Statement of Work

Final Evaluation of USAID Agricultural Extension Support Activity (AESA) project

Dhaka Ahsania Mission
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POINT OF CONTACT

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Project Information

Project Name	**USAID Agricultural Extension Support Activity (AESA)**
Award Number	Contract No. AID-388-A-13-00001
Project Dates (original)	23 October 2012– 22 October 2017
Revised	23 October 2012- 28 February 2018
Funding	USD 18.073 million(obligated)
Implementing Partners	Dhaka Ahsania Mission, CARE Bangladesh, mPower

Contents

I. BACKGROUND:

Central and Southwest Bangladesh has experienced extreme weather events (including two major cyclones in the last 5 years), man-made environmental degradation, increased flooding, changes in seasonality of rains, and salinization of soil and water, causing food and water insecurity. Agricultural productivity has dropped accordingly, resulting in large-scale migration by male family members to city centers, leaving women behind to maintain their families with fragile economic resources, remittances, and limited social safety net arrangements. Therefore, a great need exists to identify alternative livelihood opportunities for women farmers, especially in agriculture and income-generation activities. For this to happen, there must be a stronger agricultural extension system in place that responds to the needs of poor smallholder women farmers.

Women/smallholder farmers are constrained by a lack of information about recommended farming practices for a degraded environment and appropriate inputs, such as stress-tolerant seeds and varieties, and access to fair market price information. As a result they are vulnerable to being taken advantage of by buyers. Many live in remote hard-to-reach areas or are constrained by patriarchal norms and practices that restrict women's mobility. Agricultural extension agents, who are mostly male, tend to provide services only to larger farmers, and lack adequate communication skills, sense of accountability and means of transport required to provide outreach to the poor in general and women in particular. Centralized and updated database and information systems with the latest scientific research are mostly inaccessible from the field, and research institutions receive insufficient feedback about needs on the ground and smallholder's adoption of recommended practices. Thus research objectives are often disconnected from field situations and data used by extension agents are often from old research.

Use of ICT is expanding rapidly as a way to connect poor farmers to markets, extension services and other information sources; however access to mobile phones and power sources is limited in remote areas. Poor farmers are often illiterate or semi-literate and at present phones do not have Bangla script, making text messaging difficult. Extension officers may have computers and limited internet connectivity, but not know how to use them to full capacity or to troubleshoot technical problems.

The USAID Agricultural Extension Support Activity (hereafter referred to as the "AESA") works in 12 districts in the central and southwest areas of Bangladesh (Barisal, Dhaka, and Khulna divisions) to implement capacity building and support the development of a farmer demand-driven agricultural extension system, synergized by use of information communication technology (ICT). To help foster farmer demand-driven extension, the project seeks to help improve access to quality inputs, to information and advice on improved technologies and management practices, access to financing and to increased market opportunities. The focus is on smallholder farmers, with priority given to women farmers. A key emphasis is working closely with the Government of Bangladesh to identify gaps in existing capacities and build on efforts already under way.

AESA project is implemented under USAID/Bangladesh's Development Objective 2 (DO2): Food Security Improved. DO2 is the flagship DO for the Feed the Future (FTF) strategy and its

objective in Bangladesh: "Availability, Access, and Utilization of Domestically Produced and Nutritious Foods Increased." The DO2 development hypothesis is: *"addressing vulnerable householdconstraints to food availability, access, and utilization will lead to positive outcomes for health and income security."* DO2 incorporates integrated, multi sectoral interventions promoting diversification to more nutritious and high value crops.

This AESA Project is supporting the Bangladesh Agriculture, Food Security and Nutrition Country Investment Plan (CIP), the Government of Bangladesh's Sixth Five-Year Plan, and the Master Plan for Agricultural Development in Southern Region of Bangladesh for 2012-2021 and iscomplement other USAID Feed the Future (Food Security) programs focusing on cereal grains, fisheries, policy support, value chains, and agro-inputs.

II. PROGRAM ACTIVITY COMPONENTS

The goal of the AESA Project is to strengthen the existing agriculture extension system in 12 districts in the southwest and central Bangladesh in order to sustainably improve food security and nutrition for 110,000 vulnerable smallholder farmer households. This goal is supported by three components and related tasks.

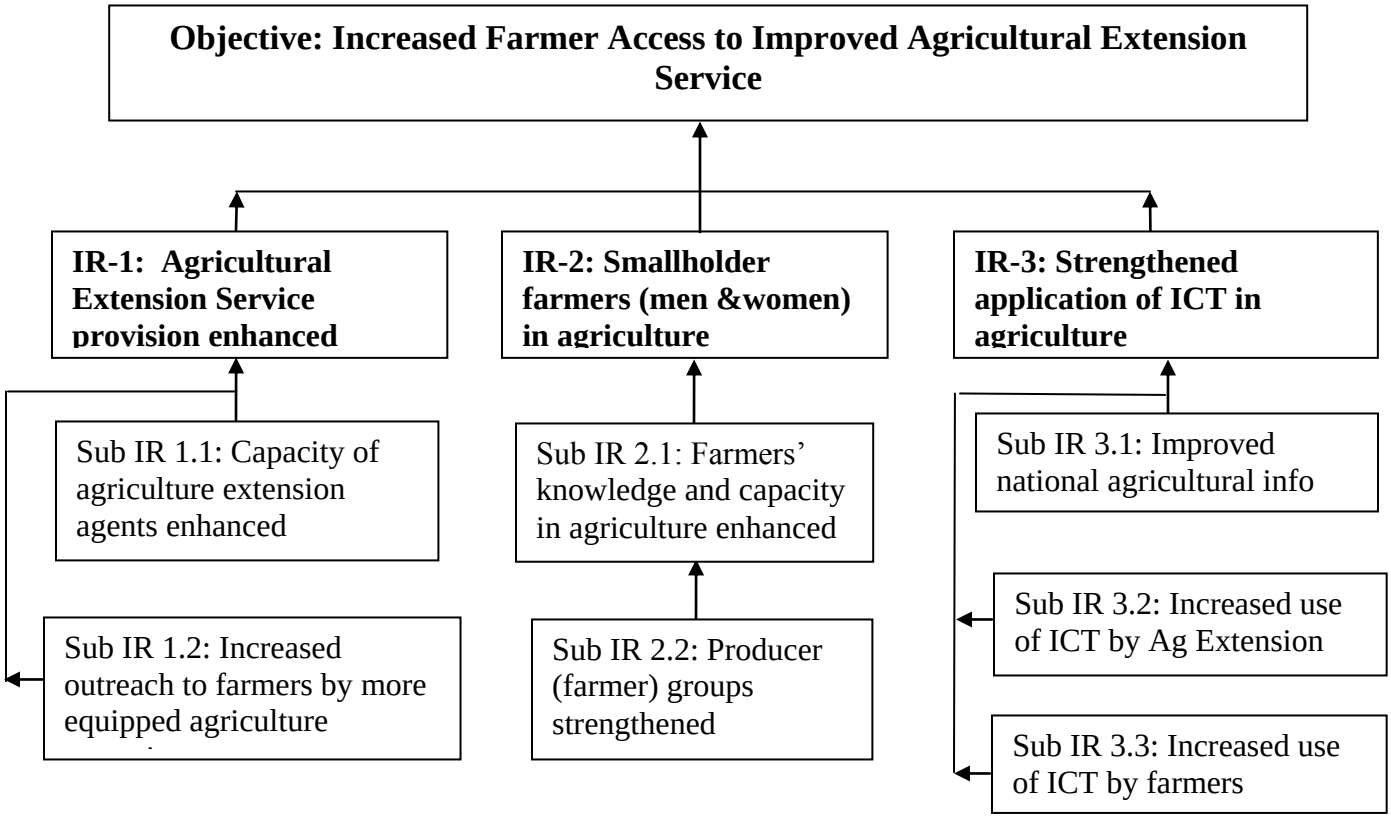
- **Component 1**- The USAID Agricultural Extension Support Activity approach starts with empowerment of smallholder farmers (with an emphasis on women farmers), through development of producer groups around six non-cereal agricultural products common to southwest Bangladesh. This component aims at giving smallholder farmers a voice to demand extension services, to purchase inputs in bulk and to sell their aggregated produces at fair market prices.
- **Component 2** - Networking, linkages and access to information is enhanced through new information communication technology (ICT) capacity. This allows farmers to make informed decisions about adopting new agricultural technology and farming practices, purchase of quality inputs, and sale of products.
- **Component 3** - addresses transformational change within the public and private extension services, so they not only have the capacity to provide the most relevant and up-to-date technical information, but smallholder farmers have equal access to all government and non-government infrastructure and services in their area. Given the variety of constraints to effectively and holistically improve ag extension service delivery through a single project, the project works more intensively in four target upazilas (one per region) to demonstrate improved ag extension service delivery in those demo upazilas. The aim is to allow the Department of Ag Extension (DAE) to observe outcomes in the demo upazilas and commit to adopting those improved practices that are deemed appropriate and valuable.

The project interventions include important elements such as promoting gender equity, participatory and bottom-up decision-making, allowing women a strong voice and visible roles in agri-production and marketing, and two-way research and knowledge sharing between farmers and formal research institutions.

The Results Framework

The Agricultural Extension Support Activity development hypothesis is that *if vulnerable smallholder farmers can be linked with access to high-quality extension services and information, farmers will apply improved agricultural practices.* The logical progression from this is that if the Agricultural Extension Support Activity is successful, in concert with other USAID-supported interventions, vulnerable smallholder farmer productivity will increase and food insecurity will decline. A key dimension of the Agricultural Extension Support Activity's development hypothesis is that ICT-enabled solutions will play a key role in overcoming the challenges vulnerable smallholders currently face in accessing high-quality extension services and information.

Following figure represents the results framework for the project which evolved from the above activity components:



Assumptions

- That political Instability will not affect project activities significantly
- No major disasters such as cyclones or drought strike Bangladesh
- The project receives continued support from the GOB
- The project receives support from the local population

The AESA Project worked in partnership at multiple levels within the Government of Bangladesh (GoB). Formal institutional arrangements have been made for collaboration between AESA Project and its partners, and the Department of Agriculture Extension (DAE) and the Agriculture Information Service (AIS) under the Ministry of Agriculture. Working relationships have also been established with the Department of Livestock Services and Department of Fisheries under the Ministry of Fisheries and Livestock. These formal agreements and informal relationships allow the GoB to work closely, provide support to, and participate in, the project implementation whenever required.

Within its prioritized supply chains, the AESA Project has also signed formal MOUs with **WIN MIAKI Ltd,** ACI Ltd, **LalTeer Ltd, Spectra Hexa Feeds Ltd. (Mega Feed), ERAS, Practical Action, Syngenta and Digital Green** in order to ensure standard technical training and extension advice is provided to farmers around each one as well as to ensure quality input support to the farmers.

III. EVALUATION PURPOSE

The purpose of the evaluation is to inform the USAID Bangladesh Mission through the evaluations findings and the contractor's recommendations for future programs. The evaluation will clearly articulate the results achieved to help stakeholders understand the impact of the AESA project activities. The evaluation team should state recommendations that will guide USAID's future programming, improve the achievement of results, and reduce the risk of unintended consequences. The evaluation team will need to consider the external environment, project methodology, and the escalation of activities when assessing opportunities and threats.

This final evaluation will specifically look into the project design appropriateness, relevancy, target groups, efficiency and effectiveness of the project as a delivery model, results in terms of outcome and impact and their sustainability; identify key successes, the lessons learned and its implications to its different government and non- government stakeholder groups and also to USAID. The specific objectives of this evaluation are:

1. To determine the progress towards achieving the program's overall Goal, Purpose and Objectives, the intended outcomes and its overall impact in meeting the USAID Food Security targets.
2. To measure the appropriateness of project design, relevancy, target groups, efficiency and effectiveness of the project as a delivery model, and also the sustainability of the results.
3. To identify key achievements, the lessons learned and their implications to its different government and non- government stakeholder groups and also to USAID's different program's and policy interventions.
4. To provide recommendations for government and USAID's future interventions.

The evaluation will cover the project period from October 2012 through February 2018. Outcome of this evaluation will be presented as/with the Final Report by DAM to USAID.

IV. EVALUATION QUESTIONS

The AESA project has its USAID-approved project document, activity plans, M&E Plan etc. The evaluators shall consult the documents suggested by the project to check on the evaluation questions given. The evaluators would undertake a descriptive and normative evaluation of the project to gauge progress made in the implementation of planned activities toward reaching stated goals and objectives in the AESA award. The evaluators will assess the wider project context to validate project assumptions and results indicators against actual results, based on AESA implementation till the end. Additionally, the project would like to understand how the AESA activities complement the other FtF Initiatives (AIP, AVC etc.) and non-FtF initiatives (SDLG, NATP, etc.)

The final evaluation will look into the following mandatory questions:

Relevance:

- How far and how well the project design was appropriate in terms of its process, strategies and approaches adopted in addressing the extension service access constraints of smallholder farmers?
- Were the selection of target groups were appropriate? How well is the project performed against specified results and objectives? What worked well and what not?
- Is the development approach that the project followed benefitting the overall extension supportto GOB and private extension agents for their capacity building and provide improved extension advisory services?
- How can successful project activities or interventions be scaled up to create wider impact?

Effectiveness:

- Has the improved technology knowledge dissemination to farmers motivated them to adopt new technologies and management approaches?
- Has adoption of improved technologies correlated to an increase in individual farmer's production, and thus income?
- Are the farmer producer groups gained the benefits of collective action for purchasing inputs or selling output?
- Are the farmer producer groups empowered to demand regular and need-based extension service from extension agents? Does the farmer producer groups have increased access to financial services in agriculture?
- Have the farmer producer groups benefitted by the match-making workshops, in gaining access to inputs, financial services and output market opportunities?
- Do the government extension agents recognize the benefits of working with the farmer producer groups? Will they continue working with the farmer producers group beyond the life of the project?
- Will these farmer groups be sustainable beyond the life of the project
    - What are the main benefits (current/potential) that would keep them together?
    - What are the challenges/constraints of sustaining producers groups?

- Do the government extension agents use the basic ICT and/or ICT apps for improved service provision to the farmers? Will they continue using the ICT apps beyond the life of the project? What are the constraints to this practice being sustainable?
- Has the project's approach of extension agents' capacity building helped effective extension service delivery meeting the farmers' information needs?
- Do the farmer leaders recognize the importance of ICT in gaining and disseminating extension knowledge for farmers?
- What has been the effectiveness of the program in targeting women and empowering them?
- How effective the project has been in ensuring better extension services for women farmers? Has it taken into account their needs accordingly?
- What are the project's approach to address nutrition related messaging/communication? Are they effective? What can be improved?
- How effective are the farmer leaders (consider all three: Extension, Marketing, ICT) in leading the group on specific functions and further disseminating the information/knowledge gained by TOT, to the FPG members?

Outcome and Impact:

- *To what extent the project has achieved its overall goal, purpose and objectives?*
- What have been the visible impacts of the project interventions?
- How and to what extent gender and nutrition activities contributed to program achievements?

Sustainability:

- Are the processes, systems, and programs in place to ensure that the outcome and impact level results produced as a result of AESA interventions will be sustainable? What obstacles exists for achieving sustainability and what measures should be taken to increase sustainability?
- Has AESA been able to develop institutional capacity of the groups to demand for extension services and self-sustain their group activities after the project period?
- What evidence has there been of the Government of Bangladesh and other partners taking ownership of AESA activities?
- What USAID and the partners should do in order to sustain the positive outcome of the project.
- Is there evidence of replication of AESA approach?
- What lessons/recommendations from the innovations under this project can inform and/or feed into USAID/Bangladesh's future strategy and have potential for global scale-up?
- Of all the program components, which factors and interventions do stakeholders perceive to have the most potential for development impact and long-term sustainability and why?
- What are the specific factors, both contextual and programmatic, that stakeholders perceive to have contributed to the successful uptake of AESA activities (if uptake occurred)?

V. METHODOLOGY FOR FINAL EVALUATION

During the evaluation team's first meeting with the project, a list of key questions and issues to be addressed should be developed. The evaluation team should work in close coordination with the DAM M&E team. The evaluators should collect data and information supported by valid evidence. The method should be both qualitative and quantitative and approach would be participatory. Wherever applicable, questionnaires should be developed and shared with the project for final approval.

For each of the evaluation questions, the data collection and analysis method should be described using an Evaluation Design Matrix. This will include details on how focus group interviews will be transcribed and analyzed; what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews; and how the evaluation will weigh and integrate qualitative data with quantitative data from the Monitoring and Evaluation (M&E) plan and project performance monitoring records.

The evaluation methodology should yield gender disaggregated data and reflect attention to gender relations such as the participation of women in group leadership, farmer training, market linkage etc. Methodological strengths and weaknesses should be explicitly described in the evaluation report.

In completing this SOW, the evaluation team shall perform the following activities:

- Complete pre-travel information gathering: Gather and review existing relevant background information related to extension service provision and food security in Bangladesh and begin identifying organizations and donors involved in the sector.

- The evaluation team should use in-person interviews, sample surveys through field visits, direct observations, comparative evaluation designs, literature review, key interviews, and analysis of existing data to answer the evaluation questions. The team will:
    - Meet with relevant project and USAID staff to get a solid understanding of program objectives under its current and planned interventions;
    - Hold meetings with relevant government agencies, donors and other organizations including civil society and the private sector;
    - Conduct key interviews with targeted stakeholders. Stakeholders will be identified in consultation with the project;
        i. Interview stakeholders and beneficiaries
        ii. Interview implementing partners at field level
    - Conduct targeted field visits in order to conduct sample surveys, and collect the relevant performance information;
    - Continue reviewing assessments and reports related to extension service provision and food security in Bangladesh

The evaluators will analyze the data and information collected and identify correlations, major trends and issues. The basic unit of analysis will be data and information collected by the evaluation team.

VI.EXISTING SOURCES OF INFORMATION:

The evaluation team should consult a broad range of background documents apart from project documents provided by DAM. The evaluators will review existing documents, reports and data to build their evaluation report. The project will make the documents available. The documents reviewed by evaluators must include the following:

- The Cooperative Agreement between USAID/Bangladesh and Dhaka Ahsania Mission and relevant modification/
- Program Description
- M&E plans of AESA project,
- Project's Mid-term evaluation report, quarterly and annual progress reports
- Meeting Minutes of the Steering Committee, Programme Senior Management Team, and Project Advisory Committee
- The baseline and Annual Performance Assessment Survey reports
- Different thematic and sectoral studies conducted by the project (Value chain Study, input Market need assessment, Training need assessment of public and private extension agents, jute, mung bean, chili, livestock and fisheries value chain/sectoral study reports),technology training effectiveness study report
- Input and Output Market Analysis by CARE
- ICT Baseline survey, ICT Strategy Paper, ICT Impact Study report
- AESC Study reports,
- A-Card and access to micro-finance baseline and evaluation reports
- Project quarterly and annual reports,
- Project Annual Implementation Plans
- USAID/Bangladesh Country Development Cooperation Strategy 2011-16 (Public version)
- USAID Bangladesh DO:2 PMP

VII. DELIVERABLES

All deliverables are internal to DAM and the Evaluation Team unless otherwise instructed by DAM. Evaluation deliverables include:

Evaluation Team Planning Meeting: Essential in organizing the team's efforts. During the meeting, the team should review and discuss the SOW in its entirety, clarify team members' role and responsibilities, work plan, develop data collection methods, review and clarify any logistical and administrative procedures for the assignment and instruments and to prepare for the in-brief with DAM.

Work Plan: The Contractor will prepare a detailed work plan that includes task timeline, methodology, outlining approach to be used in answering each evaluation question, team responsibility, document review, key informant and stakeholder meetings, site visits, survey implementation, travel time, debriefings (for AESA, implementing partner and, if decided, USAID and stakeholders), draft and final report writing. The work plan will include a data

analysis plan. The work plan will be submitted to the ED, DAM for approval no later than the fifth day after commencement of the evaluation.

Evaluation Design Matrix: A table that lists each evaluation question and the corresponding information sought, information sources, data collection sources, data analysis methods, and limitations. The matrix should be finalized and shared with ED, DAM before evaluation field work starts. It should also be included as an annex in the evaluation report.

Data Collection Instruments: Development and submission of data collection instruments to DAM during the design phase and after the evaluation is completed;

Regular Updates: The Evaluation Team Leader will brief the Chief or Party, AESA project or Executive Director, Dhaka Ahsania Mission on progress with the evaluation on at least weekly basis, in person or by electronic communication. Any delays or complications must be quickly communicated to DAM as early as possible to allow quick resolution and to minimize any disruptions to the evaluation. Emerging opportunities to strengthen the evaluation should also be discussed with DAM as they arise.

Preliminary Draft Evaluation Report*:* The Contractor will submit a Preliminary Draft Evaluation Report to the AESA management, DAM five working days before the project debriefing. Within three working days after receipt, DAM staff will provide preliminary comments prior to the debriefing.

Debriefing with AESA Project, DAM: The Contractor will present the major evaluation findings to DAM and its technical partners, CARE and mPower through a PowerPoint presentation. The debriefing will include a discussion of achievements and issues as well as any preliminary recommendations. The team will consider DAM comments and incorporate them in the Draft Evaluation Report.

Debriefing with Stakeholders: The team will present the major findings from the evaluation to AESA stakeholders (USAID, GOB, others as defined by DAM) through a PowerPoint presentation prior to the team's departure from the country. The debriefing will include a discussion of achievements and activities only, with no recommendations for possible modifications to project approaches, results, or activities. The team will consider stakeholder comments and incorporate them appropriately in drafting the evaluation report.

Draft Evaluation Report - A draft report on the findings and recommendations should be submitted to AESA Project, DAM 10 days after completion of the work. The written report should clearly describe findings, conclusions, and recommendations. The report should answer all the evaluation questions and the structure of the report should make it clear how the questions were answered. The draft report must meet the criteria set forth under the Final Report section below. DAM will provide comments on the draft report within 10 working days of submission.

Final Evaluation Report*:* The Contractor will submit a Final Evaluation Report that incorporates AESA Project, DAM comments and suggestions no later than five working days after DAM provides written comments on the Draft Evaluation Report. The format of the final report is provided below. The report will be submitted in English, electronically. The final report

should meet the following criteria to ensure the quality of the report:

- The evaluation report should represent a thoughtful, well-researched and well organized effort to objectively evaluate what worked in the project, what did not and why.
- Evaluation report shall address all evaluation questions included in the scope of work.
- The evaluation report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, evaluation questions, evaluation team composition, methodology or timeline need to be agreed upon in writing by the ED, DAM.
- Evaluation methodology shall be explained in detail and all tools used in conducting the evaluation such as questionnaires, checklists and discussion guides will be included in an Annex in the final report.
- Limitations to the evaluation shall be disclosed in the report, with particular attention to the limitations associated with the evaluation methodology (selection bias, recall bias, etc.).
- Evaluation findings should be presented as analyzed facts, evidence and data and not based on anecdotes, hearsay or the compilation of people's opinions. 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 format of the final evaluation report should strike a balance between depth and length. The report will include a table of contents, table of figures (as appropriate), acronyms, executive summary, introduction, purpose of the evaluation, research design and methodology, findings, conclusions, lessons learned and recommendations. Where appropriate, the evaluation should utilize tables and graphs to link with data and other relevant information. The report should include, in the annex, any dissenting views by any team member or by DAM on any of the findings or recommendations. The report should not exceed 30 pages, excluding annexes. A second version of this report excluding any potentially procurement-sensitive information will be submitted (also electronically, in English) to DAM for dissemination among stakeholders.

All quantitative data, if gathered, should be (1) provided in an electronic file in easily readable format; (2) organized and fully documented for use by those not fully familiar with the project or the evaluation; (3) owned by DAM and made available to the public barring rare exceptions.

The final report will be edited and formatted by the Contractor and provided to AESA Project,

DAMwithin five working days after the project has reviewed the content and approved the final revised version of the report.

VIII. TECHNICAL DIRECTION:

The Evaluation team will work under the guidance and general direction of the ED, DAM.

IX. EVALUATION TEAM COMPOSITION

The team should be comprised of three local and/or international expert consultants– aMonitoring and Evaluation Specialist (Team Leader), One Agronomist and one Agricultural Extension Specialist.The expertise to be required in order to better understand the approach and strategies of the project are: Results Oriented Monitoring and Evaluation (ROME) method of evaluation of a project, agricultural extension system, value chain design and implementation, extension capacity building, project evaluations and assessments, agriculture and food security, use of ICT in agriculture and the Bangladesh public and private agricultural extension systems. Preferably, the consultants will have complementary educational backgrounds, relevant experiences,both within and outside Bangladesh and the global and local extension knowledge.

Team Leader (Monitoring &Evaluation Specialist):

The team leader should have a PhD / post graduate degree in management, public administration, economics, agricultural economics, agribusiness management or an applicable social sciences field. The Team Leader should have at least 15 experience in leading evaluation teams, especially for agricultural extension support or capacity building projects, and preparing documents that are objective, evidence-based, and well organized. S/he should have extensive experience in conducting quantitative and qualitative evaluations and strong familiarity with agricultural extension capacity building. The Team Leader should be familiar with USAID regulations and systems including Feed the Future performance monitoring guidance, gender policies and guidance, project management, budgeting, and financial analysis and reporting. Experience in international donor development program management and overseeing multiple program areas simultaneously is preferred. Excellent oral and written skills in English are required. Relevant experience in Bangladesh or South Asia preferred.

The Team Leader will provide overall leadership for the team, and s/he will finalize the evaluation design, coordinate activities, arrange periodic meetings, consolidate individual input from team members, and coordinate the process of assembling the final findings and recommendations into a high quality document. S/he will lead the preparation and presentation of the key evaluation findings and recommendations to the DAM team and other major partners.

Agronomist/ Agricultural Scientist:

The **Agronomist/ Agricultural Scientist**must have a PhD or Master's degree in Agronomy or agricultural science. S/he will be a Bangladeshi / internationalexpert with a minimum of 15 years of experience in areas in the relevant field includingagricultural production system– hopefully with a number of the six project value chains, evaluation of development agricultural extension

and /or food security projects in Bangladesh. S/he will have excellent understanding of the developments in the agricultural extension system worldwide, production gaps for the smallholder farmers' farming, opportunities to fill those gaps, work system and culture of Bangladesh agricultural extension system. Familiarity with USAID regulations and systems including Feed the Future performance monitoring guidance, evaluation guidance and project management is preferred.

The **Agricultural Extension Specialist** will have PhD /masters in Agricultural Extension Science and at least 15 years working experience in research, extension and rural development project in Bangladesh and abroad. The consultant should be the senior member of the consultant team and should have vast experience in public and private sector agricultural extension systems in Bangladesh. S/he will support the Team Leader, serving as a "resource person", will participate in team meetings, key informant interviews, group meetings, site visits, and draft the sections of the report relevant to his/her expertise and role in the team. S/he will also participate in presenting the report to AESA Project, DAM or other stakeholders and be responsible for addressing pertinent comments.

Conflict of Interest

All evaluation team members will provide a signed statement attesting to a lack of conflict of interest, or describing an existing conflict of interest relative to the project being evaluated. DAM will provide the conflict of interest forms.

X. SCHEDULING AND LOGISTICS

Funding and Logistical Support

The Evaluation team will be responsible for all off-shore and in-country administrative and logistical support, including identification and fielding appropriate local staff. They will take care of arranging and scheduling meetings, local travel, hotel bookings, working/office spaces, computers, printing, and photocopying. DAM field staff may assist to arrange field visits in the project area.

The evaluation team should be able to make all logistic arrangements, including the vehicle arrangements, for travel within and outside Dhaka and should not expect any logistic support from the DAM. The team should also make their own arrangements on space for team meetings, and equipment support for producing the report.

The Team Leader is expected to submit a proposed budget along with proposed team members. The items in the proposed budget should include daily rate, per diem, in-country airfare, vehicle rental, and other direct cost such as stationery, photocopy, utilities, venue rental, IT, etc. The group accident insurance is compulsory for the members and is the responsibility of the contractor. The contract will be offered based on competitive bidding process following the QCBS (Quality and Cost based System) method. In this regard, financial contract will be made based on performance of the technical and financial proposal (combine) offered by the selected consulting firm.

Scheduling

Work is to be carried out over a period of two months, from**01March, 2018 to 30 April, 2018**.

A five-day work week (Sunday-Thursday) is authorized for the evaluation team while in Bangladesh. The evaluation team will submit a work plan as part of the evaluation methodology proposal with timeline and develop a Gantt chart displaying the time periods during which activities occur.Time allocation for Team leader and other technical experts and field staff will be based on work plan and bidding team to accommodate the proposed budget to participate in a competitive bidding process.

XI. REPORTING REQUIREMENTS

The total pages, excluding references and annexes, should not be more than 30 pages. The following content should be included in the report:

1. Table of Contents
2. Executive Summary
3. Introduction
4. The Development Problem and AESA's Response
5. Purpose of the Evaluation
6. Methodology
7. Findings/Conclusions
8. Recommendations
9. Lessons Learned
10. Annexes –to include statement of work, documents reviewed, evaluation methods, datagenerated from the evaluation, tools used, interview lists and tables. References**,** including bibliographical documentation, meetings, interviews and focus group discussions, must be included as an annex. Annexes should be succinct, pertinent and readable. Should also include if necessary, a statement of differences regarding significant unresolved difference of opinion by funders, implementers, or members of the evaluation team on any of the findings or recommendations. The Evaluation Design Matrix (methodology for each question) must be presented as an annex to the report.

An electronic copy of the report should be submitted to ED, DAM at each step – preliminary draft, final draft, accepted. In addition, a printed hard copy of the finally accepted report should be mailed to DAM office, Dhaka.