



Bangladesh Nari Progati Sangha (BNPS)

Collective Initiatives to Improve Menstrual Health Situation in Bangladesh by Engaging NGOs, Civil Society and Private Sector

Terms of Reference

1. Background and Context

1.1 Description of the project

Project title		Collective Initiatives to Improve Menstrual Health Situation in Bangladesh by Engaging NGOs, Civil Society and Private Sector	
Duration		Two years	
Start date	1 August 2018	End date	30 April 2021

Bangladesh Nari Progati Sangha (BNPS) is a leading national women rights organization in Bangladesh working since 1986 to establish equality for women from family to state level. BNPS has initiated a project titled “Collective Initiative to Improve Menstrual Health Situation in Bangladesh by Engaging NGOs, Civil Society and Private Sector” funded by Mannion Daniels (for AmplifyChange). The project intends to strengthen the engagement and capacity of NGOs, CBOs and private sector and the role of the Government in order to ensure improved menstrual health for girls and women in Bangladesh.

Objective:

The project intends to strengthen the engagement and capacity of NGOs, CBOs and private sector and the role of the Government in order to ensure improved menstrual health for girls and women in Bangladesh.

To attain this, the project will:

- Build the capacities of MH platform member NGOs in addressing MH issues in their service, campaign and advocacy work.
- Promote MH in existing SRHR, WASH, education and gender programmes and movements.
- Increase mass awareness through campaign for transforming social norms around menstruation and related services.
- Incorporate MH issues in national school curriculum in more comprehensive manner through advocacy with relevant Government agencies. (As a part of another project advocacy by BNPS,

government took initiatives to incorporate MH issue in national curriculum. So, initiative was changed with the consolation with the donor. The changed initiative is to orient journalist on gender, SRHR and MH issue to write reports to make aware the mass and act as a advocate)

- Improve supportive policy environment and budgetary allocation for SRHR and WAS with particular emphasis on better access to menstruation hygiene management.

Major intervention strategies:

- Platform member organization to conduct MH awareness session at community level and advocacy with local authorities like health and sanitation officials, schools, religious leaders, youth clubs to promote MHM issues in their respective activities and institutions.
- Advocacy with the Government ministries particularly with the ministry of health and ministry of finance for policy intervention on more budget allocation for sanitation, and increase WASH facilities in schools for better access to MHM
- Advocacy with Education ministry and national curriculum and text book board to inclusion of more information on MH in national school curriculum.
- Local and national level awareness campaign to break the taboo on MHM for transforming social norms through Day observation, and using print, electronic and social media, celebrity endorsement.
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- Sensitize NGOs and CSOs and private sector to include MH discourse in their existing programme on WASH and SRHR.
- Advocacy with business sector to produce low-cost sanitary products by ensuring comfort and quality as part of corporate social responsibilities. The MH platform will be centered in all the project activities. The platform will work in order to bring together existing networks that work on MH and play a role in the coordination of two sectors- WASH and SRHR to create a combined effect greater than the sum of the separate effects. Also, Education and Private sector will be linked with the Platform. Relevant research work will be carried out to feed the advocacy agenda and to develop policy suggestion to be shared in advocacy meeting and dialogues

Primary beneficiaries: Girls and women from 10-60 years of age

Secondary beneficiaries: Parents, community members and local government officers, DGFP, DG Health, Private organizations, NGOs, INGOs, pharmaceuticals and journalists.

The project is now at its last quarter of implementation and is almost nearer to achieve the goal.

1.2 Strategy and results chain

The key strategies employed in the project include 1) train the teachers on gender equality and preventing VAW/G and convey this messages and awareness to the students through classroom session and other extracurricular activities 2) making the community and relevant government offices and services active in preventing VAW/G in school and community.

Following is the detail of project goal, outcomes, outputs and relevant activities.

INDICATOR	Description	Milestone 1 (6 month)	Milestone 2 (12 months)	Milestone 3 (18 months)	Milestone 4 (24 months)	Means of Verification
MB1.1: New evidence on SRHR generated, or existing evidence synthesized, or major gaps in SRHR knowledge/ attitudes/ behavior synthesized, which is used for evidence-based advocacy and policy engagement	Amplify Change Core indicator	TOR has been developed to conduct a study on situation analysis assessment on sanitation and MHM as SRHR. 1 study report has been produced and printed.	40 local advocacy meetings have been conducted with key stakeholder in WASH, and SRHR to advocate for the integration of MHM in SRHR agenda and budget. One roundtable with policy stakeholder of ministry of health held.	One roundtable with policy stakeholders of ministry of health, finance and education held. 40 local advocacy meetings have been conducted with key stakeholder in WASH, and SRHR to advocate for the integration of MHM in SRHR agenda and budget.	Research knowledge have been used as evidence in local advocacy event, TV talk show, roundtable with ministries, poster, leaflet, social media, website, news letter	Study report Advocacy meeting proceedings/ Photographs /Video CD Developed Website on MHM
MB 3.1: CSOs needing capacity building support developed, implemented and achieved organizational capacity-building plans.	Amplify Change Core indicator	Hiring 3 consultants for the development of training module, Handbook and IEC materials to build capacity of Platform CSOs 200 MHM handbooks, 60 training session module and IEC (Posters. Leaflet) materials have been produced and	60 staff members of 20 platform member organizations received training into two batches. 20 staff of Platform members received training on governance and fund management. 60 staff of platform members received orientation on Handbook. 300 community sessions on MHM have been	05 Monitoring and learning visits held		Capacity Building Module Handbook IEC Materials Training Reports Report on community awareness Orientation Report Poster, Leaflet Monitoring Report News Letter

INDICATOR	Description	Milestone 1 (6 month)	Milestone 2 (12 months)	Milestone 3 (18 months)	Milestone 4 (24 months)	Means of Verification
		printed	conducted by 20 CSOs in their existing working areas. 10 Monitoring and learning visits held			
MB 4.1: New joint advocacy campaigns planned and implemented with other CSOs.	Amplify Change indicator	2 MHM platform meetings have been held. One campaign and advocacy plan has been developed	20 rallies at district level have been held 500 posters and 2500 leaflets have been distributed 02 TV talk shows have been aired 01 TV spot has been developed	20 rallies at district and national level have been held 01 TV talk show have been aired. TV spot has been aired two times.	01 TV talk show have been aired.	Campaign and advocacy plan of the MH Platform. Review of MH Platform meeting minutes. Poster, Leaflet, CD of TV Talk Show and TV Spot Event Progress Report
PL2.1: National policies, laws, budget allocations improved by civil society engagement (These include the introduction of new and or improved policies, or the mitigation of negative policies, all to create a more favorable policy environment for SRHR)	Amplify Change Core indicator		01 roundtable with govt. and policy makers has been held 01 roundtable with business sector has been held	01 roundtable with govt. and policy makers has been held 01 roundtable with business sector has been held		Roundtable Reports

INDICATOR	Description	Milestone 1 (6 month)	Milestone 2 (12 months)	Milestone 3 (18 months)	Milestone 4 (24 months)	Means of Verification
SN 1.1: Increased and more public support for SRHR, and less negative statements, from key influencers. (core indicator)	Amplify Change Core indicator		10 Govt. officials/policy makers acknowledged the importance of MHM and SRHR education and budget allocation in TV talk show and Round Table	10 Govt. officials/policy makers acknowledged the importance of MHM and SRHR education and budget allocation in TV talk show and Round Table	6 celebrities, 50 school, teachers and 200 students shared their positive views in Face Book on the increased support of MHM and SRHR	Assessment Report Media clippings Celebrity, endorsement
AR2.1: Changes to national health, education or social sector curricula that includes in- and pre-service training on SRHR topics (e.g., family planning, abortion, post-abortion care, GBV, working with marginalised populations)	AmplifyChange indicator			TOR has been developed to identify gaps and loopholes of existing secondary school curriculum on MHM and SRHR content and teaching processes Proposed curriculum has been produced by the consultant.	01 sharing meeting on proposed curriculum has been held with National Curriculum and Text Book Board (NCTB) and submitted to NCTB	Assessment report Proposed Curriculum Meeting report

1.3 Geographical coverage

The project has been implemented at 19 districts in 4 divisions in Bangladesh namely Dhaka, Mymensingh, Khulna and Barishal and at national level for policy advocacy.

1.4 Total resources

Total budget of the project is EUR 265,205. Number of direct project staff is 5 and partial staff is 5.

1.5 Key partners involved in the project, including the implementing partners and other key stakeholders.

Ritu, a project that worked on MHM initiated a platform where different organizations, who are working on SRHR, WASH and Health sector, are the members of this platform. The aim of the platform is to work collaborate to create enabling environment for the girls of Bangladesh to manage their menstruation properly. This MHM platform has initiated a lot of national level and local level awareness campaign and

advocacy with government and private sector. AmplifyChange project aimed to join with this platform and improve the capacity of the staffs of the member organizations and strengthen the awareness and advocacy programme around the country. BNPS made collaboration with 20 member organizations from the MHM platform and improve their capacity to work at local level awareness and advocacy on MH.

1.6 MHM platform member organizations and their roles:

20 member organizations from the MHM platform took part in this project for the intervention. The broader scope of the platform will have more credibility and strength than the effort of individual organizations. Together the platform members cover more geographical locations and communities across the country than BNPS alone. The names of the platform members are name in bellow:

- Chandradip Development Society (CDS)
- Saint Bangladesh
- Nice Foundation
- Max Foundation Bangladesh
- Shushilan
- Bangladesh Nari Progati Sangha (BNPS)
- Partners in Health and Development (PHD)
- Dushtha Shasthya Kendra (DSK)
- Jago Nari
- Shushilan
- Society for people's Action in Change & Equity (SPACE)
- UTTARAN
- Bangladesh Family Planning Association (FPAB)
- Anandoduti Khalagor Asar
- Nazrul Smirity Sogsod (NSS)
- Association for Prevention of Septic Abortion, Bangladesh (BAPSA)
- Wreetu
- DORP
- SLOPB Bangladesh
- SERAC-Bangladesh
- PHULKI

2. Purpose of the evaluation

2.1 Why the evaluation needs to be done

As required by the Mannion Daniels (For AmplifyChange) to improve MHM situation, BNPS is committed to the final external evaluation of the project as a mandatory to measure the project's effectiveness, impact and sustainability.

The evaluation will be based on evidence already collected, and new evidence to be collected by evaluators, in order to analyze the extent to which the project has achieved objectives agreed with the donor, as well as how it contributes to achieving BNPS program objective to contributing in improving menstrual health situation in Bangladesh.

2.2 How the evaluation results will be used, by whom and when.

Results of the evaluation will be used to guide BNPS and MHM platform organizational learning, and inform their relevant program strategies in the future.

Evaluation findings will be shared with all project stakeholders including platform member, government official, private organizations and other stakeholders to obtain their feedback and discuss lessons learned. Findings will also be used to identify any remaining needs and to inform strategies for future program and capacity building initiatives.

The results of this evaluation will also be shared with members of BNPS executive director and staff with a view to using the findings to better coordinate and strengthen BNPS capacity related to address MHM.

2.3 What decisions will be taken after the evaluation is completed

After the evaluation is completed, BNPS will utilize the results and recommendations to improve, strengthen, and provide guidance for future adjustment, design and implementation of its program.

3 Evaluation objectives and scope

3.1 Scope of Evaluation:

This evaluation will encompass the entire project duration from 1st August 2018 to 30th April 2021. The evaluation activities will take place over a timeframe jointly agreed by the evaluation consultant and BNPS upon the approval of this term of reference and the recruitment of the external evaluation consultant. The geographic coverage will encompass division wise platform member's working area. The evaluation will cover both primary and secondary beneficiaries

3.2 Objectives of Evaluation:

The overall objectives of the evaluation are to:

- a) To evaluate the entire project in terms of effectiveness, relevance, efficiency, sustainability and impact, with a strong focus on assessing the results at the outcome and project goals;
- b) To generate key lessons and identify promising practices for learning;

Specific objectives are:

- i. To assess the results and effectiveness of the project achieved in line with the goal and outcome indicators;
- ii. Measure the change based on the baseline findings;
- iii. Identify the strength, weakness, opportunities and challenges of the program in consideration of COVID 19;
- iv. Appraise the overall implementation process and draw recommendation for better management and areas of improvement;
- v. Finding the key learning and promising practice;
- vi. Drawing recommendations for future program and strategies.

4. Evaluation Questions

The key questions that need to be answered by this evaluation include the following divided into five categories of analysis. The five overall evaluation criteria – relevance, effectiveness, efficiency, sustainability and impact - will be applied for this evaluation.

Evaluation Criteria	Mandatory Evaluation Questions
Effectiveness	<ol style="list-style-type: none"> 1) To what extent were the intended project goal, outcomes and outputs achieved and how? 2) To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached? 3) To what extent has this project generated positive changes in the lives of targeted (and untargeted) women and girls in relation to MH addressed by this project? Why? What are the key changes in the lives of those women and/or girls? Please describe those changes. 4) What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes and outputs? How? 5) To what extent was the project successful in advocating for policy change? If it was not successful, explain why. 6) In case the project was successful in setting up new policies, is the policy change likely to be institutionalized and sustained?
Relevance	<ol style="list-style-type: none"> 1) To what extent was the project strategy and activities implemented relevant in responding to the needs of women and girls and boys? 2) To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women, girls and boys?
Efficiency	<ol style="list-style-type: none"> 1) How efficiently and timely has this project been implemented and managed in accordance with the Project Document?
Sustainability	<ol style="list-style-type: none"> 1) How are the achieved results, especially the positive changes generated by the project in the lives of women, girls and male at the project goal level, going to be sustained after this project ends?
Impact	<ol style="list-style-type: none"> 1) What are the unintended consequences (positive and negative) resulted from the project?

5. Evaluation Methodology

The evaluation will be based on participatory methodology wherein the involvement of major stakeholders in the organization, platform member, community, government official of local and national level is fully ensured. The approach will aim at putting the project beneficiaries/target group at the center and involve a collective process of reflection, discussion and consultation with all major stakeholders in the Project.

Primary data will be collected from following sources:

- Primary beneficiaries: Women aged from 10-60 Years

- Secondary beneficiaries: Parents, Male members of the family, community members, and relevant government official at local and national level identified, Journalists.
- Organization staff: Project staff in center and staff from the partner organization who implemented in the local level and BNPS senior management team.

Primary data will be collected through semi-structured interview and FGD with platform member, semi-structured interview with journalist, community members and government officials, discussion and participatory exercise with BNPS staff. Primary data will be collected through field visit.

A desk review of the document pertaining to the project such as the project proposal, baseline report, progress reports, monitoring records, publications, training modules, training reports, assessment reports required to be undertaken prior to, during and post the Evaluation to develop a clear understanding of the project. BNPS will provide all the required documents to the evaluators.

The methodology details may change or adjust upon more detailed design discussions with the evaluation consultants.

6. Evaluation Ethics

- Guarantee the safety of respondents and the research team.
- Apply protocols to ensure anonymity and confidentiality of respondents.
- Consider the cultural sensitivity while applying data collection methods from primary sources.
- Select and train the research team on ethical issues.
- Provide referrals to local services and sources of support for girls that might ask for them.
- Ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and youth.
- Store securely the collected information.

The evaluator(s) must consult with the relevant documents as relevant prior to development and finalization of data collection methods and instruments.

7. Key deliverables of evaluators

	Deliverables	Description of Expected Deliverables
1	Evaluation inception report (language of report: English)	The inception report provides BNPS and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset. An inception report must be prepared by the evaluator before going into the technical mission and full data collection stage. It must detail the evaluator' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data and data collection/analysis procedures.

		<p>The inception report must include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product.</p> <p>The structure must be in line with the suggested structure of the annex of TOR.</p>
2	<p>Draft evaluation report (language of report: English)</p>	<p>Evaluators must submit draft report for review and comments by all parties involved. The report needs to meet the minimum requirements specified in the annex of TOR.</p> <p>The grantee and key stakeholders in the evaluation must review the draft evaluation report to ensure that the evaluation meets the required quality criteria.</p>
3	<p>Final evaluation report (language of report: English)</p>	<p>Relevant comments from key stakeholders must be well integrated in the final version, and the final report must meet the minimum requirements specified in the annex of TOR.</p> <p>The final report must be disseminated widely to the relevant stakeholders and the general public.</p>

8. Evaluation team composition and required competencies

8.1 Evaluation Team Composition and Roles and Responsibilities

The evaluator will be responsible for undertaking the evaluation from start to finish and for managing the evaluation team under the supervision of evaluation task manager from the BNPS, for the data collection and analysis, as well as report drafting and finalization in English.

- Evaluation experience at least 7 years in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods.
- Expertise in gender and human-rights based approaches to evaluation and issues of violence against women and girls.
- Specific evaluation experiences in the areas of SRHR & MH.
- Experience in collecting and analyzing quantitative and qualitative data.
- In-depth knowledge of gender equality and women's empowerment
- A strong commitment to delivering timely and high-quality results, i.e., credible evaluation and its report that can be used.
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Regional/Country experience and knowledge: in-depth knowledge on Bangladesh country context is required.

- Prior experience in working in Bangladesh would be an asset.
- Language proficiency: fluency in English is mandatory.

9. Management Arrangement of the evaluation: Role and responsibilities

External evaluators/consultants to conduct an external evaluation based on the contractual agreement and the Terms of Reference, and under the day-to-day supervision of the Evaluation Task Manager.

The project manager and Monitoring officer of BNPS will manage the entire evaluation process under the overall guidance of the senior management, to:

- lead the development and finalization of the evaluation TOR in consultation with key stakeholders and the senior management;
- manage the recruitment of the external evaluators;
- lead the collection of the key documents and data to be share with the evaluators at the beginning of the inception stage;
- liaise and coordinate with the evaluation team, the reference group, the commissioning organization and the advisory group throughout the process to ensure effective communication and collaboration;
- provide administrative and substantive technical support to the evaluation team and work closely with the evaluation team throughout the evaluation;
- lead the dissemination of the report and follow-up activities after finalization of the report

Senior management of BNPS – responsible for: 1) allocating adequate human and financial resources for the evaluation; 2) guiding the evaluation manager; 3) preparing responses to the recommendations generated by the evaluation.

10. Timeline of the entire evaluation process

March 1 to April 10, 2021

Note: Consultants can rearrange their Person/day to ensure the best quality of task without changing the deadlines.

11. Content of the Evaluation Offer

The submission from the interested consultants should include:

a. CV: CVs of all evaluators involved.

b. Technical/specific proposal: Short explanation and justification of the methods to be deployed including a specific paragraph that sets out how relevant cross-cutting issues need to be taken into consideration for the evaluation process.

c. Financial proposal: Complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.

Interested organization or individual must submit their technical and financial proposal along with relevant CVs on or before February 20, 2020 by to the Executive Director, Bangladesh Nari Progati Sangha (BNPS), 13/14 Babor Road (1st Floor), Block B, Mohammadpur Housing Estate, Dhaka 1207 marking 'Technical and Financial Proposal for Evaluation of MHM Project' on the envelop. Delayed and electronic submission will not be accepted. BNPS reserves all the right to accept or reject any proposal.