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Terms of Reference (ToR)
Project Completion and Impact Assessment
On
Haor Infrastructure and Livelihood Improvement Project
and Climate Adaptation and Livelihood Protection (HILIP-CALIP)

1. Introduction

The Haor Basin in north-eastern Bangladesh is subject to very peculiar conditions and suffers from extensive annual flooding. This makes livelihoods extremely vulnerable and limits the potential for agriculture production and rural enterprise growth. For about 6 to 7 months of the year, the cropped land remains completely inundated. Strong wave action adds to the vulnerability as it can potentially wash away the land and poses a major threat to many villages in the Haor. Rural poor households have to depend upon fisheries and off-farm labour. The communication infrastructure is poorly developed with submersible rural roads providing some connectivity during the dry season and boats being the main source of communication during the flood season. The poor communication network limits the incentives for increasing production, discourages rural growth, limits access to markets and off-farm employment opportunities and limits access to existing social services particularly health and education. Protection of villages against flood action, proper management of the fishery resources and securing existing livelihoods such as crop and animal production are critical needs for the poor rural households living in the Haor region.

Haor Infrastructure and Livelihood Improvement Project (HILIP) and Climate Adaptation and Livelihood Protection (CALIP) are supported by the International Fund for Agricultural Development (IFAD) with a total amount of US\$134.84 of which GoB amount is US\$33.84 million HILIP is being implemented by the Local Government Engineering Department (LGED) effective since January 2012 and that of CALIP from July 2014.

2. Development objectives of the Project

The following Development objectives have been set to improve the living standards and reduce the vulnerability of the extremely poor living in the project areas:

- enhance access to markets, livelihood opportunities and social services;
- enhance village mobility, reduction in production losses;
- enhance access to fishery resources and improve conservation of biodiversity;
- enhance production, diversification and marketing of crop and livestock produce;
- efficient, cost effective and equitable use of project resources by stakeholders; and
- Enhance awareness, capacity and knowledge to contend with climate change impacts

The following components are set under HILIP-CALIP in order to achieve the above project activities:

1. Communications Infrastructure: Construction of Upazila roads, Union roads, Bridges and Culverts on Upazila roads, Bridges and Culverts on Union roads, Bridges and Culverts on community roads, Boat Landing Ghats, Minor Earth works/Road Alignment, Bridges and Culverts in Sunamganj district.

2. Community Infrastructure:

HILIP Part: Construction of Community roads, Market development, Village protection, Village Market protection, Informal Market Collection Point etc.

CALIP Part: Village protection Infrastructure, Village Internal Service, Model Village development, Pilot Testing of beel bank protection, Pilot testing of Killa protection, Pilot testing of Upazila/Union slope protection.

3. Community Resource Management: Leasing of Beels, formation of Beel User Groups

(BUGs), establishment of fish sanctuaries, Canal and Beel re-excavation, swamp tree plantation etc.

4. Livelihood Protection:

HILIP Part: Forming farmers' groups (Common Interest Group), adaptive research through demonstration, development of seed production, develop progressive farmers, promotion of IGAs through improved farm management, training and demonstrations, development of input suppliers, organization of market-based farmers' associations, linkage with markets and farmers, innovative business and employment creation, social awareness building, and awards for best practices.

CALIP Part: Village Forestry Training (Bamboo, Murta, Hizol, Koros, Medicinal and Fruit plant etc), Pond Fisheries Training, Advanced Improved Training (Wood, Bamboo, Cane, Jute and other products/Block Batik, Packaging, Nakshi Katha, Candle making etc).

Vocational Training (Diesel Engine, motor Cycle, Mobile phone, Computer, Refrigerator repairing, House wiring and electrification, Plumbing, Welding, Tailoring and Driving cum Automechnic etc).

5. Capacity and Knowledge for Building Resilience: Action Research, Flash Flood Early Warning System Development and dissemination by partner organizations/institutes like BWDB, IWFM (BUET) and BMD.

6. Project Management: Study, staff training, workshops, staff management etc.

3. Target Group:

The main target groups of the project are: (i) poor households living in the Haor and extreme poor to relocate elsewhere; (ii) smallholder farming household; (iii) small fishing households deriving a major share of their income from fishing; (iv) women from poor households; and (v) small traders in local markets. The direct HILIP beneficiaries are: (i) members of Labour Contracting Societies (35,000); (ii) Beel User Groups (13,020 fishers); and (iii) Livelihood Protection (94,000). The total number of direct beneficiaries is 142,020.

The target population of CALIP are small and marginal farmers, fisher-folk, landless people, poor women (key focus group) and small traders. The direct beneficiaries are: (i) members of Labour Contracting Societies (LCS) (10,600); and (ii) participants of value chain subsectors and vocational training (81,350). The total number of direct beneficiaries is 91,950. Infrastructure and services beneficiaries in village protection and model village (8850 HHS) and village internal services (10,000 HHS). In addition, it is anticipated that approximately 3 million (688,000 HHs) farmers will benefit from agro-meteorological and flash flood forecasts for improving crop management.

4. Geographic overview of the project

The project is being implemented in 28 Upazilas under 5 Haor districts

District	Upazilas	Name of Upazilas
Sunamganj	11	Sunamganj Sadar, Tahirpur, South Sunamganj, Bishwambarpur, Jamalganj, Derai, Sulla, Chhatak, Dowarabazar, Dharmapasha, & Jagannathpur
Habiganj	3	Azmiriganj, Lakhali, Baniachong
Netrokona	4	Khaliajuri, Kolmakanda, Modon, Mohanganj
Kishorganj	4	Itna, Mithamoin, Astagram, Nikli
Bramanbaria	6	Nisirnagar, Nobinagar, Sarail, Ashuganj, Brahmanbaria Sadar, Bancharampur
Total	28	

5. Scope of Services:

The study will be conducted to obtain adequate information to address, but are not limited to the following:

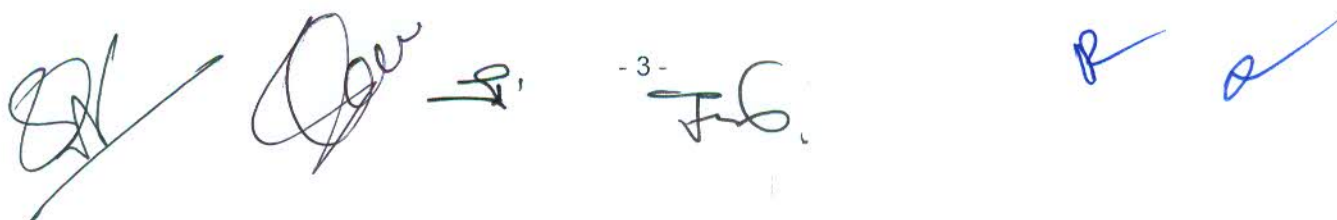
- Task I. Assess the overall impact of the project's activities on beneficiaries related to socio-economic status, improvement in production/sales, and gender dynamics, and measure their impacts in today's context.
- Task II. Collect information on changes to transport costs, journey time, access to markets & services, changes in enterprises and employment, and other perceived benefits for project interventions.
- Task III. Assess the effectiveness of all piloted climate-smart Community Infrastructure and identify the immediate results and impacts of project interventions.
- Task IV. Identify the total value of the infrastructure or asset protected from climate events (NOT the investment cost) due to CALIP community infrastructure interventions.
- Task V. Identify the land under climate-resilient practices of wetlands (beel in hactres), pond fisheries, village forestry, protection from erosion or flooding, internal services, etc.
- Task VI. Assess the sustainability of fishery resources and number of fishermen's access to water bodies (beel).
- Task VII. Identify income streams diversified in the targeted group of livelihood protection through training and demonstration.
- Task VIII. Assess the increased agricultural production and income (Crop, Livestock & Fisheries) due to project intervention of the target beneficiaries of women, men, youth and their livelihood improvement, food security, household assets, and empowerment as well.
- Task IX. Assess the social impact (health, education, etc) due to better connectivity created by the Project.
- Task X. Identify the number of people and institutes receiving agro-meteorological weather and flash flood forecasting and describe its impacts to save the Boro crops.
- Task XI. Conduct a comparative analysis of baseline and mid-term versus end-line intervention to assess the project effectiveness (in dry and monsoon periods) and evaluate impact, concerning the set indicators.
- Task XII. Review the status of achievement of project objectives and observation with regard to achievement of the objectives and log frame;
- Task XIII. Identify project best practices and lessons learned that can be scaled up and conduct at least 20 case studies/success stories covering all components.

6. Objective of the final impact assessment study

A baseline survey of the project provided baseline data for the project. The completion and impacts study are designed to capture the end line values of the project's key indicators, capture a few additional measures, and assess project effect.

The main objective of the study is to assess the overall impact and outcome of the project to see the impact in the wider effects of the program – social, economic, technical and environment, communities and institutions.

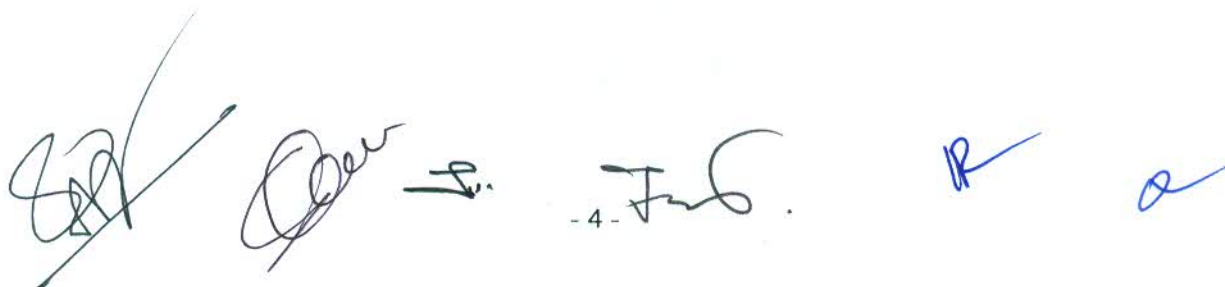
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7. Responsibilities of the consultants

The Consultant will conduct a gender-sensitive multi-dimensional completion and impact study. The study will include qualitative and quantitative approaches with a variety of primary and secondary data sources including participatory methods. The study will include the following methodology (not exclusively): desk-top analysis of relevant documents including but not limited to the followings: programme design report, annual supervision and support mission reports, Log frame/ORMS, RIMS baseline and mid-term survey reports, progress reports, etc. The survey of households and other actors of the value chains, focus groups, key informant interviews, physical observation, local and national workshops, etc.

- The Consultant will design and facilitate training programmes for coordinators and enumerators in order to understand the survey questionnaires to develop skills in interviewing the sampled households and communities/villages. The training should cover both in-house and in field test, and obtain feedbacks from the supervisors and enumerators in order to finalize the questionnaires. The training will also cover the instruction and guidelines on data entry work.
- The Consultant will design household questionnaires/checklist to assess the impact of the project and must in order to discuss and agree with the PMU, HILIP-CALIP for finalization under IFAD supervision.
- The firm will ensure the geo-references all the observed physical infrastructure and sample project interventions.
- Traffic survey: All the sample roads will be selected for traffic survey. Traffic survey will be undertaken for 12 hours, from 6.00 am to 6.00 pm. The survey will be conducted for 02(two) days, one hat day and the other for non-hat day. Weighted average traffic count for both mechanized transport (MT) and non-mechanized transport (NMT) will be made.
- Review sample of programme villages and households previously used by the project for baseline and mid-term impact assessment surveys, based on which, propose a suitable sample of villages and households, both with and without the HILIP-CALIP PMU support, to assess impact of the HILIP-CALIP programme. The programme sample should cover the target villages and households that have benefited from different project components.
- Design household and community (village head) questionnaires to assess impact of the HILIP-CALIP programme in order to discuss and agree with the PMU for finalization.
- Design data entry template in Excel software.
- Prepare a manual for household and community interviews as well as guidelines for data entry.
- Design and facilitate a training programme for supervisors and enumerators in order to understand on survey questionnaires and to obtain good skills in interviewing the sampled households and communities/villages. The training should cover both in-house and in field pilot, and obtain feedbacks from the supervisors and enumerators in order to finalize the questionnaires. The training also cover the instruction and practising on data entry work.
- Support the PMU/PIU to work out detailed planning for field survey and provide technical assistance for PMU/PIU supervisors and enumerators during the first week of survey in order to ensure that the interviews will be properly conducted.
- Provide proper instruction and coaching support to the supervisors and M&E staff in data entry and data verification using excel file designed by the consultants.
- Analyse the survey data in order to generate impact findings in the 9 impact domains.
- Write draft survey impact assessment report and send it to the PMU for comments and inputs, based on which finalize the report.

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8. Suggested minimum sample size and its allocation

The selected firm is recommended to submit their own sample size to meet the objectives of the study successfully

Questionnaire/checklist	Traffic count surveys	FGD	KII	Consultation Meeting	Success stories	Physical Verification	Workshop/Seminar
<ul style="list-style-type: none"> -Villagers (House Holds) beside constructed road; -Road User and road side shop; -Owners of Demonstration (Receive Input) -Members of Demonstration Group (Without Input support) -General Public/Farmers (Living in the same areas) -Paravet trainee and innovative employment member; -HILIP part other infrastructure beneficiaries ; -Beel User members; -Canal excavation & swamp tree beneficiaries; -LCS members; -CALIP part infrastructure beneficiaries ; -CALIP training beneficiaries 	28 (Upazila, Union and Community Road covering five districts)	<ul style="list-style-type: none"> -Common Interest Group(CIG) -Bill User Group (BUG) -LCS -Market Management committee (MMC) -Infrastructure Management Committee(IMC) -Pond Fisheries Group; -Advance Improved Group; - Vocational Group; -Women group; 	Project Director, Deputy Project Director; Executive Engineer, Upazila Nirbahi officer, Chairman, Deputy Director (Agricultural Extension), District Livestock Officer, District Fisheries Officer, Upazila Agriculture Officer, and Upazila Engineers, other stakeholders like Institute of water Modelling(IWM), Bangladesh Meteorological Department(BMD), Flood Forecasting and warning centre (FFWC), Institute of Water and Flood management(IWFM), World Fish Center etc	District Level to validate the findings	<ul style="list-style-type: none"> -Civil Works-; - Livelihood- (HILIP, CALIP); - Community Resources 	<ul style="list-style-type: none"> -Road with Bridge/Culvert-; Boat Landing ghat-, Irrigation infrastructure-, village markets, Village protection works, Market protection, innovative infrastructure-; CALIP-Village internal services, Village protection, Model village, Killa, Road Slope protection 	<ul style="list-style-type: none"> -Inception Report -Draft Final Report -Final Report (National Level)

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9. Derivables and schedule

During the entire study tenure, the following reports should be submitted to the Project Director, HILIP as specified below:

Key Tasks	Time Period	Location
Submission of the inception report, including work plan, methodology and other tools (5 Copies).	Within 15 (fifteen) days after signing of the contract.	PMU, HILIP
Questionnaire preparation and discussion with PMU, HILIP	30 days from the date of signing the contract.	PMU, HILIP
Submission of Draft final Report (10 Copies) covering all tasks in the scope of services and presentation in a national workshop.	After completing 4 months of the contract	PMU, HILIP-
Final Report (10 Copies) along with soft copy in MS Word and PDF	Within the contract period after having feedback from the PMU and LGED.	PMU, HILIP

Applicants are requested to submit a tentative study schedule. Sample schedule is given below:

Activities	Tentative time
Planning stage	
Desk study of project documents and M&E data	
Theory of Change analysis	
Sampling design (villages/districts, households, with and without project)	
Questionnaire design for households and community/village	
Development of field interview guidelines/manuals	
Providing training for enumerators and supervisors, pilot-testing and finalizing the questionnaires	
Quantitative data collection / survey stage	
Fieldwork data collection / technical assistance	
Supporting data entry to PRCO	
Cleaning the collected data	
Data analysis and report writing stage	
Analysis of collected data from survey, drafting impact assessment report and sending it to PRCO for comments/inputs	
Finalization of the impact assessment report	

Report should be written in English. The final report should be supported with relevant data, photos and maps. All field notes and the data should be submitted as annexure with the final report and also be uploaded online for real time monitoring and knowledge retention.

Follow-up meetings will be held from time-to-time as per requirement of HILIP-CALIP, LGED and IFAD. During the implementation, any other important information may be added/ deleted during discussion periods that will become an integral part of the TOR. The firm will coordinate with the Project Director, HILIP-CALIP, LGED or his assigned project official about the progress of the study or any other issues related to the study.

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10. Professional Staffing Inputs to be provided by the Firm/Institute.

The firm will provide a list of proposed team as stated below for accomplishing the tasks with specific deliverables for each member; the firm may propose a team with fewer or more members for a particular position.

SL No	Position	No. of staff/consultants	Tentative staff months	Qualification and Experience
1	Socio-economic experts cum Team Leader	1	5	Master's degree in any discipline with 12 years of work experience out of which 10 years of experience in programme/project impact assessment and evaluation. Knowledge about donor funded programmes in Bangladesh. The team leader should have 2 years of experience as team leader or deputy team leader or similar position. Computer and communication skills is must.
2	Livelihood expert	1	2.5	Master's degree in in any discipline with 10 years of experience out of which 8 years of experience concerning agriculture, livelihood, and training impact analysis, assessment of socio-economic condition of the targeted people. Ability to produce a report with actual data from the beneficiaries comparing with baseline report. Computer skill is must.
3	Fisheries Expert	1	2	Master's degree in Fisheries with 10 years of experience out of which 08 years of experience in Fisheries sector including impact assessment/study. Computer skill is must.
4	Rural Infrastructure expert	1	2	B.Sc degree in Civil Engineering with 10 years of experience out of which 8 years of experience in roads, bridges, and rural infrastructure development or relevant studies related to infrastructure. Computer skill is must.
5	Climate Change Expert	1	2	B.Sc degree in civil Engineering or Masters degree in environmental sciences/water resource management or Masters degree in relevant field having 10 years experience out of which 8 years professional expertise in planning, managing and implementing climate change adaptation and resilience activities. Computer skill is must.

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6	Gender Expert	1	2	Master's degree in any discipline with 10 years experience out of which 8 years experience in working with women's economic empowerment, and/or gender/social inclusion related job preferably in development projects .Computer skill is must.
Non Key Staff				
7	Data Analyst	1	2	Gradute degree in any discipline with 6 years of experience, out of which 4 years of experience in this type of study as data analyst. Computer skill is must.
8	Coordinator	1	2	Gradute degree in any discipline with 5 years of experience out of which 2 years of experience in this type of study as Coordinator or Supervisor.
9	Enumerators	10	20	Gradute degree in any discipline and should have experience in data collection, analysis of data and computation. Computer skill is must.
10	Data Entry Operator	2	3	Gradute degree in any discipline with 5 years of experience out of which 2 years experience in data entry of large statistical data.Computer skill is must.

11. Duration of the Study:

(Five) months from the date of signing of the contract

12. Mode of payment

Payments shall be made in line with agreed outputs according to the following schedule:

- **Inception Report:** Ten (10%) lump-sum contract prices shall be paid upon submission of the Inception Report duly accepted by the Client.
- **Draft Final Report:** Fifty (50%) lump-sum contract prices shall be paid after submission and presentation of the draft report duly accepted by the Client.
- **Final Report:** Forty (40%) lump-sum Contract prices shall be paid after incorporating all suggested views in the report and submission of the final report duly accepted by the Client

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13. Support to be provided by the client

The consulting firm will work independently with his/her team in Haor area for the assignment. HILIP-CALP, LGED will not facilitate any transport, office space, accommodation or food for the consultants in the field. The project will support the selected firm in the following:

- Provide all HILIP-CALIP programme and other related documents in English to the impact assessment team, including but not limited to programme design report, supervision and support mission reports, MTR report, progress reports, any surveys or specific studies undertaken by the programme (including the RIMS baseline and mid-term survey).
- Provide all updated M&E and MIS data (including RIMS data) and the programme Log frame (ORMS).
- Provide support (non-financial) on logistics (including domestic travels to programme sites) and facilitate for training and interview meetings with households and village/community heads according to agreed field survey plan.
- Assign qualified programme staff to engage in the survey as supervisors and enumerators who will work under technical supervision by the consultants.
- Be responsible for field data collection supervision (including interviewing, supervising and quality control works in the field) and data entry as schedule, and send the final set of survey data (in electronic files) to consultants for analysis in due time.



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