what extent is financial management of EALG project efficient and effective?

9.   Were the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?

10.   To what extent has M&E system of EALG project supported effective project management and implementation?

11.   To what extent the satisfaction of citizens on provided services of UZP are related to the attributes of EALG project?

12.   To what extent has the project been on track so far towards achieving its planned goal and objectives as per approved results framework?

13.   To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?

14.   To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?

15.   According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

8. Interview Schedule for NGO/CSO/CBO/Local Media/ Local NGO

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Tell us about the SDGs localization strategies and success of it in this UZP.

2.   Tell us about the socio-economic conditions of women in your community. What are the developing program for women that your UZP initiates for women, ethnic people, vulnerable and marginal people? Tell us the involvement of women in leading these programs.

3.   What are the local programs by UP/ UZP that are arranged for social and infrastructural development? How UP/ UZP include your organization with these?

4.   Is there any integrated planning system for UP, UZP and ZP? What are the steps taken for the development of this integrated planning system?

5.   To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?

6.   Is there any positive/ negative change in local government policies observed so far due to the project's interventions?

7.   What are the areas of recommendation that UZP followed so far? Tell us about your cooperation and coordination with UP/UZP?

8.   Tell us number of participants from man, women, marginal people, ethnic minors in preparing their plans and budget. Among them which groups are lagging behind? (Please explain the reasons)

9.   What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc.) organize by UZP? What do you think about the success of Implementation for such types of programs? How effective these programs are for the beneficiaries?

10.	What is your idea about the selection procedure of beneficiaries and the transparency of SSNP and relief materials at your UP/UZP? What are the areas of selection for the selection of beneficiaries of SSNP and reliefs materials from UP/UZP? (Probe: political issues, nepotism and other factors).How benefited mass people are in your UP/UZP in these programs?

11.	Tell us about the access and engagement of poor, vulnerable and socially excluded citizens of your UZP to decision making process.

12.	How the UZP and UP maintain transparency and accountability in service delivery? Tell us how do you make UZP's and UP's service delivery transparent and accountable? What are your UZP's infinitives had been taken in last budget session

13.	What is your perception about the activities of Women Development Forum (WDF) in your UZP/UP for women? How satisfied are you with these activities of Women Development Forum (WDF)? Please tell us about your involvement with WDF.

14.	Do your UZP and UP has citizen's charter? Describe its activities ofcitizen's charter for general people.

15.	Tell us about the participation and influence of general people in your UP/UZP in the council decision meeting.

16.	What are the implemented activities related to Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) as stipulated in their development plans in your UZP? Probe: tree plantation, awareness program, reducing brick fields from living area, etc. Do this UZP has formed Disaster Management Committees? Who are the members of this committees? Describe its activities

17.	What you know about EALG project? What are the initiatives this program is providing for people in your UP/UZP? Please tell us about the necessity of this program for UP's/UZP's development.

18.	What is your recommendation to improve the public engagement and transparency with UP/UZP and its services? How can EALG program can help in this regard?

19.	According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

9.1 UGDP Program Officials

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.
Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   How do you measure Performance of Upazila Parishad? Please tell us about Performance Based Allocation (PBA) of Upazila Parishad. Also please tell us about the significance of PBA at Upazla level.

2.   What initiatives JICA had taken to improve mutual accountability between LGIs and line department both at Upazila and Union level? How doesUpazila Governance and Development Project (UGDP) assist on creating synergy effects between them?

3.   How does UGDP project measure and ensure transparency and what are the areas of measures of good governance for LGIs? What are the steps the project take to improve transparency of LGIs and line departments to local communities through Union Development Coordination Committee (UDCC)?

4.   What are the strategies of UGDP for strengthening the capacity of public servants both in LGIs and line departments? Please enlighten us the collaboration mechanism of the LGI and Line departments.

5.   In which criteria UGDP facilitate the appropriate decentralization process through series of governance & financial improvement activities? Please tell us about these governance & financial improvement activities

6.   To what extent has the project been able to build up institutional capacity of Upazila Parishads' and line departments?

7.   To what extent is the project contributing to change in quality of public services provided by Upazila Parishads' and line departments?

8.   To what extent is the UGDP project contributing to institutional changes in the UZPs in the long term? Is there any positive/ negative change in local government policies/activities observed so far due to the UGDP project's interventions?

9.   To what extent is the UGDP project contributing to institutional changes in the UPs and UZPs? How sustainable will be the changes?

10.   To what extent are institutional and individual capacities improved by UGDP's support to sustainable

development?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG)

9.2 UICDP Program Officials

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to

Name of the participant_____

Occupation_____

Signature_____

Date____

1.	What are the Mid-long term strategies Upazila Integrated Capacity Development Project (UICDP) has set for Upazila Parishad Governance Improvement?

2.	What are the implemented mechanism and monitoring system established till now? Please tell us about the monitoring activates in different areas.

3.	Is there any model developed for Upazila Integrated Development Plan and related guidelines? Please tell us about the model. Please tell us about the criteria of development regarding this.

4.	What are the capacity development training for strengthening of the National Institute of Local Government (NILG) and related institutes to implement trainings for Upazila Parishad stakeholders?

5.	To what extent has the project been able to build up institutional capacity of Upazila Parishads' and line departments?

6.	To what extent is the project contributing to change in quality of public services provided by Upazila Parishads' and line departments?

7.	To what extent is the UICDP project contributing to institutional changes in the UZPs in the long term? Is there any positive/ negative change in local government policies/activities observed so far due to the UICDP project's interventions?

8.	To what extent is the UICDP project contributing to institutional changes in the UPs and UZPs? How sustainable will be the changes?

9.	To what extent are institutional and individual capacities improved by UICDP's support to sustainable development?

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

10. Interview Schedule for Standing Committees/ Scheme Supervision Committee

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   Does UP organize monthly meetings regularly? (If no explain). Who presided this meeting? What were the discussed topics in this last meeting? (Please explain).What were the decisions made/taken in this last meeting? On average, how much time it takes to implement a decision? Tell us about your involvement in these meetings.

2.   In your wards, how often Ward Shavas take place (yearly)? Who join the Ward Shava meetings? Define the category of people who attend these meetings. (Probe: male/female, poor/non-poor, socially excluded and vulnerable people, ethnic people).

3.   Do you think the number of participation from local women is enough in Ward savas? (Please explain). Do women raise any local issues in Ward Shavas? What type of issues they generally rise? (Probe: domestic violence, early marriage, sexual harassment, etc.).

4.   Do your UP prepare annual Plans regularly? Please tell us about some implementation of the plan in different sectors of development of UP.

5.   Do your UP prepared five-year plan? Please tell us about some implementation of this plan in different sectors of development of UP.

6.   What are the UP's activities and key priorities for citizens to aware them of for the annual budget.Tell us about the open Budget session and participation of planning mechanisms in UP.

7.   Tell us about the ways and mechanisms of integration and supplementation of UP plans and plans of transferred departments are identified for more effective service provision.

8.   Do your UP have improved expenditure against the budget? Please describe details about the expenditure. How much do you know about the auditing of the expenditure of your UP? According your opinion, what should be focused in case of setting goal for expenditure of your UP?

9.   Tell us about the participation of UP functionaries for developing their planning and budgeting and managed schemes. Do your UP adopt public engagement strategies Probe: Ward Shava guideline, open Budget Session guideline, Public Hearing guideline, Orange Campaign Guideline, etc.) in your planning and service monitoring?

10.	Tell us number of participation from man, women, marginal people, ethnic minors in preparing these plans. Above these which category is lagging behind (Please explain the reasons)

11.	Is there any integrated planning system for UP, UZP and ZP? What are UP's, UZP's and ZP's integrated planning system developed?

12.	How often the meetings for Standing Committees held in your UP? Who are the members of standing committees in your UP? What are the functions it operates .Your level of satisfaction about the functions by standing committees (Very satisfied, Somewhat satisfied, Neither satisfied nor dissatisfied, Somewhat dissatisfied, Very dissatisfied)

13.	Do your UP has formed Disaster Management Committees? Who are the members of this committees? Describe it's activities

14.	How much concerned your UP are on developing/implementing on roads and other infrastructures in your surroundings? What are the challenges you feel regarding the development/implementation of the roads and other infrastructures?

15.	How UP circulating the notice for public hearing? What was the discussed topics or decisions made in the last hearing? What are the recent steps UP implemented depending on these discussions and decisions? What do you think about the effectiveness of Public Hearing at UP level as piloted by EALG? What kind of issues/problems resolved through the public hearing?

16.	What do you know about orange campaign? What are the impact of orange campaign for women? Please tell us about the successful outcome of it.

17.	Which are the schemes you implement under the leadership of women representatives? What is the implementation status of 30% scheme selection by UP women representatives under LGSP's circular?

18.	What kind of scheme and number of scheme undertaken by the circular (30%) in your UP in FY 2017-18, 2018-19 and 2019-20? How many beneficiaries covered by the schemes by fiscal year mentioned?

19.	What are the social awareness raising programs (Probe: dowry, early marriage, tree plantation, etc.) organize by UP? What do you think about the success of Implementation for such types of programs?

20.	Do your UP has citizen's charter? Who are the members of this committees? Describe its activities.

21.	Tell us about the SDGs localization strategies and success in your UP. Do you think the SDG's interventions (awareness, training, billboard, etc.) provided by EALG are effective for UP's planning? If yes, how?

22.	Which are the activities UP and local functionaries coordinate for at least three transferreddepartments at the District Development and Coordination Committee?

23.	How much inclusiveness the UP committee provisioned with citizens, CSO and localmedia and practiced in all selected UP? What are the activities/schemes on climate change taken in UP plan?Probe: tree plantation, awareness program, reducing brick fields from living area, etc.And what is the impact of the interventions?

24.	To what extent has the Efficient and Accountable Local Government (EALG) project been able to build up institutional and individual capacity of UPs?

25.	To what extent is the Efficient and Accountable Local Government (EALG) project contributing to change in quality of public services provided by UPs?

26.	To what extent are institutional and individual capacities improved by EALG's supports sustainable?

27.	To what extent the satisfaction of citizens on provided services of UP are related to the attributes of EALG project?

28.	To what extent is the EALG project contributing to institutional changes in the UPs in the medium-long term? Is there any positive/ negative change in local government policies observed so far due to the EALG project's interventions?

29.	What are the major changes so far in the lives/ livelihood of citizens during this project due to improved service delivery of the UPs?

30.	According to your knowledge, did the EALG project provide any intervention/support regarding COVID-19? What are the interventions/support? Please tell us about the effectiveness of the intervention/support.

Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project

KII with District Facilitator (DF)

'Consent of the Respondent'

Greetings from DM Watch! My name is _____ and I am working with DM WATCH for this study. We are currently collecting data for the "Mid Term Evaluation of Efficient and Accountable Local Governance (EALG) Project", which is a project implemented by LGD. I am inviting you to participate in this interview. Your participation in this discussion will be voluntary. There will be no fund or compensation for this participation. You have the right to withdraw from the discussion at any stage in case you feel discomfort, risk, or thread. You may skip any questions that you do not want to answer. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. The study is conducted by DM WATCH. Please ask any questions you have now.

Statement of Consent: I understand the aforementioned information and I have received answers to any questions I asked. I consent to take part in the study.

_____ District

Name of the participant_____

Occupation_____

Signature_____

Date____

1.   For how long you are involved with the EALG project?

2.   To what extent EALG implementation approach/ methodology are aligned with the current Bangladesh contexts, including national contexts and local conditions of the project intervention areas? How relevant are EALG project design and implementation to the national strategies/policies on local governance?

3.   What are the interventions of EALG project at union, upazila parishad, ward and community level? For how long these interventions are taken? Was there any gap in continuation of the intervention? Please mention about it.

4.   Among the EALG interventions which are effective? How do you identify effectiveness of the interventions? Why these interventions are more effective? Which interventions are not that much effective? Why those interventions are not effective. How those interventions can be more effective?

5.   Did the EALG project provide any training regarding interventions? If yes, what types of training were conducted? Was there any guideline/manual/curriculum for the training? To what extant training guideline/manual/curriculum were useful? Were there enough resource person and material for providing the training? Who conducted the training (describe in details)? How sufficient was the training duration/time span?

6.   Who participated in the training (who received the training) in case of both upazila and union parishad? To what extant the training was helpful/effective for the participants? According to your knowledge, are the participants implementing their knowledge received from the training? If yes, to which sector they are implementing it and what factors were the catalyst for this positive outcome? If no, which training they are not implementing/practicing? What are the challenges to implement/practice those training? What can be done to make those training more effective/implementable?

7.   How EALG project facilitate SDG localization strategy?

8.   How EALG project ensure strengthening capacity of Upazila Parishad to boost up service delivery?

9.	To what extent you are successful to enhance capacity of the Union Parishad functionaries? How EALG project intervene to ensure participatory local development?

10.	To what extant EALG project help the upazila and union parishad to gain good rank (in case of audit)?

11.	How do you evaluated the performance of EALG in case of facilitating public hearing, ward shava, women development forum, annual plan preparation, functioning of standing committees, open budget meetings considering the current context of the union and upazila parishad?

12.	What are the interventions of EALG in the union/upazila parishad regarding COVID-19 pandemic? To what extant the interventions were useful for the local people and upazila/union parishad personnel? What were the major catalyst for the successful intervention? What were the major challenges for regarding COVID-19 interventions?

13.	Overall, how satisfied are you with the performance/effectiveness of the local EALG project? Please mention your suggestion regarding the project (if any).

Annex V: Evaluation Matrix

	Evaluation Questions	Relevant Section	Data Collection Method	Data Source
Relevance	To what extent are EALG implementation approach/methodology aligned with the current Bangladesh context, including both national contexts and local conditions of the project intervention areas? How relevant are EALG project design and implementation to the national strategies /policies on local governance?	Chapter 3 Findings 3.2 Relevance	Desk review, KII	7th Five year plan of Bangladesh, SDG goals,
	How relevant are the project to UN/UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP strategic plan, and SDGs?	Chapter 3 Findings 3.2 Relevance	KII, Desk Review	Representatives of UNDP, UNDP vision and goals
	To what extent has the project design taken the cross –cutting issues into account, such as gender, human rights-based approach (HRBA) and Leaving no one behind (LNOB)?	Chapter 3 Findings 3.2 Relevance	KII, Desk Review	7th Five year plan of Bangladesh, SDG goals, UNDP representatives, SDC and DANIDA representatives.
	To what extent has theory of change of EALG project was helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the theory of change?	Chapter 3 Findings 3.2 Relevance	KII	UNDP representatives, Programme team.

	Evaluation Questions	Relevant Section	Data Collection Method	Data Source
Efficiency	How efficiently has the project spent available budget so far as per Prodoc and annual work plan?	Chapter 3 Findings 3.4 Efficiency	KII, Desk review	UNDP representatives, M&E team of UNDP, Programme personnel, Representatives from SDC and DANIDA, Budget related Pro-doc
	Is budget allocation well considered to achieve the results to date in terms of cost efficiency?	Chapter 3 Findings 3.4 Efficiency	KII, Desk review	UNDP representatives, M&E team of UNDP, Programme personnel, Representatives from SDC and DANIDA, Budget related Pro-doc
	To what extent is financial management efficient and effective? Were the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?	Chapter 3 Findings 3.4 Efficiency	KII, Desk review	UNDP representatives, M&E team of UNDP, Programme personnel, Representatives from SDC and DANIDA, Budget related Pro-doc
	To what extent has M&E system supported effective project management and implementation?	Chapter 3 Findings 3.4 Efficiency	KII	UNDP representatives, M&E team of UNDP, Programme personnel

	Evaluation Questions	Relevant Section	Data Collection Method	Data Source
Effectiveness	To what extent has the project been on track so far towards achieving its planned goal and objectives as per approved results framework?	Chapter 3 Findings 3.3 Effectiveness	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials
	To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?	3.3.1 Strengthening UZPs 3.3.1 A) SDG localization 3.3.1 C) Participatory planning and budgeting 3.3.1 D) Budget making of Upazila Parishad 3.3.1 F) Activating Women Development Forum 3.3.2 Strengthening UPs 3.3.2 H) Public hearing 3.3.2 F) Collection of Holding Tax	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member.
	To what extent is the project contributing to change in quality of public services provided by UPs and UZPs? To what extent are these change attributable to EALG project?	3.3.2 H) Assessment of Quality of Service delivery system 3.5.1 A) satisfaction of the citizen regarding UZPs services	Quantitative survey, KII, FGD	Household and citizen perception survey, District facilitators, Chairman, influential people, vulnerable citizen, local women.
	To what extent have the citizens been satisfied with services provided by the UPs and UZPs? To what extent are these change attributable to EALG project?	3.5.1 A) satisfaction of the citizen regarding UZPs services 3.5.2 B) Satisfaction on UPs services	Quantitative survey, KII, FGD	Household and citizen perception survey, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women.
	What Would be the bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)	Chapter 4: conclusion and recommendation 3.3.3 B) Integrated planning system 4.1.2 Non-achievement of the project	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member.

	Evaluation Questions	Relevant Section	Data Collection Method	Data Source
Impact	To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?	3.5 Impact	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member.
	Is there any positive/ negative change in local government policies observed so far due to the project's interventions?	3.3.3 A) Division of responsibilities among LGI tiers (UP,UZP,ZP) 3.3.3 B) Integrated planning system 3.3.3 C) Strategies for public engagements	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women.
	What are the major changes so far in the lives/ livelihood of citizens due to improved service delivery of the UPs and UZP (this should include some case studies)	3.3.2 H) Public hearing 3.3.2. C) Strengthening standing committees for effective (Case study governance (Case studies) 3.5 C) COVID-19 related intervention (Case study)	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member.
Sustainability	To what extent are institutional and individual capacities improved by EALG's supports sustainable?	Chapter 3 Findings 3.7 Sustainability	Desk review, KII	Project document, 7th Five year plan, SDG goals, UNDP vision, Higher officials of LGD, DDLG, Representatives from SDC, DANIA and UNDP, DF.
	Has the project considered necessary institutional arrangement of the government stakeholders/ partner organizations to be set up to make the project's impact sustainable over a longer term?	Chapter 3 Findings 3.7 Sustainability	Desk review, KII	Project document, SDG goals, Higher officials of LGD, DDLG, Representatives from UNDP, DF, Programme personnel, M&E team of UNDP.

	Evaluation Questions	Relevant Section	Data Collection Method	Data Source
Lesson Learned	What are the lessons learned that the project has had so far?	Chapter 3 Findings 3.8 Lessons learned	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member,.
	What are the past and/or upcoming challenges? What kind of mitigation measures have already been taken and/or will be taken?	Chapter 3 Findings 3.8 Lessons learned	KII	District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member,.
	What are the recommendations for the evaluation for further efficiency and effectiveness of the project?	Chapter 3 Findings 3.8 Lessons learned	Quantitative survey, KII, FGD	Household and citizen perception survey, Institutional survey: UP, Institutional survey: UZP, District facilitators, DDLG, Chairman, UNDP officials, Government officials, UNO, CBO/CSO, influential people, vulnerable citizen, local women, WDF member.

Annex VI: Lists of Individuals Interviewed

SL No.	Name	Designation
01	Helal Uddin Ahmed	Senior Secretary, Local Government Division, Government of Bangladesh
02	Md. Iftikher Ahmed Chowdhury	Deputy Secretary, Export Promotion Bureau, Ministry of Commerce, Government of Bangladesh. Former DNPD, EALG
03	Mohammad Zahirul Islam	Deputy Secretary (City Corporation - 2), Local Government Division, Former DNPD, EALG
04	Sudipto Mukerjee	Resident Representative, UNDP
05	Van Nguyen	Deputy Resident Representative, UNDP
06	Muntarin Mahal Aminuzzaman	Senior Adviser, Governance and Rights, Embassy of Denmark in Bangladesh, DANIDA
07	Nadim Rahman	National Programme Officer- Migration and Local Governance, Embassy of Switzerland in Bangladesh, Swiss Agency for Development and Cooperation SDC
08	Md Shariful Hoque	Project Coordinator, EALG
09	Azizul Haque Sarder	Capacity Development and Gender Officer, EALG
10	Kazuyoshi Hirohata	M&E Specialist, UNDP
11	Azizur Rahman Siddiqui	Consultant, UGDP Project
12	Mizanur Rahman	Consultant, UICDP Project
13	Sarder M Asaduzzaman	Head, Programme Management and Partnership Support , UNDP
14	Ashekur Rahman	Assistant Resident Representative, Assistant Resident Representative (Governance Portfolio Manager) , UNDP, Bangladesh
15	Md Mozammel Haque	Programme Analyst, Democratic Governance Portfolio, UNDP
16	G M Saiful Islam	Monitoring and Evaluation and MIS Officer, EALG
18	Jayeda Begum	UP Member Korkordi, Modhukhali Faridpur
19	A H M Ariful Islam	Upazila Nirbahi Officer (UNO)Khaliyajuri, Netrokona
20	Abdul Khaleq	Upazila Chairman, Kolma Kanda, Netrokona
21	Golam Mostofa	Businessman, Mymensingh
22	Mst. Jahanara Begum	Woman Member, Mymensingh
23	Tarikul Islam	Upazila Chairman, Kolmakanda
24	Emdadul Haque	Upazila Agriculture Officer, Muktagacha, Mymensingh
25	Jiya Ahmmed Sumon	Deputy Director of Local Government (DDLG), Netrokona DC Office
26	Md. Abdur Razzak	District Facilitator (DF), Netrokona
27	Md. Abdus Kuddus	UP Secretary, Cattigor,Durgapur, Netrokona
28	Md. Siddik Mia	Farmer, Komlakanda, Nazirpur, Netrokona
29	Md. Torikul Islam	Teacher, Kamar Para Sadullapur, Gaibandha
30	Md. Torikul Islam Sabu	Job Holder, Sundorgonj, Gaibandha
31	Md. Motiur Rahman	Job Holder, Rangpur

SL No.	Name	Designation
32	Anil kumar Ganguli	Businessman, Mitha Pukur, Rangpur
33	Md. Sohrab Hossain	Politician, Ganggachra, Rangpur
34	Md. Ershadul Alam	Businessman, Kauniya, Rangpur
35	Md. Abdur Razzak	Politician, Kauniya, Rangpur
36	Madhai Sorkar	Ex Director, Bhanga, Faridpur
37	Md. Hyder hossain	Farmer, Bhanga, Faridpur
38	Md. Rafiqul Islam	Transfer Department (LGED), Madhukhali, Faridpur
39	Kazi Moshiur Rahman	Director, Boalmari, Faridpur
40	Syed Rasel Reza	Upazila Chairman, Boalmari, Faridpur
41	Monir Hossain Mozumkder	District facilitator (DF), Faridpur
42	Aliuzzaman Chowdhury	Upazila Chairman, Kalukhali, Rajbari
43	Bakhaid Husain	Deputy secretary, Rajbari
44	Sanjib kumar Ray	Farmer, Dakop, Khulna
45	Gourapod Bahar	Chairman Dakop, Khulna
46	Md. Fariduzzaman	Service, Rupsha, Khulna
47	Rina Parvin	Bisinessman, Rupsha, Khulna
48	S.M Mafizul Islam	Reporter, Terokhadia, Khulna
49	Md. Iqbal Hossain	District facilitator (DF), Khulna Sadar
50	Md. Motior Monna	Businessman, Moheshpur, Jhinaidah
51	Md. Saiub Ali Joardar	Chairman, Shailkopa, jhenaidah
52	Md. Akteruzzaman	District Facilitator, Sunamgonj
53	Md. Abdul Majid	Patharia
54	Md. Masud mia	UP Chairman, Joykolos union
56	Md. Soriful Islam	Deputy Director of Local Government (DDLG), Sunamgonj Sadar
57	Md. Hasan ud Doula	Agriculture Officer, Tahirpur
58	Md. Abul kasem	Committee member, Tahirpur
59	Bina Rani Talukder	District Facilitator, Jamalgonj Upazila
60	Md. Iqbal Al Azad	Upazila Chairman, Jamalgonj Upazila
61	Bornali Pal	Upazila Nirbahi officer (UNO), Bissonath , Sylhet
62	Md. Rasel	Kukorail Jubo Unnayan Songoh,
63	Md. Enamul Haque	UP Member, Rayghati union, Rajshahi
64	Mst. Sufia khatun	Mohila Vice Chairman, Godgari, Rajshahi
65	Roich Uddin	Businessman, Ray ghati, Rajshahi
66	Md. Enamul Haque	Teacher, Bagmara Rajshahi
67	Muttakin Alam Shohel	Reporter, Rajshahi,
68	Md. Sanoar Hossain	Upazila Engineer, Bagmara, Rajshahi
69	Sahana Akter Jahan	Deputy Director, Rajshahi
70	Abu Hena Mostofa Kamal	District Facilitator (DF), Rajshahi
71	Mst. Kanij Sultana	NGO Employee VARK NGO, Ranggabali, Patuakhali

SL No.	Name	Designation
72	Mst. Taslima Begum	Woman Affair's Officer, Kolapara , Patuakhali
73	Md. Zabir Hossen	Vice Presidant Ranggabali Press Club and Reporter, Ranggabali, Patuakhali
74	D. M. Sorforaj	Deputy Director of Local Government (DDLG), Patuakhali
75	Md. Naeem Hasan	Community Facilitator, Ranggabali, Patuakhali
76	Gazi Abdus Salam	Vice President Agriculture Officer, Patuakhali Sadar
77	Md. Delowar Hossain	UP Member, Cailtabunia, Ranggabali, Patuakhali
78	Momen Khan	District Facilitator (DF), Patuakhali DC Office
79	Md. Sohidul Islam	Businessman, Amtoli, Patuakhali
80	Md. Rintu Talikdar	UP Chairman, Kolapara, Patuakhali
81	Rashida Khatun	Woman Member, ramu, Cox's Bazar
82	Rajib Chandra Vokto	UP Secretary, Matlab, Chandpir
83	Md. Kabir Ahmmed	Upazila Social Work Officer, murad Nagor, Comilla
84	Haji J S Toslim	Upazila Vice Chairman, Faridgonj, Chandpur
85	Noor Uddin Mamun	District Facilitator (DF), Chandpur
86	Haji Abul Barek Miazi	Businessman, Hayemchar, Chandpur
87	Md. Abdullah Al Mahmud Jaman	Additional Director Commissioner, Chandpur
88	Nurul Islam Selim	Reporter, Ramu, Cox's bazar

Annex VII: List of Documents Reviewed

SL No.	Documents
1.	M&E Result Framework of EALG
2.	Annual Work Plans of EALG
3.	UNDP Evaluation Criteria
4.	UNDP Strategic Plan
5.	Zila Parishad Act 2000
6.	Upazila Parishad Act 1998
7.	Union Parishad Act 2009
8.	Legewie, N. (2013). An Introduction to Applied Data Analysis with Qualitative Comparative Analysis (QCA), FQS 14(3).
9.	Mayne, J. (2012). Contribution Analysis: Coming of Age? Evaluation 18(3), 270-280
10.	EPSA Guide to Working with Theory of Change for Research Project, Isabel Vogel
11.	Education Household Survey, 2014
12.	Final Report on Household Income and Expenditure Survey, 2016
13.	Gender Statistics of Bangladesh, 2018
14.	Manual on Social Accountability Concepts and Tools
15.	7th Five Year Plan of Bangladesh
16.	Sustainable Development Goal Tracker
17.	Baseline Study of EALG Project
18.	Annual Report of EALG, 2019
19.	Charter of Duties of Upazila Parishad Officers
20.	COVID-19 Programme Implementation Guideline
21.	EALG Multi Year Activities
22.	EALG Quarterly Progress Report, April-June 2020
23.	Scope and Areas of Fiscal Decentralisation for Local Government Institutions in Bangladesh, UNDP
24.	Guideline for Orientation on Climate Issues
25.	Guideline for Preparing UZP Annual Report
26.	Guideline for Union Parishad Tax Fair
27.	Guideline for Union Parishad Five Year Plan Book
28.	Guideline for ToR of Upazila Parishad Committees
29.	Guideline for ToR of Union Parishad Standing Committees
30.	LGIs Policy Brief on Local Resource Mobilization
31.	Risk Analysis of EALG
32.	Shadow Guideline on UZP Planning
33.	Guideline on Public Hearing
34.	Guideline on Orange Campaign
35.	Strategy Paper for Strengthening Committees of Upazila Parishad

ETHICAL GUIDELINES FOR EVALUATION

PLEDGE OF ETHICAL CONDUCT IN EVALUATION

UNEG United Nations Evaluation Group

By signing this pledge, I hereby commit to discussing and applying the UNEG Ethical Guidelines for Evaluation and to adopting the associated ethical behaviours.

INTEGRITY
I will actively adhere to the moral values and professional standards of evaluation practice as outlined in the UNEG Ethical Guidelines for Evaluation and following the values of the United Nations. Specifically, I will be:

- **Honest and truthful** in my communication and actions.
- **Professional**, engaging in credible and trustworthy behaviour, alongside competence, commitment and ongoing reflective practice.
- **Independent, impartial and incorruptible.**

ACCOUNTABILITY
I will be answerable for all decisions made and actions taken and responsible for honouring commitments, without qualification or exception; I will report potential or actual harms observed. Specifically, I will be:

- **Transparent regarding evaluation** purpose and actions taken, establishing trust and increasing accountability for performance to the public, particularly those populations affected by the evaluation.
- **Responsive** as questions or events arise, adapting plans as required and referring to appropriate channels where corruption, fraud, sexual exploitation or abuse or other misconduct or waste of resources is identified.
- **Responsible** for meeting the evaluation purpose and for actions taken and for ensuring redress and recognition as needed.

RESPECT
I will engage with all stakeholders of an evaluation in a way that honours their dignity, well-being, personal agency and characteristics. Specifically, I will ensure:

- **Access to** the evaluation process and products by all relevant stakeholders – whether powerless or powerful – with due attention to factors that could impede access such as sex, gender, race, language, country of origin, LGBTQ status, age, background, religion, ethnicity and ability.
- **Meaningful participation and equitable treatment** of all relevant stakeholders in the evaluation processes, from design to dissemination. This includes engaging various stakeholders, particularly affected people, so they can actively inform the evaluation approach and products rather than being solely a subject of data collection.
- **Fair representation** of different voices and perspectives in evaluation products (reports, webinars, etc.).

BENEFICENCE
I will strive to do good for people and planet while minimizing harm arising from evaluation as an intervention. Specifically, I will ensure:

- **Explicit and ongoing consideration of risks and benefits** from evaluation processes.
- **Maximum benefits** at systemic (including environmental), organizational and programmatic levels.
- **No harm.** I will not proceed where harm cannot be mitigated.
- **Evaluation makes an overall positive contribution** to human and natural systems and the mission of the United Nations.

I commit to playing my part in ensuring that evaluations are conducted according to the Charter of the United Nations and the ethical requirements laid down above and contained within the UNEG Ethical Guidelines for Evaluation. When this is not possible, I will report the situation to my supervisor, designated focal points or channels and will actively seek an appropriate response.

_____   _____15/04/2021_____   (Signature and Date)