

Terms of Reference (ToR) – External Final Evaluation

‘ENHANCING GENDER INCLUSIVE SOCIO-ECONOMIC DEVELOPMENT (EGSD) IN UVA AND CENTRAL PROVINCES – SRI LANKA’ (Reference number: ACA/2017/387-345)

Reference number: RFQ-2021-22-0071

A. BACKGROUND

1. THE ORGANIZATION - OXFAM

In Sri Lanka, we picture a nation where everyone, especially women, girls and vulnerable groups, can make their own choices and take charge of their lives. They will live in peace with respect for themselves and others, free from injustice and poverty. We recognize the opportunity available in Sri Lanka to achieve lasting peace, sustainable development and social justice for all its citizens, especially to improve the living conditions of the poorest and most vulnerable.

Oxfam has been working in Sri Lanka for over three decades supporting the country through different stages continuously delivering humanitarian and development programs. This has allowed gaining wide recognition and respect. Following the country’s development, Oxfams’ focus has shifted towards economic development, disaster risk reduction (DRR) and resilience, and gender equality programs.

Oxfam works with civil society, international and local development partners, the Government of Sri Lanka and the private sector to promote pro-poor development, equitable access to services and resources, and to remove the causes of division and conflict permanently.

2. THE PROJECT

Enhancing Gender Inclusive Socio-Economic Development in Uva and Central Provinces (EGSD) project works in Nuwara Eliya district in Central province and Monaragala and Badulla districts in Uva province. EGSD project intends to contribute to increase income levels and the reduction of poverty and inequality among rural and the estate communities in Central and Uva provinces of Sri Lanka. The project will closely work with young girls and boys both from estate and rural communities, women federations, local authorities, public bodies community-based organizations (CBOs) and private sector’s members to realize these objectives. This project being jointly implemented by Oxfam, Save the Children International and Lanka Evangelical Alliance Development Services (LEADS).

Oxfam, SCI and LEADS closely work with young girls and boys, both from estate and rural communities, women federations, local authorities, public bodies, and community-based organizations (CBOs), members from the private sector, while giving emphasis to Gender Inclusion that corresponds to each outcome of the project and initiating advocacy policy reforms in the project locations to realise the project objectives. The action is co-funded by European Union Delegation in Sri Lanka.

The project period is 54 months (four and half years) starting from September 2017 until end-February 2022.

2.1 OVERALL OBJECTIVE/ IMPACT:

To contribute to increase income levels and reduce poverty and inequality among rural and estate communities in Central and Uva provinces, Sri Lanka.

2.2 SPECIFIC OBJECTIVE/OUTCOME:

To enhance rural and estate communities' sustainable and diversified livelihoods with effective engagement in inclusive gender-sensitive socio-economic development processes, in cooperation with private and public sectors.

Two main strategies were used to realize the overall objective of the project as follows; 1) by strengthening key economic sectors in targeted areas where poor men and women producers will be mainstreamed into selected value chain functions and 2) creation of decent jobs and encourage entrepreneurship where young boys and girls will be linked to market driven vocational courses at available vocational training centers in Sri Lanka. However, both these strategies are powered with 'Gender Inclusive' themes since it is the key focus of the project. Further, 'Representational capacity building', 'Advocacy and lobbying' and 'Policy formation / dialogues' are the cross-cutting themes throughout the development process. In accordance with the strategies, project has selected four value chains namely Dairy, Cinnamon, Cocoa and Seed-potato for further developments since these four value chains have great possibilities to generate reasonable incomes and decent jobs for the targeted populations. Furthermore, project closely works with young girls and boys, both from estate and rural communities, women federations, local authorities, public bodies, community-based organizations (CBOs) and members from the private sector to enhance the technical capacity of the VT centres' staff to ensure that both youth and job market needs are better reflected. At community level personality development trainings will contribute to confidence and self-respect thus motivating estate youth to enter vocational training and career guidance to sustain youth prospects. Moreover, youth will also be sustained in entering the VT system and VT graduates will ultimately be accompanied towards employment or supported in setting-up their own SME, based upon their interests and attitudes. Having the technical skills to apply for jobs or establish small businesses is essential to improve the economic development opportunities of youth: getting employment will contribute to the household income and have immediate effects on poverty reduction.

Project formulated four intermediary outcomes which will contribute to reach overall and specific objectives, those are elaborated below:

2.3 INTERMEDIATE OUTCOMES:

IOC 1: Enhanced productivity and economic profitability of selected local value chains in target areas.

The project has worked to improve producers' skills, added value marketing/ processing of the current products and facilitate direct sales in partnering with private sector, business development service providers, government extension services and financial services.

IOC 2: Increased engagement of unemployed rural and estate youth in skilled employment opportunities.

The project has worked on improving the information systems and technical capacity of the Vocational Training (VT) centres/ institutes. Meanwhile, project has worked with youth who also be sustained in entering the VT system and VT graduates have ultimately be accompanied towards the decent employment or supported in setting-up their own enterprises based upon their interests and attitudes.

IOC 3: Women play a more recognized and dignified social and economic role due to decreasing structural barriers.

The project has worked towards creating of environment which conducive to women's economic empowerment and engagement by supporting capacity building of Women Societies' groups through direct interventions with their umbrella Federation and the Ministry of Women and Child Affairs.

IOC 4: Improved space for CSOs and representational bodies to engage in policy dialogue on entrepreneurship development.

The project has worked to address "institutional – building" to build capacities of the public bodies more capable to deal with participatory, inclusive and multi-stakeholders processes. This also includes reinforcing capacities to raise local evidence to influence and add value to current (or future) national policymaking and programming process.

2.4 TARGET GROUPS AND EXPECTED FINAL BENEFICIARIES:

The project expects to reach 30,652 direct beneficiaries from estate and rural communities in both Uva and Central provinces by the end of the project which includes households involved in dairy farming (2981) including small holder farmers/general farmers, leader farmers model farmers, producers of Cinnamon (987), Cocoa (819) and Seed Potato (563), youth involved in Vocational Training and career guidance (25096), and MSMEs (206).

IOC 1 - Dairy farmers benefitted from an improved technical service offered by Central and Uva Departments of Animal Production and Health (DAPH). Estate and rural families increase their knowledge about production possibilities, technical knowledge, Women producers (cinnamon, cocoa) who will enhance their productive capacity adding value to their present productions and reach improved markets. Estate and Rural households who will increase their land management skills, becoming more resilient to climate change hazards.

IOC 2- Both female and male youth will have better chances at the labour market as VT graduates, SMEs or self-entrepreneurship initiatives will remain stable at the end of the project continuing their business thus further creating employment opportunities. Families will perceive VT as a skills development path that assures employment. Chambers of Commerce and industry sector, provincial planning and policy implementations authorities who effectively engage in implementation of VT programmes.

IOC 3 - Women in target districts will be supported in realizing their economic potential including leadership, decision making and planning. Officers of the Ministry of Women and Child Affairs receive capacity building on gender aspects. Men and Women in the communities will be sensitised on gender issues and the need for equality. Administrators and Employers develop better understanding and attitudes about protection of women's rights and the achievement of gender justice.

IOC 4 - 150 Producer groups identified through IOC 1 and 206 SMEs created along with IOC 2 will count on multi-stakeholder forums of discussions, increasing their influence' capacities toward institutions and private sector. Decision makers at the provincial level will be reinforced and recognised by communities. The local department of the Ministry of Rural Development and Construction of Uva Province will be involved to foster and effective integrated approach to development. The Regional Economic Development Agency (REDA) will become the pivot around which communities and governmental bodies will proactively debate and plan effective solutions about rural businesses' development. Target groups are expected to engage actively through their CBOs and FOs and play a leading role in designing and shaping their socio-economic development processes at the local level.

(Refer Annexure 1: EGSD project's updated Logical Framework for details)

3. PROJECT IMPLEMENTATION

Oxfam, as a lead applicant to the donor, ultimate responsible for the implementation of the whole project (technical and administrative tasks) and its monitoring with coordination and collaboration of Save the Children and LEADS.

Save the Children, as a co-applicant, responsible for IOC 2 and participate actively to fulfil the other results as well, especially for IOC 3.

LEADS, as a partner, supports the overall action by sharing it's deep knowledge of the geographical target areas and contacts of local organizations, thus ensuring community's involvement, progressive engagement and ownership toward the action.

The project being implemented through the three regional/ field offices (Monaragala, Talawakele and Badulla).

During the project implementation, following studies were conducted by externally hired consultants and are available to be shared with selected consultancy firm for final evaluation for desk review; Baseline value chain study, Midterm Evaluation of the project, Outcome survey (the availability of information through the survey) and End-line evaluation of Value Chain (if the findings available by the time of this assignment).

3.1 Description of Outputs and Activities carried out by EGSD project

Output 1.1: Increased yield in dairy production, improved collection and expanded outreach in the three districts - Set up a system to increase veterinary services coverage, enlarge dairy market, activate leader farmers and role model farms.

Output 1.2: Potato seeds productive units and marketing support for 30 estates farmers' groups organized - Creation of potato seeds' productive units, Establish off farm SME for potato seeds marketing.

Output 1.3: Cinnamon (Badulla) and Cocoa (Monaragala) processing and marketing systems set up - Enhance cinnamon production and cinnamon and cocoa processing, capacity building of farmers on productivity improvement in farmlands, processing enhancement with necessary support at farmer level, support market compliance and certification for cinnamon and cocoa.

Output 1.4: A set of possible income alternatives for estate areas assessed - R&D of tea out-grower model's opportunities and risks, R&D on vegetables' agro-business.

Output 2.1: Coordination and quality assurance systems for vocational training developed - Review and update of local labour market demand surveys as per the Central and Uva Provinces' Vocational training plans, develop (or strengthen) info-centres on job and training opportunities, business and career guidance, social marketing for career guidance, elaboration of improvement plans for Vocational Training (VT) institutions, conduct job fairs and seminars.

Output 2.2: Entrepreneurship and self-employment opportunities for vocational training graduate students enhanced - Vocational Training package for disadvantaged estate and rural youth, selection of business ideas, technical assistance to self-entrepreneurs and small medium enterprises.

Output 3.1: Multi-stakeholders' mechanisms for gender awareness set-up - Set-up and sensitization of men and women groups about women rights, mobilize of government stakeholders and private sector, development of a multi-stakeholders' plan to protect and sustain women rights (incl. GBV), multi-media awareness campaign for women's rights (incl. GBV).

Output 3.2: Community support systems for women's economic engagement introduced - Mapping of key barriers to women's economic engagement, set-up of community and family support mechanisms, creation of services for time and savings.

Output 4.1: Integrated plans for more inclusive service delivery developed (Central Province) - Mapping and information campaigns on existing services and services providers, capacity building for producers' groups, SMEs, and public sector (Regional Economic Development Authorities (REDA)), supporting REDA dialogue platform.

Output 4.2: Multi stakeholders' groups able to work effectively on decision-making processes with government bodies organized (Uva Province) - Strengthen representational capacities of producers' groups, enhance capacities of Uva Provincial officers of the Department of Rural Development and Constructions, develop advocacy case – examples, advocacy actions for reforms at the district, provincial and national level.

B. EXTERNAL FINAL EVALUATION

The EGSD project now it's in final stages and approaching the closure and phasing out by February 2022. Considering the importance to assess whether the action has been successful in achieving its expected results, there is a need to undertake a comprehensive final evaluation to analyse the project's performance. The final external evaluation (henceforth evaluation) is intended to assess whether the targets and outcomes have been achieved within the project timeframe and to get useful learnings from the implementation of the project. For this purpose, Oxfam is looking for a consultative firm or a research centre (henceforth provider) with relevant experience and expert skill in conducting the evaluation.

1. PURPOSE

1.1 Evaluation aims at assessing the a) relevance, b) coherence, c), effectiveness, d) efficiency e) sustainability and (e) impact (in the qualitative manner) of the project against its overall objective and the main outcome, consistently with OECD-DAC evaluation criteria. It will also assess the scalability of the project. Therefore, the present final external evaluation has the purpose to assess the quality of the implementation of the project and to highlight key learnings coming from project where rural and estate communities can support inclusive gender-sensitive socio-economic development processes. Overall, the scope is to assess the process of choosing the stakeholders, support and guidance provided during implementation, performance of applicant and implementing partners in the delivery of the action and the attendant results and contexts in which they occurred.

1.2 The evaluation purpose is focused on both accountability and learning. Therefore, the main evaluation questions are the following; (But not limited to)

1.2.1 Relevance.

Assessing relevance means understand if the intervention objectives and design respond to beneficiaries', regional, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change. Questions to consider are: Has the logic of the project, vision, purpose been validated by the activities implemented by the project? Were the objectives and design of the project relevant given the political, economic, and financial context? To what extent are the objectives of the program still valid? Are the activities, outputs and outcomes of the action consistent with the overall goal and the attainment of its objectives? To what extent has the project adapted in response to learnings from Midterm Evaluation of the project, Outcome survey and context changes? What difference has this made to the project?

1.2.2 Coherence.

Assessing coherence means analyse the compatibility of the project with other interventions in a country, sector or institution. Questions to consider are: To which extent other interventions support the project? How innovative and strategic is the project in comparison with similar initiatives internationally? Are there any reflected good practice and does it remain relevant in the face of evolving similar concepts and approaches at local and national? Which is the consistency of the project with other actors' interventions in the same context?

1.2.3 Effectiveness.

Assessing effectiveness implies measuring if the project achieved, or is expected to achieve, its objectives and results, including any different results across groups. Questions to consider are: To which extent intended outcomes of the project has been able to achieve? Any unintended outcomes? What were any

direct results of the project on beneficiary institutions which can be detected in terms of their potential contribution to increase economic and social inclusion and job creation? Has EGSD project reached the expected number of beneficiaries? Are the beneficiaries satisfied with the quality and delivery of services? How, through what additional activities or measures, would the impact or ability to generate the expected results of the project have been increased? To which extent the project applied gender-sensitive and inclusive approaches and explicitly aimed for results that improve the rights of all groups and that contribute to gender justice? What were the major factors influencing the achievement or non-achievement of objectives? How has EGSD's partners/ stakeholder responded to challenges? What has been the effect and value of the activities to improve the conditions for the development of social entrepreneurship? What project partners and key stakeholders learnt from the project implementation? In particular: - Why has the project produced the results that has been observed? - What are the circumstance and explanatory factors that resulted from the way in which the project was developed, articulated and implemented? - What were the incentives and triggers that caused the observed results? What has been done to address the structural barriers that hinder women social enterprises in Sri Lanka? Were there any other contributing factors/organisations/ that contributed to achieving the desired objectives and results? and things that happened that contributed to (positive or negative) change?

1.2.4 Efficiency.

Assessing efficiency means measuring if the project delivers, or is likely to deliver, results in an economic¹ and timely way. The focus of this assessment should be on cost-benefit analysis. Questions to consider are: What were costs-benefits of the delivery of project activities? Were the lead and implementing partners efficient in the delivery of the activities in the project? Was the use of grant funds adequate to strengthen social business?

1.2.5 Sustainability.

Assessing sustainability means measuring if net benefits of the intervention continue or are likely to continue. It includes an examination of the financial, economic, social and institutional capacities of the project to sustain net benefits, over the time. Questions to consider are: To what extent the benefits of a project continue after donor funding ceased? What were the major factors that influenced the achievement or non-achievement of sustainability of the project? How have partners' capacities for influencing social business changed? How are the perspectives and priorities of women and young people addressed across all the project activities? Are the social enterprises supported by the project financially and socially sustainable?

1.2.6 Impact.

Assessing impact means understanding the significant changes have occurred in the beneficiaries' lives. Questions to consider are: To what extent the project has generated intended and unintended effects in terms of achieving social and economic inclusion throughout the support to SMEs? Is there any specific positive or negative gender impact generated throughout the project? The extent to which the project has generated significant positive or negative, intended or unintended effects (economic and social) to community and system. Crucially review project contribution on promoting economic development, improving access to services to validate the changes in sustainable market systems.

¹ "Economic" is the conversion of inputs (funds, expertise, natural resources, time, etc.) into outputs, outcomes and impacts, in the most cost-effective way possible, as compared to feasible alternatives in the context (OECD-DAC).

1.2.7 Scalability.

Assessing scalability means understanding the key elements that could, in the future, bring the project to scale. Questions to consider are: Is there evidence that the project is likely to grow – scaling up and out – beyond the project life? Which are the possible scalable elements? What would be the relevant area and beneficiaries? Who would be the potential partners? What would be the magnitude of investment to make scalability or replication possible?

The EGSD project has clearly defined overall objective, outcome, intermediate outcomes and outputs as stated in the log frame with indicators, as reported in the Annex 1.

2. OBJECTIVES

2.1 Identify assess and document the evidence for the achievement of expected and unexpected results of the project towards the intended outcomes following the results chain in the targeted areas.

2.2 Assess the relevance, coherence, effectiveness, efficiency, sustainability, impact and scalability of the project related to contribution to partnerships, accountability, value for money from the perspectives of different stakeholders, capacity to generate mid-term impact and development processes that continue after the project duration. This can include the appropriateness and relevance of the beneficiary selection.

2.3 Identify key learnings, good practices, areas to be strengthened and provide recommendations to create a more solid basis for evidence-based approach to support economic and social inclusion in Sri Lanka. Therefore, the evaluation has to determine the reason why certain changes occurred or not, synthesize what worked and not work and why, draw lessons, derive good practices and pointers for learning.

2.4 Identify potential risks which can impact on the project due to socio-economic, political and other factors.

2.5 Assess whether the management and governance structure of the project was fully functional to reach the project's objectives.

2.6 Assess the existing strategies for sustaining the project and recommend measures for strengthening the same. This can be linked with the governance structure, decision making process, project implementation modality, steering committees etc.

2.7 Identify external environment challenges and opportunities that had impacted on the project progress.

2.8 Make recommendation of any knowledge product which can be prepared arising from the evaluation findings.

The evaluation findings and recommendations will be used as a basis for well-grounded strategic reflection by Oxfam for future support and involvement with similar initiatives.

3. GEOGRAPHICAL AREA

3.1 The project is implemented in the a) rural sector and b) plantation / estate sector of Uva and Central provinces, as follows.

- Nuwara Eliya District – Ambagamuwa DSD, Nuwara Eliya DSD, Kotmale DSD and Kelani Valley Plantation.
- Badulla District – Haputale DSD, Badulla DSD, Passara DSD, Haldumulla DSD and Kandaketiya DSD.
- Monaragala District – Siyambalanduwa DSD, Madulla DSD, Bibile DSD and Medagama DSD.

3.2 The field-visits of the provider will have the purpose of collecting data from partners, stakeholders and beneficiaries in the targeted locations. In addition, data should be collected at national level as appropriate. The project has a stakeholder's map from which some stakeholders in the country level need to be selected and consulted. The evaluation proposal must describe how to collect data from beneficiaries and local stakeholders, if field mission is not possible due to the COVID-19 restrictions.

4. EVALUATION APPROACH AND METHODOLOGY

4.1 To select the provider to conducting the evaluation, Oxfam expects to receive clear technical and financial proposals clarifying the following:

4.1.1. Approach:

4.1.1.1. Evaluation will employ both qualitative and quantitative methods for data collection supported by an extensive review of secondary information on demography and issues which are relevant to the project,

4.1.1.2. Evaluation will be conducted using semi-structured questionnaire/s (SSQ), Key Informant Interviews (KII) and Focus Group Discussions (FGD). All the mentioned research tools must be gender sensitive. Per each data-collection methodology, the consultant must develop specific questionnaire/ guidelines that will be made available as annexes in the final report. The information so gathered will be triangulated to obtain a more accurate picture.

4.1.1.3. The data collected should show segregation of beneficiaries by gender and age. The proposal also should illustrate the methodology of collecting field data from partners, stakeholders and beneficiaries,

4.1.1.4. The evaluation has to be carried out in all three districts where the project is implemented as described under the section 3 Geographical Area. Evaluation also should adopt a context-specific approach in order to better capture and delineate the specificities of the targeted geographic areas and

4.1.1.5. Outline Oxfam's focus on gender and inclusion with a specific focus on what this means in the context of this evaluation's focus. In line with Oxfam's values and organizational ambition, the evaluation has to prioritize a focus on gender and inclusion.

4.1.2. Methodology:

4.1.2.1. Review project documents (including the project proposal, Log Frame, M & E Plan and other materials elaborated by project teams and partners and plan the evaluation) and carry out preliminary interviews with the relevant staff. Review the existing M & E tools, reports and databases to identify the availability and gaps of the information.

4.1.2.2. Develop detailed Final External Evaluation Proposal and Inception Report along with the questionnaires and methodologies.

4.1.2.3. Upon approval of the Evaluation proposal / Inception report, collect data at field level as per schedule, interpret and analyse. Pay extra attention to data related to disability, children and Disaster Risk Reduction (DRR) while collecting data and reporting on findings.

4.1.2.4. Review the information available in the project and progress reports (Monthly, Quarterly and Annual) generated by project staff and triangulate them with the evaluation findings.

4.1.2.5. Assess the relevance, coherence, efficiency, effectiveness, sustainability and scalability of the project (by using indicators) as to whether it is consistent to the intended outcomes. Use Baseline data, information against the indicators, and perspectives provided by stakeholders through HHS/ KIIs /FGDs as a basis for the Evaluation team's assessment.

4.1.2.6. Identify the reasons for eventual and unexpected delays.

4.1.2.7. Capture the evidence for the project's achievements in the form of case studies too.

4.1.3. **Sampling Methodology and Sample Size:**

4.1.3.1. The intended total number of the final beneficiaries of this project is 30654. The prospective provider is expected to propose a methodology including method of sampling, sampling frame and sample size for the Evaluation in the proposal.

5. **RESPONSIBILITIES OF THE PROVIDER**

5.1 The provider is required to;

5.1.1 Take the responsibility for the evaluation and appoint a person as the contact point with Oxfam for all the liaison and coordination,

5.1.2 Compose the Evaluation team that is capable to deliver the output of required quality in time and mention the team composition in the proposal,

5.1.3 Make necessary appointments for the KIIs, mobilize participants for FGDs and visit the households (HH) for data collection. The project staff in the districts, however, would support (limited to informing the household interviewees and participants for KIIs) and participate at FGDs. Oxfam will provide necessary authorizations through letters to use the organization names by the consultant. All communication and coordination in the field for collecting data should be the consultant's responsibility.

5.1.4 Manage all the logistics of field survey in coordination with Oxfam's contact person.

- 5.1.5 Train and deploy an adequate number of enumerators (who are qualified to gather data) for the field survey and supervise their work (both progress and the quality),
- 5.1.6 Ensure that all his / her personnel employed are following the Code of Conduct and the policies of Oxfam and a declaration to this effect is signed by them,
- 5.1.7 Present and discuss the preliminary and final findings of the evaluation with Oxfam,
- 5.1.8 Submit the deliverables (mentioned under item 7 below) on / in time, and
- 5.1.9 Maintain the confidentiality of all information gathered. (Prior to undertaking, the consultant will have to declare that the information gathered would not be used for a purpose other than for those stipulated in the ToR).

Note: The Oxfam officials will carry out random audits on data collection with or without the presence of evaluators / enumerators to ensure data quality and policy compliance.

6. RESPONSIBILITIES OF OXFAM

- 6.1.1 As the organization commissioning the Evaluation, Oxfam will;
- 6.1.2 Provide all the relevant documentation for the evaluation's purposes.
- 6.1.3 Hold the responsibility for the provision of feedback / comments for inception report, questionnaires, draft report and presentations as per the agreed time frame,
- 6.1.4 Provide the templates for reporting and financial settlements,
- 6.1.5 Keep the relevant stakeholders (who are to be interviewed by consultant) informed about the evaluation, include European Union Delegation in Sri Lanka,
- 6.1.6 Make necessary arrangements for meetings and presentation whenever required,
- 6.1.7 Review the timeline of evaluation and make necessary amendments in consultation with consultant, and
- 6.1.8 Pay as per the agreed schedule upon the completion of minimum requirements.

7. DELIVERABLES

The provider is liable for following deliverables;

- 7.1 An inception report, including details such as HH questionnaires, FGD and KIIs checklist and a field survey plan. (This needs to be agreed with Oxfam prior to the start of field survey). Inception report also should include the detailed plan on how each and every indicator will be measured. Further, if any data or information gaps are identified during the stage 4.1.2.1, the strategies also to be proposed how that information will be collected.
- 7.2 Final evaluation report (max 30 pages, without annexes) with executive summary and log frame with final values for all the indicators: This needs to be submitted according to the following procedures.

7.2.1 The consultant will prepare a draft report and share with Oxfam followed by a presentation of findings on a prior agreed date. Oxfam will feedback on draft report and the consultant then have to finalize the report. Report should be comprehensive with benchmarks of all indicators set in log frame and other crosscutting issues and minimum 5 (at least 1 for each VC) case studies. The consultant needs to submit the electronic and printed (five) copies of the final evaluation report. Language of the final report should be English.

7.3 It could be requested to attend a face to face or virtual meeting to present the findings of the evaluation with all the Consortium's partners, stakeholders and European Union representative.

7.4 The time frame for the assignment is 4 months starting from the date of signing the contract (tentatively December 2021) until the submission of final report (no later than March 2022).

8. COMPETENCY OF PROVIDER

8.1 The provider should possess extensive experience (minimum 10 years) and in-depth technical knowledge on relevant sectors and conducting evaluations, surveys researches etc. The proposed team shall comprise personnel with extensive experience (at least seven years) in the related field.

8.2 The provider should also have:

8.2.1 Expertise in project cycle management and extensive knowledge of monitoring, evaluation, accountability and learning systems and data collection methods.

8.2.2 Deep knowledge of the economic and social inclusion.

8.2.3 Working experience on Implementation of Inclusive Value Chain Approach and OR Market Systems Development Approach.

8.2.4 Previous experience in working with INGOs' procedures, approaches and operations.

8.2.5 Acknowledged similar consultancies with recognized organizations.

8.2.6 Demonstrated analytical and writing skills.

8.2.7 Experience and knowledge of the targeted area.

9. EVALUATION OF PROPOSALS AND SELECTION PROCESS

9.1 The potential and interested local and international firms are required to submit a comprehensive proposal describing / articulating the work requirements outlined in this ToR. The language proficiency of the proposed personnel, especially of the field enumerators are important to indicate in the proposal. Since, the survey is in both Tamil-speaking estates and in Sinhala-speaking rural communities, communicating in both Sinhala and Tamil is essential.

9.2 All proposals will be evaluated based on an internally agreed criteria as follows and considered during the proposal assessment process.

(The weight for each criterion given in percentages)

- Specific experience of institution (8%)
- Proposed team / personnel which includes composition of team such as principal investigator, statistician, relevant sectoral/ technical specialities including gender and Women Economic Empowerment (WEE) and their educational qualification and experiences in relevant field. (40%)
- Methodology and work plan which includes approach/ evaluation design, sampling methodology, data collection methodology, data analysis, work plan etc. (24%)
- Quality of presentation of proposal. (8%)

9.3 The 80% of weight will be given to technical proposal and 20% of weight will be given to financial proposal. The applicant should score minimum of 40% in the technical evaluation to be eligible for financial evaluation.

9.4 The proposal and the budget (in LKR) should be prepared using the format provided, in English.

(Refer Annex 02: Proposal and Budget format, for details)

10. TERMS AND CONDITIONS

10.1 Payment will be on submission of Tax Invoice on delivery against milestones.

10.2 All incidentals, equipment and materials, accommodation and travel required for the assignment are to be procured by the consultant except where otherwise indicated in the consultancy agreement.

10.3 The consultant should follow the Oxfam's Branding policies and ensure Oxfam and donor logos are presented as per the guidelines.

10.4 The consultant and his / her team in the assignment must abide by Oxfam child protection policy, code of conduct, sexual harassment policy and Oxfam's other relevant policies.

10.5 All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation and taxation, where applicable will at all times remain the responsibility of the consultant.

11. SCHEDULE OF PAYMENTS

- 30% of total value of consultancy will be paid upon the signing of agreement.
- 70% of final payment will be paid after the acceptance of final report.

12. SUBMISSION PROCESS

12.1 Interested institutions should send the comprehensive proposal describing / articulating the work requirements outlined in this ToR.

12.2 The proposal should include 2 documents viz. a) Technical Proposal and b) Financial proposal (in LKR). Each document should be enclosed in **separate covers** indicating the subject. Both covers and a compact disk (CD) or memory stick carrying a **soft copy of the technical proposal** should be enclosed in another envelope and mark '**Proposal for the Final External Evaluation of EGSD**' and hand deliver or send in by registered post to the mailing address;

Logistics Department
Oxfam
No. 15, Manthri Place
Colombo 05
Telephone: +94 112 585 855
+94 112 585 856
Email: procurement.lk@oxfam.org.au

Deadline for the receipt of proposals by Oxfam: 12th December 2021

The international Consultants who lives outside Sri Lanka, can send their soft copy of the technical and financial proposal via email to following addresses: oxfamitalia@pec.oxfamitalia.it and lorenzo.paoli@oxfam.it Please, specify in the email subject “**Proposal for the Final External Evaluation of EGSD – Name of the provider**”.

Annexes:

Annex 01: EGSD project's Logical Framework



Logical Framework
.pdf

Annex 02: Proposal and Budget format

Proposal Format

01. Covering letter
02. Introduction
03. Background and understanding of the assignment
04. Proposed approach, methodology and techniques (including internal coordination process)
05. Deriving and presenting conclusions & recommendations
06. Work plan
07. Team composition and CVs of professional members of the proposed team
08. Evidence of past experience
09. A profile of organization

10. Any other elements deemed useful.

Above sections are compulsory to be presented in the proposal and any other information relevant to the ToR also can be included.

Budget Format

Description	Unit Description	No. of Units	Unit Cots (LKR)	Total (LKR)
A) Professional Fees				
Sub Total - Professional Fees				0
1				0
2				0
3				0
4				0
5				0
B) Field Work				
Sub Total - Field Work				0
1. Enumerators				0
2. HH Survey				0
3. FGD/ Klls/ Meeting				0
4. Other 1				0
5. Other 2				0
6. Other 3				0
				0
C) Logistics & Local Administration				
Sub Total - Logistic Administration				0
1. Transportation				0
2. Perdiem & Accommodation				0
3. Communication				0
4. Stationary				0
5. Translation				0
6. Interpretation				0
7. Other 1				0
8. Other 2				0

9. Other 3				0
Total (Inclusive of all taxes)				0