

Terms of Reference for Hiring a Firm to Conduct Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT

The Terms of Reference (TOR) has been designed to conduct final evaluation for the Agriculture and Food Security Project (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT.

This evaluation aims to measure the impact level changes; intended outcomes, and outputs-level results of the projects; various interventions based on evaluation criteria: relevance, efficiency, effectiveness, coherence, impact, and sustainability to identify causes of success and/or failure with recommendations.

Job : Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects

Duration : 60 days over 4 months period

Location : 26 Upazilas under 3 Chittagong Hill Tract (CHT) districts

Start : August 2021

1. Overall Background and Rationale:

The Chittagong Hill Tract (CHT) is a unique region of Bangladesh in terms of its topography, culture, and agricultural practices. It consists of 3 Hill Districts of Rangamati, Khagrachari, and Bandarban, located in the southeast corner of Bangladesh with a total area of 13,344 square kilometers and covering a population of 1.58 million. The CHT region is home to 11 different ethnic groups and the Bengali people, and has a population of 1.6 million, of which 70% of whom live in the rural areas. More than two decades of conflict, ending with a Peace Accord in 1997, have left most of its inhabitants in extreme poverty conditions. Moreover, communities in the region are increasingly experiencing the impact of environmental and climate changes on their livelihoods, deforestation, landslide, seasonal water scarcity, soil erosion, and flash flood during monsoon.

About two decades after the signing of the Peace Accord, the CHT communities continue to confront challenging social, economic, and political environments with endemic poverty, occasional bouts of violence, and fragile communal relations. These challenges are further compounded by the local institutions' limited capacity to deliver required services per the Peace Accord. The challenges to socio-economic recovery also impact the integration and cohesion among different ethnic communities, as they feel the strain placed by increased resettled populations on already limited resources, facilities, and services.

In collaboration with UNDP and other Development Partners, the Ministry of Chittagong Hill Tracts Affairs (MoCHTA) has implemented several projects in 3 Hill Districts during the last decade. The key interventions of these projects mainly strengthened community stability and supported communities to build resilience and collective actions.

This joint development effort has officially been accelerated through implementing the Strengthening Inclusive Development in CHT (SID-CHT) project. This project's primary outcome is "Citizen expectations for voice, development, and accountability are met by strengthened institutions to deliver universal access to basic services". This outcome will be achieved through 3 outputs below:

Output 1- Strengthened community land, resource, and livelihood management

Output 2- Increased participation and influence to shape decision-making

Output 3- Democratic governance strengthened with responsive institutions and effective services.

Agriculture and Food Security Project (AFSP III) and CHT Climate Resilience (CCRP) are the major two on-going projects under the SID-CHT programme. The explicit project's outcomes and outputs are as follows:

AFSP III

The objectives of AFSP III are to increase pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced Food Security in CHT and to enhance Hill District Councils' (HDCs) capacity to manage transferred agricultural services in line with CHT Peace Accord. AFSP III suggests that adult agricultural education leads to increased productivity and profits, thus, contributing towards the empowerment of marginal and small farmers and enabling them to be better in charge of their lives and circumstances. Moreover, the increased capacity of local institutions in terms of Hill District Councils (HDCs) are intended to better handle the transferred agricultural services in line with the CHT Peace Accord. Two inter-linked outputs of the project focus on communities and institutions' empowerment and capacity, respectively. The Agriculture and Food Security Project in CHT gradually established 1,000 new Integrated Farm Management- Farmer Field School (IFM-FFS) in 23 Upazilas. The project is being implemented in partnership with 3 HDCs. There are two major outcomes of this project as follows:

Outcome 1: Agricultural productivity of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts

Outcome 2: Hill District Councils are managing transferred agricultural services in line with the CHT Peace Accord

The AFSP III established 997 Integrated Farm Management – Farmer Field Schools with around 23,900 farmers (62% female) through mobilization and facilitation of Farmer Field School learning approach in respective communities. To run the IFM-FFS properly, the project has developed 333 new Farmer Facilitators and 28 Master Trainers. The project has also produced 11 modules comprising 60 sessions, including preparatory, vegetable gardening, fruit gardening, rice cultivation, poultry rearing, pig rearing, cattle rearing, fish culture in pond/creek, marketing, nutrition and high-value crop modules.

To engage the government line department with the project, GoB line department officials were trained on AFSP III and FFS implementation. The project also arranges regular monitoring visits of the GoB line department officials to look after the project initiatives after the project period.

Along with the production increase, the project has also worked on the market linkage of the marginal farmers. To improve the access to agricultural inputs, 485 farming input suppliers

(11% women) were trained on the quality farming inputs, preventive measures, and general advice during the selling of inputs. This project has also developed 101 Community Livestock Workers (CLWs) to vaccinate FFS farmers' livestock animals. Moreover, this project has established a market linkage initiative where the community manages 95 market collection points by linking farmers and traders for competitive sales and mutual benefits. The Agriculture and Food Security component also developed knowledge and skills of Hill District Councils and GoB line department officials on improved coordination mechanism and management functions of transferred agricultural services through different platforms and formally conducted training events.

CHT Climate Resilience Project (CCRP)

CHT Climate Resilience Project (CCRP), a component of Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) of Ministry of CHT Affairs and UNDP, is being implemented in three Hill Districts since March 2018. This project is being implemented in 10 Upazilas across 3 Hill Districts of Rangamati, Khagrachari, and Bandarban. The main objective of this project is to improve the climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts.

The project helps build the resilience of the local communities (with priority to the marginalized sections, including poor and women), areas affected by Rohingya influx and traditional institutions (such as karbaries and headmen), and climate-induced risks and natural disasters such as landslides, soil erosion, and floods. The areas were selected at the initial stage of the project based on climate vulnerability assessment and resilience analyses and intensity of vulnerabilities remaining within the selected areas.

The outcome aims at achieving results through 3 inter-related outputs. First, the project supports rural communities and institutions in the CHT to conduct site-specific Community Climate Vulnerability Assessments (CCVAs) and prepare Local Resilience Plans (LRPs). Second, the project helps communities and institutions to undertake priority actions in identified micro-and small-watersheds emphasizing community resource management of forests, conserving the watersheds including forests and their associated watersheds, and diversifying resilient livelihoods with a focus on improved natural resources-based income-generating opportunities. Third, the project develops the CHT institutions, leaders, and community's capacity to enable them to fully discharge the expected planning, field implementation, and other responsibilities.

The project also supports some of the planned activities of Local Resilience Plans (LRPs). In contrast, the Union Parishads were approached to include remaining activities under the Annual Development Programme (ADP) of the Government of Bangladesh. During the implementation, the Para Development Committees (PDCs), Para Nari Development Groups (PNDCs), and different networks were engaged. The Hill District Councils (HDCs), are implementing the LRPs by supporting the Union Parishads.

2. Geographical Coverage:

The table below includes the number of project-specific beneficiaries as well as the IFM-FFS.

AFSP Project location-wise beneficiary				
HDC	Upazila	Union	IFM-FFS	Beneficiary

Bandarban	5	17	146	3,747
Rangamati	10	53	441	11,620
Khagrachari	9	38	398	10,935
Total	24	108	985	26,302
CCRP Project location-wise beneficiary				
HDC	Upazila	Union	Climate Resilience Committee (CRC)	Beneficiary
Bandarban	3	6	6	4,369
Rangamati	4	8	8	6,989
Khagrachari	3	6	6	8,058
Total	10	20	20	19,416

3. Evaluation Purpose, Objectives and Scope:

Purpose:

The main purpose of this evaluation is to collect the endline data/ information of these two DANIDA-funded projects to measure the most significant changes and results at the output/outcome level for beneficiaries, institutions, and communities with a focus on the overall implementation process and progress towards project targets. The key findings of this evaluation will be used for future project design and policy implications at UNDP and the Government of Bangladesh.

Specific Objectives:

The specific objectives of the study are:

1. To assess to what extent AFSP III and CCRP have contributed to addressing the needs and problems identified during programme design
2. To measure Impact level changes of the projects
3. To measure intended outcomes of the projects
4. To assess the efficiency and effectiveness of various project interventions and to identify causes of success and/or failure with recommendations
5. To measure the value addition of the project after continuing over decades, specially for AFSP III
6. To examine how the initiatives of the projects are mainstreamed in the government process.
7. To measure the Value for money
8. To provide forward-looking programmatic recommendations (for any course correction) to achieve the intended results/outcomes

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

The final 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 future programming. The evaluation will also generate knowledge for wider uses, assess the scope for scaling up the current programme, and serve as a quality assurance tool 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 endline evaluation covers the project implementation of these two projects from May 2018 to June 2021. The evaluation will be conducted from July-September 2021 and August-January 2022 for AFSP III and CCRP, respectively. The timing has been agreed upon with the donor.

Utilization:

The primary users of the evaluation results will be UNDP, but the evaluation results will equally be useful to relevant 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.

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 in light of these two projects are key but not limited to:

Relevance:

- To what extent was the project in line with the national development priorities, the country programme's outputs and outcomes, the UNDP Strategic Plan, and the SDGs?
- To what extent does the project contribute to the theory of change for the relevant country programme outcome?
- To what extent were lessons learned from other relevant projects considered in the project's design?
- To what extent were perspectives of those who could affect the outcomes and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design processes?
- To what extent does the project contribute to gender equality, women's empowerment, and the human rights-based approach?
- To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?

Effectiveness

- To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan, and national development priorities?
- To what extent were the project outputs achieved?
- What factors have contributed to achieving or not achieving intended country programme outputs and outcomes?
- In which areas does the project have the most significant achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?

- In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)

Efficiency

- To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
- To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective?
- To what extent has there been an economic use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- To what extent have resources been used efficiently? Have activities supported the strategy been cost-effective?
- To what extent have project funds and activities been delivered on time?
- 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 and economic resources be available to sustain the benefits achieved by the project?
- Do the legal frameworks, policies, and governance structures, and processes within which the project operates pose risks that may jeopardize the sustainability of project benefits?
- What is the risk to ensure the level of stakeholders' ownership will be sufficient to sustain the project benefits?
- 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?
- To what extent do stakeholders support the project's long-term objectives?
- To what extent do UNDP interventions have well-designed and well-planned exit strategies?

Coherence

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

Impact

- Have the projects brought changes in the lives of the people and their communities stated in the result framework of the SID-CHT?
- 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?

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.

4.2. Gender and Human Rights-based Approach:

As part of the requirement, the evaluation must include assessing the extent to which the design, implementation, and results of the project have incorporated a 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 the project's enhanced gender-responsive and rights-based approach.

These evaluation approaches and methodology should consider different groups in the SID-CHT 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:

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

5.1. Proposed Methodology

The selected firm shall adopt mixed methodologies, including Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and Household (HH) survey. Survey questionnaires need to cover all indicators in the results framework (in Annex). The questionnaires should also keep a minimum percentage of data coverage as the baseline survey to ensure robust comparison between baseline data and end-line data. However, the selected firm is strongly expected to improve data collection tools, including survey questionnaires and data analysis methodologies. The firm shall also conduct desk-based review of relevant project documents such as project proposals, Implementation Manual, project progress reports, etc to respond to specific evaluation questions.

The bidders need to calculate the sample size with proper sampling method. 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. Total population of both the projects are 26,302 farmers of AFSP-III and 19,416 community members of the CCRP project. To keep comparability between baseline and end-line data, it is expected that the firm refers to the following range of the sample size, but the firm needs to come up with exact figure per each unit (HDC, Upaliza, Union, FFS, CRC) with robust sampling method.

AFSP Project location-wise beneficiary					Proposed samples of beneficiary for Final Evaluation	
HDC	Upazila	Union	FFS	Beneficiary	Treatment	Control
Bandarban	5	17	146	3,747	1,000 - 1,300	550 - 650
Rangamati	10	53	441	11,620		
Khagrachari	9	38	398	10,935		
Total	24	108	985	26,302		
CCRP Project location-wise beneficiary						
HDC	Upazila	Union	CRC	Beneficiary	1,000 - 1,300	500 - 600
Bandarban	3	6	6	4,369		
Rangamati	4	8	8	6,989		
Khagrachari	3	6	6	8,058		
Total	10	20	20	19,416		

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

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

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.

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 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. If the situation does not allow, there is an option to incorporate in-depth qualitative-based questions to the household survey questionnaires instead of conducting FGDs. The detailed methods will be decided in consultation with UNDP during the inception phase.

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

In the technical proposal, the firm is requested to elaborate:

- 1) Overall evaluation study 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 assessment plan

It should be detailed out to a significant extent. All of the methodologies described above in the proposal will be assessed rigorously, which will heavily affect the scoring of the proposal.

5.2. Available Data Source:

For the study, the evaluation team is expected to collect relevant information from the Project Document, Annual Work Plans, Financial reports, Event 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, 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 Directors (SIDS-CHT), Staff of Project, Donors, other relevant government as stated in the stakeholder list in the Background section.
- At the field level: HDCs, District and Upazila Administration including Deputy Commissioner (DC), Deputy Director (DD-LG), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), Steering Committee Members, Ward Committee Members, and Secretaries, Gram Police, Community Livestock Workers, Farmer Facilitator, Para Development Committees (PDCs), CRC 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 Evaluation²’. The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

6. Scope of Work and Evaluation Timeline:

6.1 Scope

The following tasks will be accomplished by the firm within the timeline.

i. Detailed methodological notes of evaluation: The complete assessment will be based on the mixed method of data collection. Therefore, the firm will develop detailed methodologies, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan. Evaluation matrix also needs to be developed. Methodologies will be finalized in consultation with UNDP during the inception stage.

ii. Detailed sampling frame of evaluation:

The firm will calculate the sample sizes for both projects considering the table in ‘5.1. Proposed Methodology’ part of the ToR. The proposed sample size will be determined by the area/union wise project beneficiary.

- a) **Key Informant Interview (KII):** The firm will conduct several KIIs relevant to this project intervention. The firm will propose the sample to be considered. The most KIIs respondents will be the key project staff, HDC staff, PNGO staff, GoB frontline officials, and others directly involved with SID-CHT.
- b) **Focus Group Discussion (FGD):** The firm is also expected to conduct enough FGDs in the treatment group. The prospective firm will propose the number of FGDs to be conducted by geographical coverage in the proposal.
- c) **HHs Survey:** The firm will collect several household data based on the objectives and results framework’s need. The sample size determined by the prospective firm will cover both quantitative and qualitative data collection. The firm will decide what would be the sample percentages for quantitative and qualitative data collection.

iii. Development of Data Collection Tools: The firm needs to design qualitative tools to collect data from different stakeholders and households. All tools will be linked with the key objectives and key questions of the study. This should include 1) household survey

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

questionnaire, 2) Key Informant Interview (KII) checklist, 3) Focus Group Discussion (FGD) and KII checklist, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism.

iv. Field Test of Data Collection Tools: To avoid non-sampling error, the firm will conduct field tests of data collection tools and methodologies and 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, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the quality of data, experienced field coordinators and enumerators should be engaged in collecting the data from the field. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism

vi. Data Entry/Data Quality Control/Data Management: The firm will design and implement a system for data entry and data management. He/She needs to ensure data quality 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 qualitative data with other sources. Gender analysis on the data collected will also be conducted.

viii. Report: The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated 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 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].³

6.2 Timeline

Duration of this assignment will be 60 days (4 months).

Scope of Bid Price and Schedule of Payments

Phase	Duration	Proposed time
Inception work: - Review necessary documents - Prepare inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4)	7 days	Within two weeks of signing contract

³ [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>

Phase	Duration	Proposed time
<p>sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan.</p> <ul style="list-style-type: none"> - The inception report should include the coordination and mode of engagement of team members. - Develop a time-bound work plan. - Submit draft inception report to UNDP - Organize an inception meeting with UNDP and SID-CHT to finalize evaluation framework and methodologies - Submit final inception report and obtain approval from UNDP, including detailed methodologies 		
<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 - Finalization of data collection tools incorporating the feedback of field testing 	7 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 - Conduct data analysis - Triangulate/ analyze findings from desk review, stakeholders' interview, and KIIs - Debrief key findings to the UNDP CO and the stakeholders 	30 days	Within ten weeks of signing the contract
<p>Reporting:</p> <ul style="list-style-type: none"> - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders - Incorporate feedback and comments from UNDP and stakeholders 	16 days	Within sixteen weeks of signing the contract

Phase	Duration	Proposed time
- Submit final report to UNDP together with other deliverables		

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:

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

- a. Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan.
- b. A set of data collection tools, including survey questionnaires, checklists, and survey protocols in English and Bangla.
- c. Softcopy of all collected data, including cleaned datasets.
- d. Evaluation report in English, including case studies and audit trail.

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 researching social and governance issues
- Have experience in conducting at least five national level development project evaluation mainly based on sample survey

- Have experience of climate change/agriculture/adaptive livelihood with at least two research studies.
- Must have experience of evaluating government projects and UN projects
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

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.

10. Minimum Qualifications of the Human Resources

Expected team composition for this evaluation is as follows:

Team Leader and Deputy Team Leader should have thematic expertise in either Agriculture or Climate change respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a sub-team leader should be a thematic expert in Climate Change. However, it can be a Team Leader with thematic expertise in Climate Change and a Sub-tem leader with expertise in Agriculture.

1. Team Leader (with thematic expertise in Agriculture):

Minimum eligibility criteria of Team Leader are in the following-

I. Academic Qualifications:

Minimum Masters in Agriculture

II. Professional Qualifications:

1. Minimum 10 years experience in working in Agriculture based livelihood research
2. Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews, and evaluation of similar nature;
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 2-3 assignments focusing on evaluation/research as the team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader (cum Climate Change expert):

Minimum eligibility criteria of the Deputy team leader (cum Climate Change expert) are in the following-

I. Academic Qualifications:

Minimum Masters in Agriculture, Climate Change, Governance and/or Development studies

II. Professional Qualifications:

1. Minimum 7 years experience in working in Climate Change
2. Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews, and evaluation of similar nature;
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 2-3 assignments focusing on evaluation/research as the team lead. (List of completed research or links of publications 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 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;
2. Have experience in research work in Agriculture, Climate Change
3. Proven experience in developing evaluation survey strategies, including data collection methodologies and data analysis methods.
4. Extensive knowledge & skills of data management and data analysis on SPSS, STATA, and MS-ACCESS/other MIS software development.
5. Extensive experience in data quality assurance for large-scale data collection in the field.
6. Proven experience in quantitative data analysis using SPSS and STATA.
7. Have the experience working with Government Officials and Local Government representatives.

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 Sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews, and evaluation of similar nature.
2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
3. Proven experience to lead large-scale data collection in the field

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

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Bachelor in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing governance-related research.
3. Experience in field data collection.

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

11. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

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

Functional Competencies:

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

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 affect payments by bank transfer to the consultancy firm’s bank account upon acceptance by SID-CHT/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 total value

*A set of survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	
<p>Draft Evaluation Report:</p> <p>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 result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.</p>	45% of total value
<p>Final Evaluation Report:</p> <p>The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT feedback, and the validation workshop's feedback on the draft report/findings.</p>	30% of total value
<p>Datasets:</p> <p>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.</p>	

13. Recommended Presentation of proposal

Technical Proposal:

- I. Name of firm/organization 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)
- II. Description of experience in projects of a comparable nature, with a specific description of technical specialization of the firm in the required area
- III. List of current and past assignments of the firm/organization
- IV. References from a minimum of 3 previous clients receiving similar service
- V. Methods and approaches to be adopted in delivering this assignment, including work plan and implementation timelines
- VI. CVs of the proposed key personnel need to be included in the technical proposal. Please note that proposing firms will be expected to deploy the service staff listed in the proposal; substitutions will only be accepted with the prior consent of SID-CHT.

14. Evaluation Criteria:

To qualify in the technical evaluation, a proposal must score a minimum 70% (or 49) of the total obtainable score of 70. The obtained score will be expressed in percentage as follows-

(total score obtained by the offer/Max. obtainable score for technical evaluation) Xv 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

- 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).

Selection Criteria of firm/organization (technical proposal):

Parameters	Marking
Understanding of the assignment	5
Proposed approach and methodology	30
Work plan	5
Team composition, including CVs of each team members as Annex, with no CV more than 5 pages	20
Example of 2 similar kinds of previous report produced for any international organization	10

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.

The firm/organization needs to illustrate the evaluation methodologies, including data collection, data analysis, and management (quality control mechanism) in the technical proposal. Assessment of proposals from the firms/organizations heavily relies on the quality of methodologies of evaluation.

15. Selection Process:

The firm will be selected based on the relevant expertise and financial offer received.

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

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader				
1.2	Deputy Team Leader				
1.3	Data Scientist				
1.4	Field Coordinator				
1.5	Data Enumerator				
1.6	Other_____				
2. Travel, food and accommodation					
2.1	Team Leader				
2.2	Deputy Team Leader				

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: A Z M Saleh

Designation: Monitoring & Evaluation Analyst and M&E Focal Point, UNDP Bangladesh

Annex 1:

Key results of AFSP-III and CCRP Projects:

Results Framework:

The selected firm needs to use the following **Results Frameworks below** to measure the key results progress and deviations so far. **AFSP III Project:**

Outcome indicator 1		Agricultural production of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	% increase in yields and production of beneficiary Households (HH) (Vegetable, Fruits, Eggs, Chicken, Pig, Goat, Cow and Fish) % HH intake of diversified nutritious food % of beneficiary HH in target communities with increased access to decentralised extension services % of HH which adapted climate resilient technology
Output indicator 1.1		Community groups and stakeholders mobilized through establishment of IFM-FFS	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS formed/established, including women (50%) and men participated in mobilization initiatives
Output indicator 1.2		IFM-FFS Curricula Developed and Promoted	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of Modules developed with inclusion and testing of relevant farming HH's reliance on climate change issues into FFS curriculum
Output indicator 1.3		Knowledge and skills of CHT stakeholders [Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers] enhanced	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS trainers trained (at least 30 % women) % of trained CHT stakeholders who believe their knowledge and skills on IFM-FFS have increased after training

Output indicator 1.4		IFM-FFS implemented through participatory and 'learning by doing approach'	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	% of IFM-FFS participants graduated (disaggregated by sex and age) 50 % women % of IFM-FFS graduates applying sustainable and climate resilient intensification (increased yield levels, enhanced soil fertility, averting loss of stock/crops) % of GoB Line Department Officers that provided follow up support
Output indicator 1.5		Access to market linkages (input-output) promoted and facilitated	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS linked to traders/buyers for selling their agricultural produces (collection centres and group marketing) % of HHs with access to quality agricultural inputs
Outcome indicator 2		Hill District Councils (HDC) are managing transferred agricultural services in line with CHT Peace Accord	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	Sustainable agricultural policies and strategies developed and in place at HDC Coordination mechanism among the transferred departments related to agriculture services strengthened with functional Agricultural Planning Unit under the leadership of HDCs
Output indicator 2.1		Coordination enhanced and HDC strengthened to manage transferred agriculture services and monitor Local Resilience Plans	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of coordination meetings organised # of consultative workshops organised # of Local Resilience Plans supported

CCRP Project:

Outcome Indicator		Percentage of households in targeted communities able to improve their livelihoods in identified watersheds	
Baseline	Year	2018	0%
Target	Year	2021	50%
Output 1 Indicators		Percentage of communities that have completed Community Climate Vulnerability Assessments	
		Percentage of selected communities with Local Resilience Plans	
Baseline	Year	2018	0% and 0%

Target	Year	2018	40% and 0%
Target	Year	2019	80% and 40%
Target	Year	2020	80% and 60%
Target	Year	2021	80% and 60%
Output 2 Indicators		Percentage of communities (with nearly 50% women participation) that implemented prioritised and selective risk reduction actions	
		Percentage of community members perceiving difference in levels of risks	
Baseline	Year	2018	0% and 0%
Target	Year	2018	0% and 0%
Target	Year	2019	40% and 0%
Target	Year	2020	80 and 40%
Target	Year	2021	80 and 60%
Output 3 Indicator		Percentage of communities supported (technical and/or financial) by CHT institutions	
Baseline	Year	2018	0%
Target	Year	2018	0%
Target	Year	2019	10%
Target	Year	2020	40%
Target	Year	2021	50%