**Terms of References (ToR)**

**Hiring External Evaluator for conducting Final Project Evaluation**

**of Muslim Aid UK Bangladesh Country Office on Livelihood project titled “Integrated Reha- bilitation program for poor slum dwellers at Mohammadpur, Mirpur in Dhaka city and Saidpur under Nilphamari district for Technical & Vocational Education & Training (TVET) in Bangladesh”**

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| **1. Project Summary**  Muslim Aid-UK Bangladesh Country Office (MABCO) is implementing a five (05) yearlong project titled “Integrated rehabilitation program for -poor slum dwellers in Mohammadpur and Mirpur in Dhaka city and Saidpur in Nilphamari district for Technical & Vocational Education & Training (TVET), in Bangladesh” since October 2020 with financial support from King Abdullah Humanitarian Foundation (KAHF). The aim of this project is to assist the ultra-poor population living in urban (Mirpur, Mohammadpur and Saidpur) slums in Bangladesh. The specific objective of the project is to enhance **22,100** urban slum dwellers access to skills training and capacity enhancement for creating livelihoods opportunities and contribute to economic development.  The project is based in three (3) main centres for skills training provision at Mirpur and Mohammadpur under Dhaka, and Saidpur under the Nilphamari district. Through these centres, skills development training is being facilitated on 09 different trades, which will be certified by Bangladesh Technical Education Board (BTEB) in National Technical and Vocational Qualification Framework (NTVQF) level - 1 and 2 of Bangladesh Skills Development System. The project is also collaborating with Industry associations - including Micro, Small & Medium Enterprises (MSMEs); Business Associations; Skills Council; Sector Actors and Government Agencies i.e. Bangladesh National Skills Development Authority (NSDA); Bangladesh Technical Education Board (BTEB); Bureau of Manpower, Employment and Training (BMET); Local Government Authorities in order to link trainees and graduates with employment and business opportunities and enhance their capacity for livelihoods improvement. |
| **2. The rationale of the evaluation:**  The five-year project will end on September 30, 2025. The aims to carry out the impact evaluation by the suitable evaluator is for investigating relevancy, efficiency, effectiveness, impact on the targeted beneficiaries on resilience through inclusive livelihoods creation and sustainability of the project (based on the project outcomes and its indicators) The final review will provide an independent assessment of the project’s achievements, strengths, and weaknesses, from its inception to conclusion. |

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| **3. Specific Objectives:**  In general, through this evaluation , it is expected to assess project’s achievements against the set  outputs and outcome. The study team will focus on some of the areas below, but not limited to:   1. Evaluate the extent to which the project’s activities, training content, and delivery methods align with the actual needs and aspirations of urban slum dwellers regarding livelihood development. 2. Determine the extent to which the project achieved its intended outcomes, particularly in improving participants’ skills, knowledge, and employment or income-generating opportunities. 3. Examine the short- and medium-term impacts of the project on participants’ livelihoods,   household income, employment status, and overall economic well-being.   1. Evaluate how effectively the project targeted and included marginalized groups (e.g., women, youth, persons with disabilities) within urban slums. 2. Explore whether the skills and capacities built through the project are likely to be sustained beyond the project period and whether participants can continue applying them independently. 3. Determine the effectiveness of the project's interventions in securing sustainable employment and increasing the income of graduates. 4. Assess the project against the criteria of relevance and appropriateness, efficiency, effectiveness, impact and sustainability of the project interventions against the project’s outcomes and results. 5. Assess the learners changing conditions focusing livelihoods context (before and after training), views of community member, employers and other stakeholders’ perception during the project interventions; 6. Assess the capacity of Muslim Aid Institutes of Technology (MAIT) and Muslim Aid TVET (Technical and Vocational Education and Training) Center (MATC) on advocacy actions and sustainability acclimatized to the changed scenario; 7. Identify the gaps in terms of project design, implementation, activities carried out by MABCO and indicate adjustments and changes relevant to potential future projects and document key successes, challenges, and lessons learned to inform future livelihood and skills development interventions in similar urban settings. |
| 1. **Key Evaluation Question:**    * Analyze the overall program design, strategy, and methodology;    * Critically examine the logical framework, performance indicators and result found in the program and provide current indicator values along with a narrative explaining the reasons for under/over performance;    * A recommendation detailing the barrier of the project which will lead to improved access to alternative program opportunities considering linkage, employment opportunities, identification of market demandable trade, course design, inclusion of female and |

Persons with disabilities (PWD), vulnerable and marginalized youth and families in Bangladesh;

* A recommendation detailing new ideas and projects for the other targeted beneficiaries to gain knowledge and change their habits to provide quality care to their children and young people;
* Draw conclusions, make recommendations, and areas of improvement in the implementation of the program on the following four aspects: Relevance, Effectiveness, Efficiency, Sustainability and Impact.

**Impact:** Inter-personal interviews/discussions with government officials, and agencies at the community level to identify that how the project interventions changed targeted groups' livelihood factors to reduce crisis.

The following log frame Results/Use of outcome/output indicators will be assessed through a quantitative and qualitative assessment that will be done by the evaluators. The evaluation findings will be shared by the evaluators with proposed recommendations. The following information/data from target households will be available from the quantitative/qualitative assessment:

* To what extent did they contribute to their families, and how much did the life status of the learners and their families improve?
* What evidence is there of change have livelihoods (e.g., income, quality of life) of graduates and their families?
* How satisfied are the employers with the technical and soft skills of the TVET graduates they have employed? Are there any gaps in their skills or readiness for the job?
* What were the major learnings and opportunities that are expected to contribute to future design?
* What were the key challenges and gaps, and what steps should be taken moving forward?

**Effectiveness:**

* To what extent did the project achieve its target of training 22,100 youths and ensuring 90% employment placement as per the proposal's key results?
* How effective was self-employment support (tools/grants) in helping graduates establish sustainable businesses?
* To what extent was the project effective in developing a cohort of 1,000 youth volunteers with emergency response skills?
* To what extent was the content effectively delivered to learners to ensure optimal outcomes?
* How much positive impact has been created in the family to support their decision- making process?

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| **Sustainability**: How likely is it that the positive results will continue in the future, beyond the end of the project period? Moreover, will the government invest in or accept the “good practices” for replication and scale-up to other areas? How likely are the MAIT centers to continue providing quality training after the project funding ends? As well How likely are the networks to lobby for scaling up of livelihood facilities through the non-government organizations  To be define how relevancy, effectively and efficiently the project has done and way of  sustainability. | | | |
| **5. Deliverables and Reporting Deadlines**  The following deliverables are expected to be produced by the evaluator(s): | | | |
| **Deliverable** | **Format** | **Length** | **Detail** |
| Inception report | MS Word | As per need | After signing the con- tract, an inception re- port including details methodologies (study area selection, sam- pling, data collection methods, data quality assurance, data pro- cessing & analysis, work plan etc.), data analysis plan, reporting outline and time table shall be submitted for review and approval by MABCO.  by 24th August 2025 |
| Workplan | MS Word | As per need | A detail work plan (under inception report) describing how the consultant will implement the survey within the research framework and timeframe outlined by MABCO.  by 24th August 2025 |
| Data Collection Tools (Questionnaire, checklist, etc.) | MS Word | As per need | Both draft and final ver- sions. The draft tools to be shared with MEAL department for feed- back. These must also be tested in the field be- forehand. The tools will be finalized based on feedback and pre-test findings.  By 26th August 2025 |

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| Draft and Final survey Report following presentation | | | MS Word and PDF | Not exceeding 25 pages (excluding annex) | Evaluation report as draft and fina including the executive summary but excluding the front page, table of contents, and annexes. The evaluation report has to contain an executive summary of a maximum of 5 pages and several mandatory annexes.  Based on the feedback to draft report and during presentation the report should be finalised. It should be in English.  By 11th September 2025 | |
| Data sets | | | SPSS, STATA, Excel,  Word, Stata, as appropriate | Final version of data | Soft copy of both quantitative data and qualitative transcript. | |
| Photos | | |  |  | The evaluator(s) should provide a digital file of photos of the evaluation, including photos related to the evaluation process (e.g. of group discussions & interviews with beneficiaries, stakeholders and others)). The photos should be submitted in a JPEG or GIF format.  The informed consent of the person presented is a prerequisite.  By 14th September 2025 | |
| Deadline for final report | | | Assignment should be done within 16th of September 2025 with the final  evaluation report | | | |
| **7. Schedule of Payments**  The agency/consulting firm will receive an amount agreed through a formal contract. MABCO will not bear any other additional costs (i.e. transport, food etc.) The total agreed amount will be paid to the agency/firm according to the following installment- | | | | | | |
|  | 1. | 1st installment 20% will receive during the agreement signature | | | |  |

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|  | 2. | 2nd installment 30% will be paid after receiving inception report, work plan, survey tools, including field visit plan and questioner checklist, outline of lesson learning and  case stories. |  |
|  | 3. | Final installment 50% will be paid after receiving final report, with evidence of completion of field data collection using approved survey tools, documents with lesson  learning and case stories with photos. |
| Tax and VAT will be deducted at source according to the government approved rules.   1. **Evaluation design and methodology**The Evaluation will follow a mixed-method approach, integrating qualitative, quantitative, and direct observation methods. Prior to deploying the survey tools and questionnaires, relevant project documents will be reviewed to understand the project background and objectives, which will inform the methodology design.   For the quantitative component, a structured questionnaire will be developed based on project indicators, and individual interviews will be conducted to assess progress and changes. For the qualitative component, a separate set of tools will be developed to conduct in-depth interviews with key stakeholders, along with focus group discussions (FGDs) with learners, parents, and other relevant stakeholders to measure outcomes. Additionally, direct observation methods will be used during field assessments and community engagements.  The evaluator will propose a detailed sampling strategy for both quantitative and qualitative components.  Depending on the project's needs and context, either purposive or random sampling will be used during the field assessment. The evaluator will provide a sample size calculation showing the confidence level and margin of error in their proposal. Evaluator will propose Data calculation methods including data interpretation and plan for data analysis with justification.  The sample size will be determined based on the project's needs and context.  Before data collection begins, volunteers will receive an orientation on the use of the questionnaires and data collection procedures. Data will be collected using the KOBO Toolbox, with both online and offline data gathered in the field and uploaded once fieldwork is completed or any other appropriate tool can be use based on the local context and project needs. Daily quality checks will be conducted in the field by the monitoring team. Regular feedback will be provided to volunteers to address any gaps and ensure continuous improvement throughout the data collection process.   * + The evaluation methodology should include sex-disaggregated data, showing how males and females benefit from the project.   + The methods and data sources should be triangulated for enhancing the validity of evaluation findings.   + Existing data (e.g. baselines, beneficiary profiling) must be included, where appropriate,   for the evaluation’s purpose and scope.   * + Total 2 districts and 3 locations to be selected for the evaluation. | | | |

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| * The Evaluation to be followed a mixed-method approach as like qualitative and quantitative * Necessary Tools as both qualitative and quantitative, sample size and working modality to be develop and include during methodology design. * The project beneficiary, stakeholders and any other institutions to be include during the field assessment. | | | |
| 1. **Location and targeted people/institutions:**    * Dhaka-Mirpur & Mohammdpur; Nilphamari-Saidpur district.    * Project beneficiary, stakeholders, employers and institutions. | | | |
| 1. **Professional requirements**    * An Independent Evaluator will conduct a final independent impact evaluation to August and September 2025 as the before mentioned deadline. The assignment is for approximately 30 work-days during that period. The assignment will require travel to different project locations in Bangladesh. During field works, Muslim Aid project team will coordinate and support for field works and arrangements. Accommodations and necessary logistic to be arrange by self.    * Selection of the Independent Evaluator will be done by the Monitoring Evaluation Learning and Accountability department with the support of higher Management. Selection will be based on the strength of the qualifications provided by potential candidates through their expressions of interest for the assignment.   **11. Interested candidates should include in the expression of interest:** | | | |
|  | **Topic** | **Page Limit (max.)** |  |
|  | **Technical Proposal** | |  |
|  | Cover Page | 01 Page |  |
|  | Table of Content | 01 Page |  |
|  | Understanding of the study- Background, Objectives, scope and key  question etc. (Not just copied from the ToR) | 02 Pages |  |
|  | Proposed Methodology | 02 Pages |  |
|  | Data calculation methods | 01 page |  |
|  | Study plan/work schedule (Gantt chart) | 01 page |  |
|  | Experience in leading similar survey work (Provide at least 2 examples of  similar work, agency and time of conduction) with 02 references | 01 page |  |
|  | An updated CV with references | 02 pages |  |
|  | Any other relevant information (if required only) | 01 page |  |
|  | **Financial Proposal** | |  |
|  | * Detailed budget * 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) * Proof of professional registration and taxation is also required (e. g. by providing the evaluator(s) tax number) * VAT & Tax will be deducted as per Govt Policy | |  |

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|  | * Total amount   Note: All financial costs should include in the total budget, no other benefit will be applicable  out of the process as travel costs, accommodation and per diems etc.) |  |
| 1. **Applicants should have a**    * Knowledge about the Technical and vocational Education and the impact of this themes at Training Center based and Workplace Based training modalities    * Demonstrable experience on evaluating of leading TVET, Livelihoods and economic empowerment project at National and international level    * Significant field experience in the evaluation of skill development projects with social impact;    * At least 5-7 years practical experience related to the evaluation to be undertaken;    * The evaluator should have 8 to 10 years working experience in the relevant field related to stakeholders like Government, private, BTEB, NSDA, etc.    * Significant experience in coordination, design, implementation, monitoring and evaluation of programs.    * Good knowledge of Bangladesh context and understanding of different donor requirements and interest exclusively for IsDB    * Ability to manage the available time and resources and to work to tight deadlines;    * Excellent written and oral communication skills in English and Bangla.    * International and National project evaluation is preferable    * Only eligible for Bangladesh nationals | | |
| 1. **Others**    * All insurances are the responsibility of the evaluator(s)    * Soft copies of relevant documents will be provided by MABCO    * The project team will help to community entry, contacts, and field activities arrangements like FGDs, KIIs, and area demarcation.    * Material for the workshop will be provided by evaluators    * Laptops, stationary, Camera, and other evaluation-related materials need to be provided by the evaluator(s). | | |
| - **Offers will be accepted by individual consultants, commercial companies, NGOs and Academics until 7th August 2025** | | |
| **14. Confidentiality**  All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for evaluation purpose. The deliverables as well as all material linked to the evaluation (produced by the evaluator(s) or the organization itself) is confidential and remain at all times the property of the contracting party. | | |

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| **Payment mode:** Payment would be process based on miles stone set Muslim Aid UK Bangladesh  financial process and Management |