



Request for Proposal (RfP)

Caritas Bangladesh invites Request for Proposal (RfP) from the consulting Firms/Individuals for evaluation of the project titles "Integrated Community Development Project (ICDP)-Gazipur" of Caritas Bangladesh.

The interested Consulting Firms/Individuals should have experience of conducting evaluation on Indigenous People focused projects as well as Credit Union Approach.

The detailed Terms of Reference (ToR) is attached herewith for your information and actions. For any queries about the ToR please contact to: Mr. Ranjon Francis Rozario, Assistant Executive Director (Programs), Cell No. 01713384047, 01955590521 between 09:00 am to 5:00 pm or mail to: aedp@caritasbd.org.

Submission of RfP

Interested Consulting Firms/Individuals may submit their Technical and Financial proposals with relevant documents including tentative timeframe in a sealed envelope addressed to the Assistant Executive Director (F&A), Caritas Bangladesh, 2nd floor, 2, Outer Circular Road, Shantibagh, Dhaka-1217 or through e-mail: procurement@caritas.org. For submitting directly the envelope must be dropped marked with the title of the assignment. The deadline for submission of proposal is 05:00 PM, November 10, 2016.


Assistant Executive Director (F&A)
Caritas Bangladesh

CC: AED (P)
Convener- Procurement Committee
Manager-Administration

Terms of Reference (ToR) for Evaluation of Integrated Community Development Project (ICDP)-Gazipur (Intra Strengthening and Scaling up Phase)

I. Project Background

Caritas Bangladesh has been implementing the Integrated Community Development Project (ICDP) in Gazipur since 2008 following **Co-operative Credit Union Approach** to promote livelihoods and socio-cultural condition of the Indigenous community people (Coch, Barmon, Garo) and low caste Hindu community people.

The Pilot Phase of Integrated Community Development Project (ICDP)-*Gazipur* started in October 2008 with the financial support of Andheri Hilfe (Bonn) and ended in July 2009. The phase-I started in August 2009 and ended in July 2012. After completion of the stipulated three years phase in July 2012, Andheri Hilfe (Bonn) extended their support considering the needs of the community people up to June 2013 and ended their funding. Later, Caritas Australia provided a small fund and the project collected local contribution to run the project for six months period from July to December 2013. ICDP-Gazipur started its Intra Strengthening and Scaling up Phase from January 2014 to December 2016 with the finance of Secours Catholique Caritas France.

Project Goal: Livelihoods and socio-cultural condition of the *Adivasi* and marginalized communities organized under ICDP Gazipur and other ICDPs of Caritas Bangladesh are improved in order to lead their lives with peace and dignity.

Objectives: The following objectives will contribute achieving the above goal of the project:

Objective-1: Livelihoods and socio-cultural conditions of *Adivasi*/marginalized community are improved by means of self-governed centric organizations.

Objective-2: Good practices and experiences of ICDP-Gazipur are documented, disseminated and replicated in ICDPs (Dinajpur, Rajshahi, Rishi, Rakhaine, Mymensingh, CHT, Khagrachari and Sylhet & Moulvibazar) for scaling them up.

Expected Results from the Project

Result 1: *Adivasi*/marginalized households are organized and benefited vitally by community owned Cooperative Credit Union.

Result 2: Income and employment opportunities increased through on-farm and off-farm based income generating activities.

Result 3: Primary stakeholders, especially *Adivasi*, have increased access to health care supports and services.

Result 4: Primary stakeholders are aware of Succession Act and land documents related issues and able to have land settlements done by them.

Result 5: Staff members of ICDP have sufficient knowledge and skills for effective implementation of the project and dissemination of good practices.

Result 6: ICDPs of Dinajpur, Rajshahi, Mymensingh, Sylhet, Barisal and Khulna Regional Offices are in progress of transforming CCUs as self-governed organization having significant ownership sense and comprehensive contribution towards their own community.

II. Objectives of the Evaluation

Secours Catholique—Caritas France and Caritas Bangladesh aspire to **assess the progress of the project as per project plan at the end of the project period in order to measure whether the strategies and activities designed for the project is relevant, appropriate and effective** for the community people/program participants, as well as to verify whether the mechanism of scaling up have significantly enforced the communal progress and **to**

assess/measure the sustainability plan of CCUs. Recommendations derived from this consultancy will be integrated for adjusting strategies, activities to achieve the desired goal.

III. Scope of the Evaluation

Specific Tasks

The consultancy team should study key documents provided by Caritas Bangladesh (see list attached), hold on-site meetings and have discussions with all relevant project partners and stakeholders, in order to undertake the tasks to accomplish the evaluation:

Scope

- 1) To provide an assessment of the project participants against economic benefits derived for the communities, internal/external factors influencing achievements, identifications of gaps, lessons learnt, solutions found to address constraints, unintended results of the project; and provide recommendations and key lessons learnt for way- forward.
- 2) To assess managerial & financial capacity of the CCUs and satisfaction's level of members as per their expectation on the services provided by the CCUs and as embodied in the by-laws;
- 3) To analyze specifically financial sustainability plan of the CCUs, major achievement made so far and identify way forward.
- 4) To assess the level (strong/weak) of active involvement and participation of the members of CCUs in the project's activities, and the development of growth of ownership of the CCUs.
- 5) To identify opportunities to increase impact and enhance the implementation and management of the project;
- 6) To assess the effectiveness of scaling up process in collaboration with all ICDPs.

Key issues

Relevance

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

Effectiveness

- i. To what extent were the objectives achieved / are likely to be achieved?
- ii. What were the major factors influencing the achievement or non-achievement of the objectives?
- iii. What were the effective tools of this current phase to contribute for greater development of community people?

Efficiency

- i. Were activities cost-efficient?
- ii. Was the program/project implemented in the most efficient way compared to alternatives?
- iii. Did the CCUs are governed in most efficient way?
- iv. How the books of accounts being managed? (Controlling system, audit and decision making)

Impact

- i. What real difference has the activity made to the beneficiaries?
- ii. How many people have been benefited socially and economically?
- iii. In which result/activities has attributed to the community people?
- iv. Did the social leaders feel ownership on their own organizations?
- v. Which activities could be better to the community people?

Sustainability

- i. To what extent did the CCUs continue after donor funding ceased?
- ii. What were the major factors which influenced the achievement or non-achievement of sustainability of the program?

- iii. What are the peoples initiative and potentiality for their sustainability
- iv. What are the peoples innovation that may bring their sustainability
- v. What are main expectation if not relevant for their sustainability

Related issues:

Linkage, Advocacy and Networking

- i. How the CCUs are linked with each other?
- ii. What are the factors influencing to linkage and what are the barriers of linkage among CCUs?
- iii. How will the CCUs take over all responsibilities concerning planning, implementing, monitoring, evaluating and financing of their activities? What should be the role of CB in this process?
- iv. What will be the scenario of the project / programs beyond the termination of the donor funding? What role will be the stakeholders of ICDP (CCUs, CB)?
- v. To what extent the advocacy and network would be functioned / continued for the benefit of the *Adivasi* community?

IV. Methodology:

The evaluation will be a participatory one. The evaluation team will decide on the concrete methods and instruments to be used in the evaluation. The following steps might be part of the evaluation process:

1. Introductory workshop with the participation of evaluators, key staff from ICDP-Gazipur and Central Office, Regional Director and Assistant Executive Director-Programs.
2. Study project documents, especially the project proposals, half yearly progress reports, Monitoring reports, annual progress reports and financial reports, identification of the areas of investigation and evaluation.
3. Finalize the areas of investigation in view of Terms of Reference and project proposal.
4. Field visits of the evaluation will include:
 - a) Interview with the Regional Office, Project Implementation Committee and the project staff. The evaluation team may also discuss/meet other people (not mentioned here) in need.
 - b) Assess/explore with local authority (internal and with external in possible cases).
 - c) Selection of fields from Intra Strengthening and Scaling up Phase and conduct meetings with community leaders and interview.
 - d) Conduct discussion session with randomly chosen project participants (men and women equally represented).
 - e) Interview with the Village Midwives/Village Medical Practitioners/Land Surveyor.
5. De-briefing workshop (for the discussion on the findings, conclusion and recommendations)

V. Report:

Based on the feedback from draft report sharing session, the evaluation team will produce the precise final report maximum of 40 pages (excluding the annexure) lead by evaluation team leader. The final report must be signed by the evaluators. The final report will include:

- a) **Executive summary:** Based on the findings, the executive summary will be based on the key component or results of the project such as organizational development, education, credit union activities, health, culture, land preservation and IGA etc.
- b) **Part-1:** This section will be started with introduction. The introduction will cover objectives of the evaluation, methodology and limitation/challenges. Besides, the part-1 of the report will basically focus on Genesis and journey of ICDP-Gazipur. The following aspect need to be considered:-
 - Project context and framework conditions.
 - Project goals and objectives.

- Project strategies/approaches. Description of project activities, differences between the planned activities and those actually implemented, status of lobbying or networking activities etc.
 - The Indigenous Peoples, minority Hindus of Gazipur area and covered people through the project activities.
 - Organizational structure and project management and administration system.
 - Description of the cooperation and support from funding partners (Secours Catholique—Caritas France).
- c) **Part-2: Findings:** This section will focus the answers of the questions listed under key issues.
- d) **Part-3: Recommendation(s):** The evaluation team will draw conclusion with specific recommendation logically from the findings which are clearly distinguishable, actor oriented (who should do what) and prioritized (areas of improvement and who could do what or who will do what in future).

The report should also have:

- a cover page;
- a table of contents;
- a list of acronyms/abbreviations;
- Conclusion;
- enclosures including:
 - Terms of Reference;
 - chronology of the assignment;
 - list of people met and talked with;
 - (if applicable:) list of documents referred to (or otherwise relevant);
 - (if it makes sense:) detailed evidence supporting the argumentation presented in the main part (tables, charts, texts, tools used such as questionnaires, etc.);
- pages numbered all the way through.

VI. Schedule of evaluation:

Particulars	Time-frame			Comments
	From	To	Total days	
Pre-evaluation meeting			1	
Literature review			2	
Field visit			4	
Report writing			5	
Sharing on draft report			1	
Finalization and submission of report			2	
Total working days			15	

The date and days of the time schedule will be finalized with the common consensus among evaluation team, Regional Director of Caritas Dhaka Region, Assistant Executive Director-Programs and Executive Director of Caritas Bangladesh. The field visit will be conducted based on itinerary. Also, the date for finalization of draft report is subject to receipt of feedback from the partners.

VII. Composition of Evaluation Team

There will be two team members in the evaluation team. The general rules & responsibilities are furnished below for the evaluators: (Note: details rules & responsibilities will be provided with agreement to the evaluators)

1. Lead Evaluator :

- Take necessary steps for team building.
- Collect, collate and interpret data as and when/where necessary to produce report.

- Submit the final report with proper analysis, reflection including recommendation within the mentioned timeframe.
- Take overall responsibilities for successful completion of the evaluation.

2. Co-evaluator:

- Prepare a plan of action for the task as indicated in the evaluation method and share the same with lead evaluator and concerned project personnel.
- Develop, consult and finalize the questionnaire and FGD guideline for interviewing. Conduct Focus Group Discussions, personal dialogue/interview in communities.
- Extend full cooperation to the lead evaluator and clarify/explain any query if sought by the lead evaluator.

VIII. Qualification of Consulting Firm/Individual

Qualification of a consulting firm/individual is as under:

- At least 5 years of solid experience with conducting evaluation.
- Extensive knowledge and experience on dealing with Cooperative Credit Union.
- Have in-depth understanding of the traditional social organizations of the Adivasi and low caste Hindus.
- Experience in working with non-profit development organizations.
- Demonstrated analytical, communication, presentation, and report writing skills.

IX. Remuneration

The remuneration for the evaluators will be in negotiable for the entire Evaluation service. The payment of bill shall be made through an Account Payee Cheque only after the submission of the final report and upon fulfillment of all other terms and conditions in the ToR.

X. VAT and IT

The VAT and IT will be paid by Caritas. Therefore, consultant/consultant firm will raise his/her/its Invoice by adding VAT and IT. Caritas will deduct the same from the said Invoice and pay at the Govt. treasury in favor of the consultant/consultant firm and a copy of *Challan* for Tax and VAT payment be given to the consultant/consultant firm.

XI. Contact

The soft copy and hard copy of the proposal including budget breakdown for the evaluation will be sent to:

Assistant Executive Director (Programs)
Caritas Bangladesh
2 Outer Circular Road,
Shatibagh, Dhaka-1217.
GPO Box-994, Dhaka-1000.
E-mail: aedp@caritasbd.org
Mobile: 01713384047, 01955590521

Please contact for any further clarification:

Mr. David Hembrom
 Senior Manager-DIP
 Mobile: 01955590076
 E-mail: david@caritasbd.org

It should be noted that Caritas Bangladesh reserves the rights to reject or cancel any or all proposals, or call for new proposals without assigning any reasons whatsoever.