



## Caritas Bangladesh

### Terms of Reference (ToR) for Mid-Term Evaluation of the Disability Inclusive Disaster Risk Management in Khulna District (DiDRM CALL Programme)

#### 1. Background:

**Caritas Bangladesh Background:** Caritas Bangladesh (CB) is a national and non-profit development organization operating since 1967. It has its Central Office in Dhaka and eight Regional Offices in Barishal, Chattogram, Dhaka, Dinajpur, Khulna, Mymensingh, Rajshahi and Sylhet with the goals i) Social Welfare and Service of Love for Vulnerable Communities; 2) Ecological Conservation, Climate Justice and Sustainable Food System; 3) Humanitarian Response and Disaster Management; 4) Education, Skill Development and Employment Creation; 5) Health Care, Nutrition and Education; 6) Development of Indigenous Peoples; 7) Integral Human Development; and 8) Institutional Development and Sustainability. Caritas Bangladesh is a member of the Caritas Internationalis, a confederation of 165 Caritas Member Organizations over 200 countries and territories.

Caritas Bangladesh has a long history of working with disaster-affected communities, dating back to its inception. The organization has been at the forefront of providing relief and assistance to disaster-affected population in Bangladesh. From early 1990s to till the date, CB has been implementing disaster preparedness and Risk Reduction interventions across the country. Early Warning (EW) and Anticipatory Action (AA), creation of livelihood opportunities, capacity building of Disaster Management Committees (DMCs), climate and disaster mitigation measures through infrastructural (road/ embankments/ latrines) developments, construction of multi-purpose disaster shelters (MPDS) (cyclone shelters- 246 and flood shelters- 80), and low-cost houses (LCH); awareness of community level through disseminating IEC/ SBCC materials, cluster meetings, day observations etc.

**Background and Brief Overview of the Project:** CBM Global Bangladesh conducted a pre-project analysis in Khulna in 2021 to establish its first Disability-Inclusive Disaster Risk Management (DiDRM) project. Data was collected from 520 individuals through direct interviews, along with 16 focus group discussions (FGDs) and 38 key informant interviews (KIIs) involving persons with disabilities, their families, and key stakeholders.

Persons with disabilities constitute approximately 16% of the surveyed population. The project targets Sutarkhali and Maharajpur unions in Koyra and Dacope upazilas, areas highly vulnerable to climate-induced disasters such as cyclones, storm surges, salinity intrusion, and tidal inundation. These hazards significantly impact water, agriculture, health, and livelihoods, with drinking water being a major concern.

The population, including persons with disabilities, faces barriers in education, employment, and social inclusion. Limited access to education perpetuates poverty and unemployment, particularly among persons with disabilities. A multi-hazard risk assessment identified Bajua (Dacope), Bagali (Koyra), Goraikhali (Paikgacha), and Chila (Mongla) as high-risk unions. The Start Fund Bangladesh (SFB) Disaster Risk Financing (DRF) contingency plan highlights that persons with disabilities face heightened risks from climate-induced disasters. They often lack access to resources, decision-making processes, and inclusive disaster risk reduction measures, while physical barriers such as inaccessible cyclone shelters and water collection points further increase their vulnerability. Early warning systems and humanitarian response efforts also remain largely inaccessible.

To address these challenges, CBM Global launched Project P00305, "Strengthening People-Centered Disability-Inclusive Disaster Risk Management (DiDRM) in Khulna," in May 2023, initially planned to run until June 2026. In 2023, the Swiss Development Cooperation (SDC) initiated the "Climate Action on Local Level (CALL)" consortium, uniting nine Swiss NGOs to address climate-related disasters holistically. CBM Global, in

collaboration with Caritas Bangladesh and the Disabled Child Foundation (DCF), joined this initiative, expanding P00305 into this Project P00588, “Disability-Inclusive Disaster Risk Management in Khulna District (DiDRM, CALL Consortium),” running from 17 Nov 2024 to 16 Nov 2026. This expansion integrates targeted livelihood activities while strengthening ongoing DiDRM efforts.

A dedicated **CALL programme proposal (Final Version 2.3, updated 15 March 2025)** provides the framework for SDC’s initiative and outlines the contributions of participating Swiss NGOs.

**Project Area:** The project targets **Sutarkhali and Maharajpur unions under Koyra and Dacope upazilla in Khulna District**. These areas are highly vulnerable to climate-induced slow onset disasters, and sudden disasters like cyclones, storm surges, salinity, and tidal inundation. Water, agriculture, health, livelihoods are affected by climate-induced disasters and drinking water remains a major concern.

The population, including persons with disabilities, experiences barriers accessing education, occupations, and social resources, etc. Acknowledging the cycle of poverty and disability, persons with disabilities experience heightened levels of unemployment due to barriers to accessing education.

#### Geographical Focus:

Region	District	Upazila	Union	No. of Wards
Khulna	Khulna	Dacope	Sutarkhali	9
Khulna	Khulna	Koyra	Moharajpur	9
1	1	2	2	18

#### Beneficiaries:

**Direct beneficiaries: Individuals - 38,890 (Man- 8557 , Woman – 30,333) HHs - 8642**

**Overall objective:** Improving resilience of at-risk community members including persons with disabilities to adapt and manage climate induced disaster risks in Bangladesh.

#### Outcome / Specific objective:

PSO1 / Outcome 1: People and communities benefit from improved climate actions and better management of climate and disaster risks through harmonized interventions.

**Result/Output 1.1: People and communities have the knowledge and skills to better manage impacts of climate change and climate- induced disasters**

#### Main activities of Result 1.1:

**4.1.1.1)** Formation of clusters in the community and conduct awareness campaign on disaster risk management, climate change impacts, adaptation, disability inclusion in community, school and public places

**4.1.1.2)** Formation of Self-help group (SHGs) for Persons with Disabilities and monthly. structured meetings (36 meetings).

**4.1.1.3)** Formation and management of Apex body of SHGs at Union level and conduct monthly meeting

**4.1.1.4)** Capacity development of Apex body.

**4.1.1.5)** Conduct analysis about a) the impact of climate change on person with disabilities as well as assessing climate change induced vulnerability and b) SWOP analysis of Locally led CCA for disability inclusion.

**4.1.1.6)** Conduct/ update disability inclusive, gender responsive CRA at community level and prepare inclusive Risk Reduction Action Plan (RRAP), (Collecting and disseminating disability disaggregated data and in-depth information on risk governance and risk information systems for appropriate use in RRAP) - implementation strategy.

- 4.1.1.7)** Joint DRR and climate resilient measures for establishing disability inclusive community-based emergency shelter (2 shelter and 1 community service Centre).
- 4.1.1.8)** Mock drill on DRR, Emergency Response, EWS, and safe evacuation engaging schools (external expertise).
- 4.1.1.9)** Training on disability inclusive emergency response, first aid, search and rescue for the CPP volunteers, community members with providing SAR materials.
- 4.1.1.10)** Life skill training for persons with disabilities.
- 4.1.1.11)** Capacity enhancement of community school teachers on psychosocial support (PSS).
- 4.1.1.12)** Capacity development of Service providers (DMC, CPP, health service providers etc.) on PSS.
- 4.1.1.13)** Identification of potential participants for the orientation of the IDRR tools.
- 4.1.1.14)** Develop inclusive training materials and method of IDRR tools.
- 4.1.1.15)** Translate the training materials in local language of IDRR tools.
- 4.1.1.16)** Capacity building of identified potential participants in ToT approach.
- 4.1.1.17)** Establish community network of IDRR tools practitioner (Quarterly).
- 4.1.1.18)** Knowledge exchange and peer learning on IDRR tools among the practitioner network (Yearly).
- 4.1.1.19)** Community Animation activity by Community Facilitators (18 Ward of two unions =28 persons).
- 4.1.1.20)** Orientation for the project staff on project implementation modalities and develop detailed implementation plan.

**Result/Output 1.2: People and communities have access to climate-smart and inclusive livelihood options and essential services**

**Major Activities of Result-2:**

- 4.1.2.1)** Conduct a dissemination workshop presenting findings of the study/mapping exercise to relevant and involved stakeholders, incl. developing an action plan that informs potential inclusive climate resilience livelihoods work in Khulna (around midterm of the current project)'.
  - 4.1.2.2)** Explore opportunities (fund raising, linkages) to support the agreed action plan and integration of the same in project design.
  - 4.1.2.3)** Organize training on climate resilient livelihood options, improved Farm/Non-farm production & management for selected ultra-poor HHs.
  - 4.1.2.4)** Formation of 20 VSLA group and facilitate quarterly meetings with VSLA groups, updates on Farm/Non-farm green production and increasing savings.
  - 4.1.2.5)** Training to VSLA group on financial management.
  - 4.1.2.6)** Meeting with market actors with a view to establish inclusive market linkage.
  - 4.1.2.7)** Formation of producer groups and provide training of value chain management.
  - 4.1.2.8)** Transfer productive non-farm asset/Cash among targeted ultra-poor HHs (10,000/ HH to 250 HHs) and person with disability (20,000/ HH to 150 HHs) through SHGs to develop climate smart livelihood and non-farm enterprise.

**Outcome 2: Local system actors undertake improved climate actions and better manage climate and disaster risks through harmonized interventions.**

**Result/Output 2.1: Government and civil society actors have the capacity (knowledge, skills and means) to undertake climate actions and better manage climate and disaster risks**

**Major Activities of Result-2.1:**

4.2.1.1) Bi-monthly meetings of DMCs on DIDRR, climate adaption, social protection access, GoB services, plans and budget sharing, for activating the committee and linkages with the people with disabilities in protection schemes.

4.2.1.2) Quarterly sub-district level gathering of local leaders, like minded organizations, UzDMC members and representatives of Person with disabilities.

4.2.1.3) Emergency equipment for Disaster Ready (Torch light, Power bank, Raincoat, Umbrella, Whistle with Backpack).

4.2.1.4) Conducting awareness raising session and training for local government representatives on existing DRR and climate change policies/plans (DM act, NAP, Sendai framework, SOD) and specific provisions on inclusion of people with disabilities.

4.2.1.5) In-depth assessment of existing risk governance structures and risk information systems, including aspects of gender and disability inclusiveness, and evaluation of functionality.

4.2.1.6) Conduct training for DMCs on Social Safety Net Services for the facilitation with Department of Social Services (DSS).

4.2.1.7) Inception meeting at district and Upazila level with the key relevant stakeholders to share the project goal and objective.

**Result/Output 2.2: Private sector actors have the capacity (knowledge, skills and means) to undertake climate actions and better manage climate and disaster risks****Major Activities of Result-2.2:**

4.2.2.1) Six monthly staff coordination and reflection workshop.

4.2.2.2) Make linkage between DMCs and SHGs.

4.2.2.3) Refresher Training for project staff on DRR, CCA, DIDRR, Disabilities issues and social protection

4.2.2.4) Development of Gender strategy.

4.2.2.5) Linkage with existing Networking Forums (NF) with stakeholders (GO, NGOs, private organizations, local elites, influential persons, leaders, etc.) and conduct tri-monthly meetings of the NF at union level and national level along with SDC.

4.2.2.6) Six-monthly Coordination meeting at sub-district level with Upazila level stakeholders and Union level Stakeholders for DIDRR, inclusive EWS dissemination, structural development for Person with Disability and other relevant issues.

**Outcome 3: Knowledge sharing, cross learning, and evidence-based advocacy strengthen climate governance mechanisms in Bangladesh.****Result 3.1 / Output 3.1: A knowledge sharing, learning and capacity building mechanism is established and practiced.****Major Activities of Result-3.1:**

4.3.1.1) Develop IEC materials, modules on DIDRR, other relevant issues to conduct training and meetings.

4.3.1.2) Knowledge product development and process documentation (Video documentation, publication, Position paper, case study booklets printing).

4.3.1.3) National/international level seminar (such as GPDRR) on DIDRR and climate change showcasing and building on disability inclusive community-based risk assessment and action plan, multi hazard EWS. The events will produce collective policy briefs and will provide opportunity to share learnings for participation of CBM, CARITAS and DCF.

4.3.1.4) Generate learning documents to highlight usefulness of app and identify areas of improvement.

**4.3.1.5)** Visibility & documentation.

**4.3.1.6)** Project end workshop.

**4.3.1.7)** Joint CALL activities.

**4.3.1.8)** Setting of MEAL system and Inclusive Complaint Feedback Mechanism (ICFM) for the project.

**Result/Output 3.2: Stakeholders and local partners are able to lead climate-related advocacy efforts towards equitable climate justice**

**Major Activities of Result-3.2:**

**4.3.2.1)** Study on disability inclusive, gender responsive Early Warning Systems (EWS) of climate induced disaster.

**4.3.2.2)** Piloting accessible community based early warning systems to all.

**4.3.2.3):** Annual workshop of Disaster Management at National level.

**4.3.2.4):** Training on Advocacy, Lobbying and Networking for the Persons with Disabilities.

**4.3.2.5):** Training on Rights and Protection Act 2013, SOD, DM Act 2012, etc. for Persons with Disabilities.

**4.3.2.6):** Develop advocacy agenda and strategy on DRR and Climate justice, livelihood and social safety net for establishing rights and protection of at-risk people including people with disability.

**4.3.2.7):** Day observance (International Human Rights Day, International Day of Persons with Disabilities, International Day of Disaster Risk Reduction (IDDR), National Disaster Preparedness Day (NDPD).

**4.3.2.8):** National level advocacy meetings with Government/other network/media for sharing advocacy agenda, knowledge and learning documents.

#### **4. Other implementation activities**

**4.4.1)** Recruitment of staff.

**4.4.2)** DSLR Camera for result based documentation.

**4.4.3)** Emergency equipment for Disaster Ready (Torch light, Power bank, Raincoat, Umbrella, Whistle with Backpack etc.).

**4.4.4)** Project midline and endline Evaluation.

**4.4.5)** Visibility & documentation (Billboard, Poster, Banner, Leaflet, Bag pack, Cap, T-Shirts etc.).

**4.4.6)** Quarterly project review meeting (For ensuring quality of CALL project by CO team- program and finance).

**4.4.7)** Monthly staff coordination meetings.

**4.4.8)** Lesson Learned workshop.

**4.4.9)** Reasonable accommodation.

**4.4.10)** Orientation on project implementation strategy, compliances, policies and working modalities.

**4.4.11)** Workshop for developing project work plan, implementation guidelines, data flow system etc.).

**4.4.12)** Annual project audit.

**4.4.13)** Office accessibility and response equipment for office.

#### **Cross-cutting themes include:**

- Disability inclusion
- Gender equality and protection
- Participation and accountability

- Climate change adaptation and disaster risk reduction
- Project management, coordination, MEAL systems, and partnership arrangements

The evaluation will focus on project areas in **Dacope and Koyra Upazilas, Khulna District**.

**2.** The evaluation will apply a **mixed-methods and participatory approach**, ensuring accessibility and inclusion of persons with disabilities.

Methods may include:

- Desk review of project documents (proposal, logframe, MEAL plan, progress reports, baseline data)
- Key Informant Interviews (KIIs) with:
  - Project staff
  - Local government representatives
  - DMC members, CPP volunteers
  - CBM Global and donor representatives
- Focus Group Discussions (FGDs) with:
  - Persons with disabilities (disaggregated by gender and age)
  - SHGs, Apex Bodies, VSLA members
- Field observations of selected project interventions
- Review of monitoring data and indicators

The evaluator(s) must ensure:

- Use of disability-inclusive and gender-sensitive data collection tools
- Accessible venues, communication formats, and facilitation methods
- Ethical standards, informed consent, and confidentiality

A detailed methodology and sampling plan will be proposed by the evaluator and validated by the project management.

### **3. Rationale of the Evaluation**

The Mid-Term Evaluation is conducted to assess the project's progress against its planned objectives, outcomes, and indicators at the midpoint of implementation. It aims to review the effectiveness and efficiency of project strategies, implementation approaches, and resource utilization, while identifying key achievements, challenges, and risks.

The evaluation will generate practical findings and recommendations to support informed decision-making, improve project quality, and guide necessary adjustments for the remaining implementation period. It will also contribute to learning, accountability, and alignment with the needs of target communities and donor requirements.

### **6. Objective of the Evaluation**

**General objective:** The main objective of the **Mid-Term Evaluation**

The objectives of the Mid-Term Evaluation are to:

- Assess the level of progress achieved toward the project's intended outcomes and outputs in line with the approved Logical Framework
- Examine the effectiveness, relevance, efficiency, and inclusiveness of project strategies and implementation approaches
- Evaluate the extent to which disability inclusion, gender equality, and the principle of "Leaving No One Behind" are integrated and operationalized across project interventions
- Identify key good practices, challenges, and potential risks affecting project implementation
- Provide practical and actionable recommendations to enhance project performance and results during the remaining implementation period

## 7. Scope of the Evaluation, criteria and key questions

The final evaluation will comprehensively review all three key result areas and their respective activities of the project, spanning the full implementation period from **July 2022 to June 2025** at three unions of three *upazila* in Chattogram, **Barguna** and Satkhira districts of Chattogram, Barishal and Khulna divisions.

The final evaluation will assess the extent to which project goal and objectives were achieved, particularly in strengthening capacity of Disaster Management Committees (DMCs), i.e. WDMCs and UDMCs; awareness and capacities of vulnerable households and communities towards their resilience.

The evaluation will identify key lessons, challenges, and practical recommendations to guide the planning and development of further DRR projects in other cyclone prone areas.

### Evaluation Criteria:

#### Evaluation Criteria and Key Questions

The evaluation will apply **OECD-DAC evaluation criteria**, adapted to a disability-inclusive and humanitarian-development nexus context.

#### Relevance

- To what extent are the project objectives and interventions aligned with:
  - The needs and priorities of persons with disabilities and other at-risk groups?
  - National frameworks (SOD, NDMP, DM Act 2012, UNCRPD, Sendai Framework)?
- Are the selected strategies appropriate to the local disaster and climate risk context of Khulna?

#### Effectiveness

- To what extent are the project outputs and outcomes being achieved as planned?
- What progress has been made toward improving disability-inclusive preparedness, early warning, and response capacities?
- How effective are SHGs, Apex Bodies, DMCs in contributing to DIDRR outcomes?
- What factors have facilitated or hindered achievement of results?

#### Efficiency

- Are project resources (time, funds, human resources) being used efficiently?
- Are coordination and partnership arrangements between CB, DCF, CBM Global, and local stakeholders effective?

#### Inclusion, Gender and Participation

- To what extent are persons with disabilities meaningfully participating in planning, implementation, and monitoring?
- Are reasonable accommodation and accessibility measures adequate and effective?
- How well are gender equality and protection concerns integrated across activities?

#### Sustainability

- What is the likelihood that project benefits will be sustained beyond the project period?
- Are local institutions (DMCs, LGIs, service providers) demonstrating ownership and capacity to continue DIDRR actions?

#### Learning and Adaptation

- What good practices and innovations have emerged so far?
- How effectively are learning, reflection, and adaptive management mechanisms being used?
- What adjustments are recommended for the remaining project period?

## 8. Approaches and methodology

### Evaluation Methodology

The evaluation will apply a **mixed-methods and participatory approach**, ensuring accessibility and inclusion of persons with disabilities.

Methods may include:

- Desk review of project documents (proposal, logframe, MEAL plan, progress reports, baseline data)
- Key Informant Interviews (KIIs) with:

- Project staff
- Local government representatives
- DMC members, CPP volunteers
- CBM Global and donor representatives
- Focus Group Discussions (FGDs) with:
  - Persons with disabilities (disaggregated by gender and age)
  - SHGs, Apex Bodies, VSLA members
- Field observations of selected project interventions
- Review of monitoring data and indicators

The evaluator(s) must ensure:

- Use of disability-inclusive and gender-sensitive data collection tools
- Accessible venues, communication formats, and facilitation methods
- Ethical standards, informed consent, and confidentiality

A detailed methodology and sampling plan will be proposed by the evaluator and validated by the project management.

**8.1 Field phase:** The field phase will focus on the collection of both quantitative and qualitative primary data using the following methods:

- **Household Surveys:**
  - Conduct door-to-door surveys using a mobile-based quantitative data collection platform.
  - Employ stratified random sampling to ensure representation across different demographic and geographic segments.
- **Qualitative Data Collection:**
  - Facilitate Focus Group Discussions (FGDs) with community members, project beneficiaries, and other stakeholders to capture diverse perspectives and experiences.
  - Conduct Key Informant Interviews (KIIs) with program staff, local leaders, and other key stakeholders to gather in-depth insights.
  - Document case stories or change stories to highlight significant outcomes and human-interest elements of the project.
- **Ethical Considerations:**
  - Ensure participants are fully informed about the purpose of the evaluation and their rights, including confidentiality and voluntary participation.
  - Obtain written or verbal consent using standardized consent forms.
  - Include a robust consent and confidentiality process in enumerator training to maintain ethical standards during data collection.

**8.2 Data Triangulation and Validation:** To ensure the reliability and credibility of findings, the evaluator(s) will:

- Use a **triangulation approach** by comparing and cross-validating data collected from different sources (e.g., surveys, FGDs, KIIs, secondary data).
- Regularly exchange preliminary findings with program staff to validate interpretations and address any discrepancies.
- Apply systematic analysis methods, including thematic analysis for qualitative data and statistical analysis for quantitative data.

## 9. Deliverables

### 9.1 Inception Report:

An inception report will be submitted by the selected evaluator (s)/firm in order to demonstrate his/her/its understanding and planning of the Mid-term evaluation.

The inception report should include an mid-term *evaluation matrix* (including the questions and indicators); the overall evaluation design and methodology with a detailed description of the data collection methods



and data analysis techniques, as well as a proposed timeframe for the activities and deliverables. The evaluator is free to suggest additional methodological framework for the evaluation. The inception report of the evaluation should not exceed 5 pages. The reports need to be written in English language.

## 9.2 Workshops/ Meeting:

The evaluator is free to select the type of workshops (e.g. kick-off/mid-term/validation workshop) during the conduction of the evaluation.

The Kick-off workshop provides an opportunity to discuss organizational processes, methodology, data collection instruments, timetable, milestones, reporting dates, task and responsibilities. Moreover, the mid-term workshop is useful to discuss problems that may arise in the course of an evaluation and allow joint development of strategies for solutions.

During a validation workshop, the evaluator will present the findings collected in the field to Caritas Bangladesh. The workshop will be organized in order to discuss and validate findings, lessons learned and recommendations proposed by the evaluator. Stakeholders are invited to make recommendations for amending the review.


## 9.3 Draft Report:

The evaluation team/firm is expected to submit the primary findings resulting from his evaluation, as well as his initial recommendations to Caritas Bangladesh. The Draft Report should be presented after the field work has been concluded and should incorporate comments supplied by Caritas Bangladesh.

## 9.4 Final Report:


The final report serves to illustrate the relevant evidence corresponding with the evaluation issues, questions and criteria listed in the Terms of Reference. The final report should provide an executive summary, and the report has to be produced in English. The Final report should take all aspects reviewed during the kick-off, mid-term and validation workshops into consideration, and is subject to approval by Caritas Bangladesh.


The proposed report structure is outlined below; its length should not exceed 30 pages (excluding appendices). All documents and tools are to be written in English language.

 **Executive summary:** Concise overview of the entire report, highlighting key findings and recommendations.


 **Introduction:**


- ✓ Contextual information about the project and its objectives.
- ✓ Scope, purpose, and objectives of the mid-term evaluation.


 **Background:** Summarized description of the project being assessed: summary of project background, organization and management, actors involved and the context in which the project takes place.

 **Description of methodology used in the evaluation:**

- ✓ Methodology and techniques applied.
- ✓ Project constraints and limitations of realized study.

 **Main findings:** Presentation and interpretation of findings/facts through analysis of collected data aligned with previously established key questions.

 **Conclusions:** Conclusions of the mid-term evaluation in relation to established evaluation criteria. Summary of mid-term evaluation insights, including lessons learned and implications for rest of project period. Identification of effective good practices and strategies that are replicable.

 **Recommendations:** Recommendations derived from the mid-term evaluation classified according to the criteria elected by the evaluation team. The number of actors to whom recommendations are addressed should be made whenever possible. Recommendations should be actionable and evidence-based for improving last year of project.

 **Annexes:**

- The project Terms of Reference (ToR),

- The work plan, the structure and description of the mission.
- Proposed methodology, techniques and sources utilized for compiling information.
- Documentary review: list of secondary sources utilized.
- Interviews: list of respondents/interviewees, interview script, transcriptions and notes.
- Surveys: models, raw data collected and statistical analysis.
- Participatory workshops: reports and products.
- Claims and comments by different actors concerning the mid-term evaluation draft, when considered relevant, especially if disagreements exist and they have not been reflected in the main body of the evaluation report. (See Premise of Responsibility)

**The following deliverables/milestones are expected for this midterm evaluation**

Evaluation Phase	Activities	# of Days
<b>Preparatory</b>	Pre-evaluation meetings, sharing the relevant project documents	2
<b>Design</b>	Preparation and presentation of field plan (methods, questionnaire, guideline, location)	4
<b>Field phase</b>	Field visit and data collection from two unions e.g. Sutarkhali, Dacope and Maharajpur, Koyra, Khula District in Khulna region	10
<b>Reporting</b>	Data triangulation and preparation of report	7
	Draft Report Sharing Workshop with Caritas Central DM staff members	1
	Finalization and submission of report	6
<b>Total</b>		<b>30</b>

#### **10. Use of the Midterm evaluation results:**

The findings and recommendations of the midterm evaluation will be used to assess progress against project objectives, identify implementation gaps, and inform necessary course corrections for the remaining project period. The results will also support evidence-based decision-making, improve project effectiveness and efficiency, strengthen accountability to stakeholders and donors, and contribute to organizational learning for future programming and similar interventions.

#### **11. Required evaluation team and competencies**

The selection committee will evaluate both the technical and financial proposals of consulting agencies based on the midterm evaluation criteria outlined in this Terms of Reference (ToR). The contract will be awarded to the consulting firm whose proposal is determined to be the most responsive, compliant, and acceptable. As stated above, the midterm evaluation should be carried out by an evaluation team. The lead Evaluator is responsible for the choice and integration of the Co-Lead and other team members.

The Lead evaluator should meet the following requirements:

- An advanced university degree in relevant disciplines such as development studies, social sciences, disaster management, statistics, or other related fields. A Ph.D. is preferred.
- At least 7 years of experience in program midterm evaluation, particularly in humanitarian contexts, with a proven track record of leading evaluations for multi-stakeholder programs in reputed development organizations.
- Demonstrated ability to use participatory approaches in evaluations.
- Experience in operational management of humanitarian response, Disabilities inclusive Disaster Risk Management and development programs.
- Strong knowledge of the local context, climate change adaptation and Disaster Risk Reduction.
- Exceptional analytical and problem-solving skills.
- Excellent writing skills in English.

#### **The Co-Lead should meet the following requirements:**

- Use of methods in empirical social research (qualitative and quantitative methods, data collection and data analysis)
- Sectoral knowledge and experience DRR

- An excellent written and oral command of Bengali and English.

## 12. Application Procedure

Interested candidates should submit their application by 02.07.2026. Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

- Cover letter transparently summarizing relevant experience in DRR projects in Bangladesh as well as practical experience in planning and conducting project evaluations

### Technical Proposal:

- The evaluator's understanding and interpretation of the Terms of Reference, a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the baseline as well as any other proposed approaches the evaluator may deem fit for this assessment
- A detailed description of the proposed methodology, including the overall process, sampling strategies, quality assurance measures, and timelines for conducting the midterm evaluation.
- A clear and structured work plan outlining key outputs/deliverables and corresponding timeframes.

### Financial Proposal:

- A detailed budget breakdown, including total costs based on man-day rates, the proposed work plan, and any other anticipated expenses for the assignment.
- Itemized budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax.

### Supporting Documents:

- Detailed CVs of all team members, clearly describing their profiles, roles, and relevant experience.
- Soft copies of two recent midterm evaluation reports on humanitarian projects conducted by the lead consultant.
- A sample of recent writing (report or similar) relevant to the terms of reference stated above

Proposals will be assessed on their technical rigor, cost-effectiveness, and alignment with the objectives and requirements of this evaluation. The selected consultant or agency will demonstrate a strong understanding of the project's context and bring the necessary expertise to deliver high-quality results.

## 13. Premises of the Mid-term Evaluation, Authorship, and Publication:

The midterm evaluation work should be governed by the following deontological clauses that must be upheld by all the evaluation team members or the person carrying out the evaluation.

### Deontological Clauses

**Anonymity and Confidentiality:** The midterm evaluation must uphold the right of individuals to provide information with the assurance of confidentiality and anonymity. Ensure that any data collected, especially personal and health information, is securely stored and anonymized to protect participants' identities.

**Responsibility:** Any disagreements or differences of opinion regarding conclusions or recommendations—whether among evaluation team members or between the evaluation team and project stakeholders—must be documented in the final report.

**Ethical Considerations:** Informed consent must be obtained from respondents prior to participation. This process will include an explanation of:

- The midterm evaluation's purpose.
- Potential risks and benefits.
- The content and time requirements of interviews.
- Confidentiality and privacy measures.
- Interviews will proceed only after verbal consent is provided by respondents (or their guardians, if applicable).

- The evaluation team, including data collectors, must have adequate training in humanitarian protection, and adhere to Caritas Bangladesh's code of conduct and safeguarding policy.
- Study protocols and consent forms will be reviewed and approved by Caritas Bangladesh before data collection begins.
- Participants must not be subjected to harm under any circumstances during the Midterm evaluation.

**Integrity:** The midterm evaluation team is responsible for raising any questions not explicitly addressed in the Terms of Reference (ToR) but deemed essential for a more comprehensive analysis of the project.

**Independence:** The midterm evaluation team must maintain independence throughout the process, ensuring no influence from the project's management or other stakeholders.

**Validation of Information:** The midterm evaluation team is responsible for verifying the accuracy and reliability of all collected data and is ultimately accountable for the information presented in the evaluation report.

**Contingencies:** Should any challenges arise that partially or entirely impede the midterm evaluation—whether during fieldwork or any other phase—the evaluation team must notify Caritas Bangladesh within 48 hours. Failure to do so will preclude the use of such challenges to justify any inability to meet the objectives outlined in the ToR.

**Use of midterm Evaluation Data and Reports:** The evaluation team is prohibited from disseminating any information, preliminary findings, or final reports generated during this midterm evaluation.

**Copyright and Disclosure:** Caritas Bangladesh will retain exclusive copyright and ownership of all documents and evaluation results, except for pre-existing materials subject to copyright or other property rights.

**Penalties:** Delays in report submission or the submission of reports of substandard quality will be subject to penalties as per the terms outlined in the contract with the evaluation team.

#### 14. Safeguarding

Caritas Bangladesh is committed to ensuring that its activities are implemented in a safe and productive environment which prevents harm and avoids negative impacts on the health and safety of all people, particularly children, persons with disabilities, and disadvantaged groups. Caritas Bangladesh has a zero-tolerance approach to sexual exploitation, abuse, and harassment of any kind. All personnel including contractors/consultants/visitors are expected to uphold and promote high standards of professional conduct in line with Caritas Bangladesh's "**Children and Vulnerable Adults Safeguarding Policy**" including Code of Conduct. Contractors/consultants/visitors will be expected to sign and adhere to Caritas Bangladesh's Safeguarding Code of Conduct and provide any background checks as required. Any safeguarding concerns and or queries can be sent to safeguarding focal of Caritas Bangladesh and to respective regional safeguarding focal persons.

Other key ethical and safeguarding considerations that should guide the entire equity analysis process to ensure "Do No Harm" principles are applied throughout are detailed below.

- **Data Protection:** Comply with data protection laws and regulations to ensure that personal and sensitive data is handled and stored in accordance with legal requirements.
- **Anti-Discrimination:** Avoid discrimination and bias in the research process. Ensure that the analysis does not reinforce stereotypes or discriminate against any groups, including people with disabilities and marginalized populations. This includes ensuring the accessibility of venues and information provided as part of this research process, so that persons with disabilities can participate meaningfully on an equal basis with others.
- **Gender Sensitivity:** Address gender equity considerations throughout the research, acknowledging the unique challenges faced by Aboriginal and Torres Strait Islander women and men.
- **Disability Inclusion:** Ensure that the data collection activities are accessible to people with disabilities and that reasonable accommodation is made to facilitate their participation.

**15. Budget:** The evaluation budget has been pre-approved and includes fees for midterm evaluation services, food, travel, and accommodation. All expenses will be covered within this budget.

**16. Logistic Support:** Caritas Bangladesh's Central Office and Regional Offices will provide necessary logistical support to the evaluation team to facilitate the evaluation process.

**17. Tax and VAT:** The evaluation will comply with all existing rules and regulations regarding applicable taxes and VAT in Bangladesh.

**15. Mode of payment:** The following mode of payment will be strictly adhered to:

- **1st Installment:** 35% of the contract value will be paid upon signing the contract.
- **Final Payment:** The remaining 65% will be paid after the submission and acceptance of the final report. Payments will be made via an A/C payee cheque in favor of the consulting firm or individual consultant(s), with an acknowledgment notation on the delivery challan by the recipient, including their name, designation, and date.
- All payments will be subject to VAT and Tax deductions at the source as per applicable government rules and regulations.
- The contract for services will be signed with Caritas Bangladesh.

**16. Submission of The Application:**

Qualified individuals or agencies with relevant and proven experience are invited to submit **Technical and Financial Proposals** by **07 February 2026 up to 05:00 pm** via email to [procurement.caritasbd@gmail.com](mailto:procurement.caritasbd@gmail.com) with a copy to [dfa@caritasbd.org](mailto:dfa@caritasbd.org) or hard copy to Caritas Bangladesh, Central Office, 2, Outer Circular Road, Shantibagh, Dhaka-1217

- Please mention “**Hiring Individual Consultant/Firm for Midterm Evaluation of DiDRM CALL**” in the subject line of the email.
- Caritas Bangladesh reserves the right to accept or reject any offer, in part or full, without providing any explanation.

**17. Key contact details**

For any further queries regarding the project or evaluation, please contact:

**Md. Tauhidul Islam**

Program Officer, DiDRM CALL Programme, Disaster Management Sector

Caritas Bangladesh

Email: [tauhidul\\_islam@caritasbd.org](mailto:tauhidul_islam@caritasbd.org)