

## **Terms of Reference (ToR)**

### **Final Evaluation under the Promoting Sustainable Metallic Utensils' Micro-Enterprise in Shariatpur District., (Package No: PKSf/SEP/SDS/SD-04)**

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#### **1. Background**

Sustainable Enterprise Project (SEP) project is jointly financed by Palli Karma-Sahayak Foundation (PKSF) and World Bank. The objective of the project is to increase the adoption of environmentally sustainable practices by targeted microenterprises. The project tends to demonstrate the project impact on 30 different sub-sectors. The project prioritizes a selected number of polluting microenterprise business clusters and supports the expansion of innovative economic activities conducive to a more sustainable environment.

SDS implementing this sub-project in Shariatpur Sadar upazila under Shariatpur districts of Bangladesh. This 02 year's 27 May 2021 to May 2023 sub-project will support to achieve global goals of the main SEP project. The sub-project activities will be implemented in the business clusters of Metallic Utensils subsector to improve the overall business and environment of the microenterprises.

SDS has taken initiative to conduct a baseline survey through an individual consultation understand the present business, economic and environment status of microenterprises, entrepreneur and their enterprises under Metallic Utensil sub-sector in the sub-project working area as baseline. A total of 60 micro enterprises will get different technical and financial supports through the sub-project.

#### **2. Context of sub-project**

The final evaluation survey will be conducted with a view to obtain a snapshot assessment of the current business, economic, environment and climatic conditions of the micro-entrepreneurs who are likely to participate in the project activities, so that the changes related to the project interventions and their progress can be evaluated after the project period. Moreover, the survey will establish the baseline situation on a significant number of variables relevant to sales, profit, employment, asset creation, environment and health and safety situation etc. by the project participants.

SDS implementing the sub-project activities to ensure improved eco-friendly practices among the targeted MEs through the facilitation and motivation to construct environment friendly Brassware workshop. Improved workshop house management. Support in brassware polishing centre & common display centre, awareness building training of the MEs about the environment friendly workshop. The project will also work on proper solid & liquid waste management; prepare solid & liquid waste disposal site, proper safety measure, purchase raw materials from authentic sources and to ensure develop proper marketing channel develop.

Therefore, it is very important to increase the brassware production as well as increase the investment in brassware product related activities. Considering all the aforementioned facts and figures, for sustaining the sectoral growth, initiatives like supply of quality inputs (raw materials), environmental and hygiene practices, product production marketing system diversification will play a catalytic role for brassware factory. To address the aforesaid problems, SDS is implementing the sub-project entitled "Promoting Sustainable Metallic Utensils' Micro-Enterprise in Shariatpur District" supported by PKSF under Sustainable Enterprise Project.

The sub-project started its implementation with an aim to attain the objectives as; a) To introduce environmental practices in the metallic utensils' micro-enterprises. b) To improve the metallic utensils products quality. c) To create linkage with the premium market for the metallic utensils' micro-enterprises. d) To develop the capacity of the metallic utensils micro-enterprises.

In this regard, SDS is looking to hire an experienced individual consultant to conduct a Final Evaluation to undertake the extent to which the project has achieved its objectives at the end of the project period.

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#### **3. Project Area & ME coverage**

The sub-project is being implemented in Shariatpur Sadar Upazilas under Shariatpur district. The total number of microenterprise supported under this sub-sector is 60. The detail distribution of MEs is in

#### **Annex-2.**

#### **4. Objectives of the Final Evaluation**

The **overall objective** of the final evaluation is to undertake the extent to which the project has achieved its objectives at the end of the project period.

The **specific objectives** of the final evaluation are to:

- a) measure the results level changes *i.e.*, Project Development Objectives (PDOs) and Intermediaries Results Indicator (IRI) (See: Annex 1);
- b) evaluate the social, economic and environmental impact due to sub-project interventions;
- c) assess the level of satisfaction of various categories of project participants with services provided by the project;
- d) assess the anticipated changes due to capacity development supports like, certification, training, branding and marketing etc.; and
- e) draw lessons learned and good practices for replication and provide recommendations for continued project interventions and scaling it up.

#### **5. Scope of work**

A detailed activity plan shall be developed after the signing of the ToR. The study entails the following scope of assignment which is essential but not limited to:

- Review of the secondary data/relevant literature and project document available;
- Prepare inception report which includes methodology, study plan and key questions to be answered;
- Development of data collection instruments;
- Pre-testing and finalize the survey tools;
- Training of the enumerators/data collectors;
- Fieldwork for data collection;
- Data cleaning, processing and preparation of transcript;
- Data analysis, interpretation and prepare draft report in comparison with to baseline data if available;
- Presentation on draft report;
- Incorporate feedback and finalize the final evaluation report.

#### **6. Methodology**

The consultant will adopt different quantitative and qualitative methods (mixed method) such as questionnaire survey, FGD, KII and case studies to gather information about the persisting situation of the project. The consultant will develop and propose a comprehensive and scientific methodology including the standard evaluation method(s), location, duration, sampling technique and sample size determination, inclusion and/or exclusion criteria of respondents, data collection instruments and techniques, data processing, analysis plan, quality control of data and implementation plan.

For conducting questionnaire survey, the sample size will be determined using probability sampling techniques. Here, SDS will provide the list of sample households containing name of the enterprise owner/entrepreneur, full address and contact number. Therefore, the samples for case studies, FGD and

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KII will purposively be chosen. SDS reserves the right to modify the sampling strategy (method and size) proposed by the consultant and adjust the manpower requirement accordingly.

#### **7. Data Collection Tools**

Data will be generally collected on the results and the specified interventions using a semi-structured questionnaire. The consultant has to prepare a questionnaire to ensure the availability of information and data for the purpose of evaluation. The consultant is requested to propose the sufficient number of KII, FGD & Case studies to be conducted per union coverage in the proposal. Thus, the final methodological approach including interview schedule, guideline and data analysis plan should be clearly outlined in the inception report and fully discussed and agreed upon among PKSf, SDS and the Consultant.

The consultant is requested to detail the following areas in the technical proposal: 1) Understanding of the assignment, 2) overall evaluation study strategies, 3) detailed work plan, 4) sampling strategies (Qual & Quant), and sample size determination and distribution, 5) data collection methodologies & protocols, 6) data quality control methods, 7) detailed data analysis methodologies and plan and 8) evaluation planning matrix 10) Questionnaire 11) Interview guideline. The content of the evaluation planning matrix should be: 1) Objectives of the assignment, 2) Objectively Verifiable indicators, 3) Unit of measurement, 4) Key questions, 5) Specific sub-questions, 6) Data source, 7) Data collection methods and tools, 8) Stakeholders.

#### **8. Duration of the assignment**

The total duration of the assignment is two (02) months starting from the date of contract signing.

#### **9. Outputs and deliverables**

The consultant is responsible for submitting the following deliverables to SDS at the agreed work plan:

**9.1 Inception Report:** The consultant will submit an inception report with detailed work plan (in line with the Time Schedule mentioned in indicative evaluation timeline of ToR), a detailed questionnaire and interview guideline and responsible personnel for this assignment agreed by both party within 15 working days of signing the agreement of this assignment to SDS. The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of, proposed methods, sampling strategy, sample size calculation, proposed data collection sources, procedures and data analysis techniques. The inception report should elaborate and finalize proposed schedule of tasks, activities and deliverables, Moreover, the inception report should include a research planning matrix including objectives, indicators, measurement techniques and source of data.

**9.2 A Draft report:** A draft report will be submitted to SDS by the consultant within 45 days of submitting the inception report. The report should be written in Plain English and in such a way that it is accessible to non-specialists. The consultant should provide the draft report of the evaluation study to SDS. There should be a presentation on the draft report at the SDS within one week of draft report submission.

**9.3 A final report:** Final report should be prepared incorporating the comments given by the SDS within 60 days. Five hard copies of the final report with soft copy must be submitted to the SDS. The final report will reflect the comments and feedback from stakeholders, including feedback provided during the presentation. The consultant should also provide soft copy of data file in SPSS and/or STATA to SDS.

**9.4 Dataset:** The final dataset of this study will be submitted to SDS. The submitted data set will essentially include soft copy of all kinds of data collected in SPSS/Stata, syntax file and output file. This data set will be the property of SDS; no other organization can use it without having written approval from SDS.

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A draft and a final report of the study both in hard (five copies) and soft copy of pdf and word version (in DVD) will be submitted to SDS by the consultant. The report should include the following contents:

- **Cover pages** (Title Page, Acknowledgement, Table of Content, List of Tables and Figures, Abbreviation, Acronyms)
- **Executive summary** includes key issues of investigation, major findings and concluding remarks with key policy recommendations (within 3 A4 pages)
- **Introduction:** Short description of the context, project background and description, rationale, objectives of the evaluation and evaluation questions
- **A short introduction about Sub-project** project
- **Methodology** includes the study design, location, duration, sample size determination and sampling, inclusion and/or exclusion criteria of respondents, methods of data collection, data processing, statistical analysis plan, quality control of data and limitations
- **Results and Discussions** with regard to the questionnaire formulated along the objectives and results (and associated indicators) of the sub-project
- **Key findings:** Analysis of summary tables and graphs triangulated with both qualitative and quantitative observations
- Key achievements, success stories and best practices
- Major challenges, way forwards/recommendations and conclusion
- The final terms of reference for the evaluation must be included as an annex includes names and contact details of the evaluators along with a signed declaration of their independence
- Other annexes should include all generated outputs/statistical table followed by the collected data on each variables, the evaluation schedule, details of people met, list of documents reviewed and summary assessment result for PDO and IRI indicators mentioned in SDS SEP Sub-project Result Framework.
- Cleaned data set in both, SPSS.sav and/or STATA.dta (provided in DVD)
- All generated outputs/ table formatted in separate excel sheet followed by the collected data for each variables (provided in DVD)
- Presentation (PPT) of key findings on final report

#### **10. Mode of Payment**

Payments will be made based on the following percentages and milestones:

- **1<sup>st</sup> Payment** (30% of total contract value): The 1<sup>st</sup> payment will be made upon submission and acceptance of the inception report.
- **2<sup>nd</sup> Payment** (40% of total contract value): The 2<sup>nd</sup> payment will be made upon submission and acceptance of the draft report.
- **Final Payment** (30% of total contract value) will be made upon submission and acceptance of the final report.

The cost will be expressed in Bangladeshi currency (BDT) and all payments will be made locally in the same currency. Tax, VAT and others (if any) will be deducted at source as per rule.

#### **11. Profile of the Consultant:**

##### **Education:**

- Ph.D/MS degree in Mechanical Engineer or relevant subject including specialization in impact evaluation. Masters degree holder on the above mentioned subjects with adequate relevant-experience will also be able to apply

##### **Experience:**

- At least Eight years working experience including at least 5 five years in the areas of metallic/environment/microenterprise;

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- Experience to conduct similar kind of minimum 5 evaluation studies;
- Experience of evaluating projects funded/managed by the World Bank/ IFAD/EU/UNDP/UN agencies will be added advantage;
- Demonstrable experience of producing high-quality, credible evaluation report (an example will be required with the tender);
- At least five publications in the relevant areas

#### **Language:**

- Fluency in speaking and writing in English

#### **12. Ethical Considerations**

There will be nothing in the assignment that may be harmful to the respondents in terms of legal or ethical grounds. No one would be forced to provide information for the assessment. The research objectives will be clearly explained to all the respondents of the assessment before collecting data from them. S/he will have abstained from data collection from any person who will deny or show any reluctance in providing information. Verbal consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The researchers will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put the heartiest endeavor to be unbiased in collecting data. The research report will not reveal the identity of the respondents.

#### **13. Disclaimer:**

The authorized management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher also reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions that will be finally agreed.

#### **14. Submission Details**

Interested individuals are requested to submit the financial and technical proposal along with updated Curriculum Vitae (CV) using the shared format by 25 May 2023 to the e-mail at [hr@sdsbd.org](mailto:hr@sdsbd.org) or [sdsutensil2021@gmail.com](mailto:sdsutensil2021@gmail.com) having subject heading “**Submission of Proposal for Final Evaluation under the Promoting Sustainable Metallic Utensils' Micro-Enterprise in Shariatpur District.**”.

Also, the hard copies of the proposal must be submitted to SDS (Shariatpur Development Society), Sadar Road, Shariatpur-8000, Bangladesh on the same date on or before 5.00 PM.

The technical proposal must outline the understanding of the assignment, methodology, time plan and a list of previous relevant assignments. For any queries, you can write to the e-mail at [sdsutensil2021@gmail.com](mailto:sdsutensil2021@gmail.com)

Only the qualified candidates will be communicated for presentation and final negotiation. Noteworthy, Consultant will be selected followed by the Selection of Individual Consultant (IC) under the World Bank Procurement Regulations for the IPF borrowers.

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**Annex-1: Result framework of the Sub-Project**

Results Indicators	Unit of measurement	Baseline	Annual Target			End Total
			Year-1	Year-2		
<b>Project Development Objective (PDO) Indicator</b>						
<b>PDO Indicator #1:</b> Microenterprises targeted by the project that have adopted at least one environmentally sustainable practice	Number		16	36		36
<b>PDO Indicator #2:</b> Share of target beneficiaries with rating 'satisfactory' or above on project interventions (disaggregated by sex)	Percentage		40%	60%		60% (30%)
<b>PDO Indicator #3:</b> Targeted micro-enterprises that continue the adopted environmentally sustainable practice (disaggregate by sex of ME owner)	Percentage		40%	50%		60% (50%)
<b>Intermediate Result Indicator (IRI)</b>						
<b>IRI Indicator #1:</b> Micro enterprise clusters provided with common services (Revenue Generating)	Number of Activities		2	2		2
<b>IRI Indicator #2:</b> Share of targeted microenterprises provided with capacity- building support to adopt environmental sustainable (of which female-owned enterprises)	Number of Activities		3	3		5
- Non-Revenue Generating Physical Activities						
- Eco Labeling & Access to premium market)	Number of ME		20	40		40
- and Capacity Building of MEs	Number of ME		25	45		45
<b>IRI Indicator #3:</b> Microenterprises that sign loan agreements with PKSf under the project (of which female-owned enterprises)	Number		30	60		60 (50%)

**Annex-2: Area Information and ME Coverage under SEP**

S.N	District Name	Upazilla Name	Union/ Ward Name	Branch Name	No. of MEs Received Loan		
					Male	Female	Total
1	Shariatpur	Sadar	Palong and Pourashova	Shariatpur Sadar- 1	10	20	30
2	Shariatpur	Sadar	Palong and Pourashova	Shariatpur Sadar- 2	2	4	6
					<b>12</b>	<b>24</b>	<b>36</b>