

Annex 1 ToR



Terms of Reference (TOR)

for Hiring Firm for conducting Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Project Name: Sustainable Solutions to Solid Waste Management (SWM)
Duration: 60 working days over a period of 2.5 months (15 March – 31 May 2022)
Location: Teknaf and Ukhiya, Cox's Bazar, Bangladesh
Start: 15th March 2022 (Tentative)

1. Background/Rationale:

As a result of the Rohingya refugee influx to Bangladesh, the population of two Upazilas (sub-district) of Ukhiya and Teknaf in the southern part of Cox's Bazar has risen to around 1.5 million people. This has strongly contributed to existing health and environment challenges, including underfunded and under resourced Solid Waste Management (SWM) services.

UNDP with funding from the Swedish International Development Agency (SIDA) started implementing a project titled Sustainable Solutions to Solid Waste Management (SWM). This project is a response to the Rohingya crisis in Bangladesh and the pressing SWM needs both in the host communities and refugee camps.

By establishing basic SWM services of waste collection and changing the perception and the way waste is managed, the project is targeting the protection of women and children, the prevention of diseases, as well as the promotion of hygiene and proper sanitary standards. This project is being implemented in the host communities within five unions in Ukhiya and Teknaf, and in the refugee camps, for a three-year implementation phase, and extended for 10 more months up to June 2022.

Project objective:

Improved environment, recycling, health, water quality, sanitation, livelihoods, and human dignity in areas of Cox's Bazar District affected by the Rohingya crisis.

Project outcomes:

1. Developing Waste Management Systems: Vulnerable households from refugee and host communities have enhanced access to appropriate waste management services and infrastructure, and live in a cleaner, healthier and more humane conditions.
2. Changing Behaviours and Attitudes: Local waste management behaviours and practices reformed to be more environmentally and health conscious, to promote a sustainable change in how waste in the affected regions is created, stored and managed.

With the aim to evaluate the project intervention and identify lessons learned, UNDP is searching for a firm to conduct the Final Project Evaluation.

PROJECT INFORMATION		
Project title	Sustainable Solutions to Solid Waste	
Atlas ID	00112436	
Corporate outcome and output	<p>CPD Output 2.1: More people in Bangladesh, especially the most vulnerable and marginalized, have increased capacities, knowledge, and skills to adopt sustainable consumption behaviors and lead in climate action.</p> <p>SP OUTPUT 4.1 Natural resources protected and managed to enhance sustainable productivity and livelihoods</p>	
Country	Bangladesh	
Region	RBAP	
Date project document signed	29/03/2022	
Project dates	Start:	End:
	01/10/2018	31/12/2022
Project budget	5,028,959 USD	
Project expenditure at the time of evaluation	4,569,783 USD	
Funding source	Swedish Embassy	
Implementing party	UNDP	

Working Area/Geographical coverage:

The study area comprehends 4 Unions of 2 Upazilas, Teknaf Municipality, as well as 34 refugee camps, 8 in Teknaf and 27 in Ukhiya Upazila, under Cox's Bazar as described in the below table:

Name of Upazila	Number of Unions/Camps/ Municipality	Names
Ukhiya	2	Raja Palong and Palong Khali
Teknaf	4	Nhilla, Whykong, Baharchara UP, and Teknaf Municipality
Teknaf Refugee camps	8	Camp number 21, 22, 23, 24, 25, 26, 27, Nayapara RC.
Ukhiya Refugee camps	26	Camp 1 to Camp 20 Ex.
Total locations	40	

Key stakeholders:

- Promoters: SIDA and UNDP
- Key informants engaged in the project:

District and Local Government representatives	Number
DPHE: Cox's Bazar, Teknaf and Ukhiya Upazila	3
DoE Cox's Bazar	1
Upazila Government: Teknaf (1) and Ukhiya (1)	2
Unions Parishad: Raja Palong, Palong Khali, Whykong, Nhila and Baharchara	5
Teknaf Municipality representatives (1)	1
WATSAN Committee: Upazila (2) and Municipality (1) and Union level (5)	8
Cooperative Department Officers: Teknaf and Ukhiya Upazila	2
RRRC	1
Beneficiaries	

Household representatives	4,089
Shop owners	4,643
Scrap Dealers Association	2
Associated Scrap Dealers	30
Feriwallas	200
Cash for workers (active)	160
Cash for workers supervisors (active)	30
Implementing Partners	
BRAC team in Cox's Bazar, Teknaf and Ukhiya	25
Practical action team in Teknaf and Ukhiya	25
SMEP IOM	1
ISCG/Sectors/UN Agencies/INGOs/NGOs	
ISCG	
WASH Sector and Hygiene Promotion Technical Working Group	2
WASH Sector in Host communities: Teknaf and Ukhiya	2
Swiss Red Cross / Bangladesh Red Cross	2
Firms/Vendors	
Garbageman	1
Individual Consultants	5

2. Evaluation Purpose, Objectives and Scope:

Purpose:

The evaluation is aimed to assess the progress of the SWM project to date, the performance and achievements of the project and the validity of its overall approach and quality; and provide recommendations for adjustment and lessons learned that will inform the development of the next phase. The evaluation also places particular emphasis to evaluate the extent to which the project has contributed to balancing gender, protecting the environment, and strengthening governance.

Specific Objectives:

The specific objectives of the study are:

1. To assess the extent to which SWM Project has contributed to addressing the needs and problems identified during the project design.
2. To measure the extent to which the project interventions have contributed to achieving the outcomes of the project.
3. To assess challenges and opportunities (including external factors/environment/COVID-19 pandemic) that have facilitated and/or hampered progress in achieving the intended outcome of the project.
4. To assess the effectiveness and efficiency of the project in influencing and contributing solid waste management system and how would this be sustained beyond the end of this project.
5. To assess the extent to which gender and environmental approaches of the project have made changes for the intended beneficiaries and area of intervention.
6. To identify causes of success and/or failure, extract lessons learned and recommendations for the way forward.

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 have been learned to improve future programming. The evaluation will also generate knowledge for wider uses, assess the scope for scaling up the current project, 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 final evaluation covers the SWM project implementation from September 2018 to August 2021 and an extended period up to June 2022.

Utilization:

The primary users of the evaluation results will be UNDP, but the evaluation results will equally be useful to relevant GoB Ministries/Local government, 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.

3. Evaluation Criteria and Key Guiding Questions:

As part of the evaluation, the firm needs to address evaluation questions. As part of the evaluation, the consultants need to address evaluation questions and develop the mid-term evaluation matrix. This evaluation matrix should include key evaluation questions, evaluation sub-questions, indicators, sources of information, and methodology. The following evaluation questions in light of the SWM Project are key but not limited to:

Key Evaluation criteria ³	Key questions
Relevance:	<p>The extent to which the intervention objectives and design respond to beneficiaries, global, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change</p> <ul style="list-style-type: none"> • To what extent the design of project as well as the implementation approach/ methodology is relevant to the current Bangladesh context, including both national and local conditions of the project intervention areas? • To what extent the project was adequate to the needs of the population? • To what extent the activities and outputs of the program are consistent with the overall goal and the attainment of its objectives? • To what extent the theory of change (TOC) and assumptions supported the project implementation?
Coherence	<p>The compatibility of the intervention with other interventions in a country, sector or institution.</p> <ul style="list-style-type: none"> • To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence among the projects in the intervention area. • To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country? • Could the project succeed/fail if other programmes or support-systems falter?

³ <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

Effectiveness	<p>The extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups.</p> <ul style="list-style-type: none"> • To what extent were the project outcomes and outputs achieved? Were the activities implemented enough and well adapted to the context? • 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? • Are there significant unintended outcomes of the project?
Efficiency	<p>The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way.</p> <ul style="list-style-type: none"> • To what extent have the UNDP project implementation strategy and execution been timely, 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 do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management? • Did the project leverage other operating programmes & projects in the host community and camp area?
Impact	<p>The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.</p> <ul style="list-style-type: none"> • What is the attributable impact of the project on reducing environmental impacts and health hazards caused by waste? • What is the attributable impact of the project on the perception of the population/humanitarian actors towards waste? • What is the attributable impact of the project on the development of the recycling sector? • Is there any positive/ negative change in target beneficiaries, their communities, and duty bearers as a result of the projects? How many were to benefit?

Sustainability	<p>The extent to which the net benefits of the intervention continue or are likely to continue (social, economic, financial, environmental and institutional).</p> <ul style="list-style-type: none"> • 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?
Environment sustainability	<p>The extent to which environmental sustainability has been mainstreamed in all phases of the project cycle.</p> <ul style="list-style-type: none"> • Did the project identify environmental issues linked to SWM activities? • Did the project implementation activities mainstream the environment during the intervention? • What is the attributable impact of the project to ensure environmental sustainability of Cox's Bazar?
Governance	<p>The extent to which governance has been promoted and considered - how power is exercised, how decisions are taken on issues of public and often private concern, and how citizens or other stakeholders have their say – to ensure the level of awareness, ownership and accountability of the project interventions.</p> <ul style="list-style-type: none"> • Did the project contribute to strengthening the SWM governance system in the area of intervention? • To which extent does the SWM governance contribute to the better development of SWM systems in the area of intervention?
Lessons learned	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
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The evaluation covers the following questions in relation to gender equality and human rights:

Cross-cutting issue	Key questions
Gender & Child protection	<p>The extent to which gender and child protection have been mainstreamed in all phases of the project cycle.</p> <ul style="list-style-type: none"> • 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 and child protection? Were there any unintended effects?
Human Rights	<ul style="list-style-type: none"> • To what extent have poor, vulnerable, and physically challenged women and other disadvantaged and marginalized groups benefited from the work of UNDP in the country?

4. 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 (if considered). The firm shall also conduct a desk- review of relevant project documents such as project proposals, Implementation Manual, project progress reports, etc to respond to specific evaluation questions.

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

Use of online-based data collection tools (i.e. web-based household questionnaires/data collection apps) is highly encouraged, in case 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 statistical software. Other qualitative data collected through KIIs and FGDs will also be analysed extensively to provide a picture of the project's impacts. Data and evidence will be triangulated to a 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 into the household survey questionnaires instead of conducting FGDs. The detailed methods will be decided in consultation with UNDP during the inception phase.

The selected firm is requested to identify 3-5 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.

Based on the proposal and discussions with the UNDP team and stakeholders, evaluators will further detail methodologies in the inception report, including 1) overall evaluation study strategies, 2) detailed work plan, 3) Evaluation matrix, 4) data collection methodologies & protocols (including detailed plans of FGDs and KIIs), 5) data quality control methods, 6) data analysis methodologies, and 7) gender analysis plan. The final methodological approach including interview scheduling, field visits and data to be used in the evaluation should be clearly outlined in the inception report.

Final decisions about the specific design and methods for the evaluation will be made through consultation among the SWM, UNDP, other key stakeholders about what is appropriate and feasible to meet the evaluation purpose and objectives as well as answer the evaluation questions, given limitations of budget, time and data. The details need to be fully discussed and agreed upon between UNDP, stakeholders and the consultants.

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.

5.3. 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'⁴ 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.

5. Scope of work

Under this assignment, the selected consultancy will be based in Cox's Bazar to accomplish the activities and meet deliverable targets mentioned in this TOR. The successful organization will coordinate with UNDP and the Project Implementing Partners to proper support in collecting the necessary data and understanding of the project.

The evaluation will be conducted by reviewing documents, collecting data and information from different sources, analysing the progress, issues and challenges, and providing inputs in drafting the report. Specifically, the firm will have the following roles and responsibilities:

- Gathering and review of relevant documents
- Design the Evaluation process including methodologies and data collection instruments
- Conduct field visits in selected Upazilas and unions and conduct interviews with the selected target group, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesise information (national and city level)
- Analyse the data and support the team leader in preparing a draft report as per division of work among the team
- Assist the team leader in finalising the report and sharing it with stakeholders

The UNDP/SWM 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

⁴ UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation

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

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.

The evaluation report will contain the same sections as the final report and 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 Guidelines (2021)⁵. The draft report will be reviewed by the CCP, UNDP, and GAC. The draft report will ensure that each evaluation question is answered with in-depth analysis of information and back up the arguments with credible quantitative and/or qualitative evidence.

The evaluation report will be quality assessed by UNDP Bangladesh Country Office and 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 Guidelines⁶. The evaluators consider it carefully while drafting the evaluation report.

Data and evidence will be triangulated with multiple sources to address evaluation questions. The final methodological approach including interview schedule and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed upon between UNDP, stakeholders, and the consultants.

Scope

- **Inception report**
- **Field data collection tools**

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

- **Preliminary report.**

- **Draft report**
- **Final report**

The final report will include a set of data collection tools, including survey questionnaires, checklists, and survey protocols in English and Bangla. A Softcopy of

⁵ 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>

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

all collected data, including cleaned datasets. The Evaluation report will be in English, including case studies and audit trail, as well as the final PPT presentation.

6. Evaluation Products (Deliverables):

The Evaluator/s should submit the following deliverables:

- Inception report (10-15 pages) detailing the proposed Workplan, Methodology, Evaluation Matrix, and Data Collection Tools;
- Draft Evaluation Report (40-60 pages including Executive Summary excluding annex);
- PowerPoint Presentation on key Evaluation findings;
- Final Evaluation Report within stipulated timeline incorporating feedback from the concerned parties.

The main deliverables of this assignment are:

S.N	Activities / Description	Targets	No. of Working Days Required
1.	Task 1 - Inception Report. This report will include the key scope of work, the evaluation questions, proposed methods of data collection and analysis approach, source of data and work plan, which shall be submitted during the first week (5 days) of the assignment. The inception report should include the coordination and mode of engagement of team members. Develop a time-bound work plan. Organize an inception meeting with UNDP, SWM project and M&E team to finalize evaluation framework and methodologies. Submit final inception report and obtain approval from UNDP, including detailed methodologies.	01 Inception report	5 days
2.	Task 2. Desk review and Data collection tools development. The firm will conduct a comprehensive desk review of key project documentation and prepare the data collection tools and protocols to respond to all the evaluation questions. (i.e., survey questionnaires, checklist, survey protocols, data quality assurance mechanism). Tools will be presented, tested and finalized including the feedback for the field testing.	01 Inception report Annex	5 days
3.	Task 3 – Field data collection/ Preliminary report. The firm will provide training to onboard enumerators on	01 Field data	15 days

	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' interviews, and KIIs. Debrief key findings to the UNDP and the stakeholders (meetings/field visits/interviews agenda, etc., including the dates, locations, participants – names, designation, sex, age - the preliminary results of the evaluation, challenges during the data collection, information gaps, and other relevant information.	preliminary report	
4.	Task 4 – Draft Report and Validation meeting. The firm will analyze the data collected to respond to the evaluation questions and outline the key results, conclusions, recommendations, and lessons learned; Draft the evaluation report, and Organize a sharing meeting for UNDP and relevant stakeholders.	01 Draft report	15 days
5.	Task 5. Final report The firm will incorporate feedback and comments from UNDP and stakeholders. Submit the final report to UNDP together with other deliverables. Prepare a summary report and PPT presentation.	01 Final report	20 days

7. Evaluation Ethics:

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'⁷. The firm 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

⁷ UNEG, 'Ethical Guidelines for Evaluation', June 2020. Available at <http://www.uneval.org/document/detail/2866>

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 footnote⁸. The evaluation team may refer to UNDP's Dispute and wrongdoing resolution process and contact details⁹ (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

8. Institutional Arrangement:

The firm will independently conduct the evaluation but shall take necessary assistance from CCP and UNDP. The Deputy Resident Representative (DRR) and Head of Sub Office-UNDP Cox's Bazar Crisis Response Office, UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. Under the supervision of the DRR and HoSO (Cox's Bazar), the concerned Programme Manager and M&E Focal Point of UNDP Bangladesh will provide the necessary oversight and quality assurance throughout the evaluation process and deliverables. The CCP team led by the Project manager and the Monitoring and Evaluation Specialist (Cox's Bazar) will provide the necessary support to manage the evaluation process on a daily basis. The consultant will also seek technical guidance from M&E Focal Point at UNDP Bangladesh Country Office. The evaluation report needs to be cleared by the M&E Focal Point 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. Evaluation Team Composition and Required Competencies:

Prior to the technical evaluation, all proposals will be screened based on the minimum eligibility criteria mentioned below:

- I. **Minimum 3 (three) years of experience** on external program or project evaluations in the humanitarian or development sector.
- II. Experience in conducting of minimum 3 (Three) similar type of evaluation services in the field of humanitarian or development sector in the last 3 years. Submit the profile

⁸ 'Pledge of Ethical Conduct in Evaluation of the United Nations System'. Available at <http://uneval.org/document/detail/2866>

⁹ 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>

which should not exceed fifteen pages including any printed brochure relevant to the services being procured.

- III. **Proven legal status of the organization and ability to submit related documents** (i.e. updated registration/licenses, tax payment certificate, other related/alternative documents or certificates (e.g. latest audit reports).
- IV. **Proven financial strength.** To submit the latest audited Financial Statements (two years)- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- V. **Written self-declaration** that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN ineligibility List (As per Annex IV);

Minimum Qualifications and experience of the Key personnel of Consultancy/ Institution / Research Center:

S.N .	Position	Number	Educational Qualifications	Experiences
1	Team Leader	1	Minimum Master's degree in Economist / Architect / Environmentalist / Engineer/ Urban or rural planner/ Other relevant field.	7-year experience providing services to UN, INGOs, Government on program/project management within the humanitarian and/or development sector. At least 3 experiences of providing services to UN, INGOs, Government on program/project on the Solid Waste Management (CV to be submitted).
2	National researcher	1	Minimum Master's degree in Economist / Sociologist / Environmentalist / Engineer/ Urban or rural planner/ Other relevant field.	5-year experience in research/ project evaluation/PRA approach within the development or humanitarian sector. Experience in SWM/WASH will be preferred. At least conducted 2 project evaluations on WASH within the humanitarian or development sector (CV to be submitted).

3	Information management specialist	1	Statistics/ Qualitative Science/ Geo Informatics/ Social Science/ MIS/ Other relevant field.	2-year experience in Qualitative, Quantitative data analysis with Geospatial data visualization experiences. Mobile-based data collection experiences and Knowledge & skills of data management and data analysis on SPSS, STATA, and MS-ACCESS/other MIS software development also needed (CV to be submitted).
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Note: If other positions are required, please provide justifications.

Experience on services/research implemented in Cox's Bazar District will be preferred.

Team leader and National Researcher skill sets should comprise among both team members.

Special Note:

- Personnel of the proposing firm should have no involvement in the design and implementation of the SWM project. Any individual of the selected firm who had prior involvement in the design and implementation of the SWM project or those directly or indirectly related to the SWM 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.

All the key personnel must possess the below competencies.

Corporate Competencies:

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

Functional Competencies:

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

10. Application Submission Process and Criteria for Selection:

11.1 Scope of Price Proposal and Schedule of Payments

The Proposal amount should not exit the total budget	Geographical coverage
For Cox's Bazar districts	40 locations (5 Unions, 1 Municipality and 34 refugee camps)

Schedule of Payments: For completing above mentioned activities and deliverables/outputs, the selected organization will receive the payments in the following installments subject to the achievements of targeted deliverables or milestones.

% Payment	Deliverables	Timeline (Tentative)
1 st payment: 20% of the total amount	Upon submission and acceptance of: (i) Inception report (after 5 days of the assignment)	By 25 th March 2022.
2 nd payment: 50% of the total amount	(ii) Preliminary report.	By 15 th April 2022.
3 rd payment: 30% of the total amount	(iii) Draft comprehensive report (iii) Final Evaluation Report	By 31 st May 2022.

11.2 Recommended Presentation of the proposal and required annexes to the ToR

Interested Consultancy must submit the following documentation:

A detailed proposal made up of documentation to demonstrate the qualifications of the prospective organization, to enable appraisal of competing bids. The proposal is expected to be in English and shows how the organization will deliver the services outlined in the TOR

together with an overall budget. The proposal should include at minimum the following information:

- Technical Proposal

Section 1: Eligibility and Capacity/Expertise of Consultancy/Start-up/Research center.

Section 2: Methodology, Approach and Implementation Plan (from project inception till project closing).

Section 3: Team structure, Capacity of Key Personnel and Task distribution of each member.

- Financial Proposal template: Cost breakdown as per the given template should be provided.
- Section 4. The Financial Proposal shall specify a total delivery amount in BDT (including personnel, field visits and surveys, equipment, fairs, fees and all associated costs i.e. travel cost, subsistence per diems, printing costs, overheard charges).
- Section 5. In order to assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working.
- Self-Declaration
- General Terms and Conditions
- Specification for Items to be procured if any

11.3 Evaluation Criteria:

Prior to the technical evaluation, all proposals will be screened based on the minimum required qualification criteria mentioned above:

The eligible proposals will be evaluated based on the following methodology:

Cumulative analysis: The proposals will be evaluated through the Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the proposer whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
 - b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
1. Technical Evaluation – 70% (Maximum points obtainable – 70)
 2. Financial Evaluation – 30% (Maximum points obtainable – 30)

Technical Proposal (70%)

- ☒ Expertise of the Firm
- ☒ Management Structure and Qualification of Key Personnel
- ☒ Methodology proposed in the technical proposal

**Only Proposals obtaining a minimum of 70% marks i.e. 49 points in the Technical evaluation would be considered for Financial evaluation.

Technical Evaluation - 70% (Maximum point obtainable – 70)

SL #	Criteria of Technical & Financial Proposal Evaluation	Weight against total points/ score
1	Capacity/Expertise of the firm	35%
1.1.	Experience on external program or project evaluations in the humanitarian or development sector.	20%
1.2	Experience of conducting similar type of evaluation services_in the field of humanitarian or development sector in last 3 years.	10%
1.3	Client profile to work with UN agency or bilateral donor or Local Government..	5%
2	Expertise of Key personnel	20%
2.1	Team Leader's overall experience and expertise	12%
2.2	Experience and quality of the National Researcher.	5%
2.3	Experience and quality of the Information Management Specialist.	3%
3	Methodology proposed in the technical proposal	15%
3.1	Proposed work plan, timeline, methodology, area coverage, way of involvement with local community and related to this Terms of Reference	10%
3.2	Proposed staffing and work plan with detailed staff engagement schedule (time distribution, roles, etc.)	5%

4.	Financial proposal	30%
	Total	100%

UNDP will disburse the funds as per achievement of deliverables mentioned in the ToR, subject to certification/ verification by the Project Manager, SWM in Cox's Bazar through review of financial statements, progress reports, monitoring findings, compliance adherence and other substances related to the Project implementation (except the first installment). UNDP will disburse the first installment upon submission and acceptance of the methodology and work plan.

11. Contact

The primary contact of this partnership will be the focal person assigned by UNDP Cox's Bazar office.

Responsibilities of the contractor regarding cost component

To produce deliverables stipulated in the ToR, the contractor/firm will bear all necessary cost relating to required fees of the assignment, logistics, accommodation, food, report preparation, printing and also the cost of the office premises for themselves.

Responsibilities of the UNDP regarding cost component

UNDP will only pay the Lump Sum cost for this assignment mentioned in the contract.

Identification of risk and risk mitigation plan

Some risks have been identified by the project which may affect the delivery of the outputs as stipulated in this ToR. The project has identified a few mitigation options to address those risks described below:

- Quality of the Outputs: In order to ensure the quality of outputs/deliverables up to the expected level, the project and UNDP can seek volunteer support from advisors/media personnel who have experience in producing video documentaries to check the quality of the outputs/deliverables produced by the firm/company.

- Clear Understanding: Clear understanding among professionals of the firm/company about this assignment could be one of the potential risks. To mitigate this risk, the project will organize a briefing session with the selected professionals of the firm/company to clarify the objectives and outputs of this assignment.

12. Approval:

Name: Van Nguyen

Designation: Deputy Resident Representative, UNDP Bangladesh

Date:

Annex 1. Project Outcome/ Output/ Activity

OUTPUTS/ACTIVITIES PROGRESS				
	Description	Initial date	Status	Actual date of completion
Outcome 1	Developing Waste Management Systems.			
Output 1.1	Quick impact waste removal project			
Activity 1.1.1	Initial assessment	Jan. 2019	Completed	March. 2019
Activity 1.1.2	Preparing the cleaning campaign	Sept. 2019	Completed	January 2021
Activity 1.1.3	Cleaning campaign – on land and drains.	Oct. 2019	Completed	January 2021
Activity 1.1.4	Recovery of materials	May. 2019	Completed	January 2021
Output 1.2	Basic waste management system			
Activity 1.2.1	Preparation- Design the operation in each location	Juny. 2019	Completed	January 2021
Activity 1.2.2	Distributing Waste Bins	June. 2019	Completed	
Activity 1.2.3	Maintain Rehabilitated Areas	June. 2019	Ongoing	
Activity 1.2.4	Regular Waste Transport	June. 2019	Ongoing	
Activity 1.2.5	Improved waste disposal site/construction of new SW small facilities	June. 2019	Ongoing	

OUTPUTS/ACTIVITIES PROGRESS				
	Description	Initial date	Status	Actual date of completion
Output 1.3	Construction of SW facilities			
Activity 1.3.1	Feasibility Study, Design and Monitoring of Construction	March. 2019	Ongoing	
Activity 1.3.2	Conduct IEE for short/small SW facilities and EIA for the long-term facility.	July. 2019	Ongoing	
Activity 1.3.3	Construction of SWM facilities and long term RMF/landfill	January. 2020	Ongoing	
Activity 1.3.4	Partner Identification for ownership of SWM infrastructures and maintenance (and land identification).	Feb. 2020	Ongoing	
Outcome 2	Behaviour change and attitudes			
Output 2.1	Recycling and livelihoods development activities			
Activity 2.1.1	Conduct a Recycling Value Change Analysis study	31 Oct. 2018	Completed	January. 2019
Activity 2.1.2	Registration system for recycling enterprises and groups (Recognition)	Sept. 2019	Completed	
Activity 2.1.3	Provide initial capital outlay and mentoring to the existing and start-up business (grants, training and technical support).	Sept. 2019	Ongoing	
Activity 2.1.4	Contribute to reduce the barriers/transaction costs that can impair profit.	January. 2020	Ongoing	
Activity 2.1.5	Overall coordination to establish recycling activities and expand to other locations.	Sept. 2019	Ongoing	

OUTPUTS/ACTIVITIES PROGRESS				
	Description	Initial date	Status	Actual date of completion
Output 2.2	Strengthened local government engagement and enhanced capacity within key functions			
Act. 2.2.1	Assessment Period (gaps in capacity, key stakeholders and build partnerships)	30 Nov.2018	Completed	
Act. 2.2.2	Mentoring for Government Administrators - Providing training /information / field visits /exchanging sessions.	Sept.2019	Ongoing	
Act 2.2.3	Model Developed	June.2019	Completed	
Act 2.2.4	Plan developed	Jul.2021	Ongoing	
Act 2.2.5	Sustainability and Long-Term Handover	Jul.2021	Ongoing	
Act 2.2.6	Integration Across the District	Jul.2021	Ongoing	
Output 2.3	Household engagement for improved segregation and recycling of solid waste			
Activity 2.3.1	Household Organization and Training	June.2019	Completed	
Activity 2.3.2	Non-Organic Waste: Segregating and Recycling at Source	June.2019	Ongoing	
Activity 2.3.3	Organic Waste: Household and Community Composting	June.2019	Ongoing	
Output 2.4	"3Rs" awareness campaign (reduce, reuse, recycle)			

OUTPUTS/ACTIVITIES PROGRESS				
	Description	Initial date	Status	Actual date of completion
Activity 2.4.1	Education campaign	Dec.2019	Ongoing	
Activity 2.4.2	Bins in Public Places	April. 2020	Ongoing	
Activity 2.4.2	Radio/Tv campaign.	Jan.2020	Ongoing	
Activity 2.4.2	Local consultation.	Jan.2020	Ongoing	
Activity 2.4.2	Cooperation with other agencies	Sept.2019	Ongoing	
Output 2.5	Contingency planning			
Activity 2.5.1	Support to the Rohingya ISCG and partners to plan for solid waste management in daily operations and in the case of an emergency	Oct. 2018	Ongoing	
Activity 2.5.2	Identify emergency dumpsites to accommodate possible disaster debris and hazardous/medical waste In cooperation with the Government	May. 2019	Completed	June 2020
Activity 2.5.3	Selecting, training and providing Personnel Protection Equipment PPE and cleaning tools for a cash workers in the host communities/camps.	Nov.2019	Ongoing	
Activity 2.5.4	Conducting an emergency preparedness waste removal in all refugee camps and host communities through cash for work (CfW) schemes collecting, separating	Nov.2019	Ongoing	

OUTPUTS/ACTIVITIES PROGRESS				
	Description	Initial date	Status	Actual date of completion
	and safe disposing of the uncontrolled solid waste.			
Activity 2.5.5	Lessons learned of the Emergency preparedness cleaning campaign to the development of the UNDP Project Contingency Plan for waste management.	Oct.2020	Completed	

Annex 2. SWM Project Theory of Change (ToC)

Solid waste challenges do not dissipate independently. Waste accumulation in the water supply and many public spaces is already critical in the affected Upazilas, and without a comprehensive strategy, this waste will only increase. Investments in sustainable solid waste management systems today will be much cheaper and cost-effective than if these problems are permitted to escalate. Proper solid waste management is multidisciplinary – as described above, UNDP’s proposed project will tie innovative solid waste activities to well-defined environmental, health, WASH, site management, and protection goals (both under the Joint Response Plan and the SDGs), with significant additional anticipated benefits to livelihoods, social cohesion, gender, and human dignity in Cox’s Bazar District. This will be done through a deliberately phased approach, to respond effectively to pressing and urgent waste removal needs in the short-term. The project will then transition from quick-impact responses into longer-term recycling, livelihoods, campaigns, capacity development and government engagement activities to expand and nurture a local economy for solid waste. This is in line with the vision outlined in the Rohingya Joint Response Plan, which states that at the present “stage of the response, solid waste management programs will be supported by Cash-Based Interventions for waste collection, [while in time] a solid waste management system will be established including the installation, operation and maintenance of a shared landfill”.¹³ Households, including vulnerable women and children, will be prominently engaged as the most critical local unit, as it is at the household and family level that much of the current waste is produced, and it is at this level that solutions must be applied. The construction of new infrastructure and support to recycling enterprises will transform the existing waste management options on the ground. When the profitable incentives for household recycling and waste disposal are adjusted, permanent changes in local behaviour, waste disposal, recycling patterns, and effective waste management systems will result. This will improve the local environment and health for all people in affected communities, removing potential sources of toxins and danger to both the water supply, the physical landscape, and the air (by preventing the burning of trash), while providing added benefits to the local economy. Improvements to the management of waste, and a cleaner local landscape, are visible and demonstrable improvements in conditions for local communities, and reinforce social cohesion by making it clear to host communities, in particular, that the Rohingya crisis has the potential to benefit everyone.

The project’s theory of change can alternatively be summarized as follows:

Summary: Theory of Change If innovative approaches to promoting Reduce, Reuse and Recycle are introduced at household and community levels (with a specific focus on women and children in both Rohingya and Host Communities), and long-term partnerships are built for sustainable solid waste management solutions, alongside urgent waste clearance to address immediate needs

Resulting in permanent changes to local behaviour, waste disposal and recycling patterns, as well as effective waste management systems;

Then the social, economic and environmental landscape for all people, especially vulnerable women and children will be improved, with benefits for social cohesion in the region;

This will in turn contribute to better quality of life and human dignity, through a cleaner environment, but also through improved protection and improved health.

Annex 2 Detailed Evaluation Matrix

Table 10 : Detailed Evaluation Matrix

Evaluation criteria	Objectives	➤ Key questions	Data collection tools/ methods	Stakeholders
Relevance	<p>1. To assess the extent to which SWM Project has contributed to addressing the needs and problems identified during the project design.</p> <p>2. To measure the extent to which the project interventions have contributed to achieving the outcomes of the project.</p>	<p>➤ To what extent the design of the project, as well as the implementation approach/ methodology, is relevant to the current Bangladesh context, including both national and local conditions of the project intervention areas?</p> <p>➤ To what extent the project was adequate to the needs of the population?</p> <p>➤ To what extent the activities and outputs of the program are consistent with the overall goal and the attainment of its objectives?</p>	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector Coordinator in Host communities • Project implementing partner

		➤ To what extent the theory of change (TOC) and assumptions support the project implementation?		<ul style="list-style-type: none"> • Project staff
			FGD	<ul style="list-style-type: none"> • Household representatives • Shop owners • Cash-for-workers (CFW)
Coherence	2. To measure the extent to which the project interventions have contributed to achieving the outcomes of the project.	➤ To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence among the projects in the intervention area. ➤ To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country? ➤ Could the project succeed/fail if other programmes or support systems falter?	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector in Host coordinator in Host communities • Project implementing partner • Project staff

Effectiveness	<p>1. To assess the extent to which SWM Project has contributed to addressing the needs and problems identified during the project design.</p> <p>2. To measure the extent to which the project interventions have contributed to achieving the outcomes of the project.</p> <p>4. To assess the effectiveness and efficiency of the project in influencing and contributing to solid waste management system and how would this be sustained</p>	<ul style="list-style-type: none"> ➤ To what extent were the project outcomes and outputs achieved? Were the activities implemented enough and well adapted to the context? ➤ 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? ➤ Are there significant unintended outcomes of the project? 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector Coordinator in Host communities • Project implementing partner • Project staff
			IDI	<ul style="list-style-type: none"> • Compost unit operator • MRF operator • Landfill operator • Scrap dealer
			FGD	<ul style="list-style-type: none"> • Household representatives

	beyond the end of this project.			<ul style="list-style-type: none"> • Shop owners • CFW
			Case story	<ul style="list-style-type: none"> • Project beneficiaries
			Physical observation	<ul style="list-style-type: none"> • Solid waste facilities
			Structured questionnaire survey	<ul style="list-style-type: none"> • Households representatives • Shop owners
Efficiency	<p>3. To assess challenges and opportunities (including external factors/ environment/ COVID-19 pandemic) that have facilitated and/or hampered progress in achieving the intended outcome of the project.</p> <p>4. To assess the effectiveness and efficiency of the project</p>	<ul style="list-style-type: none"> ➤ To what extent have the UNDP project implementation strategy and execution been timely, 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 do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management? 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • UNDP field staff • Project staff

	<p>in influencing and contributing to solid waste management system and how would this be sustained beyond the end of this project.</p>	<p>➤ Did the project leverage other operating programmes & projects in the host community and camp area?</p>		
Impact	<p>3. To assess challenges and opportunities (including external factors/ environment/ COVID-19 pandemic) that have facilitated and/or hampered progress in achieving the intended outcome of the project.</p> <p>5. To assess the extent to which gender and environmental approaches of the project have made</p>	<p>➤ What is the attributable impact of the project on reducing environmental impacts and health hazards caused by waste?</p> <p>➤ What is the attributable impact of the project on the perception of the population/humanitarian actors towards waste?</p> <p>➤ What is the attributable impact of the project on the development of the recycling sector?</p> <p>➤ 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?</p>	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Tekanf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector coordinator in Host communities • Project implementing partner • Project staff

	changes for the intended beneficiaries and area of intervention.		IDI	<ul style="list-style-type: none"> • Compost unit operator • MRF operator • Landfill operator • Scrap dealer
			Case story	<ul style="list-style-type: none"> • Project beneficiaries
			Physical observation	<ul style="list-style-type: none"> • Solid waste facilities
Sustainability	4. To assess the effectiveness and efficiency of the project in influencing and contributing solid waste management system and how would this be sustained beyond the end of this project.	<ul style="list-style-type: none"> ➤ To what extent will financial and economic resources be available to sustain the benefits achieved by the project? ➤ Do the legal frameworks, policies, governance structures, and processes within which the project operates pose risks that may jeopardize the sustainability of project benefits? ➤ What is the risk to ensuring the level of stakeholders' ownership will be sufficient to sustain the project benefits? ➤ To what extent do mechanisms, procedures, and policies exist to 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector Coordinator in Host communities • Project implementing partner

		allow primary stakeholders to carry forward the results attained on gender equality, women's empowerment, human rights, and human development?		<ul style="list-style-type: none"> • Project staff
			IDI	<ul style="list-style-type: none"> • Compost unit operator • MRF operator • Landfill operator • Scrap dealer
			FGD	<ul style="list-style-type: none"> • Household representatives • Shop owners • CFW
			Physical observation	<ul style="list-style-type: none"> • Solid waste facilities
			Structured questionnaire survey	<ul style="list-style-type: none"> • Household representatives • Shop owners
Environmental sustainability	3. To assess challenges and opportunities (including external factors/ environment/ COVID-19 pandemic) that have facilitated and/or hampered progress in achieving	<ul style="list-style-type: none"> ➤ Did the project identify environmental issues linked to SWM activities? ➤ Did the project implementation activities mainstream the environment during the intervention? 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality

	<p>the intended outcome of the project.</p> <p>5. To assess the extent to which gender and environmental approaches of the project have made changes for the intended beneficiaries and area of intervention.</p>	<p>➤ What is the attributable impact of the project to ensure the environmental sustainability of Cox's Bazar?</p>		<ul style="list-style-type: none"> • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector Coordinator in Host communities • Project implementing partner • Project staff
Governance	<p>4. To assess the effectiveness and efficiency of the project in influencing and contributing to solid waste management system and how would this be sustained beyond the end of this project.</p>	<p>➤ Did the project contribute to strengthening the SWM governance system in the area of intervention?</p> <p>➤ To which extent does the SWM governance contribute to the better development of SWM systems in the area of intervention?</p>	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad

				<ul style="list-style-type: none"> • WASH Sector Coordinator in Host communities • Project implementing partner • Project staff
Lessons learned	6. To identify causes of success and/or failure, extract lessons learned and recommendations for the way forward.	<ul style="list-style-type: none"> ➤ What are the lessons that the projects have 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? 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector coordinator in Host communities • Project implementing partner • UNDP field staff
			IDI	<ul style="list-style-type: none"> • Compost unit operator

				<ul style="list-style-type: none"> • Landfill operator • MRF operator • Scrap dealer
			Physical observation	<ul style="list-style-type: none"> • Solid waste facilities
			Case story	<ul style="list-style-type: none"> • Project beneficiaries
			Structured survey	<ul style="list-style-type: none"> • Household representatives • Shop owners
Way forward	6. To identify causes of success and/or failure, extract lessons learned and recommendations for the way forward.	<ul style="list-style-type: none"> ➤ 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. 	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad

				<ul style="list-style-type: none"> WASH Sector Coordinator in Host communities Project implementing partner UNDP field staff
			IDI	<ul style="list-style-type: none"> Compost unit operator Landfill operator MRF operator Scrap dealer
			Physical observation	<ul style="list-style-type: none"> Solid waste facilities
			Case story	<ul style="list-style-type: none"> Project beneficiaries
			Structured survey	<ul style="list-style-type: none"> Household representative Shop owners
			Secondary documents review	<ul style="list-style-type: none"> Project Documents Relevant reports
Gender & Child protection	1. To assess the extent to which SWM Project has contributed to addressing the needs and problems	➤ To what extent have gender equality and women's empowerment been addressed in the design, implementation, and monitoring of the project?	KII	<ul style="list-style-type: none"> Executive Engineer of DPHE Deputy Director of DoE

	<p>identified during the project design.</p> <p>5. To assess the extent to which gender and environmental approaches of the project have made changes for the intended beneficiaries and area of intervention.</p>	<p>➤ To what extent has the project promoted positive changes in gender equality and the empowerment of women and child protection? Were there any unintended effects?</p>		<ul style="list-style-type: none"> • Secretary of Teknaf Municipality • Chairman of WATSAN Committee/ Chairman of Union Parishad • WASH Sector coordinator in Host communities • Project implementing partner • UNDP field staff
			Structured questionnaire survey	<ul style="list-style-type: none"> • Household representatives • Shop owners
Human Rights	<p>1. To assess the extent to which SWM Project has contributed to addressing the needs and problems identified during the project design.</p>	<p>➤ To what extent have poor, vulnerable, and physically challenged women and other disadvantaged and marginalized groups benefited from the work of UNDP in the country?</p>	Secondary documents review	<ul style="list-style-type: none"> • Project Documents • Relevant reports
			KII	<ul style="list-style-type: none"> • Executive Engineer of DPHE • Deputy Director of DoE • Secretary of Teknaf Municipality

				<ul style="list-style-type: none"> ● Chairman of WATSAN Committee/ Chairman of Union Parishad ● WASH Sector coordinator in Host communities ● Project implementing partner ● UNDP field staff
			Physical observation	<ul style="list-style-type: none"> ● Solid waste facilities
			Case story	<ul style="list-style-type: none"> ● Project beneficiaries
			Structured questionnaire survey	<ul style="list-style-type: none"> ● Household representatives ● Shop owners

Annex 3 Data Collection Tools

Quantitative Tool

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Structured Survey Questionnaire for Households and Shops

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in the survey. If you take part in this survey, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the survey, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the questioner	Code	Phone number of the questioner
	_ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date	Starting time	Ending time
_ _ . _ _ . _ _ _ _ _ Day Month Year	_ _ : _ _ Hour Minute	_ _ : _ _ Hour Minute
*Upazila Name	1. Ukhiya 2. Teknaf	
*Union/ Municipality name	Ukhiya 1. Raja Palong 2. Palong Khali Teknaf	

	1. Nhilla 2. Whykong 3. Baharchara 4. Teknaf Municipality
*GPS Location	

A. Household details

Sl.	Questions	Response	Code
1.	Respondent type	Household head	1
		Shop owner	2
2.	Respondent's name		
3.	Do you know about UNDPs "Sustainable solution to Solid Waste Management" and its activity	Yes	1
		No	2
4.	Respondent's mobile number/	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	
5.	Sex of the respondent	Male	1
		Female	2
		Transgender	3
		Others	4
6.	Age of the respondent		
7.	Total members of the household		
8.	Have you ever been to school	Yes	1
		No	2
9.	Highest educational status of the respondent	No formal schooling	1
		Can sign only	2
		Primary level (Class 1 to class 5)	3

		Secondary level (Class 6-10)	4
		Higher secondary level (Class 11-12)	5
		Honors/equivalent	6
		Masters/ equivalent	7
10.	Total number of HH who are employed		
11.	Employment status of respondent	Unemployed	1
		Street Vendor/Small Informal Business	2
		Volunteer worker	3
		Farmer	4
		Merchant	5
		Day laborer	6
		Agricultural laborer	7
		Driver	8
		Rickshaw puller / van driver	9
		Housewife	10
		Private employee	11
		Government employee	12
		Physician	13
		Teacher	14
		Student	15
		Handy craft	16
		Other (Please specify)	17

12.	Average Monthly Household Income		
13.	Average Monthly household expenditure		
14.	Status of ethnicity of the respondent	Bengali	1
		Manipuri	2
		Khasia	3
		Vishnupriya	4
		Gharo	5
		Chakma	6
		Tripura	7
		Santal	8
		Munda	9
		Rakhine	10
		Others	11

Outcome 1: Developing waste management system			
SL	Question	Answer	Activity analysis
Output 1.1: Quick Impact waste removal project			
15	Did anyone contact you from the project before the project started	Yes	1.1.1
		No	
16	If yes, why?	To inform me about the project	If the respondent

		To know about how much waste, I produce		select any one the initial assessment was done
		To know about my waste management practice		
		To know about my waste management knowledge		
		Others,, please specify		
17	Do you know about the "cleaning campaign" arranged in by the project in your area?	Yes	1.1.3	
		No		
18	If yes, did the project plan any cleaning operation in your area following the "cleaning campaign"	Yes		
		No		
19	If yes, how many cleaning operation had been done in your area in the last month	1		If 4 than it is a correct answer
		2		
		3		
		4		
		More than 4		

SL	Question	Answer	Activity	Analysis
Output 1.2: Basic Waste Management System				
20.	At present, how many waste bin do you have in your household/shop?			

21.	Did your HH/Shop receive any waste bin from the project	Yes	1.2.2	
		No		
22.	If yes, how many bin did your household/shop receive from the project?	1		If 2 or more than 2, it is okay as per the project
		2		
		More than 2		
23.	If 2, please tell us about the colors of the bins	Blue and green		Blue and green is the right answer
		Others		
24.	Before the project, how many waste bin did you have in your household/shop? (If you had no waste pin, type '0')			

Outcome 2: Behavior change and attitudes

SL	Question	Answer	Activity	Analysis
Output 2.3 Household engagement for improved segregation and recycling of solid waste				
25	Do you know about the 2 months "community engagement campaign" arranged under this project in your area?	Yes	2.3.1	
		No		
26	Did your HH/shop receive the door-to-door message dissemination service by volunteers?	Yes		
		No		

27	If yes, what type of message did you receive?	Waste segregation at source		If the respondent answers any one of them then the distribution of knowledge was successful
		Store recyclable item		
		Ferriwala linkage		
		Cash for trash approach		
		Willingness to pay against waste collection service		
28	Have you received any training from UNDP?	Yes		
		No		
29	IF yes, then what did you learn from training?	Waste segregation at source		
		Store recyclable item		
		Ferriwala linkage		
		Cash for trash approach		
		Willingness to pay against waste collection service		
30	What do you do with the solid waste produced in your HH/shop	Store them	2.3.2	
		Nearby common dustbin		
		Bury in premises		
		Burn in premises		
		Household composting		
		Throw at open space near the house		

		Others, please specify		
31	If store them, then how do you contain/store your solid waste	Polyethene or plastic bag		
		Small bucket		
		Store them in bins		
		Any other container		
32	Do you know about organic and non-organic waste types	Yes		
		No		
33	If yes, please identify organic waste from the list (please read out the options)	Waste that does not decompose		
		Plastic		
		Metal		
		Paper		
		Glass		
		Wood		
		Cloth/textiles		
		E-waste		
		Waste which gives bad smell after few days		
		Kitchen waste		
		Food residual		
		Vegetables		
		Meat		
		Garden waste		
	Agricultural waste			

34	please identify non-organic waste from the list (Please read out the options)	Waste that does not decompose		
		Plastic		
		Metal		
		Paper		
		Glass		
		Wood		
		Cloth/textiles		
		E-waste		
		Waste which gives bad smell after few days		
		Kitchen waste		
		Food residual		
		Vegetables		
		Meat		
		Garden waste		
		Agricultural waste		
35	If yes to 32, from where did you learn about this?	Training provided by UNDP		
		Door-to-door message dissemination service by volunteers		
		Community engagement campaigns organized by the project		

		TV/radio/posters and other mass communication methods		
		I knew them before the project		
36	Do you know about waste segregation	Yes		
		No		
37	If yes, do you segregate between organic and non-organic waste	Yes		
		No		
38	If yes, did you segregate organic and non-organic waste before the project?	Yes		
		No		
39	If no, why you do not segregate your waste?	Do not know what is segregation of HH waste		
		Do not have any dustbin		
		Have only one dustbin		
		Do not have habit to do segregation		
		It takes time to segregate		
		Do not know where to throw/dispose segregated waste		
		Did segregation but waste collectors did not have any means to collect segregated waste		
		Government is not serious about segregation		

		My segregation does not matter because at the end everything is going to mix anyway		
		Other		
40	If yes to q 32, which color bin do you use to store non-organic waste	Blue		Blue non-organic
		Green		
41	If yes to q 32, do you segregate your non-organic waste	Yes		
		No		
42	If yes how do you segregate	Recyclable and Non-recyclable		
		Others		
43	If yes to 35, what do you do with the recyclable non organic waste	Sell them to make profit		
		Recycling entrepreneurs collect them		
		Dump with other non-recyclable waste		
44	If you sell them, how much money do you earn from selling them per month/KG?			
45	If yes to 35, what do you do with the non-recyclable non organic waste	Sell them to make profit		
		Volunteers collect them		
		Others, please specify		
46	If yes to q 32, which color bin do you use to store organic waste	Blue	2.3.3	
		Green		
47		Volunteers collect them		

	What do you do with your organic waste	Compost by myself		
		Others, please specify		
48	Do you know where organic waste is composted in your area	Single compost unit in the municipality		
		Secondary collection point		
		Decentralized compost unit at market level		
		Don't know		
49	Have you got training on household composting from UNDP	Yes		
		No		
50	Do you compost organic waste by yourself	Yes		
		no		
51	If yes, for what purpose do you compost?	Agriculture		
		Homestead plantation		
		Selling		
		Others, please specify		
52	If yes to 50, Have you ever composted organic waste by yourself before the project?	Yes		
		No		
53	How often do you dispose of your solid waste	Daily		
		Twice a week		
		Once a week		
		Others, please specify		
54		No definite time		

	Generally, when do you dispose your waste	Morning 6am-12pm		
		Afternoon 12pm-6pm		
		Evening after 6 pm		
55	Do you face any problems regarding your solid waste disposal	No problems at all		
		No dustbin in the area		
		Dustbin is quite far away		
		Dustbin is not in the way of movement		
		It is smelly near the dustbin		
		No one is at home to dispose of the waste		
		Others, please specify		
56	Is there any regular garbage collection service present in your area?	Yes		
		No		
57	If yes, do you use it?	Yes		
		No		
58	What type of collection service is present	Door to door collection		
		Common collection point		
		Others, please specify		
59	What is the frequency of collection point	Daily		
		Twice per week		
		Once a week		
		Others, please specify		

60	Is the organic and non-organic waste collected separately	Yes		
		No		
61	If yes to 60, was organic and non-organic waste collected separately before the project?	Yes		
		No		
62	Do you pay for waste collection service	Yes		
		No		
63	If yes, how much do you pay			
64	What do you think about the affordability of collection fees	Cheap		
		Reasonable		
		expensive		
65	What monthly collection fee do you think is considerable for the current service			
66	Are you willing to pay more for better waste collection ?	Yes		
		No		
67	Do you know where your solid waste goes after the collection	Yes		
		No		
		Don't know		
68	If yes, tell us where	Secondary collection point at market level		
		Primary collection point		
		Others, please specify		
69	How satisfied are you with the collection service	Very bad		
		Bad		

		Good		
		Very good		
		Excellent		
70	If not satisfied, why	They don't collect waste regularly		
		They don't arrive on time		
		They don't behave and communicate well		
		Their service is not worth the amount		
		Others, please specify		
71	What do you think can be improve regrading solid waste collection in your area	Household collection coverage		
		Door to door waste collection service		
		Awareness on waste segregation		
		Daily collection service		
		Eliminate roadside/open dumping		
		Reduce collection charges		
		Increase collection charges for better services		
		Collection time would be adjusted according to need of the community		

		Discipline for collection time		
72	Do you know about the mass awareness communication campaign in 3R's	Yes		
		No		
73	Please identify the activities of 3R's that are related to reuse	Keep at home for future use	2.4.1	For one correct answer, score = 1. For two incorrect answers, score = -1. If the score is one, 1 = good 2 = very good 3 = perfect 0 = No learning
		Sell or exchange with other stuffs with local buyers		
		Donate to poor people		
		Deliver to recycling entrepreneurs		
		Composting		
		Buy product with less packaging		
		Avoid unnecessary buying of products		
		Avoid one time use products		
74	Please identify the activities of 3R's that are related to recycle	Keep at home for future use		
		Sell or exchange with other stuffs with local buyers		
		Donate to poor people		
		Deliver to recycling entrepreneurs		

		Composting		
		Buy product with less packaging		
		Avoid unnecessary buying of products		
		Avoid one time use products		
75	Please identify the activities of 3R's that are related to reduce	Keep at home for future use		
		Sell or exchange with other stuffs with local buyers		
		Donate to poor people		
		Deliver to recycling entrepreneurs		
		Composting		
		Buy product with less packaging		
		Avoid unnecessary buying of products		
		Avoid one time use products		
76	From where did you learn about them? (multiple)	Over radio		
		Over TV		
		Campaigns		
		In school		
		On poster		

		Door-to-door message dissemination service by volunteers		
		Through training provided by UNDP		
		Others (specify)		
77	Are there any public bins near your house?	Yes		
		No		
78	If yes, how long does it take to get there?	5 – 10 min		
		11 -15 min		
		16 – 20 min		
		21 – 25 min		
		More than 25 min		
79	If there are public bins, how often are the nearest public bins emptied?	Once a week		
		Twice a week		
		Thrice a week		
		Everyday		
		Don't know		
		Other		
80	How can you describe the state of the public bin near your house?	Rusting/rotting		
		In a good state		
		Adequate size		
		Not in a good condition		
		Inadequate		

		Don't know		
		Other		
81	Do you see people dumping waste outside the bin frequently?	Yes		
		No		
82	If yes, why, in your opinion, people behave like this	Difficult to put waste inside the bin due to height of the bin		
		Difficult to put waste inside the bin due to waste and litter spread around the bin		
		Stray animals (dogs, mouse and birds etc.		
		Any other reason		
83	Do you think the waste disposal method is a problem in your neighborhood?	Yes		
		No		

SL	Question	Answer	Activity	Analysis
Environmental Sustainability				
84.	Do, you know about environmental impact of solid waste?	Yes		
		No		
85.	Do you ever notice waste in the road, land or in public areas	Yes		
		No		

86.	Do you ever notice waste in water resources such as the river, lakes, sea etc?	Yes		
		No		
87.	Do you ever notice burring waste in public area	Yes		
		No		
88.	Did you ever hear of health problems due to solid waste	Yes		
		No		
89.	Do you notice the presence of the following in and around public waste bin or dumping land?	Dark flowing water		
		Odour		
		Mosquitoes and cockroaches		
		Fire		
		Domestic animals		
		Rats		
		Scavengers		
90.	How concerned are you about the environmental pollution in your area	Not concerned		
		Slightly concerned		
		Neutral		
		Concerned		
		Highly concerned		
91.	How concerned are you about the health impact of waste	Not concerned		
		Slightly concerned		
		Neutral		
		Concerned		

		Highly concerned		
92.	Would you personally say that solid waste is a major issue currently affecting your areas natural environment?	Yes		
		No		
93.	Do you think there is enough information available about the environmental impacts of solid waste in your area	Yes		
		No		
94.	Do you think most environmental issues in your area could be minimized if solid waste is managed properly?	Yes		
		No		
95.	Overall, how would you rate the quality of environment in your area compared to the environment you had 5 years ago	Much worse		
		A little worse		
		Same		
		A little better		
		Much better		
96.	Do you consider that environmental degradation has negative impact on you and your family	Yes		
		No		
97.	Do you think that leaving a better environment to future generations is something?	Not very important		
		Not important		
		Neutral		
		Important		
		Very important		

SL	Question	Answer	Activity	Analysis
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98.	Where did you learn about solid waste management	Over radio		
		Over TV		
		In public consultation		
		In school		
		On poster		
		Through training		
99.	What type of mass media component was more effective in generating your awareness?	Radio		
		Television		
		Newspaper		
		Social media		
		Training		
		Consultation		
100.	Has anyone in your household suffer from any of these listed diseases during last six weeks	Yes		
		No		
101.	If yes, which one	Diarrhea		
		Dysentery		
		Dengue		
		Typhoid		
		Ringworm		
		Scabies		

		Cholera		
		Malaria		
		Cough		
		Asthma		
		Skin diseases		
102	Do you think these diseases occurred due to bad solid waste collection	Yes		
		No		
103	Do you think that the frequency of diseases reduced in your area in the last four years?	Yes		
		No		
104	If yes, do you think that UNDP's intervention on solid waste management is responsible for this reduction in disease occurrence	Yes		
		No		

Qualitative checklists

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Key Informant Interview (KII) checklist for Chairman of WATSAN Committee, WASH sector coordinator and Waste working group

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in Key Informant Interview (KII). If you take part in this, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the interview, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the respondent: তথ্যদাতার নাম:	
Position of the respondent: পদের নাম:	Mobile number: ফোন নং:
Name of Upazila: জেলা:	Name of Union: ইউনিয়নঃ
Interviewing date: সাক্ষাৎকারের তারিখ:	
Interviewer name: সাক্ষাৎকার গ্রহণকারীর নাম:	

Chairman of WATSAN Committee (Upazila, Municipality and Union Parishad), WASH sector coordinator and Waste working group

Introduction

1. Do you work in UNDP SWM project? If yes, what type of waste management activity do you perform?
2. Please give an over-view of the solid waste management system of the community before implementing this project

Relevance

3. To what extent the design of project as well as the implementation approach/ methodology is relevant to the current Bangladesh context, including both national and local conditions of the project intervention areas?
4. To what extent the project was adequate to the needs of the population?
5. To what extent the activities and outputs of the program are consistent with the overall goal and the attainment of its objectives?
6. To what extent the theory of change (TOC) and assumptions supported the project implementation?
7. What types of solid waste management capacity have been built in collaboration with you? What is the capacity development extent and how?
8. What changes have been brought in waste management by this project in the community?

Coherence

9. To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence among the projects in the intervention area.
10. To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?
1. Could the project succeed/fail if other programmes or support-systems falter? How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?

Effectiveness

11. How the source segregation of solid waste is introduced by this project? What is the effectiveness and challenges faced by you in source segregation of wastes?
12. Please explain the effectiveness of community-based composting and its sustainability in the long term. Explain the challenges and problems have you face and how have you solved them?

13. Who maintain the paid cleaner and supervisor (CfW) in cleaning campaign? Did they play their role effectively and what is your opinions about their performance?
14. To what extent were the project outcomes and outputs achieved? Were the activities implemented enough and well adapted to the context?
15. 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?
16. 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?
17. Are there significant unintended outcomes of the project?

Efficiency

18. Explain your solid waste collection process.
19. Explain your collected waste sources and type of waste.
20. Do you have any designated places to compost organic waste? If yes, the tells us details about it.
21. Do you work with scrap dealers? If yes, then how do you facilitate to recycle collected waste?
22. Do you have any designated places to dump waste? If yes, then tell us in details.
23. To what extent have the UNDP project implementation strategy and execution been timely, efficient and cost-effective?
24. 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?
25. To what extent do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management?
26. Did the project leverage other operating programmes & projects in the host community and camp area?
27. How municipal waste management capacity is developed by this project?

Impact

28. What is the impact of cleaning campaign on community and community people as per your observation?
29. What is the attributable impact of the project on reducing environmental impacts and health hazards caused by waste?
30. What is the attributable impact of the project on the perception of the population/humanitarian actors towards waste?
31. What is the attributable impact of the project on the development of the recycling sector?

32. 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?
33. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Sustainability

34. Are the project activities sustainable according to your observation? If yes, then explain how?
35. To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
36. 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?
37. What is the risk to ensure the level of stakeholders' ownership will be sufficient to sustain the project benefits?
38. To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender

Environmental sustainability

- 39.** Did the project identify environmental issues linked to SWM activities?
- 40.** Did the project implementation activities mainstream the environment during the interventions?
- 41.** What is the attributable impact of the project to ensure environmental sustainability in Cox's Bazar

Governance

The extent to which governance has been promoted and considered - how power is exercised, how decisions are taken on issues of public and often private concern, and how citizens or other stakeholders have their say – to ensure the level of awareness, ownership and accountability of the project interventions.

42. How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?
43. Did the project contribute to strengthening the SWM governance system in the area of intervention?
44. To which extent does the SWM governance contribute to the better development of SWM systems in the area of intervention?

Lessons learned

45. What are your experiences in management of cash-for-workers?

46. What problems are you facing and how this project can help in waste management in the community?
47. What challenges and problems have you faced in improving the existing waste disposal practices? What is your recommendation for solution?
48. What challenges and problem do you face regarding waste management?
49. What are the lessons that that the projects have had learned so far
50. What are the challenges that the projects have faced during their implementation?
51. What measures have already been taken to mitigate those challenges?
52. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Way forward

53. What are your suggestions for improving existing solid waste management system?
54. Have any good practices, success stories, or transferable examples been identified? Please describe and document them.
55. Based on the achievements to date, provide forward-looking programmatic recommendations.

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Key Informant Interview (KII) checklist for DPHE, DoE, Municipal Secretary and Union Parishad chairman

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in Key Informant Interview (KII). If you take part in this, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the interview, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the respondent: তথ্যদাতার নাম:	
Position of the respondent: পদের নাম:	Mobile number: ফোন নং:
Name of Upazila: জেলার নাম:	Name of Union: ইউনিয়নের নামঃ
Interviewing date: সাক্ষাৎকারের তারিখ:	
Interviewer name: সাক্ষাৎকার গ্রহণকারীর নাম:	

Local government (Municipality and Union Parishad chairman), DPHE and DoE

Introduction

1. Do you know about UNDP SWM project? If yes, how you/your office is involved with this project?
2. Please give an over-view of the solid waste management system of the community before implementing the UNDP SWM project.

Relevance

3. How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?
4. To what extent the activities and outputs of the program are consistent with the overall goal and objectives?
5. To what extent the theory of change supported the project implementation?
6. To what extent the design of project as well as the implementation approach/ methodology is relevant to the current Bangladesh context, including both national and local conditions of the project intervention areas?
7. To what extent the project was adequate to the needs of the population?
8. To what extent the activities and outputs of the program are consistent with the overall goal and the attainment of its objectives?
9. What changes have been brought in waste management by this project in the community?

Coherence

10. To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence among the projects in the intervention area.
11. To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?
12. Could the project succeed/fail if other programmes or support-systems falter? How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?

Effectiveness

13. To what extent were the project outcomes and outputs achieved? Were the activities implemented enough and well adapted to the context?
14. 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?

15. 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?
16. Are there significant unintended outcomes of the project?

Efficiency

17. To what extent have the UNDP project implementation strategy and execution been timely, efficient and cost-effective?
18. 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?
19. To what extent do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management?
20. Did the project leverage other operating programmes & projects in the host community and camp area?
21. How municipal waste management capacity is developed by this project?

Impact

22. What is the impact of cleaning campaign on community and community people as per your observation?
23. What is the attributable impact of the project on reducing environmental impacts and health hazards caused by waste?
24. What is the attributable impact of the project on the perception of the population/humanitarian actors towards waste?
25. What is the attributable impact of the project on the development of the recycling sector?
26. 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?
27. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Sustainability

28. Are the project activities sustainable according to your observation? If yes, then explain how?
29. To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
30. 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?
31. What is the risk to ensure the level of stakeholders' ownership will be sufficient to sustain the project benefits?

32. To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender

Environmental Sustainability

33. Did the project identify environmental issues linked to SWM activities?
34. Did the project implementation activities mainstream the environment during the interventions?
35. What is the attributable impact of the project to ensure environmental sustainability in Cox's Bazar

Governance

36. How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?
37. Did the project contribute to strengthening the SWM governance system in the area of intervention?
38. To which extent does the SWM governance contribute to the better development of SWM systems in the area of intervention?

Lessons learned

39. What challenges and problems have you faced in improving the existing waste disposal practices? What is your recommendation for solution?
40. What challenges and problem do you face regarding waste management?
41. What are the lessons that that the projects have had learned so far
42. What are the challenges that the projects have faced during their implementation?
43. What measures have already been taken to mitigate those challenges?
44. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Way forward

45. Can you share about your ideas on solid waste management masters plan? What is the progress of handling over of waste management facility by UNDP?
46. What are your experiences in management of cash-for-workers?

Gender & Child protection

47. To what extent has the project promoted positive changes in gender equality and the empowerment of women and child protection?

Human Rights

48. To what extent have poor, vulnerable, and women benefited from this project?

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Key Informant Interview (KII) checklist for Project Implementing Partner, UNDP field staff and Project staff

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in Key Informant Interview (KII). If you take part in this, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the interview, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the respondent: তথ্যদাতার নাম:	
Position of the respondent: পদের নাম:	Mobile number: ফোন নং:
Name of Upazila: জেলা:	Name of Union: ইউনিয়নঃ
Interviewing date: সাক্ষাৎকারের তারিখ:	
Interviewer name: সাক্ষাৎকার গ্রহণকারীর নাম:	

Project implementing partner (BRAC and Practical Action)

Introduction

1. Do you work in UNDP SWM project? If yes, what type of waste management activity do you perform?
2. Please give an over-view of the solid waste management system of the community before implementing this project

Relevance

3. To what extent the design of project as well as the implementation approach/ methodology is relevant to the current Bangladesh context, including both national and local conditions of the project intervention areas?
4. To what extent the project was adequate to the needs of the population?
5. To what extent the activities and outputs of the program are consistent with the overall goal and the attainment of its objectives?
6. To what extent the theory of change (TOC) and assumptions supported the project implementation?
7. What types of solid waste management capacity have been built in collaboration with you? What is the capacity development extent and how?
8. What changes have been brought in waste management by this project in the community?

Coherence

9. To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence among the projects in the intervention area.
10. To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?
2. Could the project succeed/fail if other programmes or support-systems falter? How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?

Effectiveness

11. How the source segregation of solid waste is introduced by this project? What is the effectiveness and challenges faced by you in source segregation of wastes?
12. Please explain the effectiveness of community-based composting and its sustainability in the long term. Explain the challenges and problems have you face and how have you solved them?
13. Who maintain the paid cleaner and supervisor (CfW) in cleaning campaign? Did they play their role effectively and what is your opinions about their performance?
14. To what extent were the project outcomes and outputs achieved? Were the activities implemented enough and well adapted to the context?

15. 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?
16. 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?
17. Are there significant unintended outcomes of the project?

Efficiency

18. Explain your solid waste collection process.
19. Explain your collected waste sources and type of waste.
20. Do you have any designated places to compost organic waste? If yes, then tell us details about it.
21. Do you work with scrap dealers? If yes, then how do you facilitate to recycle collected waste?
22. Do you have any designated places to dump waste? If yes, then tell us in details.
23. To what extent have the UNDP project implementation strategy and execution been timely, efficient and cost-effective?
24. 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?
25. To what extent do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management?
26. Did the project leverage other operating programmes & projects in the host community and camp area?
27. How municipal waste management capacity is developed by this project?

Impact

28. What is the impact of cleaning campaign on community and community people as per your observation?
29. What is the attributable impact of the project on reducing environmental impacts and health hazards caused by waste?
30. What is the attributable impact of the project on the perception of the population/humanitarian actors towards waste?
31. What is the attributable impact of the project on the development of the recycling sector?
32. 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?
33. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Sustainability

- 34. Are the project activities sustainable according to your observation? If yes, then explain how?
- 35. To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
- 36. 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?
- 37. What is the risk to ensure the level of stakeholders' ownership will be sufficient to sustain the project benefits?
- 38. To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender

Environmental sustainability

- 39.** Did the project identify environmental issues linked to SWM activities?
- 40.** Did the project implementation activities mainstream the environment during the interventions?
- 41.** What is the attributable impact of the project to ensure environmental sustainability in Cox's Bazar

Governance

The extent to which governance has been promoted and considered - how power is exercised, how decisions are taken on issues of public and often private concern, and how citizens or other stakeholders have their say – to ensure the level of awareness, ownership and accountability of the project interventions.

- 42. How this project contributed in enhancing solid waste recycling and livelihoods generation of the community people?
- 43. Did the project contribute to strengthening the SWM governance system in the area of intervention?
- 44. To which extent does the SWM governance contribute to the better development of SWM systems in the area of intervention?

Lessons learned

- 45. What are your experiences in management of cash-for-workers?
- 46. What problems are you facing and how this project can help in waste management in the community?
- 47. What challenges and problems have you faced in improving the existing waste disposal practices? What is your recommendation for solution?
- 48. What challenges and problem do you face regarding waste management?

49. What are the lessons that that the projects have had learned so far
50. What are the challenges that the projects have faced during their implementation?
51. What measures have already been taken to mitigate those challenges?
52. Explain your thinking, how the activities taken by this project will affect in the long term in the community?

Way forward

53. What are your suggestions for improving existing solid waste management system?
54. Have any good practices, success stories, or transferable examples been identified?
Please describe and document them.
55. Based on the achievements to date, provide forward-looking programmatic recommendations.

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

In-depth Interview (IDI) checklist for Compost, MRF and Landfill operators/ manager

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in In-depth Interview (IDI). If you take part in this, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the interview, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the respondent: তথ্যদাতার নাম:	
Position of the respondent: পদের নাম:	Mobile number: ফোন নং:
Name of Upazila: জেলা:	Name of Union: ইউনিয়নঃ
Interviewing date: সাক্ষাৎকারের তারিখ:	
Interviewer name: সাক্ষাৎকার গ্রহণকারীর নাম:	

Topic 1: General Information

1. Could you explain details of the staffs working at the compost plant/ MRF/ landfill including gender discrimination?
2. Approx. how much solid waste comes to this facility every day and percentage of their physical composition?
3. Would you like to explain in details about the maintenance system of the compost plant/ MRF/ landfill?
4. Could you explain in details about the capacity of the compost plant/ MRF/ landfill?
5. Did you conduct feasibility study? If yes, then how and what is the findings?
6. Would you like share the details about the materials currently using at the facility?
7. How did you conduct IEE/ EIA for this facility – explain in details?
8. Could you explain the solid waste facility operation procedures?

Topic 2: Solid Waste management

9. Please explain how do you contain the solid waste and dispose them?
10. Do you segregate solid waste? If yes, then how do you segregate the waste?
11. Who collects the general solid waste from the facility? Could you explain the collection process in details?
12. What do you think can be improved regarding solid waste management?
13. What are challenges faced during operating this facility and how have you overcome them?

Topic 3: Operation, Monitoring and Maintenance

14. How many people are working in the solid waste management facility? Is the number of the available workers is adequate? If not, then explain why not?
15. Does staff of the solid waste facility have adequate training? If yes, then explain how have they obtained training?
16. Please explain the skills of the workers to monitor, operate or facilitate adequate provision of solid waste management services?
17. Is staff available with knowledge about the following areas, if yes how did they obtain this knowledge (e.g. in practice, through courses, relevant studies etc)?
 - Hygiene awareness raising
 - Solid waste management
 - Solid waste segregation, reuse and recycling
18. Could you share the processes of monitoring and evaluation of the regular solid waste management system?
19. Do you practice waste log book? If yes, then explain the procedure of following the waste log book.
20. What is governing system of this solid waste facility?

21. Is there any child or forced labour? If yes, then why do you use such labour - explain?
22. Have the workers received the waste management training? If yes, then how and what is the effectiveness of it?
23. Do you practice waste reporting? If yes, then how and what is the frequency?

Topic 4: Efficiency

24. Could you explain the total number of locations/ communities served by compost plant/ landfill/ MRF? Is it enough to deal with the generated solid waste in the community?
25. Is the compost plant/ landfill/ MRF constructed by following any standards? If yes, then explain the details.
26. How much solid waste is disposed at the compost plant/ landfill/ MRF per month? Is the facility enough for disposing the generated waste? If yes/ no, then explain the reasons.
27. Is the SW facility fully operating? If no, then explain the reasons behind it.
28. What lessons have you learned from operating the SW facility?
29. What is the ratio of waste generated to waste moved to the compost plant/ landfill/ MRF, and explain how it can be improved?
30. Perception of general improvement in life conditions due to the functioning waste management systems (to be measured upon commencement of the project)
31. Does source segregation have effect on final management? If yes, then explain how?
32. How do you rate the sustainability of the project after completion of the project tenure?

Topic 5: Budget and revenues

33. Is there sufficient budget for waste management to cater for the needs to reach waste management ambitions? If yes, then explain the details.
34. How this budget is calculated expenditure and revenue?
35. Does the management body spend funds (amount and % of government budget) on solid waste management? If yes, then explain in details.
36. What does the budget include (daily operations/maintenance/capital expenses)? Please explain in details.
37. How much the facility earns from the solid waste facility, explain in details?
38. Does the revenue system cover the budget (what is coverage rate)? If not what could be the possible alternatives to support the project?

Topic 6: Environmental Protection

39. Is there a designated place for dumping solid waste? If yes, then what types of waste and how are they dumped?

40. Have you monitored the leachate (If any) from the dumpsites? If yes, then explain in details.
41. Did you study any potential impacts for the SWM operation in the study area? If Yes, then could you please explain the outcome (positive/ negative)?
42. Is the site/ facility regulated, monitored and able to recycle/ treat the solid waste? If yes/no, then explain in details.
43. Is waste collection and transport regulated? If yes, then explain the procedure.
44. Are the workers working in hygienic environment? If yes/ no, then explain the details environmental condition.
45. Are there safety measures for the workers? If yes, then explain the details.

Solid waste management observation

1. Record the current location of the solid waste facility to be recorded for this survey
2. Please take some picture of the SW facility
3. Is there working children?
4. What is the ratio of male and female workers?
5. Observe pollution of surrounding water and soil by SW facility?
6. Observe the overall internal environment.
7. Observe operation process of the facility.
8. Observe the Solid waste facility management system.
9. Observe the 3Rs (Reduce, Reuse and Recycle) practices, using bins and workers wearing protective equipment.
10. Please take a picture of the solid waste composting/ material recovering/ landfilling processes.

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Key Informant Interview (KII) checklist for Scrap dealer association

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I invite you to participate in Key Informant Interview (KII). If you take part in this, we can include your valuable opinion in the evaluation that will benefit you in future through this project. We also want to learn to improve and your honest feedback (both good and bad) will help us regarding this. If you decide not to take part, or to skip some of the questions, it will not affect your current or future relationship with us. Taking part in this study is voluntary. You may skip any questions that you do not want to answer. If you decide to take part, you are free to withdraw at any time. Your responses will be kept confidential, and your name with the information you will provide will never be disclosed. After the interview, we will analyze the data and will transfer your valuable suggestions to the project officials to include in to their project intervention where necessary. Please ask any questions you have now.

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

Name of the respondent: তথ্যদাতার নাম:	
Position of the respondent: পদের নাম:	Mobile number: ফোন নং:
Name of Upazila: জেলা:	Name of Union: ইউনিয়নঃ
Interviewing date: সাক্ষাৎকারের তারিখ:	
Interviewer name: সাক্ষাৎকার গ্রহণকারীর নাম:	

Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project

Physical observation checklist for solid waste collection point (SWCP)/ Landfill/ Compost plant/ Material Recovery Facility (MRF)

My name is _____ and I am working with DM WATCH. We are currently conducting a “Final Evaluation of Sustainable Solutions to Solid Waste Management (SWM) Project” implemented by UNDP. I request you to allow me to physically observe Solid Waste Collection Point (SWCP)/ Landfill/ Compost plant/ Material Recovery Facility (MRF). If you permit to conduct this physical observation, we can include observation findings in the final evaluation that will benefit you in future through this project. If you decide not to permit for physical observation, it will not affect your current or future relationship with us. If you permit for physical observation, you are free to withdraw at any time. Findings of physical observation will be kept confidential. After the physical observation, we will analyze the data and will transfer observations to the project officials to include in to their project intervention where necessary.

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

Location of physical observation:	
Category solid waste facility:	
Upazila/ Municipality:	
Physical observation date:	
Physical observer name:	

Section A: Solid waste collection point (SWCP)

1. Please take some pictures of the SWCP those represent the overall scenarios.
2. Observe the sources of solid wastes are brought to SWCP?
3. What types of waste are brought to SWCP?
4. Is there any waste recovery practice or opportunity? If yes, then observe the details procedures.

5. How many categories of waste collection bins are available there? Observe the details of their usage?
6. Please observe the available bins properly used or not.
7. Who bring waste to SWCP – CBO/ household directly/ others? Please observe the waste collection process.
8. What type of and how many vehicles are used for waste collection/ transport? Please observe their monitoring and controlling system.
9. What is the maintenance system of SWCP? Please observe the details procedures.
10. Is there any recyclable waste collector from SWCP such as children, tokai, scavengers? Please observe their details activities.
11. Please observe the details internal environment of SWCP.
12. Please observe the surrounding soil and water environment if it affecting by SWCP.
13. Observe the SWCP creating bad smell that make problems for community people/ others.
14. Please observe the SWCP functions.
15. Observe, if there is violating any human right in SWCP such as child labour or forced labour.
16. What have you learned by observing SWCP?
17. Observe the workers wearing protective gears during handling wastes.
18. Observe the workers working in hygienic environment or not.
19. What is the gender ratio of the workers?
20. What is your recommendation after observing the SWCP?

Section B: Landfill

1. Take some pictures those represents the overall scenarios of landfill.
2. Observe the landfill and justify is it sanitary landfill or open dumping?
3. Observe the types of waste are disposed in landfill.
4. Observe recyclable waste or other waste are separated before disposing in landfill.
5. Who bring waste to landfill – CBO/ household directly/ municipality?
6. What type of and how many vehicles are used for waste collection/ transport?
7. Please observe the maintenance of landfill.
8. Observe the recyclable waste collectors activities in landfill.
9. Observe the overall environment of landfill.
10. Please observe the surrounding soil and water environment of landfill.
11. Please if there is violating any human rights such as child labour or forced labour.
12. Observe the workers wearing protective gears during handling wastes.
13. Please observe if there is there any open burning practices of solid wastes.

14. Please observe the functions of landfill.
15. What have you learned by observing landfill?
16. Please observe the workers working in hygienic environment?
17. What is the gender ratio of the workers?
18. What is your recommendation after observing the landfill?

Section C: Compost plant

1. Take some pictures those represent the overall scenarios of the compost plant.
2. Observe the waste are used in compost plant.
3. Please observe the technology used in compost plant.
4. Observe the overall processes of composting.
5. Observe the environment of compost plant – hygienic or not.
6. Please observe the waste collection process to compost plant and who collect – CBO/ household directly/ municipality?
7. What type of and how many vehicles are used for waste collection/ transport?
8. Observe the maintenance system of compost plant.
9. Observe the recyclable waste collectors activities in compost plant.
10. Observe the surrounding soil and water environment if compost plant is affecting?
11. Observe if there is there violating any human rights?
12. How about gender distribution in case of workers?
13. Observe the workers wearing protective gears during handling wastes.
14. Observe the compost plant operation.

Section D: Material recovery facility (MRF)

1. Take some pictures those represent the overall scenarios of the MRF.
2. Observe the solid wastes of MRF.
3. Observe the waste recovery practice.
4. Observe the different categories of waste collection bins usage.
5. Observe the waste collection process to MRF.
6. What type of and how many vehicles are used for waste collection/ transport?
7. Observe the maintenance system of MRF.
8. Observe the internal environment of MRF.
9. Observe if the MRF affecting surrounding soil and water environment.
10. Observe if MRF creating bad smell that make problems for community people/ others.
11. Observe if there is violating any human rights.
12. How about gender distribution in case of workers?
13. Observe the workers wearing protective gears during handling wastes.

14. Observe the MRF operation.
15. Observe the workers working in hygienic environment?

Annex 4 SWM Project budget and achievements

Table 11: UNDP SWM Project budget and achievements

UNDP Sustainable Solution to Solid Waste Management Project Budget	Original Approved					Remaining budget
ACTIVITIES	Total Budget (Plan)	target	Progress against target	%	Total expended budget till August 2021 (Y1+Y2+Y3 +Y4 half)	Budget Plan for May 22 - June 22
Outcome 1: Developing Waste Management Systems						
Output 1.1 Quick Impact Waste Removal Projects	536,700				469,892	28,582
1.1.1 Number of camps/host communities where uncontrolled piles of solid waste have been cleared;		25	42	168 %		
1.1.2 Number of women and men benefitting from waste clearance		480000	930573	194 %		
1.1.3 Cubic meters of waste cleared		10000	12448	124 %		
1.1.4 Total number of labour days created under quick income schemes		20000	20359	102 %		
Output 1.2 Basic Waste Management Systems	504,174				701,255	37,468
1.2.1 Number of camps/ villages with functioning SWM system		25	42	168 %		

1.2.2 Total population benefiting from the established and functioning systems		480000	930573	194%		
1.2.3 Number of waste bins distributed at the community level		20000	21210	106%		
1.2.4 Cubic meters of solid waste collected and disposed of through maintenance systems		34000	61321	180%		
1.2.5 Reduction in water contamination (presence of solid waste)		10		0%		
Output 1.3 New Waste Management Infrastructure	1,654,400				366,906	257,073
1.3.1 Total number of locations / communities served by a new landfill		25	28	112%		
1.3.2 One New landfill constructed according to standards		1	2	200%		
1.3.3 Cubic meters of waste disposed at the new landfill		40000	20830	52%		
SUB TOTAL OUTCOME 1	2,695,274				1,538,053	323,124
Outcome 2: Changing Behaviors and Attitudes						
Output 2.1 Recycling & Livelihoods Development	402,000				374,480	40,056
2.1.1 Cubic meters of waste segregated/recycled by local entrepreneurs/ businesses supported by the project		12000	43267	361%		
2.1.2 Number of small waste recycling business schemes established, inc. in-kind grants (equipment) provided		20	19	95%		

2.1.3 Cubic meters of waste segregated/recycled of waste segregated by the HH level		12000	28876	241 %		
2.1.4 Total income generated through waste-related businesses (BDT)		33064	38232	116 %		
# of SWE supported by project with increased profitability.		10	17	170 %		
Output 2.2 Local Government Engagement and Capacity Building	123,000				131,836	13,464
2.2.1 Number of local government staff trained on SWM		40	269	673 %		
2.2.2 Number of local government staff actively participating in the project implementation in a short term (learning by doing)		40	37	93%		
2.2.3 Solid Waste Management model developed and owned by the Government		1	2	200 %		
2.2.4 SWM master plan developed and incorporated in the revised District Development Plan		1	0	0%		
2.2.5 Government budget allocated for SWM in the last year of project implementation		Y	N	N		
Output 2.3 Household Engagement for Improved Segregation and Recycling of Waste	221,500				305,128	5,325
2.3.1 Number of households and shops served by waste bins		10000	11382	114 %		

distributed to the community level						
2.3.2 Number of household and shops members sensitized to waste management practices (one person per household and shops)		10000	11382	114 %		
2.3.3 % of households and market stores composting their organic waste		50%	22%	44%		
Output 2.4 "3Rs" Awareness Campaign (Reduce, Reuse, Recycle)	120,000				175,947	29,815
2.4.1 Number of public facilities equipped with bins and campaign materials/posters # of bins distributed in public location		100	60	60%		
2.4.2 Cubic meters of waste segregated in public places		12000	213	2%		
2.4.3 Number of people who demonstrate basic knowledge about RRR (Reduce, Reuse, Recycle) (one per household)		10000	176748	1767 %		
2.4.4 Number of listeners exposed to radio campaigns (two per household)		160000	440000	275 %		
Output 2.5 Contingency Planning	112,000				266,583	40,911
2.5.1 Number of camps and villages covered by contingency plans		25	15	60%		
2.5.2 Emergency scenarios identified		1	3	300 %		
	978,500				1,253,974	#REF!

		3,673,774				2,792,027	#REF!
III. Project Management (Staff and Admin Cost)		11,021,323					
III. Project Management (Staff and Admin Cost)		844,500				1,263,944	153,384
TOTAL (USD)		4,518,274				4,055,971	#REF!
V. GMS (8%)		361,462				309,239	#REF!
GRAND TOTAL (USD)		4,879,736				4,365,210	#REF!

Annex 5 Analysis tables

Table 12: Respondents aware about waste collection campaign

Upazila	Respondent Type	Percentage of respondents know about "waste collection campaign"	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	97.9%	2.1%
	Total	98.9%	1.1%
Teknaf	Household	99.0%	1.0%
	Shop owner	99.3%	0.7%
	Total	29.4%	0.0%
Total		99.2%	0.8%

Table 13: Whether the project plans any waste collection operation following the cleaning campaign

Upazila	Respondent Type	Whether the project plans any waste collection operation following the cleaning campaign	
		Yes	No
Ukhiya	Household Head	95.3%	4.7%
	Shop owner	78.7%	21.3%
	Total	86.7%	13.3%
Teknaf	Household	95.1%	4.9%
	Shop owner	94.2%	5.8%
	Total	94.8%	5.2%
Total		92.9%	7.1%

Table 14: Number of waste collection operation had been done in last month

Upazila		Number of waste collection operation had been done in last month
---------	--	--

	Respondent Type	1	2	3	4	More than 4	Have not done in the last month
Ukhiya	Household Head	24.4%	14.6%	12.2%	7.3%	29.3%	12.2%
	Shop owner	5.4%	29.7%	18.9%	40.5%	5.4%	0.0%
	Total	15.4%	21.8%	15.4%	23.1%	17.9%	6.4%
Teknaf	Household	5.1%	34.4%	11.8%	8.2%	35.4%	5.1%
	Shop owner	2.5%	19.8%	16.0%	35.8%	17.3%	8.6%
	Total	4.3%	30.1%	13.0%	16.3%	30.1%	6.2%
Total		6.8%	28.2%	13.6%	17.8%	27.4%	6.2%

Table 15: HH/Shop receive any waste bin from the project

Upazila	Respondent Type	HH/Shop receive any waste bin from the project	
		Yes	No
Ukhiya	Household Head	100.0%	
	Shop owner	100.0%	
	Total	100.0%	
Teknaf	Household	97.6%	2.4%
	Shop owner	93.0%	7.0%
	Total	96.2%	3.8%
Total		97.1%	2.9%

Table 16: Respondents know about 2 months "waste collection campaign"

Upazila	Respondent Type	Respondents know about 2 months "waste collection campaign"	
		Yes	No
Ukhiya	Household Head	93.0%	7.0%
	Shop owner	81.2%	18.8%
	Total	86.8%	13.2%

Teknaf	Household	87.0%	13.0%
	Shop owner	88.4%	11.6%
	Total	87.4%	12.6%
Total		87.2%	12.8%

Table 17: anyone came to house/shop to talk about waste management

Upazila	Respondent Type	Anyone came to house/shop to talk about waste management	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	89.6%	10.4%
	Total	94.5%	5.5%
Teknaf	Household	96.6%	3.4%
	Shop owner	96.5%	3.5%
	Total	96.6%	3.4%
Total		96.1%	3.9%

Table 18: Waste management information

Upazila	Respondent Type	What the project people talk about waste management				
		Waste segregation at source	Store recyclable item	Ferriwala linkage	Cash for trash approach	Willingness to pay against waste collection service
Ukhiya	Household Head	93.0%	88.4%	51.2%	11.6%	9.3%
	Shop owner	93.0%	93.0%	44.2%	20.9%	2.3%
	Total	93.0%	90.7%	47.7%	16.3%	5.8%
Teknaf	Household	81.0%	90.5%	52.0%	27.0%	12.5%

	Shop owner	89.2%	63.9%	26.5%	10.8%	7.2%
	Total	83.4%	82.7%	44.5%	22.3%	11.0%

Table 19: Respondents learning from the training

Upazila	Respondent Type	Respondents learning from the training				
		Waste segregation at source	Store recyclable item	Ferriwala linkage	Cash for trash approach	Willingness to pay against waste collection service
Ukhiya	Household Head	85.0%	85.0%	50.0%	22.5%	15.0%
	Shop owner	82.8%	89.7%	41.4%	34.5%	10.3%
	Total	84.1%	87.0%	46.4%	27.5%	13.0%
Teknaf	Household	86.1%	90.5%	58.2%	23.4%	13.9%
	Shop owner	88.5%	67.9%	21.8%	7.7%	2.6%
	Total	86.9%	83.1%	46.2%	18.2%	10.2%

Table 20: Respondents knowledge about organic and non-organic waste types

Upazila	Respondent Type	Percentage of respondents who know about organic and non-organic waste types	
		Yes	No
Ukhiya	Household Head	97.7%	2.3%
	Shop owner	95.8%	4.2%
	Total	96.7%	3.3%
Teknaf	Household	97.1%	2.9%
	Shop owner	89.5%	10.5%
	Total	94.9%	5.1%
Total		95.3%	4.7%

Table 21: Respondents who segregate waste

Upazila	Respondent Type	Percentage of respondents who segregated organic and non-organic waste before the project	
		Yes	No
Ukhiya	Household Head	60.5%	39.5%
	Shop owner	40.0%	60.0%
	Total	51.3%	48.7%
Teknaf	Household	61.5%	38.5%
	Shop owner	58.2%	41.8%
	Total	60.6%	39.4%
Total		58.4%	41.6%

Table 22: Reason for not segregating waste

Upazila	Respondent Type	Why you do not segregate?				
		Do not know what is segregation of HH waste	Have only one dustbin	Do not have habit to do segregation	It takes time to segregate	My segregation does not matter because at the end everything is going to mix anyway
Ukhiya	Household Head					
	Shop owner		100.0%	14.3%		28.6%
	Total		100.0%	14.3%		28.6%
Teknaf	Household	0.0%	100.0%	0.0%	0.0%	62.5%
	Shop owner	71.4%	28.6%	14.3%	14.3%	14.3%
	Total	33.3%	66.7%	6.7%	6.7%	40.0%
Total						

Table 23: what they do with the recyclable non organic waste

Upazila	Respondent Type	what the respondents do with the recyclable non organic waste		
		Sell them to make profit	Recycling entrepreneurs collect them	Dump with other non-recyclable waste
Ukhiya	Household Head	38.1%	40.5%	21.4%
	Shop owner	16.7%	70.0%	13.3%
	Total	29.2%	52.8%	18.1%
Teknaf	Household	64.4%	20.1%	15.5%
	Shop owner	39.3%	44.3%	16.4%
	Total	57.9%	26.4%	15.7%
Total		51.1%	32.6%	16.3%

Table 24: What they do with the organic waste

Upazila	Respondent Type	what the respondents do with the organic waste		
		Volunteers collect them	Compost by myself	Sell them to make profit
Ukhiya	Household Head	76.7%	18.6%	4.7%
	Shop owner	74.3%	0.0%	25.7%
	Total	75.6%	10.3%	14.1%
Teknaf	Household	73.8%	10.7%	15.5%
	Shop owner	80.6%	4.5%	14.9%
	Total	75.6%	9.1%	15.4%
Total		75.6%	9.3%	15.1%

Table 25: Frequency of waste disposal

Upazila	Respondent Type	How often do you dispose of your solid waste			
		Daily	Twice per week	Once a week	Never
Ukhiya	Household Head	74.4%	25.6%		
	Shop owner	91.7%	8.3%		
	Total	83.5%	16.5%		
Teknaf	Household	77.3%	20.3%	0.5%	1.9%
	Shop owner	75.6%	16.3%	7.0%	1.2%
	Total	76.8%	19.1%	2.4%	1.7%
Total		78.4%	18.5%	1.8%	1.3%

Table 26: Time of waste disposal

Upazila	Respondent Type	when do you dispose your waste			
		There is no set time	8am to 12am	12 noon to 6 pm	After 7 pm
Ukhiya	Household Head	72.1%	27.9%		
	Shop owner	47.9%	52.1%		
	Total	59.3%	40.7%		
Teknaf	Household	68.1%	31.4%	0.5%	0.0%
	Shop owner	53.5%	33.7%	8.1%	4.7%
	Total	63.8%	32.1%	2.7%	1.4%
Total		62.8%	34.1%	2.1%	1.0%

Table 27: Waste collection service present

Upazila	Respondent Type	What type of collection service is present?	
		Door to door collection	Common collection point
Ukhiya	Household Head	66.7%	33.3%
	Shop owner	90.7%	9.3%
	Total	80.8%	19.2%

Teknaf	Household	82.7%	17.3%
	Shop owner	70.7%	29.3%
	Total	79.8%	20.2%
Total		80.1%	19.9%

Table 28: Frequency of waste collection

Upazila	Respondent Type	What is the frequency of collection point?		
		Daily	Twice per week	Once a week
Ukhiya	Household Head	40.0%	50.0%	10.0%
	Shop owner	86.7%	10.0%	3.3%
	Total	68.0%	26.0%	6.0%
Teknaf	Household	51.0%	34.6%	14.4%
	Shop owner	82.8%	13.8%	3.4%
	Total	56.0%	31.3%	12.6%
Total		58.6%	30.2%	11.2%

Table 29: Whether the organic and non-organic waste collected separately

Upazila	Respondent Type	Whether the organic and non-organic waste collected separately	
		Yes	No
Ukhiya	Household Head	86.7%	13.3%
	Shop owner	74.4%	25.6%
	Total	79.5%	20.5%
Teknaf	Household	89.2%	10.8%
	Shop owner	84.5%	15.5%
	Total	88.1%	11.9%
Total		86.1%	13.9%

Table 30: Expense of waste collection service

Upazila	Respondent Type	Percentage of respondents pay for waste collection service	
		Yes	No
Ukhiya	Household Head	23.3%	76.7%
	Shop owner	18.6%	81.4%
	Total	20.5%	79.5%
Teknaf	Household	67.6%	32.4%
	Shop owner	48.3%	51.7%
	Total	63.0%	37.0%
Total		53.2%	46.8%

Table 31: Willingness to pay more for better waste collection

Upazila	Respondent Type	Percentage of respondents willing to pay more for better waste collection	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	0.0%	100.0%
	Total	46.7%	53.3%
Teknaf	Household	28.8%	71.2%
	Shop owner	28.6%	71.4%
	Total	28.8%	71.2%
Total		30.4%	69.6%

Table 32: Respondents' satisfaction level on waste collection services

Upazila	Respondent Type	Respondents' satisfaction level on waste collection services				
		Very satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied

Ukhiya	Household Head	23.3%	66.7%	3.3%	6.7%	
	Shop owner	23.3%	72.1%	0.0%	4.7%	
	Total	23.3%	69.9%	1.4%	5.5%	
Teknaf	Household	39.5%	48.6%	0.5%	7.0%	4.3%
	Shop owner	41.4%	46.6%	3.4%	6.9%	1.7%
	Total	39.9%	48.1%	1.2%	7.0%	3.7%
Total		36.1%	53.2%	1.3%	6.6%	2.8%

Table 33: Percentage of respondents have seen people dumping waste outside the bin frequently

Upazila	Respondent Type	Percentage of respondents have seen people dumping waste outside the bin frequently	
		Yes	No
Ukhiya	Household Head		
	Shop owner	92.3%	7.7%
	Total	92.3%	7.7%
Teknaf	Household		
	Shop owner	30.6%	69.4%
	Total	30.6%	69.4%
Total		52.0%	48.0%

Table 34: Percentage of respondents think the waste disposal method is a problem in their neighborhood

Upazila	Respondent Type	Percentage of respondents think the waste disposal method is a problem in their neighbourhood	
		Yes	No
Ukhiya	Household Head	11.6%	88.4%
	Shop owner	2.1%	97.9%
	Total	6.6%	93.4%
Teknaf	Household	2.4%	97.6%
	Shop owner	0.0%	100.0%
	Total	1.7%	98.3%
Total		2.9%	97.1%

Table 35: Percentage of respondents know about environmental impact of solid waste

Upazila	Respondent Type	Percentage of respondents know about environmental impact of solid waste	
		Yes	No
Ukhiya	Household Head	97.7%	2.3%
	Shop owner	77.1%	22.9%
	Total	86.8%	13.2%
Teknaf	Household	90.8%	9.2%
	Shop owner	94.2%	5.8%
	Total	91.8%	8.2%
Total		90.6%	9.4%

Table 36: Percentage of respondents notice waste in the road, land or in public areas

Upazila	Respondent Type	Percentage of respondents notice waste in the road, land or in public areas	
		Yes	No
Ukhiya	Household Head	74.4%	25.6%
	Shop owner	20.8%	79.2%
	Total	46.2%	53.8%
Teknaf	Household	24.2%	75.8%
	Shop owner	30.2%	69.8%
	Total	25.9%	74.1%
Total		30.7%	69.3%

Table 37: Percentage of respondents notice waste in water resources such as the river, lakes, sea etc

Upazila	Respondent Type	Percentage of respondents notice waste in water resources such as the river, lakes, sea etc
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		Yes	No
Ukhiya	Household Head	74.4%	25.6%
	Shop owner	62.5%	37.5%
	Total	68.1%	31.9%
Teknaf	Household	64.3%	35.7%
	Shop owner	96.5%	3.5%
	Total	73.7%	26.3%
Total		72.4%	27.6%

Table 38: Percentage of respondents notice burring waste in public area

Upazila	Respondent Type	Percentage of respondents notice burring waste in public area	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	68.8%	31.2%
	Total	83.5%	16.5%
Teknaf	Household	69.6%	30.4%
	Shop owner	80.2%	19.8%
	Total	72.7%	27.3%
Total		75.3%	24.7%

Table 39: Percentage of respondents heard of health problems due to solid waste

Upazila	Respondent Type	Percentage of respondents heard of health problems due to solid waste	
		Yes	No
Ukhiya	Household Head	97.7%	2.3%
	Shop owner	83.3%	16.7%
	Total	90.1%	9.9%

Teknaf	Household	87.4%	12.6%
	Shop owner	96.5%	3.5%
	Total	90.1%	9.9%
Total		90.1%	9.9%

Table 40: Percentage of respondents noticed the following things present around public bins

Upazila	Respondent Type	Percentage of respondents noticed the following things present around public bins							
		Dark flowing water	Odour	Mosquitoes and cockroaches	Fire	Domestic animals	Rats	Scavengers	No public bin here
Ukhiya	Household Head	11.6%	58.1%	65.1%	16.3%	34.9%	37.2%	9.3%	20.9%
	Shop owner	14.6%	89.6%	47.9%	0.0%	14.6%	22.9%	12.5%	4.2%
	Total	13.2%	74.7%	56.0%	7.7%	24.2%	29.7%	11.0%	12.1%
Teknaf	Household	9.7%	81.6%	59.9%	1.4%	23.2%	32.4%	9.2%	15.9%
	Shop owner	27.9%	82.6%	50.0%	12.8%	30.2%	18.6%	7.0%	0.0%
	Total	15.0%	81.9%	57.0%	4.8%	25.3%	28.3%	8.5%	11.3%

Table 41: Respondents' concern level about the health impact of waste

Upazila	Respondent Type	Respondents' concern level about the health impact of waste				
		Not concerned	Slightly concerned	Neutral	Concerned	Highly concerned
Ukhiya	Household Head	0.0%	9.3%	2.3%	53.5%	34.9%

	Shop owner	4.2%	12.5%	4.2%	70.8%	8.3%
	Total	2.2%	11.0%	3.3%	62.6%	20.9%
Teknaf	Household	0.0%	1.0%	1.9%	75.8%	21.3%
	Shop owner	19.8%	24.4%	7.0%	33.7%	15.1%
	Total	5.8%	7.8%	3.4%	63.5%	19.5%
Total		4.9%	8.6%	3.4%	63.3%	19.8%

Table 42: Percentage of respondents think whether solid waste is a major issue currently affecting their areas natural environment.

Upazila	Respondent Type	Percentage of respondents think whether solid waste is a major issue currently affecting their areas natural environment.	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	75.0%	25.0%
	Total	86.8%	13.2%
Teknaf	Household	93.2%	6.8%
	Shop owner	95.3%	4.7%
	Total	93.9%	6.1%
Total		92.2%	7.8%

Table 43:Percentage of respondents think there is enough information available about the environmental impacts of solid waste.

Upazila	Respondent Type	Percentage of respondents think there is enough information available about the environmental impacts of solid waste.	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	72.9%	27.1%
	Total	85.7%	14.3%

Teknaf	Household	87.9%	12.1%
	Shop owner	90.7%	9.3%
	Total	88.7%	11.3%
Total		88.0%	12.0%

Table 44: Percentage of respondents think most environmental could be minimized if solid waste is managed properly

Upazila	Respondent Type	Percentage of respondents think most environmental could be minimized if solid waste is managed properly	
		Yes	No
Ukhiya	Household Head	100.0%	0.0%
	Shop owner	87.5%	12.5%
	Total	93.4%	6.6%
Teknaf	Household	95.7%	4.3%
	Shop owner	98.8%	1.2%
	Total	96.6%	3.4%
Total		95.8%	4.2%

Table 45: Respondents rate the quality of environment in their area compared to the environment they had 5 years ago

Upazila	Respondent Type	Respondents rate the quality of environment in their area compared to the environment they had 5 years ago						
		Much worse	A little worse	Same	A little better	Much better		

Ukhiya	Household Head			0.0%	41.9%	58.1%
	Shop owner			10.4%	45.8%	43.8%
	Total			5.5%	44.0%	50.5%
Teknaf	Household	0.0%	0.0%	4.3%	28.0%	67.6%
	Shop owner	2.3%	1.2%	2.3%	62.8%	31.4%
	Total	0.7%	0.3%	3.8%	38.2%	57.0%
Total		0.5%	0.3%	4.2%	39.6%	55.5%

Table 46: Percentage of respondents consider that environmental degradation has negative impact on them and their family

Upazila	Respondent Type	Percentage of respondents consider that environmental degradation has negative impact on them and their family	
		Yes	No
Ukhiya	Household Head	97.7%	2.3%
	Shop owner	91.7%	8.3%
	Total	94.5%	5.5%
Teknaf	Household	96.1%	3.9%
	Shop owner	95.3%	4.7%
	Total	95.9%	4.1%
Total		95.6%	4.4%

Table 47 Respondents response on whether they think that leaving a better environment to future generations is something

Upazila	Respondent Type	Percentage of respondents think that leaving a better environment to future generations is something			
		Not important	Neutral	Important	Very important

Ukhiya	Household Head			51.2%	48.8%
	Shop owner			41.7%	58.3%
	Total			46.2%	53.8%
Teknaf	Household	0.0%	0.5%	46.4%	53.1%
	Shop owner	1.2%	1.2%	40.7%	57.0%
	Total	0.3%	0.7%	44.7%	54.3%
Total		0.3%	0.5%	45.1%	54.2%

Annex 6 List of supporting documents

Table 48 : List of supporting documents

Title	Source/Author
Project Document	UNDP
Annual Work Plans	UNDP
Financial reports	UNDP
Event database	UNDP
M&E plan	UNDP
Periodic progress reports	UNDP
Donor reports	UNDP
Policy documents	UNDP
Facts sheets	UNDP
Case studies	UNDP
Meeting minutes	UNDP
Study reports	UNDP
Baseline report	UNDP
Scholarly published reports	Online repositories such as google scholar, web of science, and Scopus
National and international legislations, policies, and strategies	Relevant websites such as DoE, MoEFCC

Table 49: Deatil List of supporting documents

1. Constitution of Bangladesh (CoB) 1972

2. The Environmental Pollution Control Ordinance (1977)
3. National Environment Policy 1992
4. National Environmental Management Action Plan
5. Environment Conservation Rule, 1997
6. National Policy for Water Supply and Sanitation, 1998
7. Dhaka Declaration on Waste Management by SAARC countries during 10–12, October 2004
8. Solid Waste Management Action Plan for Eight Secondary Towns in Bangladesh 2005
9. National Renewable Energy Policy 2008
10. 2010, National 3R Strategy
11. The Bangladesh Environment Conservation Act, 2010
12. National Urban Sector Policy, 2011
13. National Strategy for Water Supply and Sanitation, 2014
14. Eighth Five-year plan (FY2016-2020)
15. Solid Waste Management in Rohingya Camps and Host Communities in Cox's Bazar, Md Ashadudzaman and Md. Bodrud-Doza
UNITED NATIONS DEVELOPMENT PROGRAMME PROJECT DOCUMENT BANGLADESH. https://reliefweb.int/report/bangladesh/report-environmental-
May 2021 Report Use of the Temporary Solid Waste Facility, (June).
Rohingya Refugee Response _ Bangladesh Factsheet - Water, Sanitation and Hygiene (WASH)
Waste Concern. (2014). Bangladesh Waste Database 2014. http://wasteconcern.org/wp-content/uploads/2016/05/Waste-Data-Base_2014_Draft-Final.pdf
World Bank. (2017). Business Models for Integrated Waste Management. 1–21. https://www.innovationpolicyplatform.org/system/files/4_Integrated_Waste_Management_Apr6.pdf
Yousuf, T., & Rahman, M. (2007). Monitoring quantity and characteristics of municipal solid waste in Dhaka City. Environ Monit Assess, 135, 3–11.

Annex 7 Pledge of Ethical Conduct in Evaluation



ETHICAL GUIDELINES FOR EVALUATION

PLEDGE OF ETHICAL CONDUCT IN EVALUATION



UNEG
United Nations Evaluation Group

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



INTEGRITY

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

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



ACCOUNTABILITY

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

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



RESPECT

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

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



BENEFICENCE

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

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

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

23/06/22

(Signature and Date)