

END OF PROJECT REVIEW

Name of the project: **Household Economic and Food Security of Extreme Poor in Khulna and Bagerhat Districts, Save the Children**

Terms of Reference (ToR)

1. Introduction

The Household Economic and Food Security (HEFS) of Extreme Poor project began on 01 April 2009 and ends in December 2015. The project aim is to help 42,000 extreme poor households covering approximately 142,000 people (3.4 people per HH) take enduring steps out of extreme poverty. Household Economic and Food Security of Extreme Poor project has been financed by GoB, UKAid from DFID and SDC through Economic Empowerment of the Poorest (EEP) programme. EEP is commonly known as Shiree which is a Bangla word for 'steps', used here as an acronym for Stimulating Household Improvements Resulting in Economic Empowerment.

2. Objectives

- To assess the extent the HEFS project has achieved its outputs and outcomes/objective by end of the project, as set out in the current Log Frame (Annex A) ;
- To review performance of project partners and assess the extent to which the project has achieved value for money as defined in the DFID VFM framework.
- To document operational lessons of the HEFS project to feed into future programming.

3. Recipient

Save the Children and EEP/Shiree.

4. Scope of Work

The review team will produce an overall end of project review and summary reports using the agreed format developed by the consultant. The end of project review will be guided by, but not limited to, some of the OECD DAC quality criteria. It will primarily use Log Frame and HEFS graduation indicators. It will also serve as main data source for completing the donors' end of project report. Specific areas to be covered include, but are not limited to:-

Relevance: Assess the extent to which the project was appropriate and coherent with policies of both the Bangladesh Government and donors. **In addition how necessary and sufficient were the selected interventions in achieving MDG targets within the project period.**

Effectiveness: Document the extent to which the activity has achieved its clearly stated project outcomes/objectives; highlighting any unintended outcomes, positive as well as negative.

Efficiency: Highlight the extent to which the HEFS project represents value for money and the efficient use of resources (funding, people and other resources) and how effectively it managed risk.

- **Impact:** Consider the extent to which the activity has produced positive or negative changes (directly or indirectly, intended or unintended) assessed against HEFS project's graduation model and the Log Frame indicators.
- **Sustainability:** Provide an opinion on the extent to which the results of HEFS Project are sustainable after closure of the project. Provide recommendations, if appropriate, of how sustainability can be improved.

In addition to the above five analytical measures, the end of project review may provide a commentary on the following issues;

- **Gender Equality:** the extent to which the HEFS Project has achieved gender equality and women's empowerment.



- *Analysis & Learning:* the extent to which the activity was based on sound technical analysis and continuous learning; to what extent the programme has used opportunities for analysis and learning to improve the project.
- *Review of Financial Management procedures:* This should include review of a) budget spend against planned, b) how the most recent audit recommendations were taken up.
- *Cross Cutting Issues:* the extent to which activities addressed cross cutting issues such as disability, disaster risk reduction, climate change/ variability, savings and nutrition.

Key Evaluation Questions:

These questions should be interpreted as guiding questions. The Consultant may feel it appropriate to break the questions down into sub questions in order to provide better insights.

Question 1: To what extent did the project contribute to local economic development (local economy)? To what extent have there been spill-over effects and benefits to non-participants?

This question will look at relevance and effectiveness, and aims to understand the project's contribution to building a local economy which the project beneficiaries are able to contribute to, and identifying other changes due to the project that benefit others. Answering this question will include examining the overall approach, including:

- The extent to which the project engaged different service providers/ organizations /GoB to provide or facilitate rights, services and resources to project participants;
- Whether the project targeted an appropriate beneficiaries including various social groups such as the disabled, widows and elderly;
- Whether the selected interventions were appropriate for the context, and brought about the desired change as per EEP goals.

Question 2: Using the graduation criteria developed by the project, how many people have been helped to graduate out of extreme poverty and to what extent is this graduation sustainable?

This question looks at Sustainability and Impact. Answering this question will involve looking at the number of graduating households, and assessing how this has improved the lives of the beneficiaries in some of the following areas:

- Increased income, expenditure, asset ownership and savings
- Improving nutrition practices (breastfeeding, micronutrient consumption, supplementary feeding etc) among targeted mothers and adolescent girls
- Access to services
- The effects of market linkages on increasing the profits of business group members
- Improving the status and socio-economic empowerment of women and girls
- Improving food security of households
- Reducing vulnerability and increasing social capital.

Answering this question will aim to assess the extent to which graduation is attributable to the activities of the project. This will be done by investigating and comparing project activities with those of government, and other actors. This question should seek to identify and produce evidence for some of the major factors driving sustainable graduation, and those that prevent households from graduating sustainably.

5. Methodology

The evaluation will broadly use the following methodology -however, the team will develop a detailed plan in consultation with Save the Children and its two implementation partners (CODEC and 'Prodipan) during the review and before undertaking field visits.

- Desk based review (reading concept note, project proposal, annual report, project budget and EEP/Shiree ToC)



- Meeting/workshop with relevant staff of Save the Children, and Implementation partners (CODEC and 'Prodipan), and EEP/Shiree
- Field visit (FGD, key informant interviews, meetings with Save the Children and its two implementation partners (CODEC and 'Prodipan)'field staff and community representatives, observing field activities)
- Review HEFS Project proposal, budget, log frame, annual reports, monitoring reports, audit reports and other relevant documents.
- Data analysis and Report writing (draft and final) to include qualitative and quantitative data, triangulation of findings, etc.
- Debriefing to Save the Children & two implementation partners (CODEC and 'Prodipan).

6. Outputs and Deliverables

- a) An indicative work plan, End of Project Review Report (not more than 20 pages excluding annexes). The report must include an executive summary (covering the key issues and findings maximum 3 pages), main body with recommendations and progress against log-frame (template given in the Annex-A).
- b) Validated HEFS Self assessed End Project Review Report

7. Reporting

- Present a detailed end of project review plan to Save the Children and the Implementation Partners (**CODEC and 'Prodipan**) within three days of commencing review work.
- A debriefing on the key findings after completing field visit;
- A draft evaluation report will be prepared as per reporting format enclosed herewith (enclosed later).
- Save the Children will provide written comments and feedback on the draft evaluation report within 5 working days;
- Final report should be submitted within 7 days after receiving comments.

8. Time Frame

The mission will take place between September and October 2015. The maximum number of working days is 24days, including preparation, local travel, meetings, field visits, interviews, workshop and report writing.

9. Indicative Time frame

Activity	Time frame	Purpose
Planning, preparation and briefing meeting	1-2 days	
Initial review of documents	2-3 days	
Field visit	5-7 days	
Drafting reports	3-4 days	
Debriefing	1 day	
Reports finalization	5-7 days	
Total	17-24 days	

10. Coordination, Logistics and Facilitation

The consultant will report to Dr. Md. Muzaffar Ahmed, Programme Director-HEFS/Shiree, Save the Children. Logistics and field schedule will be organized and coordinated by (1) Mr. Md. Rafiqul Islam Sarker (2) Mr. Aziz Ahmed and (3) Ms. Bonani Chumky.



11. Reading materials

The team will have full access to project reports and other documentation (e.g. monitoring and research reports) among which the main items are:

- HEFS Project Concept Note, Project Proposal and log frame
- Annual Reports, and Project Budget
- Self- assessment report (template attached) of HEFS Project
- Financial Audit reports and management response

12. Consultant qualification

- Experience in leading similar review/evaluation of livelihoods, social protection and poverty reduction projects/programmes demonstrated skills.
- Strong skills and expertise on participatory methods, graduation, gender, health, nutrition and food security and Social development
- Experience of working in /reviewing of similar programme/projects in Bangladesh.
- Strong analytical skills
- Excellent interpersonal communication skills
- Excellent English drafting and communication skills
- Good understanding on the south-west context.
- Aware of child participation and child protection.

13. Background information of the project

The overall aim of the Scale-Fund is to support 42,000 extreme poor households in the coastal areas to graduate out of extreme poverty within three years. In phase 1 (April 2009-March 2012), the programme reached 15,000 households. Over Phase 2 (April 2012-December 2015), an additional 22,000 households were included) and in 2014 a further 5,000 households have been included giving a total outreach of 42,000 households. Phase 2 is currently working in 9 Upazilas and 72 Unions in Khulna and Bagerhat Districts. The key components of the project include an asset transfer to support diversification of livelihoods and generation of income, training based on this IGA, linkages to existing social protection mechanisms in their locality and broader awareness raising and training on basic need issues. HES programme has the following five outputs summarised below:

Output 1: Enhanced capabilities of extreme poor households to access safety-nets

- Each household is supported to develop a tailored micro plan, outlining their available resources and skills. This has been used to identify income earning livelihood options relevant to their needs and the opportunities available. It includes awareness raising of social protection benefits to which individual households may be entitled, and support in accessing these.

Output 2: Productive asset base and livelihoods options of extreme poor HH enhanced

- Microplans are used to identify relevant training and capacity building on selected IGA options. This will also focus on enhancing their appropriateness related to seasonal climate variability. Using micro-plan, package of productive and diversified IGA options for each of households will be identified and be delivered to them accordingly.

Output 3: Capabilities of extreme poor households enhanced to practice existing or new livelihoods, including climate resilient livelihoods

- Capacity building measures to improve the capabilities of the households to undertake, improve and increase the sustainability of their selected livelihoods by making active links with successful entrepreneurs, organizations and institutions with proven and newer more resilient models in livelihoods in the areas of fisheries, job employment, agriculture, etc. to provide technical and capacity building support.



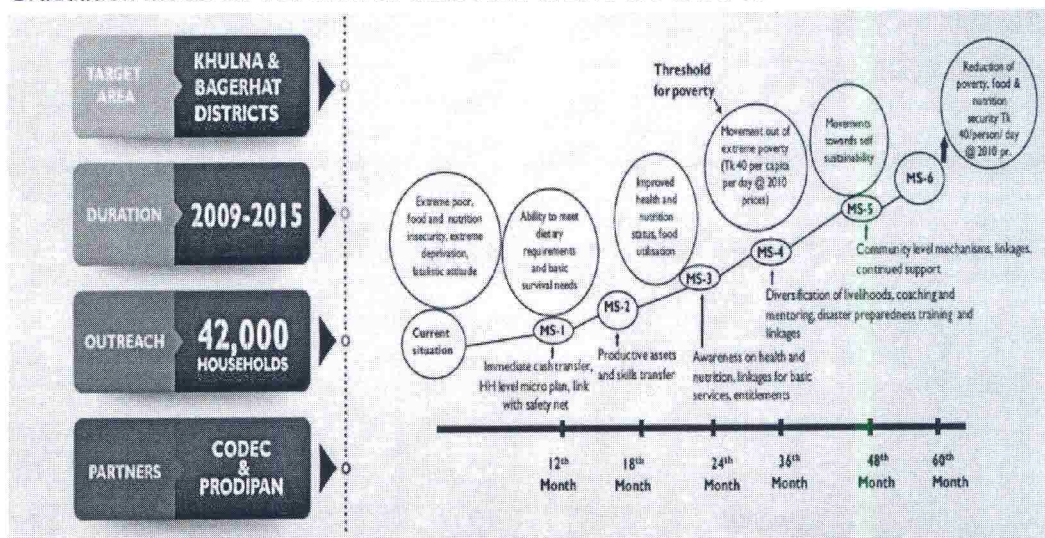
Output 4: Improved ability of extreme poor HH to demand social entitlements related to nutrition, health, education, water and sanitation

- Support and training is provided on building awareness on nutrition, health-seeking behaviour, water and sanitation and hygiene related issues. The trainings also aim to promote beneficiaries awareness of these issues as well as their ability to demand for their entitled services.
- Provide multiple Micro-nutrients to all U-5 children based on need. The households will be encouraged to raise /claim available services and will be linked with the programme for accessing benefits of available Government Health, Population and Nutrition Services, Food Security Programme of Govt. and NGOs. The
- Promote homestead gardening (where feasible/land accessible) among the households to provide supplementary nutrition through vegetable/fruit production.
- Establish and mentor Community Support Group (CSG) to act as mediator and negotiator for claiming rights and entitlements. CSGs will be supported as community voices and active players to support the community, including the BHHs, to be better prepared to face shocks and stresses.

Output 5: Enhanced capacities of extreme poor households to adapt to risks and shocks, including climatic variability, extreme events and long-term changes

- Community risk assessment and planning will be carried out to protect livelihoods from risks and hazards. These will be linked to trainings on risk assessment, seasonal calendar and early warning systems. Linkages will also be established with Red Crescent volunteers and community-based indigenous early-warning system, disaster response mechanism and community-based disaster-mitigation and adaptation plans in all 400+ villages. Mitigation strategies will be developed in order to better prepare for disaster and reduce the risk to various livelihood options implemented.

Graduation model for HEFS/Shiree Scale Fund of Save the Children



14. Technical Evaluation Criteria:

SL	Criteria	Assigned Score
i	Demonstrate understanding of objectives and completeness of the assignment	15
ii	Methodology and implementation plan a. Details and quality of methodology proposed for the assignment; and b. Details implementation plan indicating time frame	30
iii	Proposed Team (detailed description of the proposed team: CVs [not more than 3-page for each CV] of the proposed Team Leader and other key team members)	30
iv	Organization a. Profile [including administrative and logistics facilities available], experience in similar assignment in last 10-year, client list, management control system; b. Exposure in working with Save the Children and c. Additional resources/logistics which can be made available to conduct the survey	25
	Total Points: 100 (Pass Marks 65 Points)	100

15. Evaluation of Financial Proposal:

A financial proposal should be included containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any) and other costs.

16. Combined Evaluation:

The Proposals will be ranked according to their combined technical and financial scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1). The organizations achieving the highest combined technical and financial score will be invited for negotiation under.

Technical Pass Marks: 65 Points
Technical weight (T): 80%
Financial Weight (P): 20%

