

**TERMS OF REFERENCE (TOR):  
DEVELOPING MIDLINE PROGRESS REVIEW AND NEED  
ASSESSMENT REPORT FOR THE SMILE PROJECT**



**SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION**

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

### **Background**

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its mandated projects since 1961. Based in Zurich, Swisscontact currently manages over 130 projects in 41 countries on behalf of public and private funding partners.

### **Project brief**

SMILE (Sustainable and Meaningful Intervention for Livelihood Enrichment) is a five-year project from 2023 to 2028, implemented by Swisscontact Bangladesh. The project seeks to uplift deserving students in Habiganj, Moulvibazar, Sylhet, Sunamganj, and Dhaka by providing educational campaigns, and teacher training, while also enhancing capacity development and employment opportunities for local youth, promoting cooperative governance, addressing health issues, and championing environmental conservation, all while exploring innovative solutions to meet community needs. The project has six main components: Education, Skills Development, Health, Cooperative Governance, Environment and Community Safety, and Technology Innovation.

The donor, Chevron Bangladesh, has been working closely with its neighboring pipeline communities to promote sustainable development, improve livelihoods, and strengthen community resilience through interventions in education, healthcare, skills development, agricultural technology, renewable energy, and environment. Recognizing the importance of long-term sustainability and meaningful community engagement, Chevron Bangladesh is collaboratively working with Swisscontact Bangladesh to support communities through inclusive and impactful initiatives focused on livelihood enhancement and

sustainability. To measure the project's early signs of impact brought about by the interventions implemented during 2024–2025, SMILE plans to conduct a Midterm Progress Review (MTR). The MTR will also assess the project activity's progress, evaluate the effectiveness and efficiency of interventions, and identify areas requiring strategic adjustments. This ToR outlines the tasks, scope, methodology, and expectations for the assessment. The SMILE project is now inviting proposals from prospective consultant(s)/consultancy firm(s) to develop a quality MTR for the project.

**Place of delivery:** Swisscontact office, Dhaka

### **Objective of the assignment**

The project aims to enhance the well-being of pipeline communities of Chevron Bangladesh through integrated interventions in health, education, environment, disaster response, infrastructure, and skills development. Between 2024 and 2025, the project delivered a wide range of activities, including health awareness campaigns, hygiene corners, medical equipment support, environmental initiatives such as tree plantation and waste management, disaster relief efforts, agricultural support, and skills development through RMG training and education support.

The overall objective of the midterm progress review is to evaluate the progress, effectiveness, efficiency, early impact, and sustainability of SMILE interventions. Specifically, the report will reflect the progress and achievements of the intervention, assess thematic effectiveness across all components, examine beneficiary reach and satisfaction, identify gaps and lessons learned, assess long-term sustainability and provide actionable recommendations for improvement and scale-up.

In addition to the midterm progress review, there is a strong need for conducting a comprehensive needs assessment to ensure that interventions effectively address the most pressing challenges faced by beneficiaries. This assessment will help identify priority needs, service gaps, and community aspirations, enabling future initiatives to be more targeted, responsive, and sustainable for the people living within the pipeline communities.

### **Roles and responsibilities**

Both SMILE and the consultant(s)/consultancy firm(s) will strive to accomplish the above-mentioned objective by undertaking the following roles and responsibilities:

### **Scope of work**

The midterm progress review will cover all interventions implemented under SMILE during 2024–2025. The consultant(s)/consultancy firm(s) is expected to produce a comprehensive analysis addressing the following:

#### **A. Intervention performance and progress**

- Examine beneficiary reach, disaggregated by gender, age, geography, and vulnerability.

#### **B. Early signs of impact**

- Assess early behavioural, social, environmental, or economic changes attributable to the interventions.
- Identify improvements in community well-being, resilience, access to services, and livelihood opportunities.

#### **C. Sustainability assessment**

- Assess institutional, financial, environmental, and community-level sustainability.
- Evaluate the likelihood that interventions will continue functioning after project support ends.

#### **D. Lessons learned**

- What worked well and why
- What did not work and underlying reasons

***E. Reporting expectations***

The final report must include:

- A clear narrative of findings
- Quantitative and qualitative evidence (data table)
- A prioritized recommendation matrix of all interventions (short, and long-term)

## Methodology matrix by intervention

#	Intervention	Intervention year	Midline Objectives	Key Indicators	Details on the method/tools to use	Sample & Notes	Location
1	Waste Management Support – Dighalbak union	2024	Functionality of the bins; usage update	Update on the collection frequency; # of HHs/markets covered	HH spot survey; KII with market representatives and UP chairman/member	Survey with 10 shop owners (questions on usage and how it has been helpful); 2 KIIs	Dighalbak Union Parishad, Nabiganj Upazila, Habiganj district.
2	Waste Management Support – Sylhet City Corporation	2024	Functionality of the vans and bins; usage update	Update on the collection frequency; # of HHs/markets covered	HH spot survey; KII with chief waste management officer and 1 ward member from each ward	Survey with 15 HH (questions on usage and how it has been helpful) - (5 from each location); 4 KIIs	Ward 5, 6 & 35, Sylhet City Corporation, Sylhet Sadar
3	Rescue Equipment Support to Sylhet DC Office	2024	Usage and status update	# of equipment in use	KII with disaster management officer and another relevant stakeholder	find out utilization of distributed equipment; 2 KIIs	Disaster Management office, Sylhet DC office, Sylhet
4	Soil-filling at Motiur Rahman Chowdhury High School	2024	Status after the soil filling	Expected # of beneficiaries; Area filled	Physical observation; KII with school representative/head teacher	Usability of the area filled; 1 KII	Inathganj Union, Nabiganj Upazila, Habiganj district.
5	Material Support at Lackatoorah Tea Estate	2024	Usage report of the tins and quality check	# of HH received the tin; satisfaction with the support	FGD; KII with estate management	Stakeholder's satisfaction with the support; 1 FGD (with 10 HHs); 1 KII	Airport Road, Sylhet, 3100
7	Winter Support – Neighboring communities	2024 & 2025	Satisfaction survey	# of vulnerable people reached	Beneficiary survey to assess needs fulfillment	Survey with 24 beneficiaries (3 from each location from a total of 8 locations)	Aushkandi, Inathganj, and 4 No. Dighalbak unions, Nabiganj Upazila, Habiganj; Mirzapur, Satgaon, and Bhunabir unions, Mazdehee Tea Estate, Sreemangal Upazila,

							Moulvibazar; and Lackatoorah Tea Estate, Sylhet Sadar
8	Solar Street Light – Dighalbak & Inathganj UP	2025	Functionality, safety, usage	# of lights functional	Beneficiary survey; KIIs with Chairmen of two locations	Perceived safety at night for beneficiaries; Survey with 10 beneficiaries (5 from each location); 2 KIIs	Inathganj, and Dighalbak Union, Nabiganj Upazila, Habiganj district (also following up on status check of the previous solar streetlights supported by Chevron Bangladesh in Nabiganj Upazila before the SMILE project)
9	Handover of Renovated Farmers Shed	2025	Functionality, utilization	# farmer groups using the shed	KII with UP Chairman and union member/farmer	2 KIIs	Bokhterpur union (near Bibiyana Gas Plant), Nabiganj Upazila, Habiganj
11	Hygiene corner in Schools	2025	Access & usage	# girls using the corner on an average; replenishment frequency; privacy	Changes in knowledge, attitude and practices; KII with 2 school headmaster and 1 madrasah headmaster	Survey with 15 students (3 from each school); 2 KIIs	Inathganj High School, Dighalbak High School, Nadampur High School, Aushkandi Rashidia Public High School & College, and Mostofapur Anwarul Ulum Alim Madrasah – Nabiganj Upazila, Habiganj district.
12	Artificial limb support	2025	Mobility, satisfaction, follow-up update; livelihood change	Device usage; satisfaction score	Beneficiary survey; % of income increase (livelihood improvement)	60 beneficiaries (Physical visit to 10 beneficiaries; and phone call assessment for the rest 47)	Sylhet Sadar and nearby areas; Nabiganj Upazila, Habiganj district.
14	Sports equipment for schools	2025	Usage, and Students' engagement	Students' participation and usage	Observation on student engagement; KII with school teachers (1 madrasah and 1 school) on usage of the equipment and level of satisfaction	Observation survey; 2 KIIs	Inathganj, and Dighalbak Union, Nabiganj Upazila, Habiganj district.

15	Medical equipment to facilities	2025	Installation, utilization, service effect and satisfaction	# patients served on average (disaggregated by gender)	Facility and equipment assessment (usage update); KII with hospital in-charge	Survey with 6 beneficiaries; 3 KIIs	Bhunabir union of Sreemangal upazila under Moulvibazar district, Bhadeshwar union of Bahubal upazila, Habiganj; Satgaon union of Sreemangal upazila, Moulvibazar district.
16	Submersible pumps installation	2025	Functionality & access	# HHs/farmers benefiting from the pump; intervention data (before and after)	User survey; KII with local government representatives of respective locations Collect pre-post data on the following topics: <ul style="list-style-type: none"> <li>Total production (kg or MT) of rice/others and crop type</li> <li>Cultivated land area</li> <li>Net profit/income from farming</li> </ul>	Survey with 6 farmers (2 from each location); 3 KIIs	Debpara union, Gaznaipur union of Nabiganj upazila in Habiganj district, and Mirzapur union of Sreemangal upazila, Moulvibazar district.
17	Apprenticeship training	2024-25	Tracer study	<p><b>Employment &amp; economic outcomes</b></p> <ul style="list-style-type: none"> <li>Analysis of income progression compared to baseline, including wage changes and variations across gender, trade, enterprise type, and across the 20 training batches</li> <li>Identification of key challenges in the apprenticeship model, including patterns of trainee <b>dropout</b> across the 20 batches and employer perspectives on retention and attrition drivers</li> </ul> <p><b>Livelihood improvement &amp; wellbeing</b></p> <ul style="list-style-type: none"> <li>Examine changes in household contribution, financial stability, and overall living conditions to understand</li> </ul>	Tracer study with 255 graduates*; 4 KIIs with HR/representative among our selected factories	Pioneer Denim Ltd. Anan Pack BD Ltd Khadim Ceramics Ltd. Brothers Thai & S. S Metal.	

				<p>sustained livelihood impact</p> <p><b>Skills relevance &amp; transformational change</b></p> <ul style="list-style-type: none"> <li>Evaluate application of acquired skills, employer satisfaction, and shifts in confidence, and social norms (especially for women)</li> </ul>		
18	Needs assessment and community pulse check	2024-2025	Assessment to capture community needs and satisfaction	<p><b>1. Priority needs and service gaps across sectors</b></p> <ul style="list-style-type: none"> <li>Assessment of the key needs of pipeline communities in <b>education, health, skills development, cooperative governance, environment, and community safety</b>, including gaps in livelihood opportunities, essential services, community facilities, and support for women, youth, and vulnerable households</li> </ul> <p><b>2. Relevance and effectiveness of existing interventions</b></p> <ul style="list-style-type: none"> <li>Extent to which current SMILE interventions are addressing priority community needs and delivering tangible benefits</li> <li>Identification of gaps, mismatches, or emerging needs requiring adjustment for the remaining project period (till 2028)</li> </ul> <p><b>3. Community perception, awareness, and attribution</b></p> <ul style="list-style-type: none"> <li>Level of community awareness and understanding of SMILE interventions and their benefits to their community</li> <li>Perception of and association with Chevron Bangladesh, including trust,</li> </ul>	<p>- 8 FGDs with community groups, preferably union parishad members (4 in Nabiganj, 4 in Sylhet, 4 in Sreemangal)</p> <p>- 23 KIIs with local leaders (UP chairmen of all 18 unions and 5 UNOs)</p>	<p>All project locations</p> <p>District – Habiganj Upazila – Nabiganj Union – Inatgani; Aushkandi; Dighalbak; Debpara; Gojnaipur; Paniumda</p> <p>District – Moulvibazar Upazila – Sreemangal Union – Bhunabir; Kalapur; Kalighat; Mirzapur; Rajghat; Satgaon Upazila – Kamalganj</p> <p>District – Sylhet Upazila – Sylhet Sadar Union - City Corporation; Khadimnagar; Khadimpara; Tultikor; Tukerbazar</p> <p>District – Sunamganj Upazila – Jagannathpur</p>

				<p>visibility, and perceived contribution to community development</p> <p><b>4. Opportunities for strengthening impact and sustainability</b></p> <ul style="list-style-type: none"> <li>• Recommendations for improving intervention design, delivery, and inclusiveness</li> <li>• Identification of opportunities for scaling, local ownership, and sustainability beyond the project lifecycle</li> </ul>		
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*Note: The proposed methodology and sample size numbers may change upon mutual discussion with the SMILE team  
\*using Cochran's formula*

## Deliverables and payment milestones

Milestone	Deliverable	Duration*(days)
<b>Inception report</b>	Inception note, including the plan and tools for data collection	7
<b>Draft report</b>	Draft report + cleaned dataset	28
<b>Final</b>	Final report + presentation session	10
<b>Total</b>		<b>45</b>

\*Considering 6 working days in a week; (These duration of days excludes Friday as weekend)

## Required expertise and qualifications

### Lead Researcher / Team Lead (Evaluation Specialist)

#### Education

- Master's degree (or higher) in a relevant field: Statistics/Econometrics, Public Health, Social Sciences, Development Studies, Economics, Environmental Studies or Evaluation.

#### Professional experience & competencies

- Minimum 7–10 years' experience leading mixed-methods evaluations and/or large midline/endline assessments, including sampling design, tool development, and data analysis.
- Proven ability to lead multi-district field operations
- Strong quantitative expertise, including sampling/power logic, digital data collection and analysis
- Demonstrated qualitative competence, including development of KII/FGD guides, facilitation/oversight of discussions, and synthesis of qualitative findings through thematic analysis
- Excellent analytical writing and reporting skills, with the ability to produce clear executive summaries, evidence-based conclusions, practical recommendations
- Fluent in Bangla with strong professional English (written and oral), capable of presenting findings to both technical and non-technical stakeholders
- Experience working with GoB/local authorities (e.g., DIFE, City Corporation, DC Office, Union Parishad, DFO) and/or factory/industrial settings is an advantage, but not mandatory.

## Task of the SMILE Project

The SMILE project team will facilitate the work to ensure that the consultant(s)/consultancy firm(s) responds to the objective by carrying out the following tasks:

- Share background project documents
- Approve the detailed workplan and methodology (including field plans, where relevant)
- Review and approve questionnaires and data collection tools
- Approve personnel proposed for conducting surveys, FGDs, and KIIs
- Support consultant/firm(s) in conducting field-level activities
- Monitor overall study, as and when deemed necessary
- Facilitate collaboration and coordination among the consultant(s)/firm, project team, stakeholders, beneficiaries, and the donor
- Review and share feedback on the draft report and other deliverables and
- Provide approval for the final report after findings validation.

## Desired criteria for consultant(s)/consultancy firm(s)

- Minimum 5-7 years of experience in conducting market study, baseline and midline assessment, and research
- Strong experience in quantitative and qualitative research methods.
- Previous work with donor-funded development projects (Swisscontact experience is a plus).
- Experience conducting research in the Sylhet region is desired but not mandatory.

## All interested consultant(s)/consultancy firm(s) should submit the following documents.

- A technical proposal showing an understanding of the study, proposed methodology, study tools, timeline (activity plan), key staff profiles, roles, and individual time to be spent in the study.
- A separate financial proposal setting out a detailed budget for the report/study.
- A summary of relevant services or similar work done during the last 5-7 years.

### *For consultancy firms:*

- Submission of an organisational profile, with the CVs of key personnel (including enumerators), will be involved in the study. (Their qualifications should match the expertise given above). All the employees involved in the study must have prior experience of participating in similar research activities.
- Company registration document (an updated trade license) (not applicable for individual consultant)
- Tax identification number (TIN certificate)
- VAT registration number (BIN certificate)
- Proof of last submitted return (PSR)
- Bank account details (account name, account number, bank name, branch name, routing number)
- A signed statement testifying that all information contained within the proposal is correct and true.

## Evaluation criteria

Criteria		Score
<b>Technical proposal</b>	Understanding of the study	10
	Relevant experience in preparing similar reports	10
	Clarity of the proposed methodology, approach, and timeframe	15
	Quality and the relevant experience of the proposed team	15
	<b>Presentation:</b> Understanding of the assignment and what the firm has to offer	20
		<b>70</b>
<b>Financial proposal</b>	Value for money	<b>30</b>
	<b>Total</b>	<b>100</b>

**Note: VAT and TAX will be deducted at source as per government rules (must be mentioned in the proposal)**

N.B.: Bidders who obtain at least 70% marks in the technical evaluation, their financial proposals opened for further evaluation. The following method will be applicable for the evaluation of the potential firm:

- A Quality and Cost (Q&C)-based evaluation will be conducted by an evaluation team.

- The bidder achieving the highest score out of 100 will be awarded the contract, provided both parties reach an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second-highest score will be considered

## **Submission Guideline**

### **Technical Proposal:**

Interested consultant(s)/consultancy firm(s) should submit the technical proposal via email [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org) mentioning “**Developing midline progress review and need assessment report for the SMILE project**” in the subject line.

### **Financial Proposal:**

Interested consultant(s)/consultancy firm(s) are required to submit a **sealed envelope** containing the hard copy of the financial proposal.

***Note: Interested consultant(s)/consultancy firm(s) are requested not to submit any soft copy of the financial proposal through email or digital means.***

**Hard copies** should be submitted to the following address:

#### **Coordinator- Procurement & Govt. Relations**

Swisscontact Bangladesh  
House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh  
SWISS FOUNDATION FOR TECHNICAL COOPERATION

The subject line – “**Developing midline progress review and need assessment report for the SMILE project**” must be mentioned on the envelope and email.

**Deadline for submission: June 15, 2026, before 5:00 pm**

Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason. Also, Swisscontact reserves the right to select more than one service provider for the assignment.

***Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding***