

Terms of Reference for End-Line Study

NARRI DIPECHO VII Action Plan

1. Introduction

National Alliance for Risk Reduction and Response Initiatives (NARRI) is a consortium of ten International NGOs working for Disaster risk reduction and response in Bangladesh. It comprises of some of the eminent INGOs like Oxfam, ActionAid International, CARE International, Concern Universal, Concern Worldwide, Islamic Relief Worldwide, Plan International and Solidarités International along with HelpAge International and Handicap International. And NARRI Consortium has been implementing DIPECHO VII Action Plan titled “Building a Disaster Resilient Bangladesh” since March 2013 in 7 of the most vulnerable and disaster prone districts of Bangladesh including 2 City Corporation areas. There are only six NARRI members out of ten currently implementing this DIPECHO VII Action Plan; those are ActionAid International, Concern Universal, Concern Worldwide, Islamic Relief Worldwide, Oxfam and Solidarités International.

The Endline Study has been planned to measure the programme’s achievement against expected results and outcomes aligning with set indicators at results and outcome levels. The Study should also highlight the effectiveness and efficiency of implementation strategies including problems and challenges were faced during implementation of defined activities. These might be clubbed with strategies those were adopted to overcome problems and address the challenges.

The Endline Study also will identify important lessons learnt across the project period and suggest how those lessons can be used in designing the next phase of the programme or similar kind of the projects. Finally it is expected from the study some concrete suggestions and recommendations those will contribute designing the next phase of the programme. The study also will focus the Consortium approach of supporting member organisations in effective and efficient implementation of the programme activities. This Terms of Reference (ToR) has been developed to conduct the End-line Study of DIPECHO VII Action Plan for South Asia with detail scope of work, term and conditions to follow for conducting the Study.

2. The DIPECHO VII Action Plan

NARRI Consortium members developed a five-year strategy to promote effective Disaster Risk Reduction and Humanitarian Response in Bangladesh. The first initiative towards this strategy was to apply for the South Asia DIPECHO VI Cycle call for proposals in Bangladesh and work together based on the agreed vision, mission and strategies. The Consortium further applied for the next round of DIPECHO (refer to DIPECHO VII) and awarded with DIPECHO VII Action Plan for implementation. The title of the DIPECHO VII project is “Building a Disaster Resilient Bangladesh” while the principal objective is “to increase resilience and establish a culture of disaster risk reduction among communities and institutions vulnerable to natural hazards in urban and rural areas of Bangladesh”.

2.1 Purpose of the Project

Project purpose refers to the specific objective in this project, which is: to promote standardized DIPECHO urban and rural Community Base Disaster Preparedness (CBDP) Institutionalising models with a focus on inclusion and replication through integration into DRR instruments and development programmes

2.2 Project Results:

The project has four defined results:

- i) A rural Community Base Disaster Preparedness model is scaled up and replicated through integration into development planning and implementation processes
- ii) An urban Community Base Disaster Preparedness model is demonstrated and replicated where key urban stakeholders develop capacity to carry out coordinated response and mainstream DRR into development
- iii) Implementation of Disaster Management policy framework is enhanced by strong coordination and evidence based advocacy to Ministry of Disaster Management & Relief (MoDMR) and Ministry of Local Government, Rural Development & Co-operatives (MoLGRDC)
- iv) Targeted communities are receiving appropriate early warning messages in emergency situations and are undertaking prescribed behaviours.

2.3 Project location:

NARRI members with the support of 9 local partners have been implementing the project in 7 vulnerable districts of Bangladesh prone to multi-hazards including 2 City Corporation.

SN	Working area District	Responsible Organization(s)	Hazard	Exact Location
1	Dhaka City Corporation	ActionAid (AAB)	Earthquake	Different Wards of Dhaka City Corporation
		Concern Universal (CU)	Earthquake, (man-made-Fire, Building collapse, water congestion)	Wards 2, 3, 5, 6, 8, 14 & 15), Dhaka North City Corporation
2	Gaibandha	IRB	Riverine Flood	Fulchari and Sundarganj Upazila
3	Sirajgong	CWW	Riverine Flood	Sirajganj, Belkuchi and Kazipur Upazilla
4	Kishoreganj	Concern Universal (CU)	Flash Flood, Riverine Floods, River /wave Erosion	Itna and Austogram Upazila
5	Sylhet City Corporation	Islamic Relief Bangladesh and Oxfam	Earthquake	27 Wards of Sylhet City Corporation
6	Khulna	AAB	Cyclone	Dacope and Koira Upazilla
7	Satkhira	AAB and Solidarites International	Cyclone	Shamnagar, Ashashuni and Tala Upazilla

Detail of the working areas along with partners' contact persons will be shared with selected consultants.

3. Objectives of the End Line Study

The End Line Study is to review the DIPECHO VII Programme performance identifying the achievements against set indicators for the results and outcomes as set in the Logframe. The Study needs to identify good practices, problems and challenges faced during implementation and how those were overcome and addressed. The specific objectives are:

- To provide updated status of the logframe indicators (all for Specific Objective Indicators and Result Indicators)
- To identify the achieved results aligning with the set indicators and how those were achieved;

- To identify changes in the lives of community people and other stakeholders (knowledge, attitude and practice relevant to disaster management and DRR) by the project intervention;
- To identify at what extent the project addressed the issues related with inclusion;
- To assess the institutionalising process into different government departments and agencies and its sustainability.
- To understand and define the values added by the consortium approach and how the NARRI Consortium Secretariat contributed to the project implementation process, networking, policy influencing and donor communication;
- To suggest and/or recommend for designing the next phase of the programme following lessons learnt, promising practices and impacts of the programme.

4. The End Line Study

The Endline Study will focus on the following elements:

4.1 Project Management and Administration

- Collect, document and assess relevant elements and processes including:
 - Project related administrative procedures
 - Key decisions and outputs
 - Major project implementation documents prepared with an indication of how the documents and reports have been useful
 - What coordination mechanism took place at local and national level (within the partners and outside stakeholders e.g. other NGOs, government agencies etc.)

4.2 Project Substantive and Technical Implementation

The Study will assess to what extent the project has achieved its defined results. It will also identify what outputs have been produced and how they have enabled the project to achieve its objectives. This section will focus on following priority project delivery areas:

- Progress of the project as a whole in achieving anticipated results and outcomes:
- Efficiency of project activities- This will be covered through several parameters like relevance, impact, sustainability, timeliness of implementation etc.
- Achievement of immediate results (level of indicator achievements when available – with reference to the project’s Logical Framework for indicators)
- Quality of project activities and outcomes.

4.3 Project Implementation

Project oversight:

- PNGO administration, strength and weakness;
- INGOs’ support to PNGO and implementation process;

Monitoring and evaluation:

- Has there been a monitoring and evaluation plan for the project, was it efficient?
- Was the reporting framework effective/appropriate?
- Is this framework suitable for replication/continuation for any future project support?

Risk Management:

- Identify problems/constraints which have impacted or might have any impact on the successful delivery of the project;
- Are they (problems and constraint) likely to repeat or occur in next phase?

Project Finances:

- Review the changes to fund allocations as a result of budget revisions and provide an opinion on the appropriateness and relevance of such revisions, taking into account the project activity timeframe
- Review the effectiveness of financial coordinating mechanisms

Human Resource Development:

- Development of capacity of the team members
- Development of National Level Capacities (government officials, civil society etc.)

Working in a Consortium:

- How the consortium approach contribute better & efficient implementation, coordination and networking;
- What is the current capacity of Consortium Secretariat (HR, Logistics etc)
- What challenges faced by the approach and how the Consortium addressed those;
- What are the new values added through the approach.

Knowledge Management and Visibility:

- Utility and efficiency of the website (www.narri-bd.org)
- Sharing the information through other related websites

4.4 Project Outcomes

- Evident based proof that the activities which were promised to be implemented were actually implemented
- How each of the activities implemented have resulted into outcomes expected from that activity as mentioned in the Logframe and other project documents
- Evident based proof that the project activities as a whole has contributed in positive change in the target communities and institutions as it was mentioned as expected result in the project documents

5. Framework of Assessing the Project Activities

The End-line study will be undertaken following the Logical Framework of the project; i.e. the Logical Framework will be the key document of End-line Study. The project already developed a data plan and the End-line Team is suggested to review the data plan to identify the required data for the study. However, it would be highly appreciated if the study carried out following the criteria below in assessing the activities/strategies of the project:

5.1 Relevance

The extent of the activities suited to the priorities and policies of the target group, recipient and donor. In evaluating the relevance of project activities and strategies, it is useful to consider the following questions:

- To what extent are the objectives of the programme still valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?

5.2 Effectiveness

A measure of the extent to which activities attains its objectives. In evaluating the effectiveness of the project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

5.3 Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted. When evaluating the efficiency of the project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the programme or project implemented in the most efficient way compared to alternatives?

5.4 Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions. When evaluating the impact of the project, it is useful to consider the following questions:

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

5.5 Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

When evaluating the sustainability of the project, it is useful to consider the following questions:

- To what extent did the benefits of a programme or project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

5.6 Resilience

As a project aimed to 'build a disaster resilient Bangladesh', evaluate the strategic direction, operation modality and its sustainability to depict the leaning on resilience. What are the features and how far they are feasible each activities and strategies.

- What are the resilience features in the project?
- How resilience component mainstreamed and will sustain?
- How resilience features are institutionalised?

6. Scope of Work

Study will address the following questions for all the selected outcomes and their related outputs:

- Do outcomes/outputs complement and enhance one another, and if yes, to what extent?
- Do the Consortium Secretariat's contribution was effective?
- Do the projects outputs significantly contribute to the achievement of the outcomes?

- DO the Secretariat played crucial role in national/regional level networking, policy influencing and government officials to support programme implementation and addressing the objective of the project?
- How and what extend community and institutions were involved with the project implementation process;
- How any duplication or lack of co-ordination managed?
- What are the efficient processes adopted?
- What are resilience features are undertaken?
- What extent have the results been achieved?
- Was the community approach efficient or not?
- What and how much is achieved as per the outcome/output set on the
- What extent have gender, inclusion and capacity issues been addressed?
- What were the major factors influencing achievement/non-achievement of the results?

7. Methodology for end line

The Evaluation Study will be done through a combination of processes including a desk research, site visit, interviews involving key project stakeholders, FGD, KII other required qualitative methods/tools etc. The methodology for the evaluation is envisaged to cover the following areas:

- Desk review of all relevant project documentations (Single form, LFA, Data Plan and tools for data capturing progress reports, IEC materials etc.)
- Consultations and discussion with staff involved with the implementing process
- Field visit
- KII/FGD/interviews with stakeholders (both primary and secondary)

A detail methodology needs to be developed after reviewing the project documents and discussion with the NARRI Consortium Manager, Programme Managers, and M&E sub-committee members.

N.B. The consulting agency can also suggest methodologies different from what is mentioned above, however the mutually agreed methodologies will be applicable.

8. Products/Deliverable

The Evaluation Study Team will come up with a comprehensive report to describe answers as mentioned in the scope of work. An agreed reporting format and outline will be developed prior to start the study. An executive summary will require to be furnished at the beginning of the report as well (Not more than 3 pages).

1. Agreed table of contents of the report (beforehand)
2. Executive summary (3 pages)
3. Detail report
4. Presentation of the finding
5. Draft, final documents compiled during the end line work

Alongside the single report, all data collected from field need to be submitted with the report.

9. The End Line Study Team

The suggestive Team for the Evaluation Study may include:

1. An M&E Expert with working experience in Disaster Management and DRR
2. A gender and inclusion expert (DM and DRR focused)
3. A community based approach and participation expert
4. A financial management expert

5. Numbers of facilitators have expertise on participatory approaches.

N.B. The consultants/ consulting agency has the flexibility to suggest its own team which might also differ from above composition

10. Terms and Conditions:

- The team will prepare a detail methodology aligning with the data plan already developed under the project. The data plan can be revised further in consultation with the M&E sub-committee, Consortium Manager and Project Managers;
- The team will give detail timeline for the study
- Specific roles and responsibilities of the team members are to be defined and tasks are to be disseminated among the team members;
- The team will require to prepare a list of support they require during the field work from Consortium members and its Partner NGOs; The Team also will require to inform the focal point whenever they will visit the field or NGOs office in this purpose;
- After gathering data from fields, the team will debrief the concern NGOs was responsible for implementation at field level;
- The draft report will be shared with PMU, M&E Sub-committee, steering committee and ECHO through a meeting;
- The Team need to submit both soft and hard copy (3 copies) of the final report to the Secretariat incorporating feedbacks from the wider DIPECHO Team and ECHO;
- The Consultants/Consulting agencies will prepare a technical and financial proposal following the ToR and submit to the NARRI Secretariat. As per the law in Bangladesh, 15 % of VAT & 10% AIT will be deducted from the consultancy cost. Therefore please indicate in your financial proposal that the cost express in your proposal is excluding VAT & Tax
- The Finalist will be call further for revising the methodology and cost implication if required. The shortlisted candidates will be called for a presentation (if necessary it can be also conducted via skype) and fine tuning the proposal further based on the presentation

11. Duration of the Assignment:

The assignment allowed a total of 20 working days including finalization of the report. The task should be started from 24 November 2014 and must be completed by 14 December 2014.

The deadline for submission of the technical and financial proposal is 10 November 2014 before midnight GMT.

Note: Working days in Bangladesh is Sunday to Thursday where Friday and Saturday is weekend