**Terms of Reference for a Feasibility Study**

# Project Summary

|  |  |
| --- | --- |
| **Planned Project/** |  |
| **Country/Region** |  |
| **Partner Organisation** |  |
| **Planned Project start date** |  |
| **Study Purpose** | *Please insert purpose of Study here in a brief statement, e.g.:*  The aim of the requested consultancy is to assess the feasibility of a proposed project of CBM and the *(name of project partners)* and to systematically check the extent to which the project approach can plausibly achieve the planned changes under the existing framework conditions. |
| **Commissioning organisation/contact person** | CBM |
| **Study duration** |  |

# Background of the Feasibility Study

(Partners x y z) and CBM would like to propose a project to the German Federal Ministry of Economic Cooperation and Development (BMZ), which shall contribute to *(improving the living conditions of persons with disabilities/persons with visual/hearing/physical impairments) (in the region…).* The project is currently in its design phase and CBM is seeking to recruit a consultant to conduct a Feasibility Study to assess the feasibility of the proposed project and systematically check the extent to which the project approach can plausibly achieve the planned changes under the existing framework conditions.

The proposing organisations are:

*Please insert a short description of the partner organisation*

CBM is a Christian international development organisation, committed to improving the quality of life of people with disabilities in the poorest communities of the world irrespective of race, gender or religious belief.

CBM’s approach of Disability-inclusive Development is the framework of all its initiatives and the key theme which drives activities and the impact of its work. It believes that this is the most effective way to bring positive change to the lives of people with disabilities living in poverty and their communities. Through our disability-inclusive development approach, we address the barriers that hinder access and participation and actively seek to ensure the full participation of people with disabilities as empowered self-advocates in all development and emergency response processes.

# The Project

*(Please provide a short description of the project including*

* *The problem the planned project should address*
* *Target area*
* *Target group*

# The Feasibility Study

## **4.1. Purpose**

The study will determine the feasibility of the proposed project by assessing whether it is well founded and meets the demand identified. It will provide decision makers with sufficient information on the project opportunities and risks as well as concrete recommendations for improving the project concept. The study will be submitted to BMZ together with the project proposal.

The study will deliver the following:

* an assessment of the relevance of the proposed project and its activities to address the problems identified in the target groups and target sectors;
* an assessment of the proposed logical framework including outcomes and outputs and respective indicators and assumptions, risks and risk mitigation strategies;
* a detailed analysis of the potential sustainability of the project results;
* an assessment of the synergies and complementarities of the project, including between programmatic areas (sectors) and project stakeholders;
* an assessment of the feasibility of the financing proposal in relation to the project activities;
* an assessment of the project organisation and any phasing of activities considered necessary, including considerations around the institutional structure required for project implementation.
* An assessment of the inclusiveness of the project, i.e. the active participation of person with disabilities and their representative organisations in all aspects of the project.
* recommendations for any further actions (including project modifications)

## **4.2. Assessment according to DAC Criteria**

## *The guiding questions on the criteria serve as orientation for the content of the study. They are to be understood as* ***a collection from which the relevant questions can be prioritised****. This allows the* ***criteria to be weighted differently according to the study's interest in knowledge. Please adjust and select questions according to your specific study requirements – avoid overloading of the study.***

## **Relevance - To what extent is the planned project doing the right thing?**

* Does the planned project approach address a developmental problem or a crucial developmental bottleneck of the partner country or region? development bottleneck of the partner country or project region?
* Are the focus, prioritisation and objectives (approach) of the planned project aligned with the target groups and are they clearly defined?
* To what extent do the project objectives and design adequately take into account the specific needs of the target groups and structural obstacles in the project region, partner/institution, policy programmes?
* Are norms and standards of the approach compatible with those of the target groups?
* Is the project designed in a conflict-sensitive way (Do-No-Harm principle)?

**Coherence - How well does the intervention fit?**

* How coherent are the planned activities with human rights principles (inclusion, participation), conventions and relevant standards/guidelines?
* To what extent are there synergies and linkages between the planned project and other interventions by the same actor (organisation) and other actors?
* What are the similarities or intersections between the target groups and the projects of other actors in the same context? To what extent does the project add value and avoids duplication?

**Effectiveness - Which project approach can best achieve the objectives?**

* Are the causal relationships (including assumptions) plausible? What negative effects could occur?
* Is the chosen methodological approach appropriate to the context and sufficient to achieve the project objective? Are alternatives necessary?
* At which level (multi-level approach) are additional measures to increase effectiveness to be envisaged?
* How are changes measured? Which indicators (fields) are more suitable for this?

**Efficiency - Does the use of funds planned by the project appear economical in terms of achieving the objectives?**

* To what extent can the planned measures be implemented with the budgeted funds and personnel in the planned duration?
* To what extent are the planned expenditures used economically and are the investments, operating expenses and personnel in proportion to the intended objectives?

**Impact (significance) - To what extent does the planned project contribute to the achievement of overarching developmental impacts?**

* What specific contribution does the project objective (outcome) make to the overall objective (impact)?
* To what extent does the planned project have a structure-building, exemplary and broad impact?
* At what levels will norms or structures be changed?

**Sustainability - To what extent will the positive effects (without further external funding) continue after the end of the project?**

* How can the sustainability of the results and impacts be ensured and strengthened? (structural, economic, social, ecological)?
* What long-term capacities are built up in the target group to be able to continue the implemented measures on their own?
* What positive changes (role behaviour, mechanisms, networks and others) benefit civil society in the long term?
* Which personal risks for the implementers, institutional and contextual risks influence sustainability and how can they be minimised?

**4.3. Recommendations**

Based on the main findings and the assessment according to the DAC criteria, the consultant should provide concrete suggestions for the concept of the project

*Examples:*

* *Which components, if any, are missing in the project concept to make the cause-effect relationships more coherent and to sustainably achieve the planned objectives?*
* *Which planned components are not suitable or could have negative effects, and for what reasons?*
* *Which assumptions of the cause-effect relationships are viable?*
* *Which findings and project-relevant data of the study are suitable to be integrated into the project logic? (Impact matrix of the project proposal)?*
* *What are the recommendations for possible indicators for impact monitoring and data collection?*

## **4.4. Scope**

**a. Stakeholders**

The consultant will work closely with all partners, including the CBM and (partner organisations) and (relevant local government/non-government agencies). He/She will report to the CBM team (and …Director…). The consultant will execute his/her mission in complete independence and will receive only general instructions by CBM, justified by the necessities of the independent collaboration between the parties and the orderly execution of the confined tasks.

**b. Geographical Scope**

The project is located in *(region, county).* Thus the study shall analyse the situation in *(the x communities of ...).(please insert relevant details).*

**c. Documents to be reviewed**

*Please insert any related documents, such as actual project proposal, previous project reports, evaluations, organisational policies and strategies etc. relevant to this study*

# Methodology

Independent of the methods to be used, there are mandatory mechanisms that must be adhered to during the entire process:

* Participatory and inclusive
* Safeguarding of children and adults at risk
* Data Disaggregation (gender/age/disability)
* Data Security and privacy (informed consent)

The evaluator is expected to use a variety of methods to collect and analyse data. Participatory methods should be used to collect qualitative and quantitative data. The consultant shall indicate the methodology he/she intends to use in his/her offer.

*If a special method is required please mention this in this chapter. You may want to include which and how many actors with which backgrounds and interests are involved.*

# Limitations

*Please insert any potential limitation for data collection, e.g., timing and whether conditions, pandemic and movement restrictions, safety and security restrictions.*

*If remote or semi-remote methodology has to be applied, please outline this here.*

# **Deliverables and Schedule**

## 7.1. Deliverables

* inception report including proposed data collection tools and feasibility study question matrix (matching feasibility study questions with data collection tools);
* final report (max. 30 pages without annexes) according to CBM’s report template and in accessible format;
* materials, data collected/analysed and other documents related to the feasibility study;
* A summary Power Point Presentation highlighting main findings and recommendations.
* Presentation of findings and recommendations in a validation workshop

# 7.2. Time Frame and **Schedule**

The study is expected to start xxx, taking xxx days. An itemised action plan should be submitted with the expression of interest.

*Please adapt dates and duration according to needs and scope of the study*

| Activity Description | Duration/ days | Location |
| --- | --- | --- |
| Briefing and review of relevant documents | 3-5 |  |
| Inception Report, tools development | 2-5 |  |
| Data collection | 8-20 |  |
| Data analysis and preparation of draft report | 5-8 |  |
| Validation Workshop | 2 |  |
| Finalisation of feasibility study and submitting final report |  |  |
| **TOTAL** |  |  |

# Skills and Experience of Study Team

*Clarify what skills, academic and professional background and conditions will be needed on the team. Ideally teams need to be made up inclusive of men and women and persons with a disability.*

The consultant should have the following attributes among others;

*Please adapt the following list according to the project requirements*

* Academic Degree and extensive expertise and experience in (field of work);
* Proven record of carrying out similar studies in the region and/or xxx;
* Track record in designing and conducting quantitative and qualitative studies;
* Experience in undertaking research with remote and marginalized communities;
* Knowledge of international instruments and national statutes for persons with disabilities;
* Excellent interpersonal and communication skills including ability to facilitate and work in a multidisciplinary team;
* Strong analytical skills and ability to clearly synthesise and present findings;
* Ability to draw practical conclusions and to prepare well‐written reports in a timely manner and availability during the proposed period;
* Ability to speak local languages (xxx);

**Safeguarding Policy**: As a condition of entering into a consultancy agreement the evaluators must sign the CBM’s or the partner organisation’s Safeguarding Policy and abide by the terms and conditions thereof.

# Application and Selection Procedure

## **9.1. Expression of Interest**

The consultant is expected to submit both the technical and financial proposal including a description of the consultancy firm, CV of suggested team members, an outline of the understanding of these TORs and suggested methodology, and a detailed work plan for the entire assignment. A detailed budget for the expected assignment shall include all costs expected to conduct a disability inclusive and particiapatory study, and taxes according to the rules and regulations of the consultants’ local tax authorities.

CBM reserves the right to terminate the contract in case the agreed consultant/s are unavailable at the start or during the assignment and no

All expressions of interest should be submitted by email to: xxx (*or delivered physically to: xxx)* by *(insert date and time of deadline).*

# Selection Criteria

Only complete Expressions of Interest will be considered for selection. The assessment is broken down as follows;

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| ***Budget*** | ***20%*** |
| ***Technical proposal:*** | ***80%*** |
| Experience in the related task | 20% |
| Qualifications of team | 20% |
| Technical proposal and methodology | 40% |
| **Total** | **100%** |