United Nations Development Programme

জাতিসংঘ উন্নয়ন কর্মসূচী

Terms of Reference
for
Mid-term Evaluation of Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) Project

The Terms of Reference (TOR) has been designed to conduct a Mid-term evaluation of the Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) Project.

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

Job	: Mid-term Evaluation of (SID-CHT) Project
Duration	: 60 days over 4 months period
Location	: Rangamati, Khagrachari, Bandarban and Cox's Bazar districts
Start	: September 2021 (or early if possible)

1. Background and Rationale:

The signing of the Chittagong Hill Tracts (CHT) Peace Accord in 1997 was a significant political achievement marking the end of a protracted low-intensity conflict in the region. Progress on establishing local institutions outlined in the Peace Accord, creating an improved environment for dialogue between communities, and increasing social services have built essential foundations for longer-term stability and social inclusion in the region. Despite these efforts, the Chittagong Hill Tracts still experiences relatively low levels of development with economic and social progress being held back, resulting in increased pressures on scarce resources, including land, continued extreme poverty below the national average, and a lack of economic development and opportunity in the region. Virtually all social and economic indicators of the area are disadvantaged with limited access to education, an absence of clear linkages between the capabilities and needs of communities and state institutions, and a lack of understanding of key challenges. One of the critical government strategies outlined in the 7th Five-Year Plan for tackling these challenges is implementing the Peace Accord provisions fully. The government also aims at implementing accelerated development activities in the region.

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 interventions of these projects mainly strengthened community stability and supported communities to build resilience and collective actions.

Expected results

Outcome: *Citizen demands for voice, development, and accountability are met by the strengthening of institutions, which progressively provide universal access to basic services.*

> ***Output 1****: Strengthened community land, resource, and livelihood management.*
>
> ***Output 2:*** *Increased participation and influence to shape the decision-making process.*
>
> ***Output 3:*** *Democratic governance strengthened with responsive institutions and effective services.*

Output 1: Strengthened community land, resource, and livelihood management.

Existing 3,500 Para Development Committees (PDCs), 2,000 Para Nari Development Groups (PNDGs), and 219 Village Common Forest (VCF) Committees will provide the leading forums for collective community actions and engagement. These will be scaled up with an additional 1,500 new communities (PDCs, PNDGs, and VCF committees) in rural- and urban areas, thereby providing a key decision-making platform for local communities and an entry point for development committees.

By encouraging communities to develop farming solutions collectively, the food security of marginal farm households will be improved, with approximately 60,000 people gaining access to enhanced farming techniques. Through Integrated Farm Management - Farmer Field Schools (IFM-FFS), 3,600 communities shall appoint 666 farmer facilitators (30% will be women). These will be trained to use learning tools with a needs-based IFM-FFS curriculum designed to roll out improved, sustainable, and climate-adaptive farming practices. Farmer facilitators, each working with three communities, will assist them in identifying their preferences for farming practices, help organize formal training, and provide support for the dissemination of these agricultural techniques throughout the region. These activities will be extended to all 7(seven) Upazilas of Bandarban Hill District and Teknaf, Ukhia, and Ramu Upazilas of Cox's Bazar District, to improve food production and income-generation of vulnerable and poor host community households, including landless households affected by the ongoing Rohingya crisis. The extension of the project will be conducted through 1,800 IFM-FFS with total coverage of 54,000 HHs (population around 270,000).

At the same time, co-management systems will be established for different forest types in the CHT to improve forest and natural resource management in the region and enhance both the communities' and government's capacity in sustainable natural resource management. The region has many different forest types. Two of the most important are: Reserved Forest, including Protected Area within the Reserved Forests, managed by the Forest Department (250,000 hectares, 1/4th of the region) and Village Common Forest (VCF) (50-700 acres each), where, at present, approximately 380 village common forests exist in the CHT covering 13,000 households. These VCFs have the status of common resources providing income and vital resources. Indeed, they are regarded as hotspots for preserving biodiversity and watersheds in the region. By developing and strengthening the co-management structure, relevant parties for the forest restoration, including women, youth, traditional leaders, the Forest Department, HDCs, and Circles, will influence the decision-making process of forest management. They will moreover be able to actively participate in sustainably managing these forests in the best possible manner. This model could be duplicated and expanded in the future so that more villages/Mouzas will own and manage a common village forest.

Finally, 100 communities will conduct climate vulnerability assessments and prepare local resilience plans to strengthen community resilience against climate shocks, local resilience plans and resilience-building actions shall reduce exposure to climate change risks. Community risk assessment and action models piloted by UNDP to facilitate participatory disaster risk preparations and responses shall, in turn, be adapted to the local context. Priority actions on common resource management, aimed at protecting watersheds in 20 areas where communities manage forest resources, will also target improved resilience in localized ecosystems.

A total of 540,000 poor and marginal farmers (50% will be women) shall directly benefit from the 3,600 IFM-FFSs. Furthermore, communities will have access to a farmer business school, which shall act as a forum for cooperation between the community farmers. The farmer business school will provide crucial linkages between supply chain management and traders and offer farmers increased market power, notably in their purchases, sales, and market performance. Farmers' cooperatives will be linked with the chambers of commerce, wholesale markets along with mega retail outlets in big cities. The capacity of the regulatory framework under the Hill District Councils will be strengthened to provide better coordination between its agricultural officers and community groups. Pilot initiatives such as establishing a model village for alternative livelihoods to promote nature-based ecotourism and an Organic Farming Zone will be undertaken.

Output 2: Increased participation and influence to shape the decision-making process.

The output works on four levels: 1) It creates increased local awareness and participation around central issues of citizenship and the Peace Accord; 2) it builds local public interest group linkages by utilizing tools and spaces for networks to build awareness; 3) it utilizes national platforms to foster a higher level of public support for an inclusive and diverse society, as well as the full implementation of the outstanding Accord commitments, 4) it contributes to policy formulation through policy advocacy across all Outputs of the Project. Good quality data will be required to make the evidence-based recommendations, and the project will work with the Government to provide both data and tools.

Para Development Committees and Para Nari Development Groups will act as critical platforms of engagement to enhance citizenship awareness amongst communities and support the articulation of their collective opinions concerning decision-making bodies in the region. Building an enabling environment for the participation of individuals and communities and increasing their ability to voice their views on decision-making platforms will provide opportunities for communities to enhance shared civic participation. Engagement platforms working within these structures will be supported to develop citizenship tools to increase the local communities' awareness levels of women, citizenship, and governance institutions. Linkages will be built between these grassroots forums, with Union and Upazila, and both the Peace Accord and national institutions to strengthen the communities' knowledge of the role of these institutions. It will support communities and existing networks within Para Committees to manage local affairs collectively, identify priorities and engage with local decision-making bodies. Citizenship campaigns and education schemes shall be designed to increase public awareness amongst communities of citizenship rights and responsibilities.

The second part of this output brings together communities and builds connections between neighboring and distant communities. At the same time, it acts as a catalyst for broader community engagement networks to strengthen different forms of social harmony, including bonding and bridging social capital. Networks across the region will be supported to work at Upazila and Union Parishad levels. These will support community actions to further contribute to the strengthening of ties between groups. Volunteer networks, formed under the management of these committees, will contribute to community welfare. It will enhance social harmony, form early warning systems, and build an efficient set of civic action-based schemes. These will work on intra-community and inter-community levels. To address gender equality, special human resources development programs will be designed for women and marginalized sections to expand their effective participation in governance processes in the region.

During the first five years of implementing the project, many policy issues have been identified across various project components. These will be further taken up with the regional and national institutions to inform policy formulation. Some of the specific policy advocacy topics include harmonization of CHT laws and democratization of CHT institutions, an increase of GoB budget allocation for CHT institutions, activation of land commission, issuing Transit Pass only on planted timber species like Teak, Gamar, Mahogany, etc., deletion of Bamboo from the NTFP list, implementation of the ban on boulder extraction, conservation of streams, extending digital coverage for whole CHT region, human right and women rights, including property rights for the tribal women, support to women traditional leaders and affordable financing for the youth entrepreneurs.

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

Specific service delivery business processes and relevant legislation about national service delivery and Regional and Hill District Councils will be reviewed and harmonized, thereby reducing duplication of mandates, inefficiency, and improved coordination of service planning and delivery and legal certainty. The analysis conducted during the first phase of the project reveals that 38 current laws need to be harmonized and amended following the Peace Accord agreement. These include 26 national laws and 12 CHT-specific laws.

The Ministry for Chittagong Hill Tracts Affairs will be provided with technical expertise to rationalize local governance and services in the region. This will include technical assistance for drafting new rules and regulations for relevant departments operating in the CHT to ensure aligned mandates, new

organizational charts responding to these clarified mandates, and support to assist agencies in implementing reforms transparently and in coordination with other bodies in the region.

Improved advocacy strategies and tools to set agendas for reform and local level working groups with regional bodies will be supported to draft these rules and regulations with revisions of organizational charts in the Ministry, Regional and Hill District Councils, and Circles. Capacity development support will be provided to the CHT institutions, including the Ministry of Chittagong Hill Tracts Affairs (MOCHTA), Chittagong Hill Tracts Regional Council (CHTRC), Hill District Councils (HDCs), and Traditional Leaders. Closer linkages with Union Parishad and Upazila institutions will be built, and fiscal and human resource decentralization related to the transferred subjects strengthened with coordination of services. A move to participatory planning models, capacity development plans, and oversight roles will further improve the performance of Peace Accord institutions. Regional and local state authorities will be supported to establish a regional context-specific framework for setting targets and monitoring the Sustainable Development Goals. A set of localized targets and indicators developed following consultation with communities will form a regional dashboard system to complement the national framework being created, which is currently assisting policymakers to identify progress and obstacles to meet annual and long-term targets committed to in the Sustainable Development Goals framework.

Improved, transparent, and effective land management systems, including land records of deeds and archiving, will provide legal certainty. Local authorities in the Hill Tracts will be supported to integrate innovative problem-solving initiatives established at the national level under the A2i scheme, assisting in building stronger bridges between local agencies and the population. Coordination in the formal and informal justice sectors will be improved, widening access to justice for men and women under the Activating Village Courts in Bangladesh project (AVCB). By improving sector-wide capacity, coordination, and cooperation between justice platforms, these are better positioned to collectively deal with reform in the justice sector and improve access to justice. Increased consistency and comprehension of formal justice sector agencies of informal justice will be developed with knowledge products and learning platforms introduced to promote sensitive justice approaches that apply justice at the lowest level and encourage informal and alternative dispute resolution using traditional community structures where applicable. State legal aid schemes will be rolled out more widely, and civil society organizations provide paralegal services targeting the most vulnerable, including women victims of violence.

With a strong community policing culture and mixed recruitment policies, more inclusive police services will employ greater confidence-building tools to increase confidence in law and order agencies. Incentive schemes will be devised to increase the targets set for recruitment from tribal communities and women. Community policing initiatives will be designed and implemented, increasing community proximity and ties with police services. Engagement on anti-social behavior and specific responses sensitive to the needs of women and violence against women will be put in place with victim support centers providing shelter for vulnerable victims and training for gender-sensitive policing. Support will also be introduced to improve confidence levels in the role played by the police with improved platforms for community inputs into policing and better outreach schemes. Wherever feasible, victims will be connected with the government's online grievance redress system.

2. Geographical Coverage:

The table below includes the location-specific project names:

District	Upazila	Projects operating
Rangamati	26	

Bandarban Khagrachari		Agriculture and Food Security Project-III (AFSP III), CHT Climate Resilience Project (CCRP), Chittagong Hill Tracts Watershed Co-Management Activity (CHTWCA), Support to Host Communities affected by Rohingya Influx project (SHARIP), Women and Girls Empowerment Through Education and Skills in the Chittagong Hill Tracts (WGETES-CHT)
Cox's Bazar	3	Support to Host Communities affected by Rohingya Influx project (SHARIP)

3. Evaluation Purpose, Objectives, and Scope:

Purpose:

The purpose of the mid-term evaluation is to assess the process and progress of the SID-CHT project so far compared to its baseline and targets defined in the results framework. Mid-term evaluation will also evaluate and document the project activities' relevance, efficiencies, effectiveness, impact, coherence, and sustainability to understand and undertake necessary adjustments of the project for the remaining period to achieve its planned goal and objectives as committed. The evaluation will rather look at the overall achievements of the SID-CHT programme and its challenges covering multiple projects, including cross-cutting issues to improve the programme in the remaining programme period. The evaluation will also generate knowledge for wider use, assess the scope for scaling up the current programme, and serve as a quality assurance tool for both upward and downward accountability.

Specific Objectives:

The specific objectives of the evaluation are as follows:

- To assess the performance of an overall SID-CHT programme since its start in 2016 to date against the outcome and outputs indicators as set out in the Results Framework
- To examine the assumptions embedded in the Theory of Change of SID-CHT and assess the relevance, effectiveness, efficiency, coherence, sustainability and likely impact of the projects drawn from its design and implementation
- To assess to what extent the project has contributed to addressing the needs and problems identified during programme design, including cross-cutting issues, i.e. gender, youth, disability, income-generation activities, climate adaptive livelihoods, peace promotion
- To draw the positive and negative, and foreseen and unforeseen, changes and effects driven by project-supported interventions
- To draw lessons learned and good practices for replication and/or up-scaling and provide forward-looking recommendations for course correction
- To identify scopes for new interventions, innovative approaches, potential partners and resource mobilization in the future as well as ongoing initiatives that need to be continued for the next phase
- 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 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:

The mid-term evaluation covers SID-CHT's project implementation from October 2016 to June 2021. The mid-term project evaluation will be conducted from September 2021 to December 2021. The timing has been agreed with the project advisory board.

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 so on.

The primary audience for this evaluation is line department officials and public representatives. It includes government officials from sponsoring Ministries/Agencies, National Programme Coordinator, Programme Coordinator, National Project Director, Project Managers & Technical specialist, Donors, other relevant government officials as stated in the stakeholder list in the background section.

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 Questions and Approach:

4.1. Evaluation Questions

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

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

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

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

- To what extent has the project been on track so far towards achieving its planned goal and objectives as per approved results framework?
- To what extent has the project been able to build up institutional and individual capacity?
- To what extent is the project contributing to strengthen community land, resource and livelihood management in the project area?
- To what extent have the project interventions have helped the beneficiaries to improve their livelihood? To what extent are these change attributable to SID-CHT project?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)

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

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

Impact: What difference does the intervention make?

- Does the project 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 the situation of target beneficiaries, their communities and duty bearers as a result of the programme? How many will be benefitted?
- Is the SID-CHT creating inclusive and gender responsive development and bringing long lasting changes?

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

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

Coherence: How well does the intervention fit?

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

Lessons learned

- What are the lessons that the project has had learned so far?
- What are the challenges that the project has faced during its 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 the date, provide forward-looking programmatic recommendations for UNDP's SID-CHT for its course correction and future programming.

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?
- To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?
- To what extent has SID-CHT and other national stakeholders' capacity been strengthened in better promoting and protecting gender equality.
- To what extent have the gender sensitive indicators considered in the Result Framework of SID-CHT?
- Is the gender marker data assigned to this project representative of reality?

Human rights/ Leave No One Behind

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

5. Evaluation Methodology and Approach:

5.1. Proposed Methodology

The selected firm shall adopt mixed methodologies, including Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and Household (HH) survey. As this is a formative evaluation assessing higher-level outcomes of the overall SID-CHT programme, more emphasis is placed on the qualitative methodologies, which will be supplemented by quantitative methods.

HH survey questionnaires need to cover all indicators in the results framework (in Annex). The questionnaires should also keep the same level of data coverage as the baseline survey to ensure robust comparison between baseline data and MTR 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.

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

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

The bidders need to calculate the sample size for only treatment groups with a proper sampling method. It should keep comparability with the baseline survey. The firm is expected to select beneficiary households in the same geographical areas (Districts, Upazila Parishads, Union Parishads, and Paras). The bidders are requested to elaborate the appropriate method and procedure in the proposal. 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.

The baseline sample is indicated below. A baseline survey was conducted by selecting 2,518 HHs for treatment groups. The hired firm will receive the full beneficiary list from the SID-CHT team. A proposed sample list of each project has been calculated as a reference.

Project	**Baseline samples (Treatment)**			
	Districts	**Upazilas**	**UPs**	**Households**
AFSP III	3	24	108	252
CCRP	3	10	20	755
SHARIP	2	6	39	755
CHT-WCA	3	14	33	378
CIDA	3	26	60	378
Total				**2,518**

In addition to the quantitative data analysis, the firm is expected to collect and analyze qualitative data extensively through KIIs, FGDs, and literature review to assess the whole SID-CHT programme, including cross-cutting issues, i.e. gender, youth, disability, income-generation activities, climate adaptive livelihoods, peace promotion. The bidders are expected to innovative qualitative data collection/analysis methods, which will affect the scoring of the technical proposal.

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.

The 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 analyzed 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 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. Detailed methodologies described 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 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 footnote[3]. The evaluation team may refer to

[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

UNDP's Dispute and wrongdoing resolution process and contact details[4] (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

6. Scope of Work and Timeline:

6.1. Scope of Work:

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

i. **Detailed methodological notes of the evaluation:** 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. Before submitting the inception report, the firm shall consult with the key persons of the project to finalize the data collection methodologies, tools, and data analysis plans. Methodologies will be finalized in consultation with UNDP during the inception stage.

ii. **Detailed sampling frame of evaluation:**

The firm shall propose the sample size from its total beneficiary. It should keep comparability with the baseline survey and include only treatment groups. A specific sample for qualitative and quantitative data collection is required to draw. The SID-CHT team will assist in drawing the whole sampling framework after hiring the firm. Details shall be confirmed and finalized in consultation with UNDP and stakeholders during the inception phase.

a) **Key Informant Interview (KII):** The firm will conduct a number of KIIs relevant to this project intervention. The most KIIs respondents will be the key project staff, HDC staff, PNGO staff, GoB frontline officials and others who are directly involved with SID-CHT. KII respondents shall be determined in consultation with UNDP and stakeholders during the inception phase.

b) **Focus Group Discussions:** The firm is also expected to conduct enough number of FGDs in treatment group. The prospective firm will propose the number of FGDs to be conducted given the geographical coverage.

c) HHs Data Collection: As per the requirement, the bidders need to calculate the sample size for only treatment groups with a proper sampling method. The bidders are requested to elaborate the appropriate method and procedure in the proposal to select sample size. Information is available in '5.1. Proposed Methodology' of this ToR.

iii. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) household survey questionnaires, 2) Key Informant Interview (KII) checklist, 3) Focus Group Discussion (FGD) semi-structured questionnaire/ checklist, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism. Innovative qualitative data collection tools are also highly encouraged.

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

[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

v. **Field data collection:** The firm will hire 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.

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.

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

vii. **Data Analysis:** The firm will analyse and interpret data through relevant statistical software and triangulate qualitative data with other sources. Qualitative data analysis will be done using a statistical software or conventional tools.

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 56-60) of Section 4/ Evaluation Implementation and Use of UNDP Evaluation Guideline. All evaluation reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 (Page 9-13) of the UNDP Evaluation Guidelines[2].[5]

6.2. Evaluation Timeline:

The firm will present an appropriate work modality/approach detailed in the ToR. Other interim reports may be produced to facilitate the completion of the assignment at the discretion of the firm. The firm will ensure comprehensive, coherent, high quality reporting, in a clear and professional format in due consultation with the UNDP team. Note that the selected firm will get total of 60 working days from the date of contract signing. The detailed breakdown of submitting deliverables and duration is given in table 02.

Table 02: Deliverables submission schedule

Phase	Duration	Proposed time
Inception work: - Review necessary documents - Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage	5 days	Within two weeks of signing contract

[5] [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use, available at http://web.undp.org/evaluation/guideline/index.shtml
[2] Quality Assessment Questions of UNDP Evaluation Guidelines (2021), Section 6: Quality Assessment, available at http://web.undp.org/evaluation/guideline/index.shtml

Phase	Duration	Proposed time
of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. - 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		
Data collection tools development: - Develop data collection tools and protocols (i.e. Household survey questionnaires, FGD/ KII semi-structured questionnaires & checklists, survey protocols, data quality assurance mechanism) - Presentation of data collection tools to UNDP/ SID-CHT management - Field test data collection tools - Finalize data collection tools incorporating feedback of field testing	5 days	Within three weeks of signing contract
Field data collection/ Data management: - Provide training to onboard enumerators on data collection tools and methods - Collect data from the agreed sources using agreed tools and methods - 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 contract
Reporting: - Prepare a draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders - Incorporate feedback and comments from UNDP and stakeholders - Submit a final report to UNDP together with other deliverables	20 days	Within sixteen weeks of signing contract

The firm/organization will be expected to present a draft report in both written form and oral - presentation to the UNDP/SID-CHT and relevant stakeholders within one month of completion of field

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

7. Deliverables:

The firm shall 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 based on the total beneficiary, 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 Steering Committee of this MTR will oversee this study. 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 day to day operation of the evaluation. The consultant will also seek technical guidance from Programme Specialist - Disaster and Resilience, R&IG Cluster and M&E Specialist/Analyst at UNDP Bangladesh Country Office. The programme evaluation report needs to be cleared by the M&E Specialist/Analyst at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative, UNDP Bangladesh and RBM/M&E focal point, UNDP Bangkok Regional Hub.

9. Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

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

Special Note:

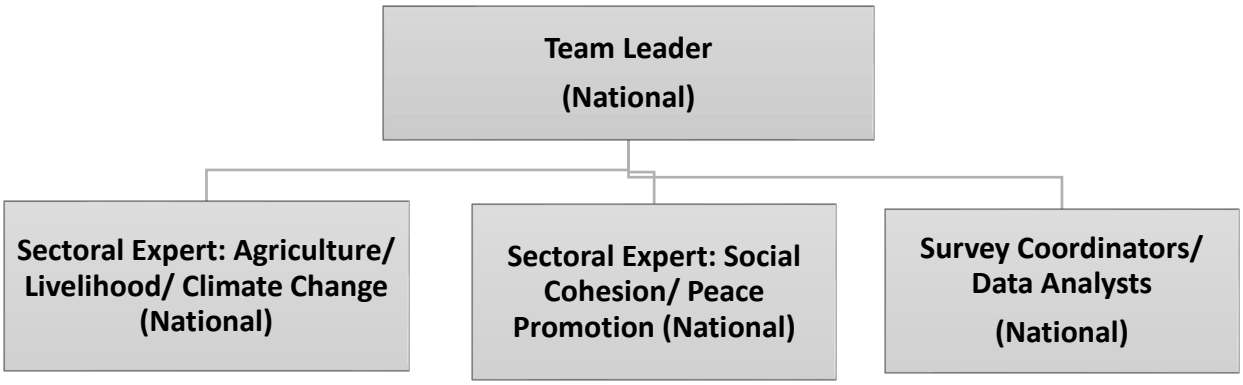
- Personnel of the proposing firm should have no involvement in the design and implementation of the SID-CHT project. Any individual of the selected firm who had prior involvement in the design and implementation of the SID-CHT project or those directly or indirectly related to the SID-CHT project are 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. Evaluation Team Composition:

This assignment requires senior and professional advice based on substantive experience and qualifications of the contracting firm, based on a team approach comprising of three national level consultants (Figure 01). The firm may also propose any other professional if they think necessary to conduct the study. Moreover, there will be field supervisor and data enumerators to support the experts in data collection and processing. The structure of the programme evaluation team as follows:

Figure 01 Structure of Evaluation Team



11. Minimum Qualifications of the Human Resources

Team Leader/Lead Researcher:

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in social sciences or Agriculture. Degree in Political Science, Economics, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and evaluations of similar nature;

2. Proven experience to conduct large-scale evaluation, including field-level data collection and data analysis;

3. At least 2 assignments focusing agriculture and or livelihood related baseline/research as team lead or critical member. (List of completed research or links of publications to be enclosed);

Sectoral Expert: Agriculture/ Livelihood/ Climate Change

Minimum eligibility criteria-

I. Academic Qualifications:

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

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation of similar nature in the field of Agriculture/ Livelihood/ Climate Change;

2. Have experience of completing at least 2 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

Sectoral Expert: Social Cohesion/ Peace Promotion

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in social science, governance, peace, gender, international relations or any other relevant subject.

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation of similar nature in the field of Social Cohesion/ Peace Promotion;

2. Have experience of completing at least 2 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

Survey Coordinator/ Data Analyst (3 personnels at maximum):

Minimum eligibility criteria -

I. Academic Qualifications:
Minimum master's in social sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 2-3 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
2. Proven track record of supervising large scale data collection
3. Proven experience to lead large-scale data collection and analysis in the field

Data Enumerators:

(The selected firm will propose the number of data collectors that are needed to deploy)

Minimum eligibility criteria-

I. Academic Qualifications:

Bachelor's in Social Sciences, Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum 2 years of experience in collecting data from field

2. Must have experience of completing at least two assignments focusing quantitative and qualitative field data collection from field

3. Experience in field data collection.

It is recommended that the firm keep adequate representation of female in team formation. The firm can add more field coordinators and data enumerators if necessary, with providing justification.

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.

12. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

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

Functional Competencies:

- Excellent skills in writing, editing and oral communication skills in English, and Bangla is a must for four national consultant positions;
- Ability to discuss with government senior officials, private sector and development partners;
- Understanding of Joint UN Programmes experience will be an asset;
- Ability to work with multi-disciplinary group of people;
- Demonstrates openness to change, flexibility, and ability to manage complexities.

13. Scope of Price Proposal and Schedule of Payments:

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

UNDP shall effect payments, by bank transfer to the 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.	
Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of total value
Final Evaluation Report: 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.	30% of total value
Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.	

14. Recommended Presentation of proposal:

The interested firm must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

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

8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially *Hartals* and blockades.

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

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

(i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, consultation workshop costs and overhear recharges.

(ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

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

15. Evaluation Criteria:

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):

Technical Proposal Evaluation		**70**
Expertise of firms		
1.1	Experience in undertaking evaluation in relevant thematic areas	10
1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30
Skills and experiences of key personnel		
Team Leader:		
3.1	Relevance and level of education	5
3.2	Experience in evaluation	5
3.3	Experience in working on Agriculture/ Livelihood/ Climate Change	5
Sectoral Expert: Agriculture/ Livelihood/ Climate Change		
3.4	Experience undertaking evaluation related to Agriculture/ Livelihood/ Climate change	5
Sectoral Expert: Social Cohesion/ Peace Promotion		

3.5	Experience undertaking evaluation with similar nature of data collection/data analysis	5
Financial		**30**
Total		**100**

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.

16. Selection Process:

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

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

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader				
1.2	Sectoral Expert: Agriculture/livelihood/ climate change				
1.3	Sectoral Expert: Social Cohesion/ Peace Promotion				
1.4	Survey Coordinators/ Data Analysts				
1.5	Data Enumerator				
1.6	Other_____				
2. Travel, food and accommodation					
2.1	Team Leader				
2.2	Sectoral Expert: Agriculture/livelihood/ climate change				
2.3	Sectoral Expert: Social Cohesion/ Peace Promotion				
2.4	Survey Coordinators/ Data Analysts				
2.5	Data Enumerator				
2.6	Other_____				
3. Communication					
3.1	Communication				

4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

18. Approval:

Name: A Z M Saleh
Designation: Monitoring & Evaluation Analyst and M&E Focal Point, UNDP Bangladesh

Annex-1: SID-CHT Result Framework

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

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

Project Outcome: Citizens expectations for voice, development and accountability are met by strengthened institutions to progressively deliver universal access to basic services.

Expected Output 1: Strengthened community land, resource and livelihood management.
Expected Output 2: Increased participation and influence to shape decision-making.
Expected Output 3: Democratic governance strengthened with responsive institutions and effective services.

The project will contribute to UNDAF Outcome 1, 2 and 3 and CPD outcome 1,2 and 3.

CPD Outcome 1) Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress

(CPD Output 1.2) National and local government have the capacity to implement urban and rural poverty policies and programmes.

(CPD Output 1.3) Government has the capacity to create an enabling environment for pro-poor and green growth

(CPD Outcome 2) Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups.

(CPD Output 2.2) The Government has the capacity to carry out formal or quasi-formal, demand-driven and gender-sensitive reforms of the justice sector to provide more equal access to justice to women and men, especially those from marginalized groups.

(CPD Outcome 3) Enhance effective management of the natural and man-made environment focusing on improved sustainability and increased resilience of vulnerable individuals and groups

(CPD Output 3.1) Government institutions have improved capacity, and institutional and legal frameworks to respond to and ensure resilient recovery from earthquakes, weather extremes, and environmental emergencies.

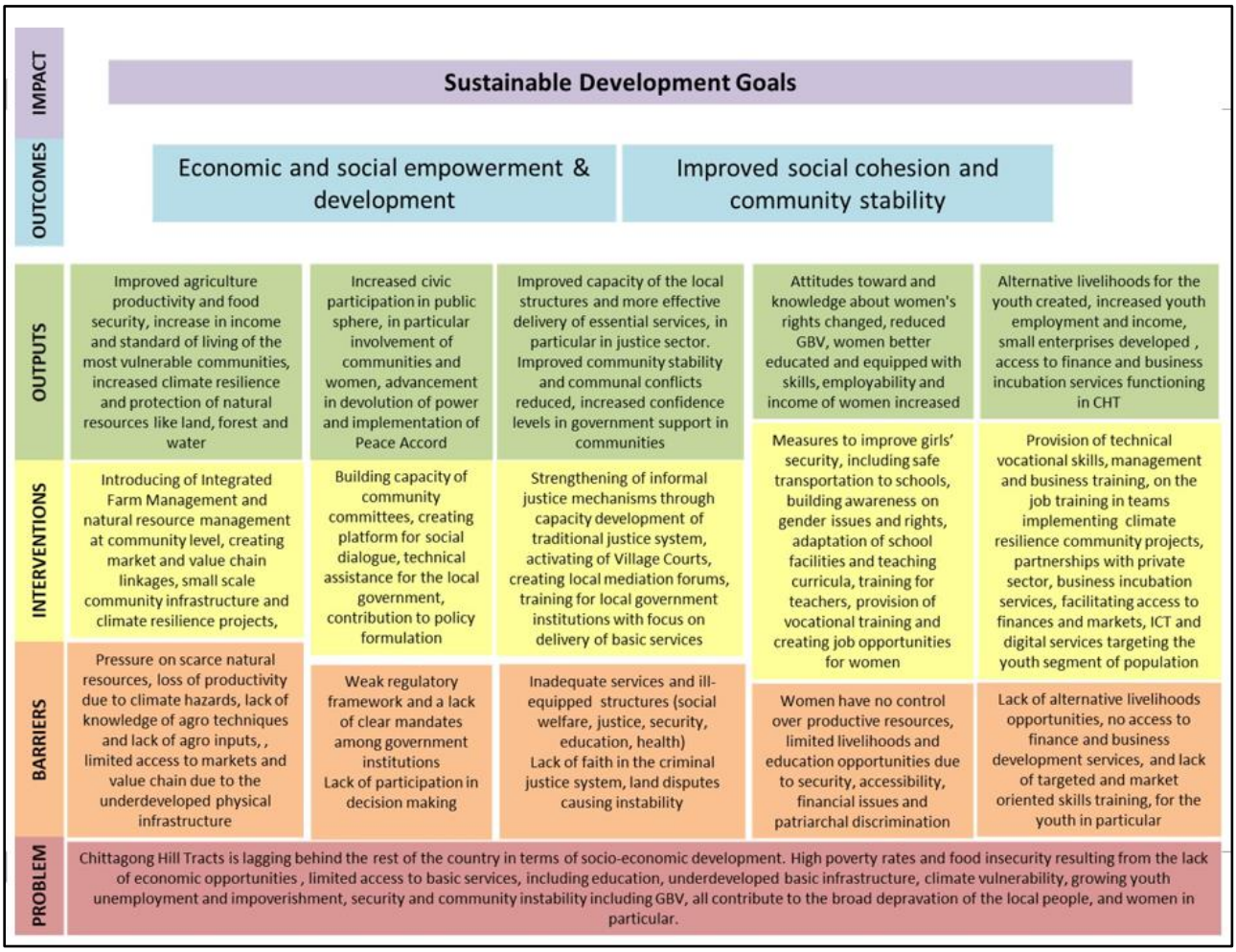
Outcome indicators:

- Percentage of citizens (disaggregated by men/women, poor/non-poor) satisfied with the services of Upazila Parishads
- Number of UZP that received and monitored local plans and budgets by at least three transferred departments (transparency of local bureaucracy)
- % of Upazila Parishads who adopt public engagement strategies in their planning and service monitoring
- % of women councilors in selected Upazila Parishads who report they can participate effectively in debates and are able to influence council decision making
- % of Upazila Parishads who have improved expenditure against the budget (credibility of budget)

Outputs	Indicators
Expected Output 1: Strengthened community land, resource and livelihood management.	**Indicator 1.1** Percentage of small and marginal farm households in target communities improved food security through agricultural production.
	Indicator 1.2 Percentage increase in yield and production (crops, livestock and fish) of beneficiary households in target communities.
	Indicator 1.3 Percentage of small and marginal farm households in target communities that have improved farming skills.
	Indicator 1.4 Percentage of poor households in target communities that have improved their living condition benefiting from community development projects.
	Indicator 1.5 Number of community development committees that are taking their own decisions on local community development issues.
	Indicator 1.6 Number of urban poor and extreme poor households that have access to public services as a result of project intervention.
	Indicator 1.7 Number of rural and urban youths that have increased capacity in alternative livelihood skills.
	Indicator 1.8 Percentage of households in targeted communities are better able to reduce loss of productive days and loss of stock and crops due to climate and environment induced hazards.
	Indicator 1.9 Percentage of communities that have completed community climate vulnerability assessments through a participatory way.
	Indicator 1.10 Percentage of communities that have local resilience plans as a result project intervention.
	Indicator 1.11 Percentage of communities that are able to implement prioritized and selective risk reduction actions.
	Indicator 1.12 Number of hectares of land vegetation coverage as a result of project intervention.
	Indicator 1.13 Number of households with improved fuel-efficient stoves.
Output 2: Increased participation and influence to shape decision-making	**Indicator 2.1** Number of evidence-based policy decisions made at national level.
	Indicator 2.2 Number of policy papers on CHT issues endorsed by the government.
	Indicator 2.3 Number of regional and district-level interest groups that are engaged to finding ways forward for peace accord implementation.
	Indicator 2.4 Number of community groups that are participating in decision-making process at union and above level.
	Indicator 2.5 Number of youth that are newly engaged in peace promotional events in an organized initiative as a result of project intervention.
	Indicator 2.6 Number of networks/forums operational at Union and Upazila level.
	Indicator 2.7 Number of local disputes resolved peacefully with the support of trained local volunteer facilitators.
	Indicator 2.8 Number of local women volunteers actively contributing to society.
Output-3: Democratic governance strengthened with responsive institutions and effective services	**Indicator 3.1** Number of amendment, rules and regulations drafted as a result of project support.
	Indicator 3.2 Number of senior officials of MoCHTA, CHTRC, HDCs, CHTDB and traditional leaders with enhanced knowledge on decentralized governance systems.
	Indicator 3.3 Level of public knowledge and confidence of the functions and services provided by the hill councils and local government offices.
	Indicator 3.4 Number of resolved land disputes through land commission.
	Indicator 3.5 Transparent and open land registers designed and operational managed by Hill District Councils through UNDP support.

	Indicator 3.6 3.4.1. A.3.1 Number of men and women with access to legal aid service through UNDP support.
	Indicator 3.7 3.4.1. B.2.1: Number of non GBV cases receiving judgment in the first instance of the formal justice system through UNDP support.
	Indicator 3.8 3.4.1. B.1.1 Number of GBV cases receiving judgement in the first instance through UNDP support.
	Indicator 3.9 Number of disputes resolved employing mediation and alternative dispute mechanisms.
	Indicator 3.10 Number of justice sector actor coordination meetings for expediting justice.
	Indicator 3.11 Number of formal justice sector actors that have increased knowledge of tribal traditional forms of justice in CHT.
	Indicator 3.12 Number of traditional leaders that have increased knowledge on human rights and traditional justice system.
	Indicator 3.13 Case management and documentation system introduced and practiced by circles. (# of circles).
	Indicator 3.14 Number of tribal personnel in the police in the region.
	Indicator 3.15 Number of women in police in the CHT region.
	Indicator 3.16 Number of community policing forums established/operational engaging in dialogue with police.
	Indicator 3.17 4.2.2: Existence of new and strengthened services (including legal, justice and security services) to prevent and address SGBV.

Annex-2: SID-CHT Theory of Change



Annex 3: Evaluation Matrix template (sample)

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