

Terms of Reference for Hiring Firm for Conducting Mid-term Evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP)

The Terms of Reference (TOR) has been designed to conduct a mid-term evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP), a sub-project under UNDP's Strengthening Inclusive Development in CHT (SID-CHT).

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 OECD DAC evaluation criteria: relevance, efficiencies, effectiveness, coherence, impact and sustainability based on the lessons learned and recommended follow-up actions.

Job : Mid-term Evaluation of SHARIP project

Duration : 60 days over 3 months period

Location : Bandarban and Cox's Bazar districts

Start : 1 August 2021 (or earlier if possible)

1. Background and Rationale:

In 2017, over 700,000 Rohingya refugees fled into Cox's Bazaar to escape what the UN has identified as ethnic cleansing in neighboring Myanmar. Today, nearly a million refugees live in 30-plus camps in Cox's Bazaar's Ukhiya and Teknaf Upazilas (sub-districts). As a result, the population in these areas tripled, exacerbated pre-existing vulnerabilities in the areas, and put an immense strain on local livelihoods, ecosystems, and basic services. Although the Government of Bangladesh (GoB) attempted to restrict the influx to the camps, recent reports highlight that many Rohingyas are believed to have left the camps and are settling in both Bandarban and Cox's Bazar. As per UNDP studies, arable and grazing land has been re-purposed to house refugees, thousands of hectares of forest have been cut down, and water sources have been stretched and contaminated¹. Competition for opportunities for informal work as day laborers has resulted in reduced wages, while the local market has been distorted as refugees compete with local retailers to offer lower prices².

Consequently, tension and conflicts within and between host communities and Rohingya refugees are intensifying. This situation has been aggravated by the COVID 19 outbreak, which has negatively impacted the livelihoods of poor and vulnerable communities, increased social frustration due to disruptions in essential services such as education and health, and raised the possibility of a breakdown in social cohesion.

¹ Environmental impacts of Rohingya influx: A multifaceted problem requires multifaceted responses

² Impacts of the Rohingya Refugee Influx on Host Communities

Objective: To strengthen the socio-economic conditions of the poor households of the host communities affected by the recent Rohingya influx in ten Upazilas of Bandarban and Cox's Bazar districts.

This objective will be achieved through the following three outcomes and intervention areas:

Outcome 1: Agricultural production increased and diversified in targeted communities through:

- Establishment of 1,800 Integrated Farm Management – Farmer Field Schools (IFM-FFS) (813 IFM-FFS in Cox's Bazar and 987 IFM-FFS in Bandarban) with the participation of 54,000 poor and marginalized farmers, of which at least 50% are women.
- Building the capacity of 563 Farmer Facilitators who will act as model farmers and facilitate learning in the IFM-FFS.
- Facilitating group learning for IFM-FFS farmers on new farming components and improved techniques focusing on homestead production.
- Enhancing access of IFM-FFS farmers to agricultural services through the engagement of Government Line Departments (DAE, DLS, DoF) and local Government Institutions as resource persons and monitors, and through training of Community Livestock Workers.
- Enhancing access of IFM-FFS farmers to marketing through the establishment of 56 collection points.

Outcome 2: Agroforestry production increased sustainably through:

- Developing and implementing 1,800 IFM-FFS community Agroforestry Development Plans and 54,000 individual household Agroforestry Development Plans.
- Enhancing access to quality input, amongst other training nursery growers, establishing 65 community nurseries, and distributing 133,200 samplings.

Outcome 3: Social cohesion increased through:

- Forming and providing support to 10 Local Volunteer Mediators Forums (LVMFs) who offer mediation services in the project areas.
- Courtyard sessions for IFM-FFS farmers on leadership, conflict management, gender equality, etc.
- Events raising the awareness and boosting the confidence of youths, including 1-month long martial art training, youth camps, debating competitions, etc.

Sensitizing events on social cohesion topics for the population in the project areas, including religious dialogues, street drama, and international world day celebrations.

Different types of stakeholders are engaged in the implementation of the SHARIP project, who all need to be taken into consideration when assessing the progress and results of the project:

- Poor, marginalized farmers
- Farmer Facilitators
- Youth representatives
- Local volunteer mediators
- Government Line Departments (DAE, DLS, DoF)
- Local government institutions (Upazila and Union Parishads)

2. Geographical Coverage:

The geographical coverage of the evaluation is 39 Unions in 6 Upazilas in Bandarban and Cox's Bazar districts.

District	Upazila	Union	Union names	Farmer			
				Female	Male	Total	Female %
Bandarban	Alikadam	4	Alikadam sadar, Chaykhong, Korok pata, Noya Para	2,547	2,327	4,874	52
	Lama	8	Aziznagar, Faitong, Fashiyakhali, Gojalia, Lama Pouroshova, Lama Sadar, Rupashipara, Sarai	4,071	1,393	5,464	75
	Naikhyongchari	5	Baishari, Dochori, Gumdhum, N.Sadar, Sonaichari	3,742	1,497	5,239	71
	Grand Total	17		10,360	5,217	15,577	67%
Cox's Bazar	Ramu	11	Chakmarkul, Dakkhinmithachhari, Eidghar, Fotekharkul, Garjoniya, Jouarianala, Kacchapia, Kauwarkhop, Khuniapalong, Rajarkul, Rashidnagar	3,542	223	3,765	94
	Teknaf	6	Baharchara, Hnila, Saintmartin, Subrang, Teknaf Sadar, Whykong	3,115	540	3,655	85
	Ukhiya	5	Holdiapalong, Jaliapalong, Palongkhali, Rajapalong, Ratnapalong,	3,557	149	3,706	96
	Grand Total	22		10,214	912	11,126	92%
Total	6	39		20,574	6,129	26,703	77%

3. Evaluation Objectives and Scope:

Purpose:

The purpose of the mid-term evaluation is to assess the process and progress of the SID-CHT project so far compared to its baseline and targets defined in the results framework. The mid-term evaluation will also evaluate and document the project activities' relevance, efficiencies, effectiveness, impact, coherence, 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 evaluation will also generate knowledge for wider use, assess the scope for scaling up the current programme, and serve as a quality assurance tool for both upward and downward accountability.

Specific Objectives:

The specific objectives of the study are:

- To assess the performance of SHARIP since its commencement in 2018 to date against the outcome and outputs indicators as set out in the Results Framework;
- To assess how far SHARIP has come in achieving the development engagement objective measured through the impact indicators identified in the Results Framework;
- To draw the positive and negative, and foreseen and unforeseen, changes and effects driven by project-supported interventions;
- To examine the assumptions embedded in the Theory of Change of SHARIP and assess the relevance, effectiveness, efficiency, coherence and sustainability of the project drawn from its design and implementation;
- To assess the extent to which the rights-based approach and gender-mainstreaming are applied; and
- To draw lessons learned and good practices for the GoB and UNDP replication and/or up-scaling and provide forward-looking recommendations for the next programming phase.

The evaluation employs OECD evaluation criteria (Relevance, Efficiency, Effectiveness, Impact, Sustainability, and Coherence).

The Mid-term evaluation aims at critically reviewing and identifying what has worked well in the project, what challenges have been faced, what lessons can be learned to improve implementation for the remaining period. The evaluation will also generate knowledge for wider uses, assess the scope for scaling up the current programme, and serve as a quality assurance tool for both upward and downward accountability.

The evaluation should provide credible, useful, evidence-based information that enables timely incorporation of its findings, recommendations and lessons into the decision-making processes of UNDP and key stakeholders.

Scope of Evaluation:

This mid-term evaluation covers the project implementation of the project from July 2018 to June 2021. The mid-term project evaluation will be conducted from August 2021 to October 2021. The timing has been agreed with the project advisory board.

Utilization:

The primary audience for this evaluation is Government officials from MoCHTA, National Programme Director, Programme Coordinator, Project Manager, Technical specialist, Donors, other relevant government, civil society representatives, and development partners as well as UNDP Country Office, Resilience & Inclusive Growth (RIG) cluster, and SID-CHT project.

UNDP will consider all useful findings, conclusions, and recommendations from the evaluation, prepare a systematic management response for each recommendation and implement follow-up actions as per UNDP Evaluation Resource Center guidance/policies.

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:

Relevance

- To what extent is the design of SHARIP as well as implementation approach/ methodology relevant to the current Bangladesh contexts, including both national context and local conditions of the project intervention areas?
- How relevant is the project to UN/ UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP Strategic Plan, and SDGs?
- To what extent has the project design and implementation taken cross-cutting issues into account, such as gender equality, human rights-based approach (HRBA), and Leaving no one behind (LNOB)?
- To what extent has SHARIP's Theory of Change 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?

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?
- Are 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 the M&E system supported effective project management and implementation?

Effectiveness

- To what extent has the project been on track so far towards achieving its planned outcomes and outputs as per approved Results Framework? This includes critical analysis of the project's achievements of indicators and targets.
- What factors have contributed to the achievement or non-achievement of the outcomes and outputs?
- To what extent are the activities of SHARIP adopting a gender responsive approach and making gender equality an integral part of the 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)

Coherence

- How do government policies and priorities in relation to enhancing the livelihood of small-scale farmers and development in host communities support or undermine the SHARIP project, and vice versa?
- In which ways are there coherence between the SHARIP project and other UNDP interventions in the project areas?

Impact

- What are the significant changes that the SHARIP project has brought in the lives of the direct beneficiaries and their communities so far? (this should include case studies)
- Is there any positive/ negative change in target beneficiaries, their communities, and duty bearers as a result of the projects? How many were to benefit?

Sustainability

- To what extent are individual and institutional capacities improved through SHARIP's interventions sustainable?
- What is the probability of the benefits of the interventions under SHARIP continuing in the long term?
- 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?

Leave no one behind

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

Lessons learned

- What are the lessons that the projects have had learned so far?
- What are the challenges that the projects have faced during their implementation?
- What measures have already been taken to mitigate those challenges?

Way forward

- Have any good practices, success stories, or transferable examples been identified? Please describe and document them.
- Based on the achievements to date, provide forward-looking programmatic recommendations.

Analysis on programme management and M&E system needs to be covered extensively by the mid-term review.

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.

4.2. Gender and Human Rights-based Approach:

As part of the requirement, the mid-term review must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and a rights-based approach. The review team is requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase³.

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 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 approaches and methodology should consider different groups in SHARIP project intervention – women, youth, minorities, and vulnerable groups. Persons with disabilities (PwD) also need to be considered in the evaluation, following the new UNDP evaluation report checklist.

The evaluation covers the following questions in relation to gender equality and human rights:

Gender equality

- To what extent have gender equality and women's empowerment been addressed in the design, implementation, and monitoring of the project?
- Is the gender marker data assigned to this project representative of reality?
- To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?

Human rights

- To what extent have poor, indigenous, and physically challenged women and other disadvantaged and marginalized groups benefited from the work of UNDP in the country?

5. Evaluation Methodology and Approach:

5.1. Proposed Methodology

The firm will adopt qualitative methodologies, including household/institutional surveys, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs). Since quantitative data supplement qualitative data, a level of quantitative data collection is required. The bidders have been requested to elaborate on how to quantify the qualitative data in the proposal.

Survey questionnaires need to cover all indicators⁴ in the results framework detailed in Annex 1. The questionnaires should also keep at least the same level of data coverage as the baseline survey to ensure a robust comparison between baseline and mid-line data. The bidders are requested to propose strong data collection methodologies/tools and data analysis methodologies in the proposal and should be sufficiently detailed.

The firm needs to develop an evaluation matrix (template is attached in Annex 3 of this ToR) to clarify what types of data will be required to respond to which evaluation question and how those data will be collected.

³ UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'
http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

⁴ A few of the indicators are not yet applicable. Hence, the final list of indicators to cover will be agreed upon by UNDP and the selected firm during the inception phase.

The proposed sample size for both treatment and control groups is indicated in the table below. It should keep comparability with the baseline survey and include both treatment groups and control groups. The bidders are expected to select treatment groups (individual beneficiaries) based on specific criteria in the same 6 Upazila Parishads and 39 Union Parishads as baseline survey (but might be in different paras/grams). Control groups (individual beneficiaries) should derive from other paras/grams in the same 6 Upazilas and 39 UPs as treatment groups based on the criteria.

The bidders need to calculate the sample size for both treatment groups and control groups with a proper sampling method. The bidders are requested to elaborate the appropriate method and procedure (including selection criteria of control groups) in the proposal to determine the sample size and select treatment and control groups. It will be further elaborated in the inception report of the selected firm and determined in consultation with UNDP and relevant stakeholders during the inception phase.

District	Upazila	Union	Union names	Farmer				Proposed sample	
				Female	Male	Total	Female %	Treatment	Control
Bandarban	Alikadam	4	Alikadam sadar, Chaykhong, Korok pata, Noya Para	2,547	2,327	4,874	52	950-1,100	450-650
	Lama	8	Aziznagar, Faitong, Fashiyakhali, Gojalia, Lama Pouroshova, Lama Sadar, Rupashipara, Sarai	4,071	1,393	5,464	75		
	Naikhyongchari	5	Baishari, Dochori, Gumdhum, N.Sadar, Sonaichari	3,742	1,497	5,239	71		
	Grand Total	17		10,360	5,217	15,577	67%		
Cox's Bazar	Ramu	11	Chakmarkul, Dakkhinmithachhari, Eidghar, Fotekharkul, Garjoniya, Jouarianala, Kacchapia, Kauwarkhop, Khuniapalong, Rajarkul, Rashidnagar	3,542	223	3,765	94	950-1,100	450-650
	Teknaf	6	Baharchara, Hnila, Saintmartin, Subrang, Teknaf Sadar, Whykong	3,115	540	3,655	85		
	Ukhiya	5	Holdiapalong, Jaliapalong, Palongkhali, Rajapalong, Ratnapalong,	3,557	149	3,706	96		
	Grand Total	22		10,214	912	11,126	92%		
Total	6	39		20,574	6,129	26,703	77%		

All of the following data collection methods need to be covered. The firm can also add any other appropriate data collection method.

- i. Household survey (if required);
- ii. Institutional surveys;
- iii. Key Informant Interviews (KIIs)
- iv. Focus Group Discussions (FGDs)
- v. Case studies/ Success stories

The bidders are also requested to propose the appropriate number of FGDs and KIIs to be conducted per geographical coverage in the proposal. FGDs and KIIs also require semi-structured questionnaires and/or checklists to make the data collection process as structured as possible.

The use of electronic-based data collection tools (i.e., web-based questionnaires/data collection apps) is highly encouraged.

The data collection process should be participatory, involving implementing partners, key stakeholders, and a broad cross-section of project staff and beneficiaries incorporating a gender equity approach.

The firm shall conduct robust analysis using statistical software. Qualitative data collected through KIIs and FGDs will also be analyzed extensively to provide a picture of the project's results and impacts. Data and evidence will be triangulated to address evaluation questions.

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

The selected firm is requested to identify 4 to 6 case studies (equally representing Cox's Bazar and Bandarban) to look into qualitative changes for project beneficiaries 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 infographics and photos.

In the proposal, the bidders are requested to elaborate:

- 1) Overall evaluation strategies
- 2) Detailed work plan
- 3) Evaluation matrix
- 4) Sampling strategies based on the total beneficiary
- 5) Data collection methodologies & protocols
- 6) Data quality control methods
- 7) Data analysis methodologies and
- 8) Gender analysis plan

All of these aspects need to be sufficiently detailed. It will be assessed rigorously, which will heavily affect the scoring of the proposal.

5.2. Available Data Sources:

For the purpose of the mid-term review, the review team is expected to collect relevant information from the Project Document, Annual Work Plans, financial reports, training database, M&E plan, periodic progress reports, donor reports, policy documents, SHARIP/SID-CHT produced IEC/BCC materials, fact sheets, case studies, meeting minutes, study reports, household database, SID-CHT 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 (SID-CHT), Deputy National Project Director (SID-CHT), Project staff, Donors, and other relevant government as stated in the stakeholder list in the Background section.
- At the field level: Hill District Council, District and Upazila Administration including Deputy Commissioner (DC), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), local Government Line Department officials, Ward Committee Members, implementing partners, community members, and project beneficiaries.

5.3. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’⁵. The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing the collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners. Signed ‘Pledge of Ethical Conduct in Evaluation of the United Nations System’ needs to be attached in the Annex of the final evaluation report. A template can be downloaded from the link below on the footnote⁶. The evaluation team may refer to UNDP’s Dispute and wrongdoing resolution process and contact details⁷ (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

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 strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. Methodologies will be finalized in consultation with UNDP. The firm shall also review primary and secondary project data. Before submitting the inception report, the firm shall consult with the key persons of the project to finalize the data collection methodologies, tools, and data analysis plans.
- ii. **Detailed sampling frame of evaluation:**
 - a) **Determination of Sample size**

The firm shall propose the sample size from its total beneficiary. It should keep comparability with the baseline survey and include both treatment groups and control groups. The proposed sample size for both treatment and control groups is added in the table in ‘5.1. Proposed Methodology’ of this ToR. A specific sample for qualitative and quantitative data collection is required to draw. The SID-CHT team will assist in drawing the whole sampling framework after hiring the firm. Details shall be confirmed and finalized in consultation with UNDP and stakeholders during the inception phase.
 - b) **Household Survey**

As per the requirement, the bidders need to calculate the sample size for both treatment groups and control groups with a proper sampling method. The bidders are requested to elaborate the appropriate method and procedure in the proposal to select sample size. Information is available in ‘5.1. Proposed Methodology’ of this ToR.
 - c) **Focus Group Discussions**

The firm is also expected to conduct a sufficient number of FGDs. The bidders are requested to propose the number of FGDs to be conducted per geographical coverage in the proposal.

⁵ UNEG, ‘Ethical Guidelines for Evaluation’, June 2020. Available at <http://www.uneval.org/document/detail/2866>

⁶ ‘Pledge of Ethical Conduct in Evaluation of the United Nations System’. Available at <http://uneval.org/document/detail/2866>

⁷ UNDP Evaluation dispute resolution process, UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use. Available at <http://web.undp.org/evaluation/guideline/index.shtml>

- 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) HH survey questionnaires, 2) Key Informant Interview (KII) checklist/ semi-structured questionnaire, 3) Focus Group Discussion (FGD) checklist/ semi-structured questionnaire, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure the robust comparison between baseline data and mid-line data. Except for these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.
- iv. **Field 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 the required number of researchers/surveyors/data entry personnel with sufficient experience in data collection. They will collect data from households, project participants, local governance institutions (HDCs), and any other relevant organizations 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. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanisms.

Use of Electronic-based data collection tools (i.e. web-based questionnaires/data collection apps) is highly encouraged, in case the firm already has 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 software and triangulate both qualitative and quantitative data. Multivariate data analysis is encouraged to be used.
- 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 into the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of SID-CHT. The reporting language is English. The evaluation report shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 55-59) of Section 4/ Evaluation Implementation and Use of UNDP Evaluation Guideline. 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 8-12) of the UNDP Evaluation Guidelines[2].⁸

6.2. Evaluation Timeline:

Phase	Estimated # of Days	Proposed Timeline
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⁸ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use, available at <http://web.undp.org/evaluation/guideline/index.shtml>

[2] Quality Assessment Questions of UNDP Evaluation Guidelines (2021), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/index.shtml>

<p>Inception work:</p> <ul style="list-style-type: none"> - Review necessary documents - Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. - Submit draft inception report to UNDP. - Organize an inception meeting with UNDP to finalize mid-term review framework and methodologies. - Submit final inception report and obtain approval from UNDP including detailed methodologies. 	5 days	Within two weeks of signing the contract
<p>Data collection tools development:</p> <ul style="list-style-type: none"> - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism). - Presentation of data collection tools to UNDP/ SID-CHT management. - Field test data collection tools. - Finalize data collection tools incorporating feedback of field testing. 	5 days	Within two weeks of signing the contract
<p>Field data collection/ Data management:</p> <ul style="list-style-type: none"> - Provide training to onboard enumerators on data collection tools and methods. - Collect data from the agreed sources using agreed tools and methods. - Conduct data quality assurance - Data entry into the software - Data processing - Debrief key findings to the UNDP CO and the stakeholders 	30 days	Within eight weeks of signing the contract
<p>Reporting:</p> <ul style="list-style-type: none"> - Conduct data analysis - Triangulate/ analyse findings from desk review, stakeholders' interview, and KIIs - 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 twelve weeks of signing the contract

The firm/organization will be expected to present a draft report in both written form and oral - presentation to the UNDP/SID-CHT and relevant stakeholders within one month of completion of field data collection. The UNDP/SID-CHT and relevant stakeholders will then give their written comments for incorporation in the final report after submitting the draft report. The team leader should be available to discuss findings with management before the presentation of the draft report. The final report (MS Word format) and clean data (excel/SPSS) on a flash drive should be presented within 2 weeks of getting the comments on the draft report.

7. Deliverables:

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

- a. Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis 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 SID-CHT and UNDP. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. The SID-CHT team led by National Project Manager and Team leader – PMR will provide necessary support in the evaluation's day-to-day operation. The consultant will also seek technical guidance from Programme Specialist - Disaster and Resilience, R&IG Cluster, and M&E Specialist/Analyst at UNDP Bangladesh Country Office. The programme evaluation report needs to be cleared by the M&E Specialist/Analyst at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative, UNDP Bangladesh, and RBM/ M&E focal point, UNDP Bangkok Regional Hub.

9. 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 in conducting at least 5 national level development project evaluation mainly based on sample survey
- Have experience in agriculture/agroforestry and livelihoods with at least 2 research studies.
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

10. Minimum Qualifications of the Human Resources

The expected team composition for this evaluation is as follows:

Team Leader and Deputy Team Leader should have thematic expertise in either Agriculture or Social Cohesion respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a deputy team leader should be a thematic expert in Social Cohesion. However, it can be a Team Leader with thematic expertise in Social Cohesion and a Deputy Team Leader with expertise in Agriculture. Team composition needs to be approved by UNDP based on the firm's proposal.

1. Team Leader cum Agriculture Expert:

Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-

I. Academic Qualifications:

Minimum Masters in Social science, Agriculture, Agriculture-based Livelihoods, and/or Development studies

II. Professional Qualifications:

1. Minimum 5 years experience in working with agriculture or agriculture/agroforestry-based livelihoods with at least 2 projects.
2. Minimum 7 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 natural resource-based livelihoods evaluation/research as the team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader cum Social Cohesion Expert:

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in agriculture, environment science or any other relevant subject.

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation related to social cohesion;
2. Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

3. 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 5 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 methods.
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.

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

Minimum eligibility criteria for Field Coordinator-

I. Academic Qualifications:

Minimum Masters in Social Science. 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

5. Data Enumerators (Number to be determined by the firm):

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Bachelor in social science. 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 on natural resource-based livelihood improvements and/or social cohesion.
3. Experience in field data collection.

The team should be formed keeping adequate representation (at least 30%) of female team members.

Special Note:

- Personnel of the proposing firm should have no involvement in the design and implementation of the SID-CHT project. Any individual of the selected firm who had prior involvement in the design and implementation of the SID-CHT project or those directly or indirectly related to the SID-CHT project are not eligible for this consultancy to avoid conflict of interests.
- Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

11. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

- Demonstrates integrity by modelling 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.

12. Scope of Price Proposal and Schedule of Payments

The 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 consider 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 make payments by bank transfer to the consultancy firm’s bank account upon acceptance by SHARIP/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 payment
Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation.	25% of the total value

*A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	
Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the results framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of the total value
Final Evaluation Report: The contracted agency will submit both hard and soft copies of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings.	30% of the total value
Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.	

13. Recommended Presentation of proposal

The interested firm must submit the following detailed proposal made up of documentation to demonstrate the qualifications 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 a 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 detailed 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 quantitative/ 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 quantitative/ 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 the 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 overheard 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.

14. 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 maximum 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		
1.1	Experience in undertaking evaluation in natural resource-based livelihood improvement and/or social cohesion 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 cum Agriculture Expert:		
3.1	Relevance and level of education	5
3.2	Experience in evaluation	5
3.3	Experience in working with natural resource-based livelihoods	5
Deputy Team Leader cum Social Cohesion Expert:		
3.4	Relevance and level of education	2.5
3.5	Experience undertaking evaluation related to natural resource-based livelihoods	2.5
Data Scientist		
3.6	Relevance and level of education	2.5
3.7	Experience undertaking evaluation related to social cohesion	2.5
Financial		30
Total		100

15. Selection Process:

The firm will be selected on the basis of the relevant expertise, technical proposal and financial offer received.

16. Budget Format (Please insert rows as applicable):

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

17. Approval:

Name: Van Nguyen

Designation: Deputy Resident Representative, UNDP Bangladesh

Annex 1:

Key results aspects of SHARIP:

Results Framework:

The selected firm needs to use the following **Results Framework** to measure results, progress and deviations so far.

SHARIP Results Framework (updated considering extension phase):

Development engagement title		Support to the Host Communities Affected by Rohingya Influx	
Development engagement objective		To strengthen the socio-economic conditions of poor households of the host communities affected by the Rohingya influx in ten Upazilas of Bandarban and Cox's Bazar districts	
Impact Indicator		<ol style="list-style-type: none"> 1. % of participating households have increased annual net agricultural income, with at least 50% of IFM-FFS members being women 2. % of female farmers enrolled in the IFM-FFS report feeling more empowered 3. % of participating households with improved capacities to cope with the situation of Rohingya influx 	
Baseline	Year	2018	<ol style="list-style-type: none"> 1. 14,000 BDT (annual)⁹ 2. 5% 3. 0%
Target	Year	2022	<ol style="list-style-type: none"> 1. 75% of 54,000 IFM-FFS participating households (40,500 households) have increased annual net agricultural income by 20% from before joining the IFM-FFS; with at least 50% of IFM-FFS members being women 2. 50% of female IFM-FFS farmers (27,000 farmers) have reported feeling more empowered (increased income over which they have control, increased participation in decision-making, being able to impart knowledge on improved agroforestry techniques to others) 3. 50% of participating households (27,000 households) have reported better coping capacities
Outcome 1		Agricultural production increased and diversified in targeted communities	
Outcome indicator		<ol style="list-style-type: none"> 1.1 % increase in productivity (hen eggs, chicken meat, vegetables, fruits, fish) in IFM-FFS households 1.2 75% of IFM-FFS participating households apply additional farming component and improved farming techniques 1.3 80% of households who have received farming input packages as part of SHARIP's COVID-19 response report to have resumed their agricultural production disrupted by COVID-19 	
Baseline	Year	2018	<ol style="list-style-type: none"> 1.1 Hen eggs (300), chicken meat (24kg), vegetables (85kg), fruits (20kg), fish (7kg)¹⁰ 1.2 0% 1.3 0%
Target	Year	2022	<ol style="list-style-type: none"> 1.1 % increase in productivity¹¹ (20% hen egg, 30% chicken meat, 25% vegetables, 20% fruits, 30% fish) across 54,000 IFM-FFS households 1.2 40,500 participating households apply at least five additional farming component and improved farming techniques 1.3 38,640 households report having resumed their agricultural production disrupted by COVID-19
Output 1.1		Enhanced knowledge and skills of communities, farmers, Farmer Facilitators, local service providers, and monitors on improved agricultural practices	
Output indicator		1.1.1 Number of farmers who have completed the IFM-FFS and/or agroforestry sessions, at least 50% of women	

⁹ Data triangulation method using primary, secondary and expert advice was used to calculate this baseline information.

¹⁰ All are annual production

¹¹ Increase in productivity means eggs per HH, chicken meat kg/HH, fruits kg/HH, vegetables and fish kg/HH

			<p>1.1.2 Number of Master Trainers developed and running Training of Farmer Facilitators, at least 30% of women</p> <p>1.1.3 Number of Farmer Facilitators developed and conducting IFM-FFS sessions, at least 40% of women</p> <p>1.1.4 Number of local service providers (LSP), i.e. Community Livestock Workers and Community Aquaculture Resource Persons, providing support to communities, at least 30% of the LSPs being women</p> <p>1.1.5 Number of monitoring visits by Government line agencies (DAE, DLS, DoF) and follow up support made to IFM-FFS communities</p> <p>1.1.6 Number of monitoring visits organized to support IFM-FFS communities by local Government Institutions (Union Parishad, Upazila Parishad)</p> <p>1.1.7 Number of functional IFM-FFS groups, with at least 50% of the group members being women</p> <p>1.1.8 Number of IFM-FFS modules printed</p> <p>1.1.9 Number of farmers growing high-value agroforestry products, at least 50% being women</p>
Baseline	Year	2018	<p>1.1.1 0¹²</p> <p>1.1.2 0</p> <p>1.1.3 0</p> <p>1.1.4 0</p> <p>1.1.5 0</p> <p>1.1.6 0</p> <p>1.1.7 0</p> <p>1.1.8 0</p> <p>1.1.9 0</p>
Target (achievement)	Year 1	2018	<p>1.1.1 0 farmer</p> <p>1.1.2 6 Master Trainers</p> <p>1.1.3 58 Farmer Facilitators</p> <p>1.1.4 0 local service providers</p> <p>1.1.5 46 visits by Government line agencies</p> <p>1.1.6 133 visits by local administration</p> <p>1.1.7 0 IFM-FFS groups</p> <p>1.1.8 0 modules</p> <p>1.1.9 0 farmers</p>
Target (achievement)	Year 2	2019	<p>1.1.1 1,613 farmers</p> <p>1.1.2 7 Master Trainers</p> <p>1.1.3 154 Farmer Facilitators</p> <p>1.1.4 30 local service providers</p> <p>1.1.5 146 visits by Government line agencies</p> <p>1.1.6 126 visits by local administration</p> <p>1.1.7 212 IFM-FFS groups</p> <p>1.1.8 10 modules</p> <p>1.1.9 0 farmers</p>
Target (accumulated figures)	Year 3	2020	<p>1.1.1 27,360 farmers</p> <p>1.1.2 20 Master Trainers</p> <p>1.1.3 267 Farmer Facilitators</p> <p>1.1.4 70 local service providers</p> <p>1.1.5 1,600 visits by Government line agencies</p> <p>1.1.6 159 visits by local administration</p> <p>1.1.7 912 IFM-FFS groups</p> <p>1.1.8 12 modules</p> <p>1.1.9 0 farmers</p>
Target (accumulated figures)	Year 4	2021	<p>1.1.1 45,120 farmers</p> <p>1.1.2 30 Master Trainers</p> <p>1.1.3 563 Farmer Facilitators</p> <p>1.1.4 80 local service providers</p> <p>1.1.5 2,784 visits by Government line agencies</p> <p>1.1.6 240 visits by local administration</p>

¹² All are 0 because of output indicators. All of them will be generated through the project's intervention/activities

			1.1.7 1,504 IFM-FFS groups 1.1.8 12 modules 1.1.9 180 farmers
Target (accumulated figures)	Year 5	2022	1.1.1 54,000 farmers 1.1.2 30 Master Trainers 1.1.3 563 Farmer Facilitators 1.1.4 80 local service providers 1.1.5 3,080 visits by Government line agencies 1.1.6 304 visits by local administration 1.1.7 1,800 IFM-FFS groups 1.1.8 12 modules 1.1.9 360 farmers
Output 1.2		Market linkage and access to quality farming (including agroforestry) inputs enhanced	
Output indicator		1.2.1 Access of participating farmers to high quality farming inputs (including agroforestry), at least 30% of these farmers are women (disaggregated by location) 1.2.2 % of new collection points operating (bulking and trading) on an average twice in a week, with at least 30% women in leadership roles (disaggregated by location) 1.2.3 Number of new agroforestry-based small enterprises (i.e. nursery growers / women entrepreneurs doing value addition at local level/high value crop producers / beekeepers / vermicompost producers) providing support to communities, at least 20% being women 1.2.4 Number of farming households affected by COVID-19 have received quality farming input to restore their agricultural production	
Baseline	Year	2018	1.2.1 5% ¹³ 1.2.2 0% 1.2.3 0% 1.2.4 0%
Target (achievement)	Year 1	2018	1.2.1 0% of participating farmers have access to high quality farming inputs 1.2.2 0 new collection points 1.2.3 0 nursery growers, 0 women entrepreneurs 1.2.4 0 households have received farming input as part of the COVID-19 emergency response
Target (achievement)	Year 2	2019	1.2.1 22% of participating farmers (350 farmers) have access to high quality farming inputs 1.2.2 0 new collection points 1.2.3 0 nursery growers, 0 women entrepreneurs, 0 high value crop producers, 0 beekeepers, 0 vermicompost producers 1.2.4 0 households have received farming input as part of the COVID-19 emergency response
Target (accumulated figures)	Year 3	2020	1.2.1 40% of participating farmers (10,944 farmers) have access to high quality farming inputs 1.2.2 80% of 26 new collection points 1.2.3 45 nursery growers, 0 women entrepreneurs, 0 high value crop producers, 0 beekeepers, 0 vermicompost producers 1.2.4 48,300 households have received farming input as part of the COVID-19 emergency response
Target (accumulated figures)	Year 4	2021	1.2.1 60% of participating farmers (27,972 farmers) have access to high quality farming inputs 1.2.2 80% of 56 new collection points 1.2.3 65 nursery growers, 90 women entrepreneurs, 60 high value crop producers, 60 beekeepers, 60 vermicompost producers 1.2.4 48,300 households have received farming input as part of the COVID-19 emergency response

¹³ Data triangulation method using primary, secondary and expert advice was used to calculate this baseline information.

Target (accumulated figures)	Year 5	2022	1.2.1	60% of participating farmers (32,400 farmers) have access to high quality farming inputs
			1.2.2	80% of 56 new collection points
			1.2.3	65 nursery growers, 150 women entrepreneurs, 90 high value crop producers, 90 beekeepers, 60 vermicompost producers
			1.2.4	48,300 households have received farming input as part of the COVID-19 emergency response

Outcome 2		Agroforestry production increased sustainably		
Outcome indicator		Increase in area of lands (in ha) under firewood, bamboo and vegetation coverage		
Baseline	Year	2018	0% ¹⁴	
Target	Year	2022	1,000 hectares (ha)	
Output 2.1		Improved knowledge and skills of community people on agroforestry systems		
Output indicator		2.1.1	Number of IFM-FFS communities implementing Agroforestry Development Plans (disaggregated by location), with at least 30% of the community members involved in drafting the Plans being women	
		2.1.2	% of trained farmers implementing improved agroforestry systems (disaggregated by location). At least 50% of these farmers are women	
		2.1.3	Number of seedlings distributed to implement Agroforestry Development Plans	
Baseline	Year	2018	2.1.1	0% ¹⁵
			2.1.2	0%
			2.1.3	0 seedlings
Target (achievement)	Year 1	2018	2.1.1	0 Agroforestry Development Plans
			2.1.2	0 farmers with improved agroforestry systems
			2.1.3	0 seedlings distributed
Target (achievement)	Year 2	2019	2.1.1	0 Agroforestry Development Plans
			2.1.2	0 farmers with improved agroforestry systems
			2.1.3	0 seedlings distributed
Target (accumulated figures)	Year 3	2020	2.1.1	912 Agroforestry Development Plans
			2.1.2	80% of 27,360 farmers (21,888 farmers) with improved agroforestry systems
			2.1.3	0 seedlings distributed
Target (accumulated figures)	Year 4	2021	2.1.1	1,504 Agroforestry Development Plans
			2.1.2	80% of 45,120 farmers (36,096 farmers) with improved agroforestry systems
			2.1.3	93,240 seedlings distributed
Target (accumulated figures)	Year 5	2022	2.1.1	1,800 Agroforestry Development Plans
			2.1.2	80% of 54,000 farmers (43,200 farmers) with improved agroforestry systems
			2.1.3	133,200 seedlings distributed

Outcome 3		Social cohesion increased		
Outcome indicator		3.1	Number of disputes/conflicts mediated by Local Volunteer Mediators Forums (LVMFs)	
		3.2	% of farmers participating in the courtyard sessions organized for the IFM-FFS report that they feel confident to address disputes and conflicts at household and/or community level	
		3.3	Number and percentage of youths participating in social cohesion activities report actively apply their knowledge to enhance social cohesion in their local area	
		3.4	Number of households who have received direct livelihood support to cope with the COVID-19 crisis	
		3.5	Number of households who have received information on COVID-19 on the potential negative impact of COVID-19 on social cohesion	
Baseline	Year	2018	3.1 0	

¹⁴ 0 because the project will introduce the standard agroforestry plan

¹⁵ All will be generated from project activities

			3.2 0%
			3.3 5%
			3.4 0
			3.5 0
Target	Year	2022	3.1 1,000 disputes/conflicts mediated by Local Volunteer Mediators Forums (LVMFs) 3.2 70% of farmers participating in the courtyard sessions organized for the IFM-FFS feel confident to address disputes and conflicts at household and/or community level 3.3 2,500 youth (75%) actively apply their knowledge to enhance social cohesion in their local area 3.4 48,300 households have received COVID-19 solidarity packages (food, cash and hygiene items) 3.5 96,600 households have received information on COVID-19 on the potential negative impact of COVID-19 on social cohesion through posters, radio programmes and miking events.
Output 3.1	Communities have enhanced capacities and skills in conflict resolution, gender and youth engagement contributing to limiting negative effects of influx		
Output Indicator	3.1.1 % of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 Number of Local Volunteer Mediators Forum (LVMF) operational at Upazila and Union level, with a particular focus on domestic violence and with presence of at least 30% women in the LVMF executive committees 3.1.3 Number of courtyard sessions organized for IFM-FFS members to enhance their knowledge on leadership, conflict management and gender equality 3.1.4 Number of events specifically targeting youth and their engagement in promotion of social cohesion, tolerance and conflict prevention 3.1.5 Number of initiatives taken by the community groups/ forums (World Environment Day, International Women's Day, World Peace Day, World Water Day, Human Rights Day) at Upazila level observed with engagement of all relevant stakeholders		
Baseline	Year	2018	3.1.1 0% ¹⁶ 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 sessions 3.1.4 5 youth events 3.1.5 3 events
Target (achievement)	Year 1	2018	3.1.1 0% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 courtyard sessions 3.1.4 0 youth events 3.1.5 0 events
Target (achievement)	Year 2	2019	3.1.1 0% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 courtyard sessions 3.1.4 0 youth events 3.1.5 0 events
Target (accumulated figures)	Year 3	2020	3.1.1 40% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 6 Local Volunteer Mediators Forums; 300 local level disputes/conflicts mediated 3.1.3 513 courtyard sessions 3.1.4 53 youth events 3.1.5 89 events
Target (accumulated figures)	Year 4	2021	3.1.1 60% of participating IFM-FFS households engaged in various community groups/ forums

¹⁶ All will be generated from direct project intervention

			3.1.2 10 Local Volunteer Mediators Forums; 700 local level disputes/conflicts mediated 3.1.3 4,000 courtyard sessions 3.1.4 150 youth events 3.1.5 200 events
Target (accumulated figures)	Year 5	2022	3.1.1 60% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 10 Local Volunteer Mediators Forums; 1,000 local level disputes/conflicts mediated 3.1.3 7,000 courtyard sessions 3.1.4 250 youth events 3.1.5 300 events

Annex 2: Theory of Change

Through training of 54,000 poor and vulnerable farmers following the participatory IFM-FFS approach in 55 Unions of 10 (ten) Upazilas in Bandarban and Cox's Bazar districts, as well as training of at least 860 youth/Farmer Facilitators and Hill District Council staff and government line agencies responsible for agroforestry, new skills will be developed and promoted on, amongst others, farming practices, sustainable agroforestry practices, value addition, market access, women and youth engagement and group interaction/conflict mediation/counseling.

→ If these skills are applied by the beneficiaries, it will lead to behavioral change in the host communities through applying more sustainable, diversified and profitable agroforestry practices and increased group interaction. This behavioral change is further facilitated through having a highly knowledgeable pool of Farmers Facilitators acting as model farmers and local government bodies (Hill District Council) and officials (Department of Agriculture Extension, Department of Fisheries, Department of Livestock, etc.) providing support to the host communities.

→ Again, this behavioral change will lead to improved productivity, less degradation of eco-systems and more dialogue that will defuse tension and conflicts.

→ This will, in turn, lead to improved livelihoods through income generation from increased agroforestry production, new high-value crops, value addition, improved market linkages and greater food security as well as to gradual eco-system restoration and to increased dialogue and tolerance.

→ Improved livelihoods and eco-system restoration will – especially when coupled with increased host community confidence, tolerance and conflict prevention/resolution – lead to greater social cohesion and stability.

Annex 3: Evaluation Matrix template (sample)

Relevant Evaluation Criteria	Key Questions	Specific Sub-questions	Data Sources	Data Collection Methods/ Tools	Indicators/ Success Standards	Methods for Data Analysis