



Bangladesh Nari Progati Sangha (BNPS)

ToR for Consultants for the Midterm Evaluation of Promoting Rights through Mobilization and Empowerment (PRiME) project

1. Background of the Organization:

1.1. Bangladesh Nari Progati Sangha (BNPS) is an activist women organization founded in 1986, working to establish equality for women. BNPS strives to develop women agency at the grass-roots and contribute to bring their voices to national, regional and international level. BNPS has been advocating and researching for policy reforms aiming at women's emancipation, including ethnic and religious minorities.

BNPS envisioned a society free from all sorts of discrimination, where nobody is left behind with a mission for engaging women to discover their potential as change agent and driving force for social transformation. And it believes in the principles of non-discrimination, diversity and secularism.

BNPS accomplishes its mission via four program areas: 1). Making education gender sensitive; 2). Advocating and researching for policy reforms; 3). Developing women's agency for socio-economic and political empowerment; and 4). Engaging in civic actions against GBV and VE.

BNPS works with women and men in rural and urban setup. Besides it works with policy makers, service providers, opinion leaders, local government (LG) authorities, media and law enforcing agencies. Youths are its strategic stakeholders in schools and community along with parents and SMC for women's cause.

BNPS follows a bottom-up right based approach linking community for facilitating and mobilizing concerted efforts of different CBOs/CSOs to promote the principles of non-discrimination not only for empowering women but also for transforming disabling environment to an enabling environment; so that women, minority and other marginalized groups can enjoy and exercise constitutional and human rights.

BNPS focuses on social, economical and political empowerment of women, gender equality, strengthening of local government, electoral reform, education reform, gender budget analysis and women in climate change. In addition, BNPS has been taking up many firm steps on many challenging issues like inheritance laws, women representation in power structure i.e. parliament and local government, Sexual and Reproductive Health and Rights (SRHR), Prevention of Violent Extremism (PVE), Violence Against Women and Girls (VAW/G) and issues of women workers.

Currently BNPS has been implementing 12 projects supported by different UN agencies and European development partners, like UNDEF, ILO, BftW, Misereor, EKN, Simavi, Oxfam in Bangladesh, AmplifyChange, WWDP and IMADR-AC.

BNPS has special membership status in the UN Economic and Social Council, ECOSOC.

1.2. Background and salient information of the PRiME Project: Promoting Rights through Mobilization and Empowerment (PRiME) is one of the core programs of BNPS. The organization has been implementing the initiative since 2008 with continued financial support from the Bread for the World (BftW), Germany. The present phase of the project interventions started in July 2018 and will be end in June 2021.

This action has planned in such way that, it will create an environment where deprived women in the project area have improved their socio-economic status by forming women’s active group, cluster committee and community groups with the support of youths and spouse of group members. Group leaders have scope to enhance negotiation and communication skills through advance leadership training by the project. Organizing training on social leadership and volunteerism for women leaders made them equipped in planning workshop, organizing public hearing with representation from LGIs, government department and administration, involving students and youths. Youths are supported in organizing debate competition on VAW/G, child marriage, sexual harassment, PVE and pluralistic society in secondary schools. The project engaging youths and linked with the women groups through involving them in organizing annual youth assembly, day observation, cultural events, consultation meeting with the local administration, elected representatives and law enforcing agencies to sought help to support youth activism and action, encourages youth for collective response and action against VAW/G, sexual harassment and child marriage. The CHT women organizations built women activist forums. The transformative leadership development for grassroots CHT women organizations and their group members with an advanced training on citizen driven advocacy encouraged them to take actions on advocacy initiatives, learning and sharing with others. Organize meeting/ workshop/ seminar/ press conference in three hill districts for reforming customary laws and practice to reduce discrimination of CHT women and girls. National level consultation meeting with CHT Regional Council, Circle Chiefs to create space for reforming customary laws and better services and inclusion of women leaders in *Headman* and *Karbari* positions.

BNPS is working to hand-over management of the women groups gradually based on their capacity to operate groups by their own. These groups are working together, analyze situation and problems, prepare plan and carry out activities in cooperation with other members, and cluster committee and community forum. Women group members are equipped with information on what, when and how to access each of the service agencies in Union, Upazila and City Corporation level, and take measures to access them. Furthermore, mobilization of youth in community and schools with different activities are encouraging them to take initiatives as change maker.

Development Goal of PRiME:	Realization of a society where poor and ethnic minority women are empowered to influence social, political and economic decisions to establish their rights.
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<p>Project Objective 1: Deprived women in the project area have improved their socio-economic status.</p>	<p><u>Indicator 1:</u> Number of women service recipients has increased at least 30% compared to the baseline of currently around 2,180 recipients; <u>Indicator 2 (additional):</u> Average monthly income of women who took part in the Income-Generating Activities has increased at least 20%; <u>Indicator 3:</u> Number of Headman and Karbari positions held by women will increase by at least 15 from the current 383 female office holders.</p>
<p>Objective 2: Girls and women in the project area are protected against VAW/G.</p>	<p><u>Indicator 1:</u> 20 VAW/G committees are activated in schools to prevent and take lawful legal action against VAW; <u>Indicator 2:</u> At least 200 youth activists are engaged in schools and community to work against VAW/G.</p>

The geographic coverage of PRiME project will encompass in Chattogram (City areas in urban community, Sandwip Upazila - Secondary Schools and rural community and in Patiya Upazila-Secondary Schools) and in Sadar Upazilas of 3 Hill Districts for community and institutions and national level in Dhaka.

The direct and indirect beneficiaries of the project are as follows for total project period. Number of beneficiaries will be contacted in midterm evaluation can be set during methodology finalization through the discussions.

- a. Direct beneficiaries: Women 5,500 [19-55 age group] and Adolescent 200 [13-18 age group, Boys=100, school students 50 and out of school 50; Girls=100, school students 50 and out of school 50] covering 20 schools and adjacent community. 300 Ethnic Women [180 women members of activists forum as human rights & advocacy training recipient and 120 women representatives from traditional institutions as gender training recipients.]
- b. Indirect beneficiaries: Men 5,500 [19-55 age group] from women group members family (Chattogram City 2000 and Sandwip 3500); Local service providing agencies/institutions and local administration, opinion leaders and elected representatives 200; teachers of 20 secondary schools (10 in Sandwip and 10 in Patiya Upazila) 200-250 and CHT Ethnic community, district councils and local elites 900.

BNPS intends to commission a Midterm Evaluation (MTE) of this project for the period covering from July 2018 to December 2019. The overall objective of MTE are to assess of overall relevance and effectiveness of the PRiME project and progress made towards achieving of the set objectives within the project period and problems/issues that need to be addressed in the remaining period of the current phase of the intervention.

With this in view, this Terms of Reference (ToR) for the external consultants has been prepared. A team of two consultants led by a senior experienced management and development Consultant will be contracted by BNPS to carry out the Midterm Evaluation following this ToR.

2. Evaluation Objective:

2.1 Scope of Evaluation

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

- a. Have detail briefing including clarification of all issues deemed necessary from the project holder and field management before starting of the fieldwork and obtain necessary data and information from them for proper evaluation of the project.
- b. Review of all project related documents made available to the consultants.
- c. Preparation and submission of information collection tools (ICTs) to be used by the consultants and their team members at least one week before starting of fieldwork and get approval of the same from the project holder. The management of the project holder will critically review the same to assess their suitability for the purposes of their use and will offer their observations on the same for finalization of the same by the consultants, if necessary.
- d. Preparation of activity timeframe for performance of the assignment and get approval of the same from the project holder at least one week before starting 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 project holder and the donor.
- e. Carrying out the Midterm Evaluation of the project including assessment of its achievement of objectives within the period of agreed activity timeframe for performance of the assignment.
- f. Application of best judgment of the consultants wherever felt necessary.
- g. Preparation and submission of draft and final reports incorporating all important findings, suggestions and recommendations, etc. to the project holder and the donors within time schedule mentioned in the activity timeframe and as per schedule mentioned in the consultancy contract.

2.2. Objectives of Evaluation:

The specific objectives of the midterm evaluation are to:

- a. To measure the relevance and effectiveness of the intervention, efficiency of the management and staff and impact and sustainability on the target community to stimulate a positive change in their life.
- b. To assess the gaps in the process in delivering inputs to output in achieving the objective and goal of the project.
- c. To identify the problems/issues those need immediate attention of the program holder.

2.3. Users of the evaluation:

The main users of the findings of midterm evaluation will be BNPS, project staff, reference groups, supporting donor Bread for the World and other related stakeholders.

3. Evaluation questions

The key questions that need to be answered by this evaluation are mentioned below. Following five evaluation criteria – relevance, effectiveness, efficiency, impact and sustainability will be applied for this evaluation.

Evaluation Criteria	Mandatory Evaluation Questions
Effectiveness	<ol style="list-style-type: none">1. To what extent are the implementation process and results of various components of the project in the middle of the current phase of intervention in its right track for achieving its objective?2. To what extent is the project reaching the targeted beneficiaries at the project output levels? How many beneficiaries have been reached in the middle of the current phase of intervention?3. To what extent has this project generated positive changes in the lives of targeted (and untargeted) women and girls in relation to the specific forms of support extended training, skills and services from institutions and actions against stop violence addressed by this project? What are the key changes in the lives of those women and/or girls? Please describe those changes.4. Revisit the existing operational plan of the project and define the project boundaries from starting to the middle contributed to the achievement and/or failure of the intended project outputs. How?5. To what extent are the project in its pathways in advocating for policy change? If it changes needed. (Analyzing power dynamics and trends on attitudes change).
Relevance	<ol style="list-style-type: none">1. To what extent are the project strategy and activities implementing relevant in responding to the needs of women and girls?2. To what extent do achieving results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls and adolescents?
Efficiency	<ol style="list-style-type: none">1. How efficiently and timely has this project been implementing and managing in accordance with the project document, operational plan and resourcing?
Impact	<ol style="list-style-type: none">1. Will the project contribute to the attainment of overall development goal?2. Additionally, whether and, if so, which other positive and negative changes have occurred will be investigated?
Sustainability	<ol style="list-style-type: none">1. Will the intended positive changes (foreseeable) have a lasting effect?

4. Evaluation design

4.1 Methodology: It is expected that the evaluation team will propose detail methodology during their submission of the application. It should be based on the mentioned evaluation objectives and criteria. BNPS may propose to change or adjust the methodology during discussions with the evaluation consultants.

Primary data will be collected from following sources:

Primary beneficiaries: Women group members and group leaders from 19-55 age group and adolescent boys and girls from 13-18 age group and teachers from secondary school.

Secondary beneficiaries: Spouses of group members from community, parents, SMC members, community members, and relevant government officials at local and national level identified.

Organization staff: Project staff of center offices, Key staff of 3 partner organizations in 3 Hill Districts and BNPS Senior Management Team.

Key stakeholders: BNPS project teams, Women groups, Youth groups, different committee members, relevant policy makers including Member of Parliamentary Standing Committees, local government bodies, local level administration (service providers), opinion leaders, CHT Regional Council, 3 Hill District Councils, partners organizations, women activist forums, Traditional Institution members: the *Circle Chief, Headman* and *Karbari*.

4.2 Available documents

The project proposal, baseline report, progress reports, monitoring records, publications, training modules, training reports, intervention records in schools will be available so far for the analysis. BNPS will provide all required documents to the evaluators.

4.3 Evaluation activities and schedule

The midterm evaluation of the project will 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. The consultant will accomplish the entire assignment of the project evaluation within this timeframe.

5. Key deliverables of evaluators and timeframe

	Deliverables	Description of Expected Deliverables	Timeline of each deliverable
1	Kick-off and Clarification Meeting	Organizing materials, documents and contacts for providing to the evaluators, preparation to ensure availability of relevant stakeholders.	10 February 2020
2	Inception report (language of the report: English)	The inception report provides BNPS and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset. An inception report must be prepared by the evaluators before going into the field and full data	18 February 2020

		<p>collection stage. It must detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered the by way of: proposed methods, proposed sources of data and data collection/analysis procedures.</p> <p>The inception report must include proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product.</p>	
3	Data collection and field visit	Proposed methods, proposed sources of data and data collection/analysis procedures are to be finalized in a briefing meeting. Format and questionnaire will be developed by the evaluator and shared for feedback and finalize for the evaluation process. Developed question has to be tested as field test and an orientation for the data collectors to be organized on the final questionnaire, guidelines and frame work for data collection. A field visit plan to be developed and shared with BNPS management by the evaluator.	10 March 2020
4	Debriefing	Findings through data collection from field are to be shared in debriefing session by the consultants with BNPS Senior Management Team organized by BNPS at its Central Office.	25 March 2020
5	Draft evaluation report (language of the report: English)	<p>Evaluators must submit draft report for review and comments by all parties involved. The report needs to meet the minimum requirements agreed upon the briefing meeting.</p> <p>The grantee and key stakeholders in the evaluation must review the draft evaluation report to ensure whether the evaluation meets the required quality and criteria.</p>	6 April 2020
6	Final evaluation report (language of the report: English)	<p>Relevant comments from key stakeholders must be well integrated in the final version of the report and should be well accepted by the project holder.</p> <p>The final report will be disseminated widely to the relevant stakeholders.</p>	15 April 2020

6. Evaluation team members and required competencies

6.1 Evaluation Team Composition

It is expected that a team of two consultants (1 men + 1 women) will perform the assignment. The contract will be made with one of them who will play role as lead evaluator for the assignment.

6.2 Required Competencies

It is expected that the qualification, competency and experience of the consultant/consulting firm will encompass the followings:

Lead Evaluator

- At least Master Degree in social science but PhD degree holders with required experience will be given preference.
- Strong analytical skills with at least 8 years in conducting external evaluations, applying mixed-methods in evaluation and having flexible, progressive attitudes in multi-culture with differences in context.
- Expertise in gender, women's empowerment, and human-rights based approaches and issues of violence against women and girls.
- Knowledge on CHT, customary laws and institutions and CHT Regional Council.
- Experience on people's organization building, youths and civil society organizations.
- Specific evaluation experiences in the areas of ending violence against women and girls.
- A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used.
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- In-depth knowledge on Bangladesh country context.
- Language proficiency: fluency in Bangla and English.

Associate Evaluator

- At least Master Degree in social science with required experience will be given preference.
- Evaluation experience at least 5 years in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods.
- Expertise in gender, women's empowerment and human-rights based approaches to evaluation and issues of violence against women and girls.
- Specific evaluation experiences in the areas of ending violence against women and girls.

- Experience in collecting and analyzing quantitative and qualitative data.
- In-depth knowledge of gender equality and women’s empowerment.
- A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used.
- Good communication skills and ability to communicate with various stakeholders and to express ideas and concepts concisely and clearly.
- Language proficiency: fluency in English and Bangla.

7. Content of the Evaluation Offer

The submission from the interested consultants should include:

- a. **CV:** CVs of all evaluators involved.
- b. **Technical/specific proposal:** Short explanation and justification of the methods to be deployed including a specific paragraph that sets out how relevant cross-cutting issues need to be taken into consideration for the evaluation process.
- c. **Financial proposal:** Complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.

8. Proposal evaluation criteria

Following table outlines the proposal evaluation criteria:

Assessment criteria	Weighted Score
Understanding of the assignment	10
Technical approach & methodology	30
Academic qualification of team members	10
Relevant experience of the consultants	20
Understanding of gender, women’s empowerment, knowledge on CHT, customary laws and institutions and CHT Regional Council, People’s organizations building	10
Elaborate and reasonable work plan	10
Proposed data management and analysis plan	10
Total	100

Interested organization or individual must submit their technical and financial proposal along with relevant CVs on or before February 04, 2020 by 5 pm to the Executive Director, Bangladesh Nari Progati Sangha (BNPS), 13/14 Babor Road (1st Floor), Block B, Mohammadpur Housing Estate, Dhaka 1207 marking ‘Technical and Financial Proposal for Evaluation of PRiME Project’ on the envelop.

Delayed and electronic submission will not be accepted. BNPS reserves all the right to accept or reject any proposal.