

Terms of Reference for Consultants
For Evaluation of CDP
People's Empowerment for Addressing Climate Justice and Environmental Justice (PEACE) Project

1. Introduction

A. Background of the Organization: Coastal Development Partnership (CDP) is a not-for-profit, public interest serving progressive development and environmental activist organization, in Bangladesh. On January 01, 1997, CDP emerged as a coordinating secretariat for a network of NGOs trying to relieve the sufferings of the waterlogged people in the southwest coastal region of Bangladesh. Gradually CDP become part of the broader environmental movement. CDP assists both national and international development process on Climate Change, Food Sovereignty, Sustainable Agriculture, Responsible Aquaculture, Pro-poor Environmental Governance, Biodiversity & Nature Conservation, Women Rights and monitoring International Financial Institutions (ADB, World Bank) and UN negotiations.

CDP targets natural resource dependent poor and marginalized livelihood groups like marginal farmers, fisher folk, landless farm laborers, indigenous people, people with disability to enhance their livelihood security, protect them from climate change vulnerabilities, human rights violations. CDP also targets local journalists, grassroots organizers, local NGOs, people representatives and government in order to strengthen eco-friendly socio-economic development and sustainable livelihood of the poor in Bangladesh. CDP works in all the divisions of Bangladesh except Rangpur and Sylhet. CDP worked with a wide range of donors. Currently Bread for the World Germany, Oxfam Novib are the major supporters of CDP interventions.

B. Background and salient information about the project: Bangladesh is one of the most vulnerable countries to Climate Change. Bangladesh has extreme vulnerability to multidimensional appearance of climate change such as flood, cyclone, sea level rise, drainage congestions, salinity, drought, both on account of its somewhat unique location and topography, and because of the low capacity of its society and institutions to cope with such extreme events. Increased frequency and magnitude of Climatic hazards and multiple vulnerabilities due to poverty, inequality, lack of resources, capacity has resulted into increased climate risk of the communities in Bangladesh. Considering above CDP has been planning since long for interventions to increase the resilience of the communities. Thus CDP developed the People's Empowerment for Addressing Climate Justice and Environmental Justice (PEACE) Project. The project aims (Development goal of the project) to contribute in *strengthening community capacity for building climate resilient Bangladesh*. The PEACE project objective is to *increase climate change resilience of the vulnerable, women, youths and vulnerable households*. The project is being implemented with the support Bread for the World since April 2014. The project is actually being implemented since 2011 and this is the second phase. However, there were some

structural and conceptual adjustments in 2014. The project will be completed in March 2017.

The followings are the indicators of achievement of the project objective-

- 30% reduction of village level climate risk in 33 villages
- 90,000 villagers received early warning information and more than 100000 people have improved access to climate change related information
- 8 Climate resilient technologies developed and promoted

The project is being implemented for five years. Field level activities are implemented by 12 Partner NGOs (PNGOs) in 33 villages in twelve Upazilas under ten districts. CDP facilitates the project planning, implementation and monitoring and conduct national level activities. Project working area and partners are stated in the following table:

Project Location			PNGO
District	Upzaila	Union	
Khulna	Batiyaghata	Batiyaghata	Rural and Urban Poor's Partner for Social Advancement (RUPSA)
	Dacope	Kailashganj	Paribartan-Khulna
Bagerhat	Rampal	Rampal Sadar	CDP
Shariatpur	Vedarganj	DM Khali	Socio-Economic Development Association for Disabled (SEDA)
Jhenaidaha	Jhenaidaha Sadar	Kumrabaria	PADMA
Cox's Bazar	Cox's Bazar Sadar	Khurushkul	Bangladesh Center for Village Development (BCVD)
Khagrachhari	Khagrachhari Sadar	Bhaibon Chhara	CDP
	Dighinala	Boalkhali	Zabarang Kallyan Samity
Tangail	Kalihat	Sahadevpur, Paikra, Kukdohra, Bolla	CDP
Pabna	Foridpur	Pungali	Together for Service of People (TSP)
Sirajganj	Ullapara	Solonga	Organization of Rural Economic Development and Rehabilitation (OREDAR)
Barisal	Banaripara	Saliabakpur	CDP

Project works directly with 11800 households with a whole village approach in 33 villages (3 villages /union). Besides the project works in 30 schools with a target of reaching 4500 High School Students. Direct Beneficiaries of the project are: all

population (51700) in all the 33 villages, 30 High School Teachers, 4500 Students, 100 Local Government representatives, 130 Local NGOs and CSOs and 120 Religious personality.

The CDP current phase PEACE project will be completed by March 2017. It has been decided by the project holder that an evaluation of the project would be undertaken by external consultants at this stage to assess the achievements of the set project objectives, etc.

With this in view, this Terms of Reference (ToR) for the external consultants has been prepared for review and consideration by the donor. On receipt of their agreement of this ToR an experienced consultant or a team of two consultants led by a senior experienced management and development Consultant will be contracted by CDP to carry out the evaluation following this ToR.

2. Main Objective of the Evaluation

The main objective of this evaluation are as follows-

- (a) To critically assess the success of the project in achieving its set objectives;
- (b) To examine and assess appropriateness of the project design for achieving the set project objectives;
- (c) To assess relevance, suitability, appropriateness, and effectiveness of the activities implemented by the project in relation to its set objectives;
- (d) To assess the appropriateness of the climate risk mapping, risk reduction approaches of the project and possibilities to scale up the climate risk mapping approach.
- (e) To assess the effectiveness of the project management systems including the implementation, monitoring and evaluation systems followed by the project;
- (f) To assess the strengths and weaknesses of the project management including competency of its staffs for efficient performance of jobs assigned to them and for achieving the project objectives;
- (g) To assess project management capacity and the possession of knowledge of its PNGOs about the Climate change issues;
- (h) To assess the systems of financial management and internal control of the project holder and its reference PNGOs;
- (k) To assess the role played by the Project Holder in efficient management of the project and achievement of set project objectives;
- (l) To assess the overall effectiveness, relevance and appropriateness of CDP Centre for Climate Change Training, Research and Knowledge Management located at Khulna;
- (m) To identify the key opportunities available and constraints in achieving the set project objective;
- (n) To assess the replicability of the project in other areas;

- (o) To evaluate sustainability of the achieved effects and impacts of the project in the wider environment;
- (p) To assess the contribution of whole village approach towards the improvement of social peace, reduction of trivial conflicts and enhancement of local climate resilience;
- (q) To assess how far the project reached its ambition to people's & women's empowerment;

3. Users of the Evaluation

The evaluation results will be used by CDP, PNGOs staff, reference groups, supporting donor Bread for the World and other related stakeholders. The evaluation result will help the organization for future interventions and organizational development process.

4. Scope of Work for the Consultants

The scope of work for the consultants are, but not limited to, the following

- a. The evaluator will undertake a participatory approach in carrying out the evaluation of the project.
- b. Critical review/ study of project documents;
- c. Conducting questionnaire survey (QS) on a sample of target group/beneficiaries to be selected on random sampling basis for collection of necessary data/information from them;
- d. Conducting focus group discussions (FGDs) with target groups not covered by QS;
- e. Carrying out intensive interview with local key informants like community leaders, elected representatives of Union Parishads and Upazila Parishads, and relevant government officials of upazilas/ districts;
- f. Preparation of case studies with specific mention of significant qualitative changes that have taken place in the lives of the project beneficiaries;
- g. Checking of relevant documents of the project by the consultant;
- h. Carrying out by the consultant an analysis of strengths, weaknesses, opportunities and challenges (SWOC) of the project as compared to requirements for achieving the set project objectives.
- i. Conducting intensive and extensive discussion/ FGD with project staffs.
- j. Preparation and submission of information collection tools (ICTs) to be used by the consultants and their team members at least one week before start of fieldwork and get approval of the same from the PH. The management of the PH will critically review the same to assess their suitability for the purposes of their use and will offer their observations on the same for finalisation of the same by the consultants, if necessary.
- k. Preparation of activity timeframe for performance of the assignment and get approval of the same from the PH at least one week before start of fieldwork. The activity timeframe will include, among others, the last date of submission of

draft report and the same of final report after accommodating the reasonable feedback/ comments/ observations of the PH and the donor.

5. Evaluation Design and Method

The evaluator expert/team should decide the methods using the participatory tools. The method /design must comply with the OECD-DAC standard. The evaluation should cover 50% of the project areas.

6. Evaluation Period

The evaluation of the project should be completed in total 45 working days of two and half calendar months. The number of working days will be agreed upon in the first meeting with the consultant, based on the submitted consultancy proposal/Offer.

7. Expected Outputs from the Consultant

The consultant is expected to prepare an analytical report in English not exceeding 30 pages including an Executive Summary where the details of findings, working papers, tables etc. may be presented as appendices.

- a. By the end of the agreed period, the consultants will submit a draft report in hard copy and soft copy to CDP.
- b. After finalization of the evaluation report the consultants will submit in hard copy and soft copy to CDP as well as to CSS Consultant, Bangladesh and Bread for the World, Germany.

8. Expected Minimum Qualifications of the Consultant(s)

It is recommended that individual consultants/ small team of experts with diverse background in the field of climate resilient development, gender, empowerment, community-driven development, social/environmental movements and advocacy be employed for carrying out this task.

- Sound and proven experience in similar assignments is a must
- Consultant/ team must have significant knowledge and understanding about the climate change, climate vulnerability, Hazard and Risk.

9. Supports and services to be available from CDP.

- CDP will provide all necessary documents, data and information felt necessary and asked for the purpose of carrying out this assignment by the consultants.
- The project staffs will extend required cooperation in carrying out the evaluation and arrange all meetings with all concerned as mentioned in this

ToR and as required by the evaluation team during the process of performance of the assignment.

10. Contents of the Offer

The offers of the consultants should include, among others, the number of (a) questionnaire survey (QS) to be conducted; (b) FGDs to be conducted; (c) local key informants to be interviewed; (d) case studies to be prepared; (e) SWOC analysis to be carried; (f) ICTs to be prepared and used by them for performance of the assignment. These issues will be finalised in the first briefing meeting before signing of consultancy services contract.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Not just copy and paste from the ToR content)	2 Page
Methodology	2 Pages
Work Schedule	1 page
Team composition along with its rationale/role and CVs	2 pages
Any other relevant information (if required only)	1 pages
Financial Proposal	
Budget detailing out <ul style="list-style-type: none"> · Consultancy days and fees (days should be mentioned for key member of the team) · Travel and accommodation · Any other expenditure (please mention nature of expenditure) · 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax). · Total amount 	

11. Guideline of proposal submission

Proposals are invited from interested individual/firm to undertake this assignment. Interested firm, individuals are requested to submit their proposal at cdp@cdpbd.org addressing Mr. Syed Jahangir Hasan Masum, Executive Director, Coastal Development Partnership. The proposal/declaration of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work. Proposal will be accepted preferably in soft copy format (signed scanned copy) by mentioning subject line “**Evaluation of**

People's Empowerment for Addressing Climate Justice and Environmental Justice (PEACE) Project” by 22May, 2016.

Interested individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX):

For Consultancy Firm

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and mobile number-
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment-
- Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role-
- Firm's Certificate, TIN and VAT registration

For Individual Consultant

- Maximum 2 page profile highlighting related assignment completed with client name, contract person and mobile number along with detailed CV
- TIN certificate and any other relevant document (if necessary)

12. Assessment of Proposals

In response to the invitation, the individual consultant/consulting firm will have to submit a Technical and Financial proposal as per this 'Terms of Reference'. The total scoring points for both the evaluations will be 100. A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to this ToR, and;
- Having received the highest score out of a pre-determined set of weighted.

Criteria	Weight
Technical (80)	
1. Expertise of the firm/individual and	
Understanding of the ToR	20
Previous Similar experiences	10
2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance	10
Data Management	10
3. Management structure and qualifications of key personnel	
Team composition	20

Financial (20)	20
Total	100