

Terms of Reference for Mid-Term Evaluation of Adaptive Livelihood Towards Establishing Resilient communities (ALTER) Project, Phase-II

1. Project in brief:

1.1. Project Background

The southwest coastal region of Bangladesh faces severe impacts from climate change, which significantly affects traditional seagoing fishers and marginalized farmers. Rising sea levels cause inundation and salinization, making land unsuitable for agriculture and threatening freshwater resources. Increased frequency of cyclones and floods leads to habitat loss, damaging homes, infrastructure, and natural barriers like mangroves. These events, coupled with changing temperatures, disrupt ecosystems, affecting both terrestrial and aquatic life.

For traditional fishers, climate change depletes fish stocks as altered water conditions shift fish populations and migratory routes. This reduction in catch, combined with the heightened risk of going to sea during more frequent storms, pushes many fishers into economic hardship and forces some to abandon their livelihoods entirely.

Marginalized farmers suffer from degraded agricultural land due to salinization, leading to reduced crop yields and heightened food insecurity. As their traditional farming methods become less effective, these farmers face deepening poverty and are often forced to migrate in search of alternative livelihoods, losing not only their income but also their cultural heritage.

AOSED has been implementing the project titled “Adaptive Livelihood Towards Establishing Resilient communities - ALTER” in Paikgacha Upazila under Khulna District since 2018. Starting with a pilot phase of one year, this continuous project has already passed one phases from 2020 to 2023. At this point of time, the project is in the 2nd phase starting from 1st April 2023 and the current phase will end on 31st March 2026. The current phase is operating in five unions- Haridhali, Raruli, Godaipur, Kapilmuni, and Chandkhali of Paikgacha upazila under Khulna district. At present, the project is working with 2409 direct beneficiaries.

AOSED will conduct a mid-term evaluation to review the project performance, using the OECD/DAC criteria (relevance, effectiveness, efficiency, impact and sustainability) of the said project. The evaluation will cover the period from April 2023 to March 2025.

1.1.2 Project region/area:

Name of district	Name of upazila	Name of Unions	Name of villages
Khulna	Paikgacha	Haridhali, Raruli, Godaipur, Kapilmuni, and Chandkhali	Mahmudkati, Ramnathpur, Noakati, Godaipur, Banka, Raruli, Srirampur, Kashimnagar, and Debduar

1.1.3 Project Goal and Objectives:

Goal: The project contributes in developing effective climate resilient communities.

Objective: Targeted farmer and fisher communities in Mahmudkati, Ramnathpur, Noakati, Godaipur, Banka, Raruli, Srirampur, Kashimnogor, and Debduar villages of Paikgacha Upazila increased their resilience against climate change impacts

Achievement Indicators:

- 80% of the targeted seagoing fishers are using safety and security materials e.g. lifejacket, lifebuoys while fishing in the sea
- At least 60% of the targeted seagoing fishers reduced financial loss comparing to previous fishing season
- At least 60% of the targeted farmer are cultivating one new crop/vegetable/fruit variety
- Local government and administration is reacting in minimum 07 cases to the demands and enquiries submitted by the established climate action community and civil society groups.

1.1.4 Project target groups/beneficiaries:

Project targeted two types of beneficiaries, Direct and Indirect Beneficiaries. Direct beneficiaries are 2409 (male-1341 and female-1068). Indirect beneficiaries are 2050.

2. Understanding of the Evaluation

2.1 Objectives of the Evaluation:

The mid-term (April 2023 to March 2025) evaluation aims to review the progress of the project, measure its achievements and challenges. It will collate and analyze lessons learned and good practices obtained during implementation to inform future programming strategies. The evaluation will provide accountability and strategic direction to AOSED and Bread for the World (BftW), as well as relevant stakeholders, enabling them to make informed choices regarding future interventions, resource allocation, and strategic planning. Ultimately, this will support the conceptualization of the project for the next phase.

The specific objectives are outlined below:

- i. To assess the project design and activities, implementation strategy and approaches, challenges; and to what extent these contribute to the achievement of the project objectives.
- ii. To draw key findings and lessons learned, recommendations to guide the project team to adjust the approach of implementation during the remaining period of project.
- iii. To evaluate the relevance, coherence, efficiency, effectiveness, impact and sustainability of ALTER's interventions.
- iv. Identify the challenges and how the project and its stakeholders worked to address them to analysis the SWOT of the project management and community engagement and support structure.
- v. Measure and find further scopes of the integration of gender and disability inclusion, and environment as cross-cutting issues. The evaluation will examine cross cutting concerns including gender dimension, disability inclusion in the project design and implementation.
- vi. Identify to what extent the project ensured accountability to all levels.
- vii. Generate future courses of actions (next Phase) and recommendations to further adapt the overall strategy, approach and innovation of the project.

2.2 OECD/DAC Criteria:

The evaluation will use the OECD-DAC criteria as a framework and will be guided by the following key questions mentioned under each of the criteria.

Relevance

- To what extent the project objectives are aligned with the actual needs of target groups (esp. women, girls, youth, most vulnerable direct target groups) and relevant stakeholders?
- To what extent the project design and implementation process is realistic, appropriate and adequate to achieve the outcome/ objective?
- Was the project implemented according to Deed of Agreement (DoA), and the strategic priorities?

Coherence

- To what extent the project approaches consistent with the climate strategy goals/National policy including NAP (National Adaptation Plan) and LAPA (Local Adaptation Plan of Action) of Bangladesh, Eight Five Years Strategic Plan of GOB and SDGs?
- How well did the project activities complement existing initiatives aimed at improving resilient livelihoods in the project area?

Effectiveness

- To what extent has the project been making progress towards its objectives?
- How effectively were stakeholders engaged and coordinated throughout the project cycle, including planning, implementation, and monitoring phases?
- How this project empowered women, promote women's leadership, and what strategies have become most effective? To what extent the project has promoted women empowerment and women leadership?
- To what extent this project contribute to sensitize relevant government agencies prompting action to address climate vulnerabilities of coastal areas.

Efficiency

- To what extent were the results achieved on time and on budget against the agreed plan?
- How well human, physical and financial resources are used to undertake activities, and how well these resources are converted into results?

Impact

- To what extent have the beneficiaries (Project Participant) benefited from the project activities? Has the project changed their lives in any meaningful way?
- Is the programme strategy and programme management steering towards impact and sustainability?
- What measurable changes have occurred in the resilience levels (social, physical, environmental, economic) of the target project Participant concerning their livelihoods since the initiation of the project?
- How have project interventions contributed to broader socio-economic development outcomes in the project area, such as increased income, food security, and enhanced community resilience and disaster preparedness towards poverty reduction?

- Which positive, negative, intended and unintended effects are being produced by the project?
- To what extent was the project exemplary and/or had a broad impact and scale up to the other community and areas?

Sustainability

- What strategies have been adopted and what mechanisms were put in place to ensure the continued effective impact of project interventions beyond the project duration?
- Has the project started capacity building of Project Participants and others relevant Stakeholders and national institutions or strengthened an enabling environment (laws, systems, policies, people's skills, attitudes etc.)
- Is the project engaged and supported by local Government institutions and accepted into local social and cultural structures?

2.3 Lessons learned

1. What good practices can be learned from the project that can be applied in the next phase and to similar future program?
2. What should have been different, and should be avoided at the organizational level and in the next phase of the project?

2.4 Users of the evaluation

The evaluation results will be used by AOSED, target groups, Bread for the World and other stakeholders working in the region and beyond. It is expected that the results will help AOSED with future programming and possible adjustments in the project strategy for the next phase proposal.

2.5 Key Responsibilities of the Consultant

- i. Develop detail evaluation design, methodology, sample, tools and techniques, questionnaire, etc.
- ii. Leading the evaluation process and assigning responsibilities to team members.
- iii. Ensuring adherence to the evaluation ToR.
- iv. Desk review/ Secondary data review; review of the project proposal, baseline report, other relevant documents.
- v. Facilitate quantitative and qualitative data collection directly in the field.
- vi. Ensuring that all deliverables are submitted to AOSED on time.

2.5 Work plan

The evaluation will be undertaken in a maximum of 45 working days, tentatively starting from 15th June 2025, and must be completed before 31st August 2025. The Consultant will propose a work plan that will operate and direct the evaluation process. The work plan will describe how the evaluation is to be carried out, bringing refinements, specifications and elaboration to these terms of reference (ToR). Evaluator should add a tentative workplan with major process steps and timeframe (month) or workdays.

3. Deliverables:

The evaluator will be responsible for the quality and timely submission of his/her specific deliverables, as specific below. All products should be well written (reader friendly and communicative), inclusive and have a clear analysis process.

- **Kick-off and clarification meeting**
- **An inception report** shall be written in English with 7-10 pages without annexes. The report will describe how the objectives, questions and criteria described in the ToR will be addressed in the evaluation. The evaluation design and the methods to be used should be described in detail. The inception report will also include the following-
 - Current status of the preparation: Composition of the evaluation team (qualifications, allocation of tasks, mentioning explicitly who is the team leader and who is the associate)
 - Estimated timetable and work plan for the evaluation team
 - Identified problems and risks associated with the assignment
 - Evaluation design and methodology: Mentioning the chosen approach (e.g. qualitative, quantitative, mixed method, etc.) and further steps on how to implement the evaluation (selection of samples, strategies for data collection and analysis, further specific evaluation questions, hypothesis on outcomes and impacts, description of the planned contacts and visits with explanation)
 - Tools for data collection
 - Plan for collecting adequate information for analyzing cross-cutting issues
- **Workshop** with the AOSED Team to validate the methodologies and result framework.
- **Analysis** according to all Evaluation questions following OECD/DAC-criteria and cross-cutting issues
- **Draft report**, after completion of the field work and data analysis. **The draft report**, that meets agreed quality standards. The report (not more than 30 pages excluding annexes) should be very precise, must answer each review objective and should at least contain the following but not limited to-
 - The draft evaluation report shall be written in English with 30 pages maximum without annexes and has to include the following contents.
 - Executive summary: A tightly drafted, to-the-point, free-standing document (about 5 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learnt, case studies, and recommendations.
 - Short introduction: Will describe the purpose of the evaluation, evaluation scope and key questions
 - Short description of the project: Will include background, project overview, rationale, purpose and objectives etc.
 - Evaluation methodology: Will include evaluation areas and population, sampling procedure, methods of data collection, data management and analysis, limitations and gaps.
 - Results and analysis according to all evaluation questions following OECD-DAC criteria and cross-cutting issues.

- Recommendations based on key findings (realistic, specific, addressed to appropriate stakeholders of the project, and numbered), including recommendations on future program and implementation strategy
- Lessons learnt (generalizations of conclusions applicable for wider use)
- Annexes (ToR, data collection tools, additional tables and figures)
- **Debriefing** meeting with AOSED management with a high-quality PowerPoint presentation.
- **Final Evaluation Report:** The consolidated draft report is to be finalized based on the feedback and comments from AOSED and BftW and shall be finalized within the next 14 days after taking the feedback. The final report is to be submitted in digital version.

4. Content of the offer

The evaluator's offer can be submitted as Technical and Financial Proposal and should contain the following points but not limited to-

- Introduction and Background
- Evaluation Purpose and Objectives
- Evaluation Approach and Methodology
- Scope of Work
- Work Plan and Timeline
- Team Composition and Expertise
- Experience and References/ Portfolio
- Budget and Cost Breakdown
- Deliverables
- Quality Assurance and Ethical Considerations
- Communication and Reporting
- Annexes (CVs, TIN, BIN, Trade License, Registration, Certificate, etc.)

5. Qualification of the Consultant/ Evaluator:

The evaluation team should have at least one female member. One senior team member needs to be the lead consultant who is also responsible for final editing and submitting of report. They should work according to their level of expertise and effort. For special tasks, additional members or supporting persons can be added. A gender balanced team composition of the team should be ensured.

The evaluation team should cover the following qualifications:

- **Education:** Master's Degree, preferably in Development Studies/ Environmental Science/ Gender studies/ Anthropology/ Sociology or relevant discipline from reputed universities.
- **Professional Experience:** At least 10 year(s)
- **Professional competencies:**
 - Strong professional experience in the NGO/ development sector / relevant thematic experience
 - In-depth thematic expertise in the field of climate resilience and climate protection.
 - Professional & proven evaluation experience of at least 7 years in leading evaluations.

- The evaluator(s) should have experience with conducting evaluations acc. to OECD/DAC criteria.
- Having working knowledge/ competence on construction measures.
- Methodological competences in the area of impact assessment of projects in the field of climate resilience and climate protection.
- Very good knowledge of qualitative and quantitative data collection and analysis as well as digital competence in line with Monitoring and Evaluation Framework.
- Proven skills in developing tools for data collection and for quality assurance.
- Excellent data analyzing, documentation and report writing skills in English are essential.
- Gender competence and conflict sensitivity.
- Communication skills and teamwork. Contextual understanding and willingness for extensive community visit for data collection and field observation.
- Proficiency on statistical analysis (Excel, SPSS or comparable software)
- Good working knowledge of both Bengali and English language

6. Evaluation Criteria:

The proposals will be evaluated based on the following criteria:

Award criterion	Weighting of the award criterion in 100
Quality of the technical proposal	40
Qualification of the evaluator	30
Price competitiveness	30

7. Application Guideline:

Interested bidder/ consultant (s) should submit the following necessary documents to procurement.AOSED@gmail.com on or before **06 June 2025**.

- **A technical proposal** that conclusively states which evaluation design and methods are to be used to achieve the objectives outlined in the ToR.
- **A financial proposal** stating the fees of the respective evaluator(s), costs every activity of the evaluation, expected travel and incidental expenses as well as any further costs. All costs including VAT and Tax must be listed in the financial proposal.
- **Evidence of experience** with profile/ portfolio including CV's of all team members.
- **Annexes** like TIN, BIN, Registration/ Certificate.
- **Payment:** As per the policy of AOSED, the fees will be paid on an instalment basis. All the payments will be made through account payee cheque/ bank transfer.

Sl	Particulars	Payments
1.	After contract signing and submission of the work plan and inception report	30%
2.	After submission of the draft report	35%
3.	After the submission of final report and debriefing meeting	35%

It is to be noted that, payments can be deducted proportionately due to late submission of the deliverables.

Copyright and Confidentiality:

AOSED will have the copyright of all the documents prepared by the consultant(s) including questionnaires, survey formats, case studies if any, and the final report with due acknowledgment. No part of the document should be reproduced or published in any manner without prior written approval of AOSED. The consultant will maintain the ethical considerations and confidentiality of the stated assignment.