**TERMS OF REFERENCE (TOR)**

**FOR**

**ENDLINE EVALUATION “INTEGRATED WASH AND SHELTER ASSISTANCE PROJECT (INSAP)” UNDER HUMANITARIAN CRISIS RESPONSE PROGRAMME (HCRP), COX’S BAZAR**

**JANUARY 2025**

1. **PROJECT BACKGROUND**

The Integrated WASH and Shelter Assistance Project (InSAP) is designed to address the shelter and WASH vulnerabilities in the FDMN camps and surrounding host communities in Cox’s Bazar district. The Ultimate goal of this project is to reduce the suffering and increase and maintain human dignity for the FDMNs and host community. The proposed project will improve - a) Use of safe and gender-sensitive WASH services among FDMN and HC. The project target is to increase equitable access to clean drinking water for FDMNs and HCs. Access to water is in the top 3 priority needs for FDMNs and the targeted host communities. This action will ensure 24/7 access to water points, reduce travel and queue time, and improve protection, and dignity, especially for women and girls. b) Improve access to dignified and gender-sensitive sanitation facilities, conforming to the cultural norms of FDMNs and HCs.

The project includes a set of specific interventions that focus on strengthening various elements of the shelter and WASH support at the community level, thus empowering local communities to strengthen the FDMN community. The project provides a comprehensive framework for Shelter and WASH activities at the community level and will help to establish an evidence base for advocacy efforts at various levels. It uses a systems-strengthening approach that emphasizes emergency response, coordination between sectors, and integrated responses that can benefit all targeted people.

**Project Objectives:**

The key objective of the Integrated WASH and Shelter Assistance Project (InSAP) is to support 50,560 individuals from the FDMN and host communities in Cox’s Bazar by addressing critical shelter and WASH vulnerabilities. This initiative aims to reduce suffering and uphold human dignity by enhancing access to safe water, improved sanitation, and resilient shelter solutions. The project contributes directly to the achievement of SDG 6 (Clean Water and Sanitation) and SDG 11 (Sustainable Cities and Communities). The following expected result are given below.

**Impact:** Improved use of safe, gender-sensitive WASH services among FDMN and host community women, men, girls, and boys in Cox's Bazar

**Impact Indicators:**

1. % Of targeted people regardless of gender, age and diversity reported reduction of suffering through improvement of WASH and shelter facilities.
2. % Of targeted people regardless of gender, age and diversity reported increased and maintained human dignity through improved WASH and shelter facilities.
3. % Of targeted people regardless of gender, age and diversity reported reduction of prevalence of water borne diseases

**Outcome 1:** Improved use of safe, gender-sensitive WASH services among FDMN and host community women, men, girls, and boys in Cox's Bazar

**Outcome 1 Indicators:**

1. % of targeted people regardless of gender, age and diversity reported improved use of WASH services.
2. % of targeted people regardless of gender, age and diversity reported WASH services are safe and gender sensitive.

**Outcome 2:** Increased use of safe shelter and NFIs for Rohingya camps and surrounding host communities in Cox's Bazar district

**Outcome 2 Indicators:**

1. % Of targeted FDMN and host community people regardless of gender, age and diversity have increased use of safe shelter.
2. % Of targeted FDMN and host community regardless of gender, age and diversity have increased use of essential, gender-sensitive, and culturally appropriate NFIs.
3. % Of targeted people are satisfied/happy with their shelter and NFIs support.

**Project’s interventions/outputs:**

Overall, the project is intended to achieve the following outputs:

1. Increased equitable access to clean drinking water for FDMN and host community women, men, girls, and boys in Cox's Bazar
2. Improved access to dignified and gender-sensitive sanitation facilities conforming to cultural norms of Rohingya and host community women, men, girls, and boys in Cox's Bazar
3. Improved ability to practice safe, culturally appropriate hygiene among Rohingya and host community women, men, girls, and boys in Cox's Bazar
4. Increased access to essential, gender-sensitive and culturally appropriate NFIs and solar lighting among FDMNs and adjacent host communities in Cox's Bazar district
5. Increased access to safe, appropriate, and affordable shelter among FDMNs and host communities particularly female-headed households, in Cox's Bazar district
6. **OBJECTIVES OF THE ENDLINE Evaluation**

The primary objective of the endline evaluation is to comprehensively assess the effectiveness, sustainability, relevancy, efficiency, and overall impact of the project interventions, particularly the WASH and Shelter/NFI provisions, implemented in the FDMN camps and adjacent host communities in Cox’s Bazar.

***The specific objectives of this assignment are to:***

1. Assessing the extent to which planned outputs and outcomes have been achieved using the OECD/DAC criteria for evaluating humanitarian responses: relevance, coherence, coordination, effectiveness, efficiency, impact and sustainability/connectedness
2. To ensure that the Shelter and WASH-related needs of Rohingya refugee populations in Cox’s Bazar are met through evidence-based humanitarian planning and response.
3. To evaluate the interventions that were taken for Rohingya refugee populations in Cox’s Bazar.
4. To identify the appropriateness of project approaches, methodology, strategies
5. Supportive relationships from the community to the extremely vulnerable individuals and their families
6. To know the current scenario of cross-cutting issues including gender & gender-based violence, women empowerment, disability, DRR, etc.
7. To provide recommendations for strategic directions for the project’s implementation strategy & approach based on the findings and endline analysis
8. Conduct bivariate and multivariate analyses to explore relationships between impact indicators (Reduction of suffering through improvement of WASH and shelter facilities), providing insights to guide program design.
9. **THE SCOPE OF THE ENDLINE STUDY**

The endline evaluation of the Integrated WASH and Shelter Assistance Project (InSAP) aims to assess the effectiveness, impact, and sustainability of the project interventions related to WASH and Shelter/NFI in the FDMN camps and adjacent host communities in Cox's Bazar. It will cover the 50,560 FDMN rightsholders and the surrounding host communities in Cox’s Bazar district who have benefited from these interventions.

In addition to the 50,560 direct beneficiaries (FDMNs and host community people), the evaluation will also take the following groups of people/stakeholders into account:

* Individuals from the wider community where the beneficiaries reside, to assess community-level access to WASH services, shelter conditions, NFI assistance and related challenges.
* Representatives from local government bodies, such as Upazila and Union Parishad members, administrators, or officials, who play roles in shelter management, WASH services, and disaster risk reduction.
* Camp Management and Coordination teams, including Camp in Charge (CiC) and other relevant stakeholders involved in the overall management of the camps.
* Members of Community-Based Organizations (CBOs), FDMN community leaders, and local committees involved in the management and maintenance of water and sanitation facilities, as well as shelter.
* Beneficiaries and community leaders to gather qualitative insights on the effectiveness and impact of the project interventions on their living conditions and dignity.
* Representatives from UNHCR, the Local Administration, and other NGOs working in the same geographical area to gather insights on the overall coordination and effectiveness of the project in relation to other humanitarian interventions.
* Relevant stakeholders from the WASH and Shelter sectors who can provide technical insights into the sustainability of the interventions and any gaps remaining.
* Key actors from the private sector involved in the supply of materials or services related to WASH, shelter, and NFI provision.
* Representatives from academic institutions, research bodies, and media outlets engaged in monitoring and raising awareness of the project’s impact on the community.

1. **METHODOLOGY AND APPROACH OF THE STUDY**
   1. **Study Design**

The study will be conducted in FDMN camps and the adjacent host community in Ukhiya Upazila, under Cox’s Bazar district. Islamic Relief Bangladesh proposes to use Probability Proportional to Size (PPS) sampling to ensure that the sample size is proportionally distributed across different locations within the area. The study will employ a multi-stage sampling method, which involves the selection of unions from two locations: the FDMN camps and the adjacent host community. The evaluation will be implemented in the following FDMN camps and host community areas:

* Camp-2 East
* Camp-2 West
* Camp-3
* Camp-4
* Adjacent host communities (Ukhiya and Teknaf)

Given the differences in population size and socio-economic characteristics between the two locations, this sampling approach will ensure that households in different clusters have an equal chance of being selected, both for the endline and end-of-project evaluations. A sampling framework will be developed based on a list of rightsholders to accurately represent the target population.

The study will use a mixed-methods approach, combining both quantitative and qualitative data collection techniques to gain a comprehensive understanding of the socio-economic conditions, vulnerabilities, and climate risks affecting the targeted population. Data will be captured at the household level, community level, and among key stakeholders involved in the project

level, and among key stakeholders involved in the project implementation.

* 1. **Target Population**

The study will primarily focus on:

* 50,560 individuals, including 521 targeted people with disabilities.
* Broader community members beyond direct beneficiaries to assess community-level dynamics.
* Local authorities, camp coordination, camp management, Camp in Charge (CiC), and relevant actors working in the same locations.
  1. **Sampling Strategy**

A representative sample of the targeted population will be selected based on the following considerations:

* Households will be stratified by location (FDMN Camp and Host Community), socio-economic characteristics, and vulnerabilities related to emergency shelter and WaSH assistance, ensuring a balanced representation of the study population.
* The sample size will be determined using statistical techniques to ensure representativeness while maintaining cost-effectiveness. It will reflect variations in household income, education status, and vulnerability to WaSH facilities and emergency shelter assistance across geographic areas.
* Purposeful sampling will be employed for selecting stakeholders, including community leaders, government officials, peer actors, and service providers, to gain broader insights into community resilience and program interventions.
  1. **Data Collection Methods**
     1. **Quantitative Data Collection**

Quantitative data will be collected through structured household surveys. This survey will capture information on:

* **Socio-economic indicators**: Household income, productive and non-productive household assets, savings, housing conditions, livelihoods, food security, and Water, Sanitation, and Hygiene (WASH), poverty levels, and various social indicators.
* **WASH provision-related data**: Exposure to Water, Sanitation, and Hygiene-related indicators in line with the WASH sector of the Cox’s Bazar Humanitarian Response, and SDG 6 (Clean Water and Sanitation) related indicators.
* **Emergency Shelter/NFI**: Outcome and impact indicators relevant to the Cox’s Bazar sectorial guidelines and SDG 11 (Sustainable Cities and Communities).

The study will use digital data collection tools, such as KoBoToolbox or SurveyCTO, to ensure efficient and accurate data capture. Data collection instruments will be pre-tested to ensure reliability and validity.

* + 1. **Qualitative Data Collection**

Qualitative data will be gathered through:

* + **Focus Group Discussions (FGDs):** FGDs will be conducted with community members, including beneficiaries and non-beneficiaries, to explore perceptions about the condition of shelter, water safety, sanitation practices, hygiene management, and disaster risk reduction.
  + **Key Informant Interviews (KIIs):** Semi-structured interviews will be conducted with local government officials, camp management authorities, community leaders, SHG leaders, peer actors, sector focal points, and service providers to gather insights into community resilience, governance, and policy-related factors.
  + **Observation and Field Visits:** Direct observations during field visits to project sites will capture qualitative insights into the local context, such as infrastructure, accessibility, natural resources, and existing climate adaptation measures.
    1. **Secondary Data Review**

In addition to primary data collection, the study will utilize secondary data sources to contextualize and enhance the findings. Relevant data from government reports, such as those from the Bangladesh Bureau of Statistics (BBS), IPC reports, and policy documents, along with WaSH and Shelter sectorial guidelines in the Cox’s Bazar humanitarian context, will be reviewed. The study will also incorporate population factsheets from UNHCR and other pertinent publications and articles as needed. This secondary data will serve to complement the primary data, ensuring a more comprehensive analysis of the project’s impact and context.

* 1. **Data Analysis**

The data analysis will be conducted in two main phases:

* + 1. **Quantitative Data Analysis**

Quantitative data will be analyzed using descriptive and inferential statistics:

* **Descriptive Analysis:** Basic socio-economic profiles, poverty levels, and the status of WaSH and Shelter vulnerabilities, including the condition of shelter and WaSH facilities in the targeted population, will be analysed and summarized.
* **Bivariate Analysis:** Relationships between key impact and outcome indicators (e.g., access to WaSH facilities, improved dignified shelter assistance) will be examined in relation to independent variables such as poverty levels, climate vulnerability, and access to resources.
* **Multivariate Analysis:** Advanced statistical techniques, such as regression analysis, will be employed to explore the complex relationships between multiple factors, including the drivers of poverty, food insecurity, and vulnerability to climate change.
  + 1. **Qualitative Data Analysis**

Qualitative data from FGDs, KIIs, and field observations will be thematically analyzed to uncover deeper insights into community vulnerabilities, coping strategies, and local perspectives on improving dignified shelter condition and access to WaSH facilities in the targeted area.

* 1. **Ethical Considerations**

All data collection activities will adhere to strict ethical guidelines, including:

* **Informed Consent:** Prior to data collection, informed consent will be obtained from all participants, explaining the purpose of the study and ensuring confidentiality.
* **Data Privacy:** Data will be handled securely, and personal identifying information will be anonymized during analysis to protect the privacy of respondents.
* **Do No Harm:** The study will ensure that participants do not experience any harm, distress, or discomfort during the study process, particularly when discussing sensitive topics like MHM, poverty level, power dynamics, safety and security of shelter infrastructure

1. **IMPLEMENTATION OF THE STUDY AND DELIVERABLES**

The end-minute study will be implemented with a period of 15 days during which the consultant will be responsible for completing the following key tasks and deliverables. A detailed timeline outlining the steps for each phase is expected from the consultant. The tasks and associated deliverables are as follows.

**Key Tasks:**

1. Develop a feasible end-linestudy plan which shows the data collection period up to compilation of the final draft of the report.
2. Finalize feasible design and the proposed methodology and sample size
3. Train field supervisors and enumerators
4. Supervise and actively participate in data collection
5. Compile, review and analyses data collected
6. Finalize and submit the report to Islamic Relief Bangladesh, Dhaka office
7. Provision of the inception report

**Deliverables and Timelines**

*The consultant will provide the following deliverables:*

1. **Inception report** – A detailed inception report includes initial feasible work plan, reporting structure/outlines and proposal for the endline survey outlining the proposed methodology, survey tools, process of data collection and analysis as well as final set of data-collection tools for all indicators in the log frame. A clear detail should be provided with tools to address different Log frame indicators. This must be concluded two weeks after the agreement.
2. **Survey findings;** Presentation on the main findings of the endline study to field level staff as well as management and stakeholders such as community representatives and local authorities. This is to be done a week after the finalization of data collection.
3. **Draft report** shared with Islamic Relief and stakeholders for comments and feedback, done two weeks after the presentation of findings to stakeholders.
4. **Final report**, the final report should be presented to Islamic Relief Bangladesh (IRB) in electronic format – both MS Word and PDF formats – together with quantitative dataset and consolidated qualitative data, two weeks after presentation feedback from IRB. The final report should be no longer than 30 pages, Excluding of annexes, and other supporting documents.
5. **Presentation of the report;** The consultant will prepare a presentation for sharing workshop and the presentation should be shared with IRB before the workshop.
6. **Communication Language** for reporting, presentation and data will be in English.

The report should contain (but not be limited to) the following sections:

* Executive Summary presenting the major findings and recommendations.
* A short description of the design and methodology used.
* Limitations.
* A short description of the study context and process including its constraints and challenges.
* Detailed findings based on the study include annexes of all the assessments from all communities, pictures, case studies and any quotations.
* Analysis of the findings (following the key questions outlined in the ToR).
* Program Accountability, focusing on the existing accountability system, suggests barriers to existing systems suggested means of overcoming barriers to information provision, participation, consultation and providing and receiving feedback.
* Lessons learnt, conclusions and recommendations for the project.

1. **QUALITY ASSURANCE PROTOCOLS**

The report should represent a thoughtful, well researched and well-organized effort to objectively achieve a benchmark outcome and address study questions which ultimately should identify gaps and potential projectintegral approach in maximizing the impact:

* The endline report shall address all questions included in the scope of work/ToR.
* The endline report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, consulting team composition, methodology or timeline need to be agreed upon in writing by the technical person.
* The endline design and methodology shall be explained in detail and all tools used in conducting the study such as questionnaires, checklists and discussion guides will be included in an Annex in the final report.
* Endline findings will assess outcomes and impact on men, women and youth where possible.
* Limitations to the study shall be disclosed in the report, with particular attention to the limitations associated with the study methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.).
* Endline findings should be presented as analyzed facts, evidence and data and not based on anecdotes, findings should be specific, concise and supported by strong quantitative or qualitative evidence.’
* Sources of information need to be properly identified and listed in an annex.
* Recommendations need to be supported by a specific set of findings.
* Recommendations should be action oriented, practical and specific, with defined responsibility for the action.
* The report shall be written in simple and good English and professionally edited for various stakeholders.

1. **REQUIRED COMPETENCIES**

The successful team will have the following competencies:

* A post-graduate degree (in social sciences, disaster management, development studies, Public health or related fields).
* The consulting team should demonstrate expertise in conducting endline studies related to Water, sanitation, hygiene (WaSH), shelter, NFI and DRR
* Demonstrate evidence of experience in conducting endline surveys/evaluating integrated development or humanitarian projects and programmes.
* The team must have proven experience in using both quantitative and qualitative research methods in development or humanitarian settings.
* Working experience and knowledge about the context in Cox’s Bazar Humanitarian Context

1. **TEAM COMPOSITION**

The **Team Leader** must have:

* A PhD or post-graduate degree (in social sciences, development studies, economics, or related fields).
* Proven experience in conducting endline studies for poverty reduction, climate change adaptation, and disaster resilience projects.
* Knowledge in mixed-methods research (qualitative and quantitative), sampling techniques, and statistical analysis.
* Strong experience in coordinating with project teams and stakeholders to validate and analyze data.

**Team Leader Responsibilities**:

* Lead the overall design and implementation of the endline survey.
* Oversee the development of survey tools, sampling framework, and data collection.
* Ensure quality control and guide the data analysis process.
* Coordinate with Islamic Relief Bangladesh and other key stakeholders for validation of findings.
* Prepare the final endline report, incorporating feedback from key partners.

**Team Members must have:**

* Experience with both quantitative and qualitative data collection and analysis.
* Expertise in areas related to the project’s key sectors: poverty graduation, food security, climate resilience, disaster risk reduction, and livelihoods.
* A post-graduate degree in a relevant field, such as social sciences, economics, or environmental studies.

**Team Member Responsibilities**:

* Lead data collection and analysis in their area of expertise.
* Support the development of survey tools and ensure data collection quality.
* Contribute to the compilation of findings and recommendations for the final report.
* Collaborate with the team leader to ensure alignment with project objectives

1. **PROPOSAL SUBMISSION PROCESS:**

Individual consultants (with a qualified team) or firms are invited to submit both technical and financial proposals, along with the required documents, to express their interest in conducting the endline survey. Each application package should include the following:

1. A one-page cover letter expressing interest.
2. A company profile (or, for individuals, a summary of the team’s expertise relevant to the assignment), including financial solvency, recent audit report, and E-TIN/B-TIN/Trade License (as applicable).
3. A detailed technical proposal outlining the methodology, study approach, techniques, tools, and a work plan with timeframes and level of effort.
4. A comprehensive financial proposal that includes all assessment costs. The financial component will be scored based on clarity and alignment with the tasks identified.
5. Note: Islamic Relief Bangladesh (IRB) will not cover any additional costs; the firm is responsible for including all expenses in the budget.
6. At least two samples of recent reports from similar assignments.
7. Updated CVs for the survey team, detailing relevant work experience and qualifications.
8. Contact details for three professional references.

Incomplete applications that do not include all of the above information will not be reviewed. Islamic Relief is an equal opportunity employer.

Interested Individual consultants/farm/institution is expected to submit the technical proposal and Financial Proposals to [**procurement@islamicrelief-bd.org**](mailto:procurement@islamicrelief-bd.org)on or before **31st January 2025**. Please adhere strictly to the guidelines and refrain from submitting any documents beyond those specified above. Violation of the clause will result in disqualification from the bid participation. Please mention only the Proposal on “**Endline Survey for Integrated WASH and Shelter Assistance Project (InSAP)”** as the subject of the email.