

1. Introduction

A. About the Organization:

Coastal Development Partnership (CDP) is a not-for-profit, public interest serving Non-governmental Development Organization. CDP has been advocating for human rights-based, people-centered sustainable development in Bangladesh since 1997. CDP was initiated as the Secretariat to coordinate a people's movement of local NGOs who were trying to relieve the sufferings of the waterlogged people in the southwest coastal region of Bangladesh. During 1997-2007, CDP used to work on the South-west Coastal Region of Bangladesh. Since 2008, CDP has been working in different parts of the country. CDP, over two decades, has been maintaining a proven track record of research, up-scaling knowledge, capacity building and innovative services for the benefit of poor, marginalized and discriminated communities. In addition, CDP has been campaigning and advocating for relevant changes in practices or policies at different levels (local, national and international) to establish people's rights over the common resources (access to open water, public land, wetland and forest resources etc.). CDP also monitors sustainable development goals (SDGs) and development effectiveness of the international finance and critically engage with the International Financial Institutions (ADB, World Bank & IMF), donors and UN policy processes.

CDP works with socially discriminated and marginalized people (poor, women & children) and communities (indigenous, rural, coastal, urban slums, ethnic & religious minority) as well as CSOs from grassroots to international levels in order to achieve peace, human security, people's climate resilience & development justice. CDP also works with national and international networks and advocacy groups to promote development effectiveness & good governance.

B. About the project:

CDP has been implementing Climate Change related project since 2002. CDP was one of the implementing organizations of the first Climate Change related project in Bangladesh back in 2002. Since then, CDP has implemented numbers of projects, studies and advocating for Climate Resilient development, Low Carbon Development Pathway. Following the two decades long experience on the issue, in 2020 CDP started to implement the second phase of a three-year project titled "Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)" with 20 communities (14 rural villages & 6 urban slum) in five districts (Dhaka, Khulna, Barisal, Jhenaidaha and Bagerhat) with a goal to ***Contributing in Building Sustainable Climate Resilient Low-Carbon Development Pathway in Bangladesh***. The project is supported by Bread for the World. The first phase was implemented from 2017 to 2020. The Second phase of the SPACE project targeted whole of the community in 14 rural villages and 6 urban slum areas. Total approved budget of the project is 64,279,960.00 BDT. German based donor organization Bread for the world supports 63,580,589.00 BDT out of the total approved budget.

Terms of Reference
for the Evaluation of CDP's
Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)
project

Target groups:

Group Type	Urban HHs	Rural HHs	Total HHs	Total Population
Community	498	3779	4277	17,339
High School Students (50% Girls)				4,000
Youths (50% female)				500
CSOs (NGOs, Journalists, religious leaders)				410
Local Government Representatives				60

Project Location

District	Upzaila	Union/Ward	Village/Slum
Dhaka	DNCC	Ward No 28	Kashemer Bosti Nagar Bosti
Khulna	Batiyaghata	Jalma	Kachubunia Dauniafad Mathabhanga Jalma
Khulna	KCC	24 No Ward 31 No Ward	Simkir Bosti Lobonchora Bosti
Bagerhat	Rampal	Rampal Sadar	Kamranga Gabbunai Rampal Sreefoltola
Jhenaidaha	Jhenaidaha Sadar	Kumrabaria	Jhapjhapia Nebutola Rautail Goalbaria
Barisal	Barisal Sadar	Kawar Char	Satani Nayani
Barisal	BCC	Ward No 19	Hiron Nagar Bosti Adi Shoshanghat Bosti

In project areas, multiple frequently occurring climatic hazards with higher magnitude contributing to different level of climate risks. Poverty, poor housing structure and nature-dependent livelihood are increasing climate vulnerability in the project areas. Studies have recognized that climate change will significantly increase climate induced diseases. Climate change imposed public health risks at community level are neither popularized nor addressed by GO & NGO interventions.

Lack of awareness & skills for integrating adaptation and mitigation actions are hindering communities' efforts to reduce climate risks. Without skilled and capable community, it

Terms of Reference
for the Evaluation of CDP's
Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)
project

will be difficult to reduce climate risks. The potential of renewable energy technology except Solar Home Systems (SHS) & energy efficiency is not yet mainstreamed. Lack of actions to ensure women's participation in promoting Sustainable Climate Resilient Low-Carbon Development Pathway. According to the 7th Five Year Plan, number of urban slums will be increased due to internal migration pushed by climate change induced livelihood crisis of the rural people. Nevertheless, the lack of recognition of the urban poor in national climate policy and plans has impacted on the less presence of NGOs to do climate adaptation projects in urban areas in comparison with rural areas.

The project objectives and indicators are as follows:

Objective	Indicators
Objective 1: 20 communities (14 villages, 6 urban slums) in 5 districts of Bangladesh are increasing their resilience towards the impact of climate change with integrated adaptation and mitigation actions.	50% of the rural and urban households (2047 HHs) reduce their climate risk by 30% compared to risk assessment data.
Objective 2: 20 communities (14 villages, 6 urban slums) in 5 districts of Bangladesh contribute to a reduction of CO ₂ Emissions.	In at least 2 UPs Local Sustainable Climate Resilient Low Carbon Development Plan have been developed and actions have been started to implement the same
	30% of the HH (1228 HH) have reduced their electricity consumption

2. Reasons and Objective of the Evaluation

The current phase of the SPACE project will be completed by February 2024. Due to COVID 19 and other operational delays CDP has applied for a no cost extension for another 3 months which is yet to be approved by the BFTW. If approved the project will end on 31 May 2024. It was planned that an evaluation will be conducted during the course of the project.

The main objective of this evaluation is to provide an overall external assessment of the performance and the results of the project. The evaluation will focus on assessing the project intervention's relevancy, effectiveness, efficiency, impact and sustainability. The evaluation findings will be used in developing or adjusting strategies, approaches.

3. Key Questions to be answered

The evaluation will answer the following questions and provide recommendations. To answer the key questions. The assessments should be done following the five DAC criteria (relevance, effectiveness, efficiency, sustainability and impact).

Relevance

- How relevant are the project outcomes and the activities implemented by the project in relation to its set objectives and current contexts?

Effectiveness

Terms of Reference
for the Evaluation of CDP's
Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)
project

- How effectively and to what extent the project is progressing towards its planned outcome?

Efficiency

- How efficiently the project resources are managed to achieve the set target?

Impact

- To what extent and how the project is contributing towards the achievement of the overall goal of the project?
- To what extent the whole village approach is contributing towards the improvement of social peace, reduction of conflicts and enhancement of local climate resilience?
- How the project is contributing towards gender equality?

Sustainability

- To what extent the beneficiaries/stakeholders of the project can continue the positive effects/changes of the project after phasing out?
- What are the good practices and innovation introduced by the project that will be continued by the beneficiaries after the project?

Additional questions to be answered

- How appropriate was the risk reduction approach of the project?
- To what extent the youths and adolescents are contributing in building community resilience?
- How far the project has mobilized the Union Parishads towards a low-carbon development pathway?

4. Stakeholder Involvement

The followings are the stakeholders to be consulted for the assessment.

- (a) Communities: Urban and rural communities of the targeted 20 areas (slum and villages) in five districts (Dhaka, Khulna, Barisal, Khulna, Jhenaidaha)
- (b) Climate Clubs: Climate Club members and mentor of the climate club. It is to be noted that 20 climate clubs are in place in 20 schools.
- (c) Village/Slum Resilience Committee (VRC/SRC). There are 20 VRC/SRC in total.
- (d) Local Government representatives;
- (e) Religious leaders in the four districts;
- (f) Youth Club members: There are 25 youth clubs.
- (g) Local CSOs/NGOs;
- (h) Government Officials

5. Evaluation Design/Methods:

The evaluation should provide credible and useful results. The evaluator expert/team should use a mixed methods (Quantitative and Qualitative) using the participatory tools. The method /design must comply with the OECD-DAC standard. The evaluation

should cover 50% of the project areas. Respectful dealings with all stakeholders must be always guaranteed. The evaluator is expected to conduct but not limited to the followings:

- (a) The evaluator will undertake a participatory approach in carrying out the evaluation of the project.
- (b) Review/study of project documents
- (c) Conducting questionnaire survey (QS) on a representative sample of target group/beneficiaries to be selected on random sampling basis for collection of necessary data/ information from them
- (d) Conducting focus group discussions (FGDs) with target groups;
- (e) Carrying out intensive interview with local key informants like community leaders, elected representatives of Union Parishads and Upazila Parishads, and relevant government officials of upazilas/ districts;
- (f) Preparation of case studies with specific mention of significant qualitative changes that have taken place in the lives of the project beneficiaries;
- (g) Carry out an analysis of strengths, weaknesses, opportunities and challenges of the project as compared to requirements for achieving the set project objectives.
- (h) Conducting intensive and extensive discussion or interview with project staffs.

6. Users of the Evaluation

The evaluation results will be used by CDP, target groups, Bread for the World and other related stakeholders. The evaluation result will help the organization for future interventions and organizational development process.

7. Evaluation Period/Time frame

The evaluation should be completed in total 45 Days (Tentatively starting from February 7, 2024) The number of working days will be agreed upon in the first meeting with the consultant, based on the submitted consultancy proposal/Offer.

8. Expected Outputs from the Consultant

The consultant is expected to

- a. Submit an inception report, data collection tools and a detailed time frame. Preparation and submission of information collection tools to be used and the field plan get approval for the same from CDP. Preparation of activity timeframe for performance of the assignment and get approval of the same. The activity timeframe will include, among others, the last date of submission of draft report and the final report after accommodating the reasonable feedback/ comments/ observations of CDP and the donor.
- b. Submit a draft report for review (dates to be finalized)
- c. Submit a final report (dates to be finalized).

9. Expected Minimum Qualifications of the Consultant(s)

It is recommended that consulting firm/individual will form a team of experts with diverse background in the field of climate resilient development, low carbon development pathway, gender, empowerment, community-driven development, social/environmental movements and advocacy be employed for carrying out this task.

- Sound and proven experience in similar types of assignments is a must
- Consultant/ team must have significant knowledge and understanding about the climate change, exposure, climate vulnerability, Hazard and Risk.

10. Supports and services to be available from CDP.

- CDP will provide all necessary documents, data and information necessary and asked for the purpose of carrying out this assignment by the consultants.
- The project staffs will extend required cooperation in carrying out the evaluation and arrange all meetings with all concerned as mentioned in this ToR and as required by the evaluation team during the process of performance of the assignment.

11. Contents of the Offer

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Not just copy and paste from the ToR content)	2 Page
Methodology	2 Pages
Work Schedule	1 page
Team composition along with its rationale/role	2 pages
CV of all evaluators involved	
Any other relevant information (if required only)	1 page
Financial Proposal	
Budget detailing out	
· Consultancy days and fees (days should be mentioned for key member of the team)	
· Travel and accommodation	
· Any other expenditure (please mention nature of expenditure)	
· 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax).	
· Total amount	

For Consultancy Firm

- Maximum 2 pages Firm profile highlighting related assignments completed with client name, contact person and mobile number;

Terms of Reference
for the Evaluation of CDP's
Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)
project

- CV of the Lead Consultant (Maximum 2 page) highlighting related assignment completed, role in of the completed assignment-
- Other Team members' (who will involve in the assignment) one paragraph short CV
- Firm's Certificate, TIN and VAT registration

For Individual Consultant

- Maximum 2 pager profile highlighting related assignment completed with client name, contact person and mobile number along with detailed CV
- Short CV of other team members to be involved
- TIN certificate and any other relevant document

12. Guideline of proposal submission

Proposals are invited from interested individual/firm to undertake this assignment. Interested firm, individuals are requested to submit their proposal at cdp@cdpbd.org addressing Mr. Syed Jahangir Hasan Masum, Executive Director, Coastal Development Partnership. The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work. Proposal will be accepted in PDF format (signed scanned copy) by mentioning subject line “**Evaluation of Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)**” **by February 4, 2024**. Interested individual/firm must submit the Technical & Financial Proposal in two different PDF Files. The financial proposal must include VAT and taxes.

13. Assessment of Proposals

In response to the invitation, the individual consultant/consulting firm will have to submit a Technical and Financial proposal as per this 'Terms of Reference'. The total scoring points for both the evaluations will be 100. A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to this ToR, and;
- Having received the highest score out of a pre-determined set of weighted.

Criteria	Weight
Technical (80)	
1. Expertise of the firm/individual and	
Understanding of the ToR	20
Previous Similar experiences	10
2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance	10
Data Management	10

Terms of Reference
for the Evaluation of CDP's
Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)
project

3. Management structure and qualifications of key personnel	
Team composition	20
Financial (20)	20
Total	100

For any queries or clarification regarding the ToR, please contact Md. Atiqur Rahman Tipu, Chief Coordination Officer, Coastal Development Partnership. email to: tipucdp@yahoo.com