

TERMS OF REFERENCE

for

End Line Evaluation of SWAPNO 3rd Cycle (SWAPNO II)

A. Title of Assignment
End Line Evaluation of Strengthening Women’s Ability for Productive New Opportunities (SWAPNO) 3 rd Cycle
B. Background
<p>SWAPNO is a public-work and social transfer-based poverty graduation project that targets ultra-poor rural women who are widowed, divorced, abandoned, or left with a disabled husband. The project aims to lift poor women out of poverty during the project period; it also helps them sustain a higher income level after project support. To achieve this goal, the focus is on future employability. The idea is that the set of skills learned from training will help women invest their savings for productive purposes, which would yield a stream of income in years to come. In addition to self-employment, SWAPNO also helps place women in jobs in local Small and Medium Enterprises (SMEs) and private sector companies in the formal and informal sectors.</p> <p>While SWAPNO has demonstrated success, lessons show that women risk falling back into poverty as they are malnutrition, vulnerable to climate and disaster risks, and can risk facing gender-based violence by participating in a project that can be perceived as challenging social norms. At the same time, the project has successfully piloted public-private partnerships that improve the women’s skills and help place them in formal sector jobs; it also ran successful micro plots that used mobile money for promoting financial inclusion and improving efficiency in the government-to-person (G2P) platform. The findings on mobile money will inform national policy on scaling up digital payments through G2P across Bangladesh.</p> <p>By integrating these lessons, SWAPNO’s strategy has been strengthened to support women’s access to decent employment, ensure a discrimination-free environment in public workplaces, develop adaptive livelihoods and access to financial services for sustainable graduation from extreme poverty, and develop local government capacity to implement pro-poor projects. SWAPNO will achieve the following results:</p> <ul style="list-style-type: none"> ▪ Outcome 1: Increased income and assets by expanding options ▪ Outcome 2: Enhanced human capabilities for exercising choices ▪ Outcome 3: Strengthened resilience to shocks, including disasters and climate change ▪ Outcome 4: Enhanced financial inclusion for equitable opportunities ▪ Outcome 5: Improved policies and mechanisms for sustaining SWAPNO’s benefits <p>The beneficiaries of SWAPNO were employed under Union Parishad for maintaining public assets for 15 months. Each beneficiary received about BDT 56,000 as cash wage and about BDT 19,000 as mandatory savings during this time. Together with employment, they received life skill and livelihood skill training under SWAPNO intervention. Besides, to promote saving habits and accumulate financial capital, beneficiaries participated in Rotating Savings and Credit Association from the beginning of the programme. An end-line survey is planned to be conducted on the beneficiaries to determine the effect of SWAPNO interventions on beneficiary women.</p> <p>The baseline survey of the SWAPNO 3rd cycle (SWAPNO II) beneficiary was conducted in February 2020. The baseline survey on SWAPNO women beneficiaries adopted a Randomized Control Trial (RCT) design</p>

so that the impact of the interventions can be determined with proper counterfactuals at the end of the program.

C. Evaluation Purpose, Objectives, and Scope

Purpose:

The purposes of this evaluation are to investigate the short-run impact of SWAPNO on the wellbeing of the beneficiary women and their households and to broadly measure wellbeing, including income, employment, asset accumulation, health status, nutrition, food security, education, and empowerment. The evaluation will assess the overall success of SWAPNO as a graduation model and the lessons that SWAPNO could draw to design such program in the future.

- What are the short-run impacts of SWAPNO on the wellbeing of the beneficiary women and their households?
- How do we assess the overall success of SWAPNO as a graduation model? What lessons can we draw from SWAPNO to design such program in the future?

Specific Objectives:

The specific objectives of the evaluation are:

- To measure to what extent SWAPNO has contributed to solve the needs and problems identified in the design phase;
- To measure the programme's degree of implementation against target and assess the efficiency and quality of delivery;
- To measure to what extent the programme has attained the results originally foreseen in the project document, M&E frameworks, etc;
- To measure the impact of the programme on the achievement of the SDGs;
- To identify lessons learnt and good practices on the specific topics of the thematic areas and cross-cutting issues: gender, sustainability, and public private partnerships.

The End Line Evaluation will adopt the OECD/DAC criteria: relevance, effectiveness, efficiency, impact, coherence, and sustainability to comply with the international standard of evaluation. Final report needs to cover these five evaluation criteria in measuring the results and impact of SWAPNO.

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 End Line Evaluation covers the project implementation January 2020 to July 2021.

Utilization:

The primary users of the evaluation results will be UNDP, but the evaluation results will equally be useful to relevant Government of Bangladesh (GoB) ministries, development partners, and donors.

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.

D. Evaluation Questions and Approach

D.1. Evaluation Questions

As part of the evaluation, the firm needs to address evaluation questions. The evaluation questions define the information that must be generated as a result of the evaluation process. The answers will provide the key basis to the intended users of the evaluation in making informed decisions, taking actions, or adding knowledge. Some of the tentative questions can be as follows but not limited to:

Relevance:

- To what extent was the project in line with the national development priorities, UNDP's country programme's outputs and outcomes, Strategic Plan (SP), and the contribution to SDGs?
- To what extent was the program produced worthwhile results (outputs, outcomes) and/or met each of its objectives?
- To what extent does the project contribute to gender equality, women's empowerment, and contributed to human rights-based approach?
- To what extent were lessons learned from other relevant projects considered in the project's design?

Effectiveness:

- To what extent did the project contribute to the National Social Security Strategy of Bangladesh, the SDGs, the UNDP Strategic Plan?
- To what extent did the project produce worthwhile results (outputs, outcomes) and/or meeting each of its objectives?
- What factors have contributed to achieving or not achieving intended outputs and outcomes?
- In which areas does the project have the most significant achievements? Why and what have been the supporting factors? How best the project be expanded in poverty-stricken Districts?
- In which areas does the project have the fewest achievements? What were the major constraints? How were these constraints overcome/ or could have been overcome by the project?

Efficiency:

- To what extent was the relationship between inputs and outputs timely, cost-effective and to expected standards? Do the outcomes of the program represent value for money?
- To what extent have project funds and activities been delivered on time?
- To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
- Did COVID-19 pandemic affect normal implementation of the project? How were those overcome?
- To what extent have resources been used efficiently? Have activities supported the strategy been cost-effective?
- To what extent do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management?

Sustainability:

- To what extent will financial, economic resources and public assets be available to sustain the benefits achieved by the project?
- To what extent do stakeholders (Union Prishad, local leaders, community people & beneficiaries) support the project's long-term objectives?
- To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, women's empowerment, human rights, and human

development?

- How far the project implementing and exit plans were effective?

Coherence:

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

Impact:

- To what extent the project made changes in the livelihoods of beneficiaries, community people and Union Parishad (UPs) as per the Result Framework of SWAPNO?
- Are there changes in beneficiaries' livelihoods, acceptancy to community and behavioral changes of Union Parishad (UPs) with beneficiaries as a result of the project?

Gender Equality:

- To what extent have the projects' intervention been inclusive in supporting the most vulnerable women, their families and focused on gender equality aspect in project intervention areas?
- To what extent the beneficiaries are aware about their rights, have access to local market, Union Parishad (UPs) and decision making at their households?

Human Rights:

- To what extent have the projects' response and recovery initiative(s) been inclusive in supporting the most vulnerable women's lives and livelihoods?
- To what extent the project beneficiaries have improved their basic rights (food/nutrition food, cloths, house/shelter, health, children education etc.) comparing the base situation before project intervention?

D.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 (questions/issues related to gender equality are discussed in the previous section) and rights-based approach. The evaluators are requested to review UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'¹ before initiating this assignment.

In addition, the methodology used in the programme 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 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 SWAPNO project intervention – women, youth, minorities, and vulnerable groups. Persons with Disability (PwD) also need to be considered in the evaluation, following the new UNDP evaluation report checklist.

E. Evaluation Methodology

¹ UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation
http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

E.1. Proposed Methodologies

The firm will adopt both quantitative and qualitative evaluation methodologies, including household (HH) surveys, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs). All the following data collection methods need to be covered. The firm may also propose any other appropriate data collection methods. The firm needs to develop an evaluation matrix (template is attached in Annex III 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.

- i. Household Survey;
- ii. Key Informant Interviews (KIIs);
- iii. Focus Group Discussions (FGDs), and
- iv. Case studies/ Success stories

The firm needs to illustrate the methodologies of evaluation, including data collection, data analysis, and data management (quality control mechanism) in the technical proposal/inception report. It includes data collection tools, including HH survey questionnaires and KII/FGD checklist & semi-structured questionnaires. Assessment of proposal/inception report from the firm heavily relies on the quality of methodologies of evaluation. In the technical proposal & inception report, the firm needs to develop detailed methodologies of evaluation, which requires clearance from SWAPNO, UNDP during the inception stage.

Survey questionnaires need to cover all indicators in the Results Framework of SWAPNO (Annex I of this ToR).

The firm shall do sampling with a robust method to keep comparison with that of baseline survey where Randomized Control Trial (RCT) method was employed, including both treatment groups and control groups. Sampling methods needs to be elaborated in the project proposal, inception report and further detailed in the inception meeting discussion/presentation.

Survey Population:

- The 3rd cycle of SWAPNO (SWAPNO II) is implemented in 99 Union Parishads; 45 Union Parishads of Jamalpur district, 37 Union Parishads of Lalmonirhat and 17 Union Parishads of Gaibandha district.
- The total beneficiary number in the three districts is 3,564, with 36 women per Union.
- The sampling frame should be statistically representative of beneficiary population and geographical coverage. It should include both treatment groups and control groups.
- The sampling method should be aligned with that of baseline survey where RCT method was employed, including treatment groups and control groups.
- Control groups will be selected within the same unions as treatment groups. Number of beneficiaries of treatment groups and control groups is equal, following the same sampling framework as baseline survey.
- The firm should propose a sampling method considering the factors above. Details will be discussed and finalized during the inception phase in coordination with UNDP and relevant stakeholders.

District	Upazila	Unions	No of Beneficiaries
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Lalmonirhat	04	Hatibandha Patgram Kaliganj Lalmonirhat Sadar	37	1,332
Gaibandha	02	Fulchhari Saghatta	17	612
Jamalpur	05	Bakshigang Dewangang Islampur Madargang Melandah	45	1,620

The selected firm is also 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.

The firm will hire the required number of researchers/enumerators/data entry personnel with significant experience in required fields. The firm shall design and implement a robust quality assurance mechanism for data entry and data quality management to ensure data quality in the whole data entry/management process.

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

The firm is expected to conduct 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 large extent to address evaluation questions.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted and travel in the country is also partially restricted. If it is not possible to travel to or within the country for the evaluation, then the evaluation team should develop a methodology that takes this into account the conduct of the evaluation remotely. The firm is expected to propose 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. In case if the situation does not allow, there may be an option to use remote data collection tools or 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.

In the technical proposal, the firm is requested to elaborate 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs/ KIIs), 4) Evaluation matrix, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan.

E.2. Available Data Sources

During this study, the evaluation team is expected to collect relevant information from the Project Document, Annual Work Plans, Financial reports, MIS database, M&E plan, periodic progress reports, donor reports, policy documents, produced IEC/BCC materials, facts sheets, case studies, meeting minutes, study reports, baseline report, project website, Union Parishad, Union Disaster Management Committee (UDMC), Union Workers 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 (SWAPNO), National Project Manager (NPM), SWAPNO, Project staff, Donors, other relevant government officials as appropriate.
- 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), Union Disaster Management Committee (UDMC), Union Workers, owners of different entrepreneurs and project beneficiaries.

E.3. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’². 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 footnote³. The evaluation team may refer to UNDP’s Dispute and wrongdoing resolution process and contact details⁴ (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

F. Scope of Work

The firm/organization is expected to perform the following activities:

1. Prepare a literature review of the graduation models which will include an assessment of the similarities and dissimilarities of SWAPNO with other models and lessons learned from this project.
2. Participate in meetings with relevant staffs of SWAPNO, LGD, and UNDP and review relevant project documents to understand the project design, particularly the interventions, delivery mechanism, and incentive structure.
3. Prepare and submit the inception report, including detailed methodology notes.
4. Submit a detailed work plan to SWAPNO along with timeframe and responsible parties for this assignment.
5. Finalize survey methodology including data collection methods, and analysis framework.
6. Finalize data collection tools (questionnaire, checklist) and guidelines for the end-line survey in consultation with SWAPNO as well as other data collection tools. The survey team will be responsible

² UNEG, ‘Ethical Guidelines for Evaluation’, June 2020. Available at <http://www.uneval.org/document/detail/2866>

³ ‘Pledge of Ethical Conduct in Evaluation of the United Nations System’. Available at <http://uneval.org/document/detail/2866>

⁴ 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>

for pre-test (field test) and finalization of tools and techniques for the survey and analysis. The end-line survey will use the baseline report which is available in the project website.

7. Organize a minimum of about 5 training sessions for the enumerators and supervisors followed by field practice.
8. Collect data from the respondents as per sampling list, using final tools, checklist and following quantitative and qualitative techniques.
9. Prepare and finalize data analysis as per results and resource framework indicators. Prepare tabulation plan and generate output tables accordingly.
10. Draw a summary matrix as per results and resource framework's indicators. A comparative analysis of control and treatment groups is required for all indicators.
11. Provide a soft copy of data (MS-Excel, MS-Access & SPSS), both clean and unclean and also output tables with 'do file' (syntax files).
12. Submit a quality draft report with the sound methodology of the survey to UNDP/ SWAPNO prior to the submission of the final report. Strong recommendations, lessons learned, and good practices should be well-incorporated into the final report with sound analysis.
13. UNDP/SWAPNO will review the draft report and provide necessary feedback. The firm/organization will submit a final report addressing the feedback received from UNDP/SWAPNO.

The firm will provide a draft report and share its findings with SWAPNO, UNDP and other relevant stakeholders through the presentation. The feedback needs to be incorporated to finalize the report. The final report should include programmatic recommendations on what needs to be considered in next phase or new project designing. The reporting language is English.

The evaluation report shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 56-60) of Section 4/ Evaluation Implementation of UNDP Evaluation Guideline [1]. 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 9-13) of the UNDP Evaluation Guidelines [2].⁵ Please refer to the website links on the footnote below.

G. Expected Outputs	No. of weeks required (estimated)	Proposed Timeline
<ul style="list-style-type: none"> • Inception report with sound methodology, sampling design and quality control mechanism. • Data collection tools/checklist and a guideline (both in English and Bengali) should be attached with the inception report as Annex. 	2 weeks	Within 2 weeks of signing the contract
Enumerators' training and field test should be before final data collection	1 week	Within 3 weeks of signing the contract
Survey in Jamalpur, Lalmonirhat and Gaibandha	4 weeks	Within 7 weeks of signing the contract
Data cleaning along with online data collection application and ensure error-free final dataset	1 week	Within 8 weeks of signing the contract

⁵ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation, 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>

Data analysis and draft report with the quality writeup	3 weeks	Within 11 weeks of signing the contract
Final report incorporating all feedback	1 week	Within 12 weeks of signing the contract

* Data collection tools and checklists are largely prepared by the Contractor, based on indicators fixed in the project document, but will be finalized together with the project team.

** Tentative starting date and completion date of the evaluation are 01 September 2021 and 30 November 2021 respectively.

H. Impact of Results

SWAPNO will have a sound basis for assessing progress and achievements related to: Beneficiary women are able to protect their food security and livelihoods post-project; beneficiary women and their dependents have improved their human capital in terms of nutrition, health, education and voice for rights against discrimination and violence; beneficiary households have access to public services essential for their livelihood activities and family wellbeing.

I. Institutional Arrangement

The firm will independently conduct the evaluation but shall take necessary assistance from SWAPNO and UNDP. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. The SWAPNO team led by National Project Manager and M&E Officer/ MIS Officer will provide necessary support in the evaluation's day-to-day operation. The consultant will also seek technical guidance from Assistant Resident Representative (ARR) Governance Portfolio Manager 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.

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor. UNDP shall pay the lump sum amount as per payment method of LoA upon the achievement of milestones as per the TOR.

Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the SWAPNO team along with a plan to remedy the delay.

The contractor is expected to largely work from their own offices (local office in Bangladesh) and attend meetings at SWAPNO office as and when required.

J. Duration of the Work, Geographical Coverage of the Project Area and Duty Station

Duration of the assignment will be 3 months from mid-August to mid-November 2021. The working location will be in Jamalpur, Lalmonirhat and Gaibandha districts for data collection and in Dhaka for other tasks of the assignment.

District	Upazila	Unions	No of Beneficiaries				
Lalmonirhat	04 Hatibandha Patgram Kaliganj Lalmonirhat Sadar	37	1,332				
				Gaibandha	02 Fulchhari Saghatta	17	612

	Jamalpur	05	Bakshigang Dewangang Islampur Madargang Melandah	45	1,620	
K. Final Deliverables /Services from contractor						
<ol style="list-style-type: none"> 1. The firm/organization shall submit an inception report with final detailed methodology note/ action plan agreed by both SWAPNO/UNDP and the Contractor within five days of signing the agreement of this assignment. 2. A set of survey questionnaires, checklist and data collection guidelines (both in English and Bengali) should be submitted to SWAPNO/ UNDP before field-level data collection. 3. An android plus web-based household questionnaire application for online data collection. 4. A dataset of the survey will be developed in an online data collection application. Both furnished and non-furnished datasets will be submitted to SWAPNO/ UNDP. The submitted datasets will essentially include the description of data structure, syntax file and output file. 5. The final report of the survey both in hard and soft copy (five copies) will be submitted to SWAPNO/UNDP by the Contractor. 						
L. Scope of Bid Price and Schedule of Payments						
<p>The remuneration of the successful contractor will be fixed as per LoA. 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, DSA, subsistence and ancillary expenses.</p> <p>UNDP shall effect payments, by bank transfer to the Contractor's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be made in tranches based on the following percentages and milestones:</p> <ul style="list-style-type: none"> ▪ 1st Payment: 20% of the total contract value will be paid upon submission of inception report including agreed methodology and detailed work plan for the assignment. ▪ 2nd Payment: 55% of the total contract value will be paid on completion of all data collected in the field and submission of clean data. ▪ 3rd Payment: 25% of the total contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final evaluation report by UNDP Bangladesh Country Office. 						
M. Recommended Technical Experiences for the Firm						
<p>Required technical experience for the assignment:</p> <ol style="list-style-type: none"> 1) Reputed firm/organization with having at least 5 years of good track record/practical experiences in working with national and international organizations on survey/assessment/evaluation. 2) The firm/organization must have experience in conducting at least five studies (assessment/survey/evaluation) in Bangladesh for UN Agencies or International NGO. 3) The firm should have previous experience in developing online data collection application for other studies. The name of study/survey/assessment where online data collection application is used should be mentioned in the organizational profile. 4) The firm must have experience in producing at least two survey reports on baseline or evaluation of development interventions in last two years in similar scale adopting both qualitative and quantitative methods. The past two evaluation reports need to be submitted along with technical proposal. 						

N. Minimum Qualifications of Team Members

Expected team composition for this evaluation is as follows:

1. Team Leader:

a) Academic Qualifications:

- At least a post-graduate degree in economics/sociology/development studies or any other relevant discipline

b) Professional Qualifications:

- At least 10 years of experience in conducting socio-economic studies;
- Minimum 5 years of experience in conducting evaluation, research, assessment, and evaluation of similar nature;
- Expertise in statistical and econometric analysis;
- Proven experience to develop evaluation survey strategies, including data collection methodologies;
- At least 2-3 assignments focusing on evaluation/research as the team lead (List of completed research or links of publications to be enclosed)

2. Statistician:

a) Academic Qualifications:

- Post-graduate degree in respective discipline/Economics or any other social sciences

b) Professional Qualifications:

- Minimum 5 years experiences in data collection/data management/data analysis in evaluation/research/development projects implemented by national/international NGOs/UN bodies/Government;
- Extensive knowledge & skills of data management and data analysis on SPSS, STATA, and MS-ACCESS/other MIS software development;
- Experiences in data quality assurance for large-scale data collection in the field.

3. Sociologist cum Gender Expert:

a) Academic Qualifications:

- Post-graduate degree in respective discipline/sociology/gender & development/development studies or any other social sciences.

b) Professional Qualifications:

- Minimum 5 years experiences in tools designing, gender analysis in evaluation/research/development projects implemented by national/international NGOs/UN bodies/Government.

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

a) Academic Qualifications:

- Bachelor's in social sciences or relevant subjects.

b) Professional Qualifications:

- Minimum 2 years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
- At least two assignments focusing on survey/research/evaluation with field data collection experiences.

The team should be formed, keeping adequate representation of female.

CVs of the proposed key personnel (team leader, statistician, Sociologist cum Gender Expert), need to be

included within the technical proposal. Please note that proposing firms will be expected to deploy the service staff listed within the technical proposal; substitutions will only be accepted with the prior consent of SWAPNO, UNDP.

Note:

- Personnel of the proposing firm should have no involvement in the design and implementation of the SWAPNO project. Any individual of the selected firm who had prior involvement in the design and implementation of the SWAPNO project or those directly or indirectly related to the SWAPNO 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 this end-line evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

O. Evaluation

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

- Responsive/ compliant/ acceptable with reference to this ToR, and;
- 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 obtainable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Technical Proposal (70%)

To qualify in the technical evaluation a proposal must score minimum 70% (or 49) of the total obtainable score of 70. Obtained score will be expressed in percentage as follows –
(total score obtained by the offer / Max. obtainable score for technical evaluation) x 100

A cumulative analysis weighted-scoring method will be applied to evaluate the firm/organization. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- Responsive/ compliant/ acceptable with reference to this ToR, and;
- 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).

Selection Criteria of firm/Organization (technical Proposal):

Parameters	marking
Organization strength and relevant expertise	20
Understanding of the assignment, proposed approach and methodology	25
Work plan detailing out major activities with timeline	05
Team composition, including CVs of each team members as annex, with no CV more than 5 pages	10
Example of two similar kind of previous report produced for any international organizations	10

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.

Financial Proposal:

In the second stage, the price proposal of all the contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the “best value for money”. The contract will be awarded to the contractor based on the cumulative method. The formula for the rating of the proposals will be as follows:

Rating the technical proposal (TP):

TP Rating = (Total Score Obtained by the offer/Max. obtainable score for TP) X100

Rating the financial proposal (FP):

FP Rating: = (Lowest priced Offer/Price of the offer Being Reviewed x100

Total Combined Score:

(TP Rating) x (Weighted of TP; e.g. 70%) +(FP Rating) x (Weighted of FP, e.g. 30%) = Total Combined and Financial rating of the proposal.

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

P. APPROVAL

Van Nguyen

Name: Van Nguyen

Designation: Deputy Resident Representative, UNDP Bangladesh

Annex I: Results Framework

<p>Intended Outcome as stated in the Country Programme Results Framework: Purpose: Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress</p>
<p>Outcome indicators as stated in the Country Programme Results Framework, including baseline and targets: %age of population in severe multi-dimensional poverty; - Baseline (2012-13): 17,4 %, rural: 19.5%, urban: 9.3 % Target (2020): 11 %, rural: 13.5%, urban: 6 %; (SDG 1.2.1); Number of people above 15 years of age who report that they have been in gainful employment for at least one hour in the previous week; - Baseline (2014): 72,6 million (women: 29 million, men: 42 million); target 2020: 75 million (women 30 million, men:45 million) %age of people with an account at a formal financial institution; - Baseline (2015): 29.1% (women: 25.2%, men: 32.9%); Target (2020): 35% (women: 30.5 %, men: 38%)</p>

INTENDED OUTCOMES	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Outcome 1 Increased income and assets by expanding options Baseline: NA Indicators: 1.1 % of women in public works engaged in activities generating income at least equal to public works wages 15 months after end of project employment tenure 1.2 % of graduated women with improved resilience to cope with crises and lean seasons 1.3 % of graduates employed or self-employed six months after cash transfer completion 1.4 % of households with % increase in incomes against baseline and poverty line 1.5 % of households with expanded asset base and improvement in household living standards 1.6 # of participants exiting cash transfers into waged or self-employment</p>	<p>Targets (year 1) - 3,600 women selected and employed in public works (in 3 districts) Targets (year 2) - 6192 women trained in income generating activities (in 4 districts) - 6192 women exiting arranged employment into market driven formal sector or self-employment (in 4 districts) Targets (year 3) - The poverty rate has been halved as against baseline</p>	<ul style="list-style-type: none"> ▪ Employment of 3,600 extreme poor women in public works for a 15-month tenure ▪ Skills training of 6,192 extreme poor women for economic opportunities and post-project employability ▪ Promotion of expanded household asset base for sustainable livelihoods development ▪ Promotion of savings habits amongst beneficiary households ▪ Job placement arrangements with private sector ▪ Engaging Union Council, Business Community and local leaders of creation of social capital for sustainable livelihoods ▪ Study on Market System Development for rural poor women 	<p>LGD assisted by UNDP and Partner NGOs</p>

INTENDED OUTCOMES	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>1.7 % increase of household consumption and savings from income transfers from public works</p> <p>1.8 % of beneficiary households that receive public work wages reporting no distress sales of assets to meet food needs</p> <p>1.9 Average number of days in a year that households report being food insecure</p> <p>1.10 # of women trained in income generating activities</p>			
<p>Outcome 2 Enhanced human capabilities for exercising choices. Baseline: NA Indicators:</p> <p>2.1 % primary & secondary school enrolment and completion rates (disaggregated by gender) in supported households</p> <p>2.2 % of beneficiary children 0-5 years old with complete immunizations for their age group</p> <p>2.3 % of beneficiary children 0-5 years old with stunted growth</p> <p>2.4 Frequency-weighted diet diversity improvement in household food consumption</p> <p>2.5 % of beneficiary women with improved health status (self-reported) as against baseline status</p> <p>2.6 % of beneficiary women with Body Mass Index \geq 18.5</p> <p>2.7 % of beneficiary women having a say in household decision making</p> <p>2.8 # of reported cases of beneficiary women being victims of violence and/or sexual oppression</p> <p>2.9 % of participants demonstrating understanding or passing skill tests at the end of each training</p>	<p>Targets (year 1) - 3,600 women trained in life skills (in 3 districts)</p> <p>Targets (year 2) - Education, Health and Nutrition awareness campaign arranged - At least 90 % of beneficiary children 5-17 years old are enrolled in school - At least 80 % of core beneficiary households have acceptable food security (based on WFP FCS) - Incidence of BMI <18.5 has been halved for beneficiary women</p> <p>Targets (year 3) - All beneficiaries women have active role in household decision making; - All beneficiaries women have control over personal and household assets; - Beneficiaries women are active members in community life and full control over their livelihoods activities;</p>	<ul style="list-style-type: none"> ▪ Provide 3,600 women life skills training on seven key issues ▪ Conduct education Health and Nutrition awareness campaigns ▪ Ensure women receive support to have improved food and nutrition intake ▪ Support women to access local justice system for redressing VAW. 	<p>LGD assisted by UNDP and Partner NGOs</p>

INTENDED OUTCOMES	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
2.10 # of training courses on different relevant issues conducted 2.11 # of participants trained			
Outcome 3 Strengthened resilience to shocks including disaster and climate change Baseline: NA Indicators: 3.1 # of public asset serving the purpose of reducing natural disaster / climate change risks 3.2 # of public assets rehabilitated/restored after disasters 3.3 # of public assets serving other critical community needs 3.4 % of public assets operational and maintained one year after completion 3.5 Estimate of # of users (including pro-poor profiles) of public assets maintained/ rehabilitated 3.6 # of work days provided in labour intensive public works schemes 3.7 # of workers in project public works schemes	Targets (year 1) - 100 UPs in 3 districts selecting priority public assets for natural disaster protection, assets damaged by disasters and other public assets benefitting poor local communities through community consultations and beginning to maintain/ rehabilitate them - 3,600 workers in public asset schemes (in 3 districts) - 1,080,000 work days created in public works schemes Targets (year 2) - 3,600 workers in public asset schemes (in 3 districts) - 270,000 work days created in public works schemes Targets (year 3) - Community assets are identified and maintained in 100 UPs by UPs to mitigate disaster and climate change shocks; - 1000 disaster and climate change mitigation schemes completed;	<ul style="list-style-type: none"> ▪ Support SWAPNO II women and communities to enhance disaster coping mechanisms; ▪ Selection of priority public assets for natural disaster protection through community consultations ▪ Maintenance/creation/ rehabilitation of public assets selected; ▪ Facilitate effective coordination among Disaster Management Committee (DMC) and relevant Standing Committees (SC) ▪ Priority public assets are climate-proofed through community consultations and by implementing action plans 	LGD assisted by UNDP and Partner NGOs
Outcome 4 Enhanced financial inclusion for equitable opportunities; Baseline: NA Indicators:	Targets (year1) - 6,192 women have active digital financial accounts (in 4 districts); - 6,192 women are aware about the services and opportunities of Digital Financial Services (in 4 districts);	<ul style="list-style-type: none"> ▪ Open digital accounts for women and monitor account activities; ▪ Train women on DFS services and opportunities; ▪ Run campaign (poster, leaflet, DFS fare) on available digital financial services, 	UNDP, LGIs and NGOs

INTENDED OUTCOMES	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>4.1 # of women having active digital financial accounts;</p> <p>4.2 # number and types of financial transactions per month;</p> <p>4.3 Time, cost and visit required for women to receive wage payments;</p> <p>4.4 Knowledge and information on digital financial services of women and community members.</p>	<p>- Financial behavioural change study on women pertaining financial inclusion</p> <p>Targets (year 2)</p> <p>- Digital Financial Services (DFS) are promoted through information, education and communication materials in 100 UPs;</p> <p>Targets (year 3)</p> <p>-50 Digital Financial Service (DFS) Fares are organized at UP level;</p> <p>-Editorial, Opeds, Blogs are published in different social and national media on DFS and G2P for Social Protection Programs through digital payments;</p>	<ul style="list-style-type: none"> ▪ Study on changes in financial behaviour of women; ▪ Test compatible mobile financial services for social protection benefit transfer; ▪ Inform national policy on scaling up digital payments across 	
<p>Outcome 5</p> <p>Strengthened policies and institutional mechanism for sustaining SWAPNO</p> <p>Baseline: NA</p> <p>Indicators:</p> <p>5.1 % of local governments sensitive to inclusiveness (including gender aspects) and able to make pro-poor plans</p> <p>5.2 % of UP project implementation committees with improved management skills in planning, supervision, monitoring, record keeping, reporting and conflict resolution for public works schemes</p> <p>5.3 # of participatory meetings and exercises organized by local government institutions</p> <p>5.4 # of local government representatives/officials trained</p> <p>5.5 # Outreach Team and Institutional Sustainability</p>	<p>Targets (year 1)</p> <p>- Inception workshops held in 3 project districts</p> <p>- Operational Manual revised and approved</p> <p>- Internal Control Framework revised and approved</p> <p>- 100 UPs and 11 Upazilas in 3 districts receive project induction training</p> <p>Targets (year 2)</p> <p>- 172 UPs and 20 Upazilas in 4 districts receive training in pro-poor planning</p> <p>Targets (year 3)</p> <p>- 6,192 women provided digital financial account and educated on financial services (in 4 districts)</p> <p>- 2 policy dialogue at national level on social security poverty graduation model</p>	<ul style="list-style-type: none"> ▪ Organise inception workshop in new districts ▪ Revised and update Operational Manual based on new design ▪ Revise and update of Internal Control Framework ▪ Dialogue with national policy makers for scaling up of SWAPNO model for poverty graduation in social security program ▪ In-country and cross-country training ▪ Peer training by best practitioners / horizontal learning ▪ Baseline Survey ▪ Financial monitoring with parallel knowledge transfer of good practices ▪ District workshops ▪ G2P Payment Platform Study 	LGD assisted by UNDP

INTENDED OUTCOMES	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
		<ul style="list-style-type: none">▪ Micro-insurance product development study▪ End-line survey▪ Extended follow-up	

Annex II: Theory of Change

(Note: 2592 women from Kurigram are already in public works; 3564 women from Lalmonirhat, Gaibandha and Jamalpur districts were newly employed in public works in 3rd cycle)

Inputs	Activities	Outputs	Outcomes	Impact
UNDP staff and consultants Engagement of Local Government Division and Local Government Institutions Engagement of private sector (SMEs) and partner NGOs Secured funding	Employment of extreme poor women in public works Skills training of extreme poor women for economic opportunities and post-programme employability Counselling of graduated women in selecting and operating livelihoods Job placement with local SMEs Life skills training and empowerment of extreme poor women Establishment of linkages between service providers and beneficiary households Maintenance and rehabilitation of public assets Training and coaching of Local Government Institutions Setting up mechanisms for sustained local government role in support of project beneficiaries	3,564 women employed in public works for an 15-month tenure 6,156 women trained in income generating activities 6,156 women exiting cash transfers into self or waged employment, incl. 800 women in the formal sector 3,564 women trained in life skills 6,156 women have access to saving facilities 6,156 women have access to basic public services UPs selecting priority public assets through community consultations and maintaining them 1,350,000 work days created in public works 172 UPs receive training 6,156 women provided follow-up and counselling for sustainable livelihoods	Beneficiary households are able to protect their post-programme food security and livelihoods Beneficiaries and their dependents have improved their human capital in terms of nutrition, health, education & voice Beneficiary households have access to services essential for their livelihoods and family wellbeing, incl. insurance Public assets promoting local disaster risk reduction and/or the social and economic life of local communities are maintained and developed for the benefit of the poor Local government has capacity to implement social transfer schemes using an accountable, gender sensitive and pro-poor approach	Economic growth is achieved in an inclusive manner, extending opportunities to the poor and protecting the vulnerable from shocks
Assumptions for outputs achieving outcomes: <ul style="list-style-type: none"> ▪ Local opportunities are sufficient to avoid market saturation and business over-crowding. ▪ Local SMEs are open to partnership with the project and have facility to absorb trained workers. ▪ Cordial partnerships are established between Government and participating NGOs. ▪ Co-ordination and co-operation between Government service departments function effectively. ▪ Capacity building broadens the base for social protection support and improves implementation. 				

Annex III: 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