

## Terms of Reference for Endline Survey of CDDiDRM & CCA Project

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## Endline Survey Summary

<b>Program/Project, Project Number</b>	Project Number: 3949 – MYP Project Name: Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation (CDDiDRM & CCA)
<b>Partner Organisation</b>	Centre for Disability in Development (CDD)
<b>Project start and end dates; phase of project if applicable</b>	January 2020 to December 2022
<b>Survey Purpose</b>	The purpose of the endline survey is to evaluate the effectiveness, efficiency and sustainability of the project interventions. It will also assess the overall impact of the results and value for money.  The endline survey is expected to provide a clear understanding about how and to what extent project activities are contributed to the overall objective of the project and achieved results and expected outcomes.
<b>Survey Type</b>	Endline
<b>Commissioning organisation/contact person</b>	Centre for Disability in Development (CDD) Broja Gopal Saha, Deputy Director, Centre for Disability in Development (CDD)
<b>Evaluation Team members (if known)</b>	Evaluation team including team leader, disability expert, DRR & CCA expert, data analyst and sign language interpreter for data collection
<b>Primary Methodology</b>	Mixed methods of Survey using both qualitative and quantitative technique in a participatory way
<b>Proposed Evaluation Start and End Dates</b>	4 <sup>th</sup> - 30 <sup>th</sup> September, 2022
<b>Anticipated Endline Survey Report Release Date</b>	30 <sup>th</sup> September, 2022
<b>Recipient of Final Evaluation Report</b>	Talal Waheed, DiDRR Global Advisor, CBM International  Oliver Neuschaefer, Humanitarian Coordinator, CBM International  Mushfiqul Wara, Country Director, CBM Global Disability Inclusion  Nazmul Bari, Director, Centre for Disability in Development (CDD)

## 1. Background of Project

Centre for Disability in Development (CDD) in partnership with CBM is implementing three (3) years project titled 'Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation (CDDiDRM & CCA)' project in selected areas of Dhaka North City Corporation, Gaibandha, Savar Municipality and Bagerhat. CDDiDRM & CCA project is implementing from January 2020 and will continue until December 2022.

The project is divided into three components. These are DiDRM in rural, DiDRM in urban and Disability inclusive Climate Change Adaptation (DiCCA) in coastal belt. Urban DiDRM component is being implemented by CDD along with Savar Municipality in Ward no 2, 4 & 6 of Savar Municipality and Disabled Child Foundation (DCF) is implementing in Ward no 23 of Dhaka North City Corporation (DNCC). DiCCA component is being implemented in Southkhali Union under Sharankhola sub-district of Bagerhat District in the coastal zone of Bangladesh. DiDRM in rural component has successfully phased out in June 2021. This endline survey will cover DiDRM in urban and DiCCA component of the project.

**Overall Objective:** Enhancing resilience of the most at-risk community through Sustainable Disability inclusive Disaster Risk Management (DRM) & Climate Change Adaptation (CCA) in rural and urban areas of Bangladesh.

**Specific Objective:** Communities in rural and urban areas of Bangladesh benefit from disability inclusive disaster risk management and climate change adaptation policies and practices.

### **Expected Result will cover under this evaluation:**

- 1. Result 2:** Capacities of concerned stakeholders in disability inclusive urban DRR in Savar and Dhaka City Corporation enhanced
- 2. Result 3:** Capacity of CDD and other stakeholders on Disability inclusive Climate Change Adaptation (DiCCA) at Southkhali Union of Sharankhola Sub-district under Bagerhat District strengthened, evidence-based adaptation measures practiced, documented and disseminated

The project focuses on both disability specific initiatives and disability mainstreaming in a twin-track approach in order to expand and consolidate disability inclusive development at the grassroots, on the one hand, and ensure its sustainability through institutionalization at all levels in local and national contexts.

The key focus of the project is to practice DiDRR & DiCCA at community level engaging persons with disabilities and their communities, Ward Disaster Management Committee (WDMC) and local government administration. This project helps to build resilience of the community people including persons with disabilities to deal with any kind of disaster. So that persons with disabilities, their family members and other most at risk group of people of that community can

easily cope up with such situation effectively. Besides, project supports to enhance knowledge and capacity of the community people including persons with disabilities on disability inclusive climate change adaptation. Also project demonstrate how persons with disabilities are empowered and practicing to access in different sectors. Project supports to enhance capacity of the other DRR & CCA practicing organization on how to address disability issues in their DRR & CCA initiatives.

### ***Pandemic COVID-19 and its impact***

Just after 3 month of starting the project, worldwide COVID-19 situation including Bangladesh impacted a lot to the operation of the planned project activities. From March 2020, all sorts of programs hampered, strategic changes took place in the operational process. As a result, activities on DiDRR and DiCCA were suspended. Series of activities were shifted and rescheduled with strategic changes. Also, activities were initiated for addressing COVID-19 situation in the community. For coping with the situation, online meeting, one to one communication maintaining physical distancing strengthen and mass gathering programs avoided.

### ***Location***

<b>District</b>	<b>Upazila/ Municipality/ City Corporation</b>	<b>Union</b>	<b>Ward</b>	<b>Remarks</b>
Dhaka	Savar Municipality	-	Ward no 2, 4 & 6	
	Dhaka North City Corporation	-	Ward no 23	
Bagerhat	Sarankhola Upazila	Southkhali	All 9 wards	

## **2. Evaluation Objective, Scope and Intended Use**

The specific objectives of the evaluation are as follows:

- To measure the impact of project interventions
- To identify the achievements considering expected result with effectiveness and efficiency
- To know how the results contributed for achieving both specific and overall objectives of the project
- To document good practices, outcome, story of changes that represent the overall scenario of the project interventions

### ***Scope of the Endline Survey***

The endline survey shall focus on the CDDiDRM & CCA project that is being implemented from January 2020 to December 2022.

**Intended Use**

- To identify remaining priority unmet needs of the communities of this program that will guide design of upcoming project.
- To understand strengths and challenges of the project considering strategies.
- To provide inputs into potential future DiDRR & CCA project.
- To document the learning from this phase of the project.

**Determine the target audience of the Endline Survey**

The endline survey is intended for CDD, partner organization and CBM. The learning, best practices and recommendations will be widely shared among non-government and government stakeholders at local, national and international levels.

**3. Evaluation Questions**

Evaluation area of Inquiry	Evaluation Questions
Relevance	<ul style="list-style-type: none"> <li>• What are the priorities unmet needs of the targeted communities that remain relevant for the next phase of the project?</li> <li>• How relevant was the combined effort from SHGs, WDMC, local government administration, Cyclone Preparedness Program (CPP) Volunteers, DRR &amp; CCA practicing organization to practice DiDRR &amp; CCA?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>• What have been achieved considering project expected result?</li> <li>• To what extent has the project completed activities against the plan in both qualitative and quantitative? What has succeeded, what has failed? Why?</li> <li>• How SHGs, WDMCs, local government administration, CPP Volunteers and DRR &amp; CCA practicing organization worked for practicing DiDRM &amp; CCA in the community?</li> <li>• What changes SHGs, WDMCs and local government administration made considering DiDRM &amp; CCA?</li> <li>• To what degree has SHGs/OPDs been capacitated on DiDRR and leadership?</li> <li>• To what degree has OPDs been capacitated on Urban DiDRR activities?</li> <li>• How disability inclusive climate change adaptation initiatives helped to enhance coping capacity of the persons with disabilities and their family member?</li> <li>• To what degree has CDD, sub partners and DRR and CCA practitioner organization been capacitated on DiCCA?</li> <li>• To what extent capacity of Urban Community Volunteers on search and rescue &amp; firefighting enhanced?</li> <li>• How effective was the rehabilitation services and how it has contributed to enhance the mobility and reduce risk of disaster of persons with disabilities?</li> </ul>

<b>Evaluation area of Inquiry</b>	<b>Evaluation Questions</b>
Efficiency	<ul style="list-style-type: none"> <li>• How project could influence DRR &amp; CCA stakeholders and help them to take initiative for taking inclusive measures in terms of DRR &amp; CCA?</li> <li>• How management, coordination system and monitoring mechanism worked during implementation of the project?</li> <li>• To what extent SHGs,OPDs and persons with disabilities involved to influence the local and national govt in terms of Disability Inclusion in DRM process?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>• What changes have been created among the community people including persons with disabilities and project participants as outcome of this project?</li> <li>• What impact of this project had on reducing the risk of disaster and climate change of persons with disabilities and other most at risk group of people?</li> <li>• Can the target population be considered better prepared for practicing DiDRR &amp; CCA in the community?</li> <li>• What are some of the best outcomes areas to showcase in the project?</li> <li>• What level of inclusion in DRR process that has been ensured by the project?</li> <li>• Were there any negative effects and consequences?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• What evidence demonstrated that the SHGs will continue their ongoing activities focusing DiDRR &amp; CCA after the project?</li> <li>• What indication shows that the local government, WDMCs and SHGs feel ownership for maintaining disability inclusive activities focusing DiDRR &amp; CCA done by the project?</li> <li>• Considering project outcome how the interventions will scale up for enhancing community resilience?</li> <li>• What will be additional intervention required to facilitate stronger sustainability of disability inclusion in DRR &amp; CCA?</li> </ul>

## **Gender**

Endline survey will consider gender aspects of the project and report on this. Data collection will be disaggregated according to the gender aspect of the project catchment area. The methodology will be ensured that the voices of both men and women are heard and considered. For each of the enquiry of the areas above, it would be useful to consider any changes in the participation of women and men and how factors will be influenced these changes.

## **Child and Adult Safeguarding**

Endline survey must consider child and adult safeguarding aspects and report on this. Like the present status of child and adult safeguarding in the project location, existing mechanisms which are practicing to ensure a safer working environment

for the children. And consultant team will must follow child and adult safeguarding policy of CDD and CBM.

#### **4. Methodology**

Consultant will conduct desk study and field study of the project documents. Relevant documents will be provided by CDD to the Consultant. The consultant will conduct consultations with CDD management and project team, and CBM representatives before field visits.

The endline survey should be participatory with all stakeholders including persons with disabilities where both quantitative and qualitative methods will be used. Considering the COVID situation, consultant will design detailed sampling tools, techniques and data collection process that should be used to avoid the risk of contamination.

The consultant is expected to provide detail methodology, schedule, and tools to the CDD and CBM management for feedback upon which the consultant will finalize the methodology.

#### **Location Selection**

1. All 9 Wards of Southkhali Union
2. Ward no 2, 4 & 6 of Savar Municipality
3. Ward no 23 of Dhaka North City Corporation

#### **5. Limitations**

The ongoing worldwide COVID-19 pandemic can become a major challenge at this time which may limit the endline survey result during the specified timeframe. Rigorous weather (monsoon) can be a challenge in some working locations. Besides, it may create challenge for the consultant to communicate with persons with speech and hearing impairment, persons with mental health needs and to involve persons with severe disabilities in the evaluation process.

#### **6. Endline Survey Team and Management Responsibilities**

##### **Commissioning responsibility**

The endline survey will be commissioned by CDD by contracting the Consultant(s), approving the design proposed by the Consultant. The evaluation report will be provided to CDD and CBM for appropriate distribution to stakeholders and finalized based on comments from CDD and CBM

##### **Evaluation Team**

It is expected that the survey team will include team leader (national consultant), disability expert (person with disability is preferable), DRR & CCA expert, data analyst and sign language interpreter for data collection.

The Consultants/ endline survey team should have

- At least seven 7 years' experience conducting and leading end line study both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
- All legal papers e.g. valid trade license, latest audit report, TIN etc.
- Higher university degree in disaster management, climate change adaptation and development
- Experienced in participatory evaluation methodologies, questionnaire development, testing and training and managing field enumerators
- Experience in quantitative as well as qualitative data collection and analysis
- Experience in disability inclusive disaster risk reduction and climate change adaptation
- Experience in documenting good practices, process documentation etc.
- Excellent writing skill of reports in English
- Sign language interpreter as team member for data collection
- The team shall include both male and female members and a person with disabilities in the team would be considered an asset.

## 7. Management of the evaluation and logistics

Name	Organization	Roles	Outputs
Consultant/ Endline Survey Team	External	<ul style="list-style-type: none"> <li>- Provide inception report</li> <li>- Develop detailed methodology</li> <li>- Train data collectors</li> <li>- Conduct interviews</li> <li>- Data analysis</li> <li>- Report preparation</li> </ul>	<ul style="list-style-type: none"> <li>- Inception Report</li> <li>- Data collection tools</li> <li>- Draft Report</li> <li>- Story of changes with photos</li> <li>- Final Report</li> <li>- 2-page summary of report</li> </ul>
Disabled Child Foundation (DCF)	Internal	<ul style="list-style-type: none"> <li>- Organize logistics</li> <li>- Provide knowledge of local context to the team</li> <li>- Support consultant to take interviews</li> </ul>	N/A
Self-help Group (SHG) Member	Internal	<ul style="list-style-type: none"> <li>- Support in interpretation of information</li> </ul>	N/A
CDD	Internal	<ul style="list-style-type: none"> <li>- Support by providing required documents, data and information linked with the project</li> <li>- Provide feedback on plan and report</li> <li>- Provide recommendation on acceptance of the final report</li> </ul>	N/A

Name	Organization	Roles	Outputs
CBM	Donor	- Review ToR, inception report, data collection tools, methodology and draft report and approve the final report	N/A

## Commissioning Responsibility

### Consultant/ Endline Survey Team

- Organizing team and managing work processes
- Developing evaluation methodology and liaising with CDD and CBM BCO regarding meetings required to be organized
- Managing any conflicts of interest if arise
- Development of interview question guides, provide training, testing approaches, and quality control
- Managing collection, collation and confidentiality of data
- Undertake endline survey team briefings and debriefings
- Conduct a briefing and a debriefing meeting at start and end of field level conversation with stakeholders.
- Ensuring deliverables are delivered by due dates

### CDD

- Development of endline survey ToR and share with CBM
- Identifying universal accessible locations for interviews/ meetings to take place
- Ensuring appointments for interviews for consultant team are organized
- Working with the Project Partner to manage logistics and source for required information
- Ensuring that access and inclusion factors are addressed, so that persons with disabilities can ensure their meaningful participation and active engagement

### CBM BCO

- Review draft ToR and approval of final ToR
- Participate in selection and approval of consultant and members of the evaluation team
- Confirming methodology of the process proposed by consultant
- Participate in key planning and scoping meetings with consultant
- Communicate with CBM Germany and DIDRR advisors on any significant issues arising during the process
- Reviewing draft report and approval of final report

## 8. Expected Documents and Outcomes from Consultant

Selected consultant/evaluation team will provide following deliverables considering digital accessibility:

- Inception report including detail methodology, data collection plan and time frame considering digital accessibility
- Data collection tools both in Bangla and English
- Signed safeguarding code of conduct by the consultant and team before initiating the field level work
- Draft reports in soft copies in MS Word and PDF format considering digital accessibility
- Final evaluation report in soft copies in MS Word and PDF format considering digital accessibility (within 25-30 pages)
- A 2-pager summary report in soft copies in MS Word and PDF format considering digital accessibility
- Story of changes with photos considering digital accessibility that represent the success of project interventions to get the change and impact of the project
- Present findings of the endline survey with CDD and CBM via online platform

Final Inception Report due by: 9<sup>th</sup> September 2022

Draft Report due by: 23<sup>th</sup> September 2022

Finalised Report due by: 30<sup>th</sup> September, 2022

## 9. Duration and Phasing

It can be considered a planning meeting with CDD and CBM that is scheduled weeks before the field work, where methodology and sampling is discussed.

Task	Location	Number of Days	Expected Dates
MoU Signing and Project Brief	CDD Office	1	4 <sup>th</sup> September 2022
Desk review of information and submission of inception report	Consultant's office	2	6 <sup>th</sup> September 2022
Review and feedback from CDD and CBM on inception report	N/A	2	8 <sup>th</sup> September 2022
Reviewed inception report submission by consultant	Consultant's office	1	9 <sup>th</sup> September 2022
Data collection tools of endline survey developed	Consultant's office	2	11 <sup>th</sup> September 2022
Review and feedback from CDD and CBM on data collection tools	N/A	2	13 <sup>th</sup> September 2022
Reviewed data collection tools submission by consultant	Consultant's office	1	14 <sup>th</sup> September 2022
Field Visit and Data collection	Southkhali, Savar Municipality, DNCC	5	19 <sup>th</sup> September 2022

<b>Task</b>	<b>Location</b>	<b>Number of Days</b>	<b>Expected Dates</b>
Consultant submits i) Draft report ii) Story of Changes with photos iii) Draft 2-page summary of report	Dhaka	4	23 <sup>th</sup> September 2022
Comment on draft report, and story of Changes with photos by CDD and CBM	Dhaka	5	28 <sup>th</sup> September 2022
Consultant makes changes and submits final report, story of changes with photos and 2-page summary of report	Dhaka	2	30 <sup>th</sup> September 2022
Present evaluation findings with CDD and CBM through meeting by consultant	Dhaka	2	30 <sup>th</sup> September 2022

## **10. Costs and Payments**

The cost for evaluation should take into account all HR costs and professional fees, travel costs, daily allowances and other expenses. CDD will make payments by bank transfer to the firm's/individual's bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work

- 1<sup>st</sup> Payment: 30% of contract value will be paid based on submission and acceptance of inception report
- 2<sup>nd</sup> Payment: 40% of the contract value will be paid based on submission and acceptance of the data collection tools
- 3<sup>rd</sup> Payment: 30% of contract value will be paid based on submission and acceptance of final evaluation report, story of changes with photos and 2-page summary of report

**VAT and tax will be deducted from source as per government's NBR policies.**

## **11. Applications**

Expressions of Interest shall be submitted by **30<sup>th</sup> August 2022** to [info@cdd.org.bd](mailto:info@cdd.org.bd) by mentioning in the subject line 'EoI for Endline Survey of CDDiDRM & CCA Project' and shall include:

- Brief description of consultancy firm/consultant/team
- Detailed CVs of each suggested team member
- Understanding of this ToR and suggested methodology
- Availability of team and suggested schedule
- Financial proposal

Only complete applications will be considered for the next stage of selection. CDD may ask for references and/or examples of previous work and reports during the recruitment process. CDD reserves the right to terminate the contract in case the suggested and agreed upon team members are unavailable at the start of the evaluation and no adequate replacement can be provided.

Each team member, including interpreters, enumerators etc. need to fully comply with and sign CBM's and CDD's Code of Conduct and Child Safeguarding Policy as well as commitment to data security and privacy.

## **12. Attachments**

All the necessary document will be made available to the consultant after signature of contract.

### 13. Appendix 1: Stakeholder Analysis for Evaluation

<b>Stakeholders</b>	<b>What is their interest and contribution in the proposed project?</b>	<b>What is their power and influence in the project</b> (1-5 rating, 1=low, 5=high)	<b>Will the project involve / these stakeholders in the evaluation? How?</b>
<b>Primary Stakeholders</b>			
Self-help Group (SHG)	Skill and knowledge of these members will be enriched on Institutional management, Leadership, Resource mobilization, Documentation, etc.	4	They will be involved in evaluation through participate in focus group discussion and KII
Parents / Caregivers of persons with disabilities	Learn basic therapy and provide same for better care of children with disabilities	4	Interview
WDMC & CPP	WDMC and CPP will be able to manage disaster situation through own initiatives	4	They will be involved in evaluation through participate in focus group discussion and KII
<b>Secondary stakeholders</b>			
Union Parishad/ Municipality	Awareness, disability, disaster risk reduction and climate change adaptation	5	Interview
Community people	Awareness on disability and disaster, climate change	3	FGD/KII