

Terms of Reference (ToR)
Endline Evaluation of the Project
“Sustainable Livelihood of Indigenous & Ultra-poor Bengali (SLIB)”
Project No.: BD-16-05/22
Implemented by: Samakal Samaj Unnayan Sangstha (SSUS)
Funded by: ANDHERI HILFE e.V., Bonn, Germany

1. Background of the Project

Samakal Samaj Unnayan Sangstha (SSUS) is a national non-governmental, non-political and non-profit development organization established in 1981 for the socio-economic development of poor, marginalized, vulnerable, indigenous, and ultra-poor communities in Bangladesh. SSUS has long-standing experience in implementing various integrated development programs/projects focusing on livelihood improvement, food security, climate resilience, health, sanitation, women’s empowerment, child rights and social inclusion.

With the financial support of ANDHERI HILFE e.V., Germany, SSUS has been implementing the project titled **“Sustainable Livelihood of Indigenous & Ultra-poor Bengali (SLIB)”** in Bodorganj Upazila of Rangpur District. The project was started through a one-year pilot phase from **June 2022 to May 2023**, followed by the main implementation phase from **June 2023 to May 2026**.

The project covers **18 villages under 02 Union Parishads** of Bodorganj Upazila under Rangpur District and directly supports:

- **1,000 households (HHs)** as primary beneficiaries
- Approximately **4,000 indirect beneficiaries**
- Around **900 indigenous households**
- Adolescent groups, women-led Self-Help Groups (SHGs), and ultra-poor Bengali households

The project interventions focus on:

- Livelihood development
- Income generation
- Food security
- Health and hygiene
- Nutrition
- Access to government services
- Social inclusion and empowerment

2. Project Goal, Outcomes and Outputs

Overall Goal (Impact)

To contribute to improved sustainable livelihoods of vulnerable indigenous and ultra-poor Bengali communities.

Project Outcomes

1. Increased household food security
2. Increased year-round household income
3. Improved health and hygiene practices

Project Outputs:

Output 1: Households are organized into SHGs and have increased access to government services, social participation, and educational support.

Output 2: Households have increased monthly income through diversified livelihood and income-generating opportunities.

Output 3: Households demonstrate improved sanitation, hygiene, and health-seeking behavior.

Output 4: Households maintain improved nutritional practices and diversified diets.

3. Purpose of the Endline Evaluation:

The purpose of the endline evaluation is to assess the relevance, effectiveness, efficiency, impact, and sustainability of the SLIB project interventions in accordance with OECD-DAC evaluation criteria.

The evaluation findings will be used for:

- Organizational learning
- Donor reporting
- Future project design
- Sustainability and phase-out planning
- Evidence generation for replication and scaling-up

4. Specific Objectives of the Evaluation

The specific objectives of the endline evaluation will be:

1. To assess to which extent the project outputs and outcomes have been achieved.
2. To measure the changes in livelihood, income, food security, sanitation, nutrition, and social inclusion among target households.
3. To assess the project relevance, effectiveness, efficiency, impact, and sustainability.
4. Identify key achievements, good practices, challenges, and lessons learned.
5. Assess gender equality, inclusion, safeguarding, and participation of indigenous communities.
6. Provide practical recommendations for future programming and sustainability.

5. Scope of the Evaluation

The endline evaluation will cover:

- All 18 villages under Bodorganj Upazila, Rangpur
- Direct and indirect beneficiaries
- Indigenous and Bengali households
- Women, adolescents, and vulnerable groups
- SHGs and community structures
- Local government representatives
- Relevant stakeholders and project staff

The endline evaluation will cover the full implementation period i.e. from **June 2022 – May 2026**.

6. Evaluation Criteria and Key Questions:

The evaluation shall follow OECD-DAC criteria.

A. Relevance

- To what extent were project interventions aligned with community needs and priorities?
- Were the project approaches appropriate for indigenous and ultra-poor households?
- How effectively the issues of gender, safeguarding, disability inclusion, and cultural sensitivity were integrated?
- To what extent the stakeholders were involved in project planning and implementation?

B. Effectiveness

- To what extent were the project outputs and outcomes achieved?
- How effective were the livelihoods and income-generation interventions?
- To what extent did SHGs contribute to empowerment and access to government services?
- Were food security, sanitation, nutrition practices and health service seeking behaviors improved? To what extent?

C. Efficiency

- Were the project resources utilized efficiently?
- Were the project management and monitoring systems effective?
- Was the implementation completed within planned timelines and resources?

D. Impact

- What positive and negative changes occurred among target households?
- What long-term behavioral or structural changes are visible?
- To what extent did the project strengthen the resilience and social inclusion?

E. Sustainability

- How and to what extent project benefits likely to continue after project completion?
- Are SHGs and community mechanisms functioning sustainably?
- What local capacities and ownership mechanisms have been established?

7. Cross-Cutting Themes

The evaluation must assess the following cross-cutting issues throughout the endline evaluation:

- Gender equality
- Inclusion of indigenous communities
- Inclusion of persons with disabilities
- Safeguarding and child protection
- Human rights and dignity
- Climate resilience
- Conflict sensitivity and Do-No-Harm principles

8. Evaluation Methodology

The evaluation will apply a **mixed-methods approach** combining quantitative and qualitative methods.

Quantitative Methods

- Household Survey
- Structured questionnaires
- Comparative analysis with baseline and monitoring data

The evaluators shall have to ensure that the endline evaluation findings are compared with the available baseline data, project monitoring data and the relevant indicators of the project so that the endline evaluation is not only based on general impressions or interviews but a comparative and comprehensive analytical basis both of the quantitative and qualitative changes.

Sampling Framework

The consultant/evaluators shall have to propose the final sample size (number and or percentage) in the inception report aligning the statistically representative sample from the 1,000 beneficiary households considering:

- Gender
- Ethnicity
- Age groups
- Geographical coverage
- Vulnerability categories

However, the sample shall have to be large enough to ensuring comprehensive/broader and meaningful analysis on the above stated categories.

Qualitative Methods

The evaluation should include:

- Focus Group Discussions (FGDs)
- Key Informant Interviews (KIIs)
- In-depth Interviews (IDIs)
- Case Studies
- Physical Observation Visits

Furthermore, separate FGDs should be conducted for:

- Women
- Adolescents
- Indigenous communities
- SHG members

In any case, in inception report, the evaluators shall have to mention the planned number and type of FGDs, KIIs, IDIs, physical observation visits and case studies.

9. Data Quality Assurance

The evaluators must ensure:

- Tool pre-testing and field validation
- Triangulation of data sources
- Daily supervision and quality checks
- Data cleaning and verifications
- Ethical data collection practices
- Validation of findings with stakeholders

10. Ethical and Safeguarding Considerations

The endline evaluation team must comply with international ethical standards and safeguarding principles, including:

- Informed consent
- Confidentiality and privacy
- Data protection
- Do-No-Harm principle
- Child safeguarding compliance
- Respect for cultural and gender sensitivity

No photographs or personal information shall be used without consent.

11. Risks and Limitations

The evaluators shall identify potential risks and limitations, including:

- Seasonal/weather constraints
- Accessibility challenges
- Data reliability issues
- Language and communication barriers
- Cultural sensitivities

Mitigation measures must be included in the inception report.

12. Composition of the Evaluation Team

The evaluation team should consist of qualified professionals with experience in evaluation, research, and community development.

Team Leader

- Minimum 10–15 years of relevant professional experience
- Strong expertise in evaluations using OECD-DAC criteria
- Experience in livelihood, food security, WASH, gender, and climate resilience
- Strong analytical and report-writing skills

Co-Evaluator (Preferably Female)

- Minimum 5–10 years of relevant experience

- Experience in qualitative and quantitative research
- Strong understanding of gender and inclusion issues

Field Coordinator and Enumerators

- Experience in field data collection
- Local language skills
- Understanding of indigenous communities and local context

13. Deliverables

Sl#	Deliverables	Description	Timeline
1	Inception Report	Detailed methodology, sampling framework, work plan, tools, and risk mitigation plan	Within 5 days of contract signing
2	Finalized Data Collection Tools	Survey tools, FGD/KII guidelines, checklists	Before fieldwork
3	Draft Evaluation Report	Draft report with preliminary findings and recommendations	Within 7 days after fieldwork
4	Validation Workshop	Presentation of findings to SSUS and ANDHERI HILFE	After submission of draft report
5	Final Evaluation Report	Final revised report with annexes and cleaned datasets	Within 5 days after feedback

14. Suggested Structure of the Evaluation Report

The final report should include:

1. Cover Page
2. Executive Summary
3. Acronyms
4. Introduction and Background
5. Evaluation Objectives and Scope
6. Methodology and Limitations
7. Findings by OECD-DAC Criteria
8. Gender, Inclusion and Safeguarding Analysis
9. Case Studies and Success Stories
10. Conclusions
11. Recommendations
12. Lessons Learned
13. Annexes

15. Timeline

The evaluation is expected to be conducted over approximately **22–30 working days**.

Phase	Activities	Estimated Duration
Inception Phase	Meetings, document review, methodology design	3–5 days
Tool Development	Tool preparation, testing, finalization	2–3 days
Fieldwork	Surveys, FGDs, KIIs, observations	7–10 days
Analysis & Draft Reporting	Data analysis and draft report preparation	7–10 days
Validation & Finalization	Feedback incorporation and final submission	3–5 days

16. Payment Schedule

Payment Stage	Percentage
Upon approval of inception report	30%
Upon submission of draft report	40%
Upon approval of final report	30%

Applicable VAT and TAX will be deducted at source according to Government of Bangladesh regulations.

17. Proposal Submission Requirements

Interested consultants/firms are requested to submit:

- Technical Proposal (maximum 10 pages)
- Financial Proposal
- Proposed methodology and work plan
- Team composition and CVs
- Relevant evaluation experience
- Sample evaluation reports
- References from previous assignments

18. Evaluation of Proposals

Criteria	Maximum Score
Understanding of ToR and assignment	20
Methodological approach and quality assurance	30
Experience of evaluation team	20
Work plan and timeline	10
Financial proposal	20
Total	100

19. Logistics Support

SSUS will provide reasonable logistical support including:

- Coordination with stakeholders
- Facilitation of field visits
- Access to project documents
- Community mobilization support where necessary

20. Contact Information:

Abdul Hamid

Executive Director

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Please submit your proposal to the above-mentioned email address and kindly ensure that a copy (CC) is sent to rasselkabar@gmail.com for our reference.

Deadline for Submission: 17/06/ 2026 Time: 11.59 pm