

Terms of Reference (ToR)

for

Conducting Endline Evaluation of Local Rights Programme

About ActionAid Bangladesh

ActionAid Bangladesh (AAB), an affiliate member of ActionAid Federation, has been working in Bangladesh for last 40 years in solidarity with the people living in poverty and exclusion to end poverty and injustice. AAB's aims at facilitating people challenging poverty and exclusion through human, practical, politically intelligent, and open strategy underpinned by its Human Rights Based Approach (HRBA). AAB believes in a theory of change that requires purposeful individual and collective action, led by the people living in poverty and supported by solidarity, credible rights-based alternatives and campaigns that address the structural causes and consequences of poverty. AAB mobilizes and empowers the people living in poverty and exclusion to enable their collective analysis, identity, movements, and actions. In solidarity with citizens, partners and supporters, AAB fosters partnerships and networks for strengthening support, voice and actions to campaign and advocate with the state and non-state actors and institutions for influencing their policies and practices that safeguard the rights of the poor and excluded people.

Overview of the Projects

AAB implements Local Rights Programme (LRPs), under a long-term partnership with local NGOs. The LRPs usually span about 8-10 years or more. Every LRP is linked with the strategic objectives of AAB. Since 2016, AAB partners named Bright Bangladesh Forum (BBF) and Nagar Daridra Basteebashir Unnayan Sangstha (NDBUS) has been operating LRP-48 and LRP-49 respectively in urban slum communities of Chattogram and Mirpur, Dhaka to address extreme urban poverty, service exclusion and gender inequality. LRP-48 focused on adolescent girls' access to Sexual and Reproductive Health and Rights (SRHR) and menstrual health management, while LRP-49 (Reducing Urban Poverty through People's Action - RUPA) aimed at improving education, food security, women's participation, and access to public services.

Baseline data for both LRPs indicated severe challenges in living conditions, including inadequate sanitation, unsafe housing, child labor prevalence, gender-based violence, low literacy rates and lack of decision-making power among women. These realities informed the project design and targeted interventions.

As both projects will be phased out in December 2025, an end line evaluation will document changes achieved, analyze impact and sustainability, and offer recommendations for the future.

	LRP-48 (Chattogram)	LRP-49 (Dhaka)
Direct Participants Household	3600	1200
Reflection Action Circle (RAC)	4	9
Youth Group	9	8
Sishu Bikash Kendra (SBK)	4	8
Child Journalist Group (CJG)	4	3
Sponsored Child	366	557
Non-Linked Registered Child	267	305

Major Interventions of Local Rights Programme

- Awareness raising on Sexual Reproductive Health Rights (SRHR), menstrual hygiene, and mental health for adolescent girls, families, and community stakeholders.
- Establishment of SRHR and MHM service corners in schools and linkage with local health facilities.
- Door-to-door counselling and home visits by trained community volunteers to promote SRHR and safe hygiene practices.
- Engagement of school authorities, religious leaders, and local government officials to reduce stigma and support adolescent health.
- Advocacy with public service providers to improve access to clean water, sanitation, and electricity.
- Formation and strengthening of community-based organizations (CBOs), Reflection Action Circle (RACs), and Community Journalist Groups (CJGs).
- Support for school enrollment and retention of children, especially girls; addressing dropout and child labor issues.
- Leadership development and capacity building of youth groups on rights, governance, and civic activism.
- Empowerment of women through group formation, legal awareness, property rights advocacy, and increased participation in decision-making.
- Promotion of food security and small-scale livelihood activities to support ultra-poor families and reduce harmful coping mechanisms.
- Training communities on disaster preparedness, fire safety, and eviction risk mitigation.
- Mobilization of community voices in local governance processes, public hearings, and budget advocacy to demand accountability and inclusion.

Baseline Study

The baseline studies of LRP-48 (Chattogram) and LRP-49 (Dhaka slums) revealed a multidimensional crisis affecting slum residents. In LRP-48, 93% of families lived in rented homes, 89% of households were male-headed, and 97% of respondents were women, mostly married. Access to basic services was poor—only 31% had household latrines and 20% relied on supply water, while 71% did not use any water purification methods. Food insecurity persisted, with 23.8% reporting food shortages and 5.2% experiencing starvation in the past 30 days. Education data showed only 48.2% regular school attendance, with drop-out mainly due to poverty and child labor. In LRP-49, 78% of respondents reported sufficient food intake, yet 19% skipped meals multiple times a week. Most households (over 95%) lived in tin-roofed one-room dwellings averaging 4.4 people per household. Around 36.5% of children were engaged in labor, and girls frequently faced harassment. Only 28% of women received support in household chores, and over 64% had no role in decision-making or access to public services. Most respondents had never visited local government or NGO offices, and over 71% of women reported facing difficulties using communal toilets. Electricity access was informal and highly unreliable, especially in summer. These findings shaped targeted interventions under both LRPs, focusing on SRHR, WASH, women's empowerment, youth participation, education access, and improved public service delivery through community-led mechanisms.

Objectives of the Endline Evaluation

The endline evaluation will:

1. Measure changes in key outcome indicators of LRPs since the baseline (2017).
2. Assess the projects' relevance, efficiency, effectiveness, impact and sustainability using OECD/DAC criteria.
3. Document challenges, lessons learned and stories of change from community participants.
4. Provide evidence-based recommendations to inform future programming and advocacy.

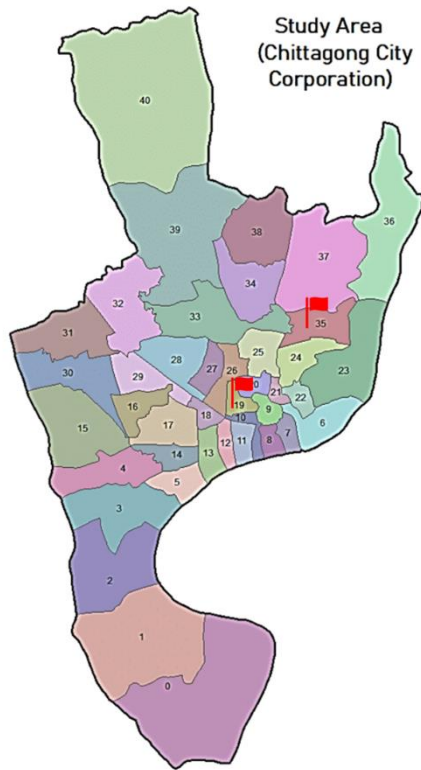


Figure1: LRP-48, BBF

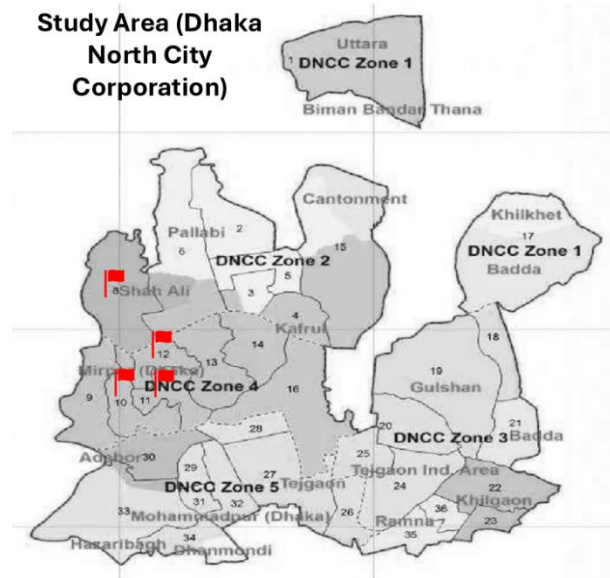


Figure 2: LRP-49, NDBUS

Methodology

The consultant will propose a detailed methodology (Quantitative and Qualitative) based on program participant and areas and discussed with project team considering the following key questionnaire and OECD/DAC criteria. Therefore, AAB is proposing a tentative methodology, it can be revised.



A. Quantitative Data

Household Survey: This method allows a surveyor to gain information from a large number of people in a structure's way according to specific questions, often in ways they allow for statistical analysis. These can range from being very simple to complex, which makes them useful in both demographic/development/empowerment/relief and rehabilitation contexts. They can include a structured set of closed questions (yes/no or multiple-choice questions) or they can include open ended questions such as semi-structured interviews.

Considering intervened HH size of LRP-48 and LRP-49, the sample size 356 or more measurements/surveys are needed to have a confidence level of 95% that the real value is within $\pm 5\%$ of the measured/surveyed value ([Sample Size Calculator](#)). To minimize the sample error and make more representative results with reference to two geographic areas, it will be considered 420 as round figure (proportionately distributed among two working areas). The HH will be considered as sponsor family and non-sponsor family, RAC and non-RAC family, Women, Children and Youth.

Sponsored Children Status Survey: During HH survey, enumerator will also interview with sampled sponsor children to know the status of the children regarding their rights, health, education, participation and overall well-being point of view.

B. Qualitative Data

Literature /Document Review: All relevant programme documents i.e., Critical Path of LRP, Baseline and Midline review report, Quarterly and annual reports, ALPS, HRBA, and CSP-V, appraisal, annual monitoring as well as programme reports, plans and budget, financial documents, and other related documents to review.

Participatory Evaluation Exercise by Community and Stakeholders: The consultant team will also facilitate the process for participatory evaluation exercise with community and stakeholders using Tree and Seed tools. Within this exercise the community will evaluate

themselves including identify impact results, collective weightage of the impact and mapping the factors for impact, identify challenges to sustain the impact and finally share their reflections for prolongation of the impact. Two exercises will be arranged in two areas for one day. 25 to 30 community people including RAC members (10), Sponsor child and their parents (5), SBK facilitators (5) and Youth (5) and local govt. stakeholders (5) will join in this exercise. AAB will provide technical support to facilitate the session.

Capacity Assessment of RAC and Youth Group:

These evaluations will also assess the capacity of Reflection Action Circles, Youth Group and Child Forum. The following capacity criteria's will be considered:

- Legitimacy and Governance,
- Organizational Management,
- Staff Management,
- Administration and Logistics,
- Financial Management,
- Program/Project Management,
- Community Engagement and Acceptance,
- External Relations/Networking,
- Sustainable Initiatives,
- Participation in Decision Making Role,
- National/International Award.

AAB will provide self-explanatory assessment tool, and the Consultant team will orient respective enumerators who will sit with each RAC and YG to collect data. A SWOT analysis will also be built within this tool. It is a useful technique for understanding organization's Strengths and Weaknesses, and for identifying both the opportunities open to and the Threats the organization. This method will be used to determine strengths, weaknesses, opportunities & threats in relation to the project or group, how such a situation can change over time. This method is very useful when qualitatively assessing, for example, the services provided by the project, relationship between stakeholders and the organizations of implementing partners, groups and the project team itself.

Impact Story:

Issue based success stories (Women rights, Access to services, Reduce Child Marriage, Sponsor child success, practice of CRSA and livelihood, Unpaid Care Work, disaster preparedness, Innovativeness and Youth engagement) data will be collected to make impact stories. Five to six stories will be finally developed for each LRP.

Key Questions to be Answered

Indicator 1: % of women and girls accessing SRHR information and services, participating in decision-making structures, and supported through legal referral mechanisms, with increased recognition of unpaid care work and advocacy actions by authorities to promote women- and child-friendly infrastructure and SRHR responsiveness.

- What percentage of women and girls report feeling protected from child marriage, dowry practices, and gender-based violence (GBV) as a result of the project's interventions?
- How have community efforts, particularly those led by women, girls, and young people, contributed to the reduction of child marriage, dowry practices, and GBV incidents?
- What specific strategies and actions have been most effective in protecting women and girls from child marriage, dowry, and GBV?
- How has the awareness and understanding of the negative impacts of child marriage, dowry, and GBV changed among community members since the project's inception?
- What role have community leaders and local organizations played in supporting the protection of women and girls from these harmful practices?
- What challenges and barriers remain in fully protecting women and girls from child marriage, dowry, and GBV, despite the project's efforts?
- How has the perception and behavior of men and boys in the community changed regarding child marriage, dowry, and GBV due to the project?
- What are the long-term impacts of the project's interventions on the safety and well-being of women and girls in the community?
- How has access to SRHR services and infrastructure improved in terms of availability, affordability, and quality for women and girls?

Indicator 2: # of trained young women and men leading or participating in community-based humanitarian response efforts, contributing to reduced disaster vulnerabilities and faster recovery.

- To what extent have young women and men been trained and engaged in humanitarian response initiatives in the community?
- How effectively have young leaders contributed to reducing vulnerabilities and supporting quick recovery from disaster shocks and stress?
- To what extent have community members and institutions recognized and supported youth-led humanitarian efforts?

Indicator 3: # of Reflection-Action Group members practicing risk-informed, urban climate-resilient, and diversified livelihood options.

- What percentage of farmers are currently engaged in practicing climate-resilient sustainable agriculture as a result of the project interventions?
- How has the involvement in income-generating activities among farmers changed since the beginning of the project?
- What specific climate-resilient agricultural practices have been adopted by farmers, and how widespread is their adoption?
- What barriers and challenges have farmers faced in adopting climate-resilient sustainable agriculture and income-generating activities?
- How has the adoption of climate-resilient sustainable agriculture practices impacted the economic stability and income levels of participating farmers?
- What are the differences in engagement and outcomes between various demographic groups (e.g., gender, age, land size) within the farming community?
- How likely is it that the climate-resilient practices adopted will continue after project support ends?

Indicator 4: % of young people receiving improved youth- and gender-responsive public services, with # of local-level public service institutions adopting gender-responsive service delivery measures.

- What percentage of people living in poverty have experienced increased access to agricultural services due to the project interventions?
- To what extent has access to social safety net programs improved for people living in poverty as a result of the project's efforts?
- What percentage of people living in poverty have gained better access to livestock-related services and resources due to the project?
- How have the project's interventions impacted the livelihoods and economic stability of people living in poverty through enhanced access to agricultural services, social safety nets, and livestock?
- What barriers have people living in poverty faced in accessing these services, and how has the project addressed these barriers?
- How has the project's focus on agriculture, social safety nets, and livestock influenced the overall well-being and quality of life of people living in poverty?
- What specific strategies and activities have been most effective in increasing service access for people living in poverty within the project's scope?
- What are the differences in service access improvements between various demographic groups (e.g., gender, age, household size) among people living in poverty?
- How sustainable are the improvements in service access for people living in poverty after the project's conclusion?
- How gender- and youth-responsive were the services accessed, and were the needs of vulnerable groups addressed adequately?

Indicator 5: # of young people employed or self-employed through access to skill development support and entrepreneurship financing.

- To what extent have young people received skill development support and entrepreneurship financing under the project?
- What proportion of trained young people are currently employed or self-employed as a result of the support received?
- How relevant and effective were the skill development trainings in enabling youth to access decent employment or start income-generating activities?
- What types of employment or self-employment are young people engaged in, and how sustainable are these livelihoods?
- How has access to entrepreneurship financing influenced young people's ability to start or expand businesses?
- What barriers and enabling factors influenced young people's ability to transition from training to employment or entrepreneurship?
- To what extent has the project contributed to improving young people's income levels and economic resilience?
- Were there any gender or geographic disparities in access to training, financing, and employment outcomes?
- What changes in confidence, leadership, or decision-making capacity have young people experienced as a result of their economic empowerment?
- How do employers, community leaders, or other stakeholders perceive the skills and readiness of trained youth for decent work or enterprise development?

Indicator 6: # of children and young people engaged in formal/informal decision-making, awareness-raising activities, and media advocacy, with youth platforms transformed into recognized youth-led structures at local and national levels.

- What is the status of children enrollment in and drop out from the school?
- To what extent have youth and children been engaged in formal and informal decision-making processes at local and national levels?
- How effectively have youth and children contributed to awareness-raising and media advocacy on social issues (e.g., SRHR, DRR, climate justice, child rights)?
- What types of platforms or groups have been developed or strengthened to support youth leadership and child participation?
- To what extent have these youth platforms been recognized as legitimate structures by local or national institutions?
- How has participation in these platforms influenced the confidence, leadership capacity, and civic engagement of youth and children?
- What social changes or community-level outcomes can be attributed to the engagement of youth and child leaders and their organizations?

- What factors (inclusivity, structural support, resources) influence the sustainability of youth- and child-led platforms?
 - What role have media and digital platforms played in amplifying youth and children's voices for social change?
 - What mechanisms were put in place to ensure meaningful and safe participation of children and youth in advocacy and leadership roles?
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OECD-DAC Evaluation Criteria & Key Questions

Relevance

- To what extent the program design and implementation process contribute to achieving outcome/objective?
- Did the program address the needs of the most vulnerable women and girls?
- How much the objectives are aligned with the actual needs of target groups and relevant stakeholders (school authority, community; religious leaders; family members; local government authorities)
- Did the programs implement according to Human Rights-Based Approach (HRBA) principles, Theory of Change (TOC), and the strategic priorities?

Efficiency

- Did ActionAid Bangladesh and its partners carry out what was agreed and implement what was committed?
- What process and mechanism have been followed to ensure accountability and transparency towards the community for improving program quality?
- Did the program achieve an appropriate balance between cost-efficiency and meeting our principles (e.g. in terms of community engagement in decision making and procurement practices)?
- To what extent has ActionAid Bangladesh assessed, utilized, and built community, partner, and government (particularly local government) capacity?

Effectiveness

- What are/were the major factors influencing the achievement or non-achievement of the objectives?
- To what extent is the partnership mechanism of AAB effective for community development?
- How this program linked women and children to various power, promote women's leadership, and what strategies have become most effective?
- To what extent does this project contribute to bringing changes in policy practices of the service provider?

- How big is the effectiveness or impact of the project compared to the objectives planned (Comparison: result – planning)?

Impact

- Has the program intervention made women empower to exercise their power over their lives?
- What impact has the policy-advocacy work in bringing about positive changes (especially women and girls)?

Sustainability

- Will the results and positive impacts of the intervention last after the end of the program?
- How is the sustainability or permanence of the intervention and its effects to be assessed for the sake of community development?
- What are the key lessons generated throughout the program intervention?

Learning

- What community-led approaches effectively reduced GBV and child marriage?
- What helped women access SRHR and participate in decision-making?
- What enabled youth to lead effective disaster response?
- What skills or supports made youth contributions impactful?
- What livelihood practices worked best in urban, climate-vulnerable areas?
- What supported long-term adoption of these practices?
- What made public services more responsive to youth needs?
- Which strategies ensured equitable access?
- What trainings or supports helped youth gain decent jobs or start businesses?
- What approaches ensured sustainability of youth livelihoods?
- What helped young people and children lead advocacy and decision-making?
- Which platforms or methods amplified their voice effectively?

In summary, the evaluation should meet ActionAid's quality standard requirements which can be shared on request but in practical terms the standards require the evaluation and evaluator to consider the points highlighted in the following extract:

- **Community voice and representation:** It is essential that the evaluation reflects the voices of women and men involved in the project. People should be consulted as part of the evaluation, and their voices included in the evaluation report as direct quotes and impact stories. In line with ActionAid's mandate, the evaluation should prioritize people living in poverty and exclusion, especially women.

- **Feedback:** as a minimum the evaluators should commit to feeding key findings and recommendations back to the communities engaged in the evaluation.
- **Transparency and ethical standards:** the evaluators should explain clearly to communities engaged in the evaluation what the purpose of the exercise is, and how their information will be used. ActionAid's ethical standards for research and data collection should be followed, including a risk assessment covering security risks to communities. As a minimum the evaluation should 'do no harm'.
- **Women's rights:** Women's rights must be respected in all evaluations. All evaluations should seek to explore how women have been affected by an intervention and the effect on gender relations. It is essential that women's voices are heard clearly in the evaluation. The timing and location of evaluation activities and the composition of the evaluation team should be designed to maximize women's ability to participate in the evaluation.
- **Transparency about methodology:** The evaluation should include a detailed and transparent discussion of the methodology used and key decisions taken in designing and implementing the evaluation. This should include information about the sampling (approach to sampling, numbers of people/communities covered, how representative), what tools were used and why, methodological limitations and gaps.
- **Disaggregated data:** Data must be disaggregated in as much detail as possible. As a minimum this means disaggregation by age, sex and location. Where possible data should also be disaggregated by other relevant factors such as disability.

Timeline

The evaluation is expected to be completed within **six weeks**, including fieldwork, data analysis, report preparation, and presentation. A detailed timeline will be agreed upon with the AAB team.

Specific Tasks of the Consultant

1. Develop an inception report with methodology, tools and techniques, questions, and fieldwork plan.
2. Conduct quantitative and qualitative data collection in project areas.
3. Analyze and interpret findings compared to baseline data.
4. Develop a draft and final report including a PowerPoint presentation.
5. Include at least 5-6 compelling stories of change.
6. Submit raw data, tools, transcripts, and visual documentation (photos, etc.).

Qualifications

- Postgraduate degree in Social Sciences, Public Health, Gender Studies, or a relevant discipline.
 - Minimum 6 years of experience in evaluation, preferably in urban poverty and rights-based programming.
 - Proven expertise in both qualitative and quantitative methodologies.
 - Strong analytical and English report writing skills.
 - Computer skills, including MS Office.
 - Understanding of SRHR, urban resilience, and gender-based exclusion in Bangladesh.
 - Ability to work with slum-based communities and ensure ethical data collection.
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Deliverables

1. **Inception Report** with tools and work plan.
 2. **Draft Evaluation Report** with preliminary findings and PowerPoint presentation.
 3. **Final Evaluation Report** (Max 20 pages excluding annexes), structured as:
 - Executive Summary
 - Table of Content
 - Introduction
 - Background of Study
 - Methodology and Limitations
 - Findings and Analysis (with comparisons to baseline)
 - Project Implications
 - Conclusions
 - Lesson Learn
 - Recommendations
 - Annexes (ToR, Tools, Raw Data)
 4. Cleaned datasets, transcripts, visuals, and tools.
 5. Evidence Brief (4-5 pages)
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Budget

Approved budget in Tk. 650,000 for whole assignment.

Contact & Reporting

The consultant will report to the designated **LRP Focal Person** and **MEAL Unit**, AAB. Close coordination with project partners (NDBUS, BBF) is expected during fieldwork and analysis.

Submission of the Proposal

Interested candidates should submit the following documents:

- A detailed CV highlighting relevant experience.
- A technical proposal outlining the approach, methodology, and work plan.
- A financial proposal in details.
- Samples of previous similar work (if applicable).

Interested Consultant(S)/Consultancy Agencies are requested to submit their Proposals as instructions below:

- Last date of Application is **12 July 2025**.
- Please click below the link to submit your proposals:

Link: <https://jobs.actionaidbd.org/consultancy>

[NB: If you face technical problems to apply, please contact Mobile No. 01618988183]

Disclaimer: ActionAid Bangladesh reserves the right to accept or reject any or all applications without assigning any reason thereof