

Standard terms of reference for project evaluations

Terms of reference

Evaluation of *Regional Project for promoting multisectoral approach for 'Nutrition Smart Villages' in Bangladesh, Nepal & India*

On behalf of Welthungerhilfe and partner 7 organisations, February 2020

1 Introduction and context

Country:	... <i>Bangladesh Nepal & India</i>
Project title:	... <i>Regional Project for promoting multisectoral approach for 'Nutrition Smart Villages' in Bangladesh, Nepal & India</i>
Project no.:	... IND 1357- 18 & BGD 1022 -18 & NPL 1058-18
Project holder:	...Welthungerhilfe India & Bangladesh country office
Approved budget:	... 2,213,333 Euros
Committed funds:	... 2,213,333 Euros
Co-financer (line):	...BMZ 76
Project period:	...1.09.2018 to 31.08.2020

Deutsche Welthungerhilfe e.V. is one of the largest non-governmental organisations in Germany operating in the humanitarian assistance and development fields. It was established in 1962, as the German section of the "Freedom from Hunger Campaign", one of the world's first initiatives aimed at the eradication of hunger. Welthungerhilfe's work is still dedicated to the following vision: *All people have a right to a self-determined life in dignity and justice, free from hunger and poverty.*

By 2019, Welthungerhilfe and its partner organisations ran 404 international projects in 37 countries with an overall financing volume of EUR 184 million, comprised of private donations, public national and international funds.

In addition, Welthungerhilfe operates a marketing and fundraising department in Germany to engage and educate a wider public in development-related topics and to mobilise funds from currently more than 57,000 permanent private donors.

The project has been implemented in backward regions of three South Asian countries – Bangladesh, Nepal and India – where malnutrition perpetuates from intergenerational cycles of poverty and deprivation and is restricting the benefits of economic development. Reducing chronic undernutrition is a complex challenge because it is caused by a variety of factors such as poverty, social exclusion, gender inequality, low education, mono-cropping, inadequate diets, poor health, and sub-optimal caregiving practices. In the long run, focusing on only agriculture is not sufficient to address malnutrition effectively and sustainably. Effective interventions need to include other sectors such as WASH and aim to create convergence with government services and programmes. This underlines the need for a multi-sectoral response, which includes both direct (nutrition-specific) and indirect (nutrition-sensitive) interventions. South Asian Association for Regional Cooperation. The **SAARC** is an economic and geopolitical intergovernmental organization of eight countries which are located in South Asia, namely India, Bangladesh, Bhutan, Nepal, the Maldives, Afghanistan, Pakistan and Sri Lanka. SAARC has developed a Regional Action Framework on Nutrition that encourages the eight South Asian member countries to prioritize the reduction in child undernutrition and provides guidance on coherent approaches. However, there is a strong need for operational pilots and models that showcase the integration of different efforts and the collaboration of various ministries such as agriculture and food Security, rural development,

water, hygiene and sanitation, health and others to work synergistically towards nutrition security at household and community level.

The project developed 260 Nutrition Smart Villages across Bangladesh, Nepal and India in order to demonstrate scalable, cost-effective and evidence-based nutrition specific and nutrition sensitive interventions, along with building human and institutional capacities at regional, national and sub national levels.

The most important message of the "Nutrition Smart Villages" project, is the interlinkage between agriculture, natural resource management, WASH, livelihoods, child care practices and Nutrition. The community will understand this interlinkage in practical terms through five approaches. These scalable and cost-effective community-based implementation approaches, referred to as "Good Practices" have been contextualised, further standardised and demonstrated in 260 "Nutrition Smart Villages".

The 5 'Good Practices' will help to reduce wasting and underweight among children in the age group of 6 months to 3 years by 15%. The following are the 5 good practices;

(1) Nutrition Camps: This is a more immediate response to the needs of the community. Special 15-days skill training camps, also known as the 'positive deviance' camps, for the mothers/ care takers of moderate and severely underweight children have been organized in villages with high prevalence of undernutrition. The objective of the camps is to sensitize mothers on the immediate and underlying causes of underweight and infant feeding practices and make them aware on services available for them and their children. She also goes through a hands-on training on hand washing, cooking and active feeding for weak children with poor appetite. Nutrition volunteers and extension workers from the community have been trained in organisation and conducting the nutrition camps.

(2) Nutrition Sensitive Agriculture: All families who attended the nutrition camps also received a training on nutrition garden on homestead land or any space adjacent to the house. Interested farmers from the village were trained on sustainable integrated farming system (SIFS). These farmers became resource/demonstration farmers under the Farmer Field School concept to train other interested farmers in replicating the farm design. SIFS follows the principles of 1) Improving cropping sequence 2) Multi-storey arrangement and 3) Integrating crop, tree, livestock, poultry, aquatic system and bio digester. The objective of nutrition sensitive agriculture is to help families improve their dietary diversity.

(3) Linking Agriculture and Natural resources with Nutrition (LANN+) PLA meetings cycles: LANN+ is a multi-sectoral approach centred around family nutrition and has an explicit focus on integrating nutrition-sensitive sectoral elements that address underlying and basic causes of malnutrition to achieve nutrition security at the household level. A set of 17 meeting cycles using the participatory learning and action methodology have been used to ensure knowledge and behaviour change through actions at the village level. The process also helps the community to plan resources both at family level and commons. The LANN+ PLAs were facilitated by representatives from the community, such as members from the SHGs, grassroots service providers or village committee members. The facilitators have been systematically trained on technical, communication and leadership skills, and are familiarized with the local dynamics, and causes of hunger and food insecurity.

(4) Nutrition Sensitive Microplanning: Individual and community plans have been developed for improving the quality of agriculture, livelihoods, health, nutrition and sanitation services and infrastructure to break out of the cycle of poverty and undernutrition. Families with undernourishment and lesser resources participated in the village development planning for common and shared resources, linking plans with existing government schemes, and budgeting sessions. Volunteers from the community have been trained in coordination with local officials on the planning process which includes PRA processes, government schemes and planning procedures. These volunteers facilitated the preparation of the village development plans, ensured that the plans are incorporated in the village assembly plans and followed-up with the fund sanctions. They were also trained on social accountability tools like social audit and public hearings.

(5) Strengthening Institutions: It is the foundation for community mobilization and behaviour change. The project has engaged with existing community-based institutions such as Self-Help Groups, farmers groups and committees mandated under the Government programs, e.g. the Village Health, Nutrition and Sanitation Committees. These groups/committees have been empowered and strengthened to provide leadership, connect the villages with the relevant government departments and plan/monitor the nutrition and WASH interventions.

Overall objective

The creation of Nutrition Smart Villages in South Asia has the main objective to enable local governments to come out of their department and sector specific silos and work collaboratively towards improved nutritional outcomes and household and community level. The Nutrition Smart Village approach encompasses the following:

- A package of proven nutrition-specific interventions that effectively prevent and treat undernutrition during the 1,000-day window of opportunity from pregnancy to 2 years of age.
- Nutrition-sensitive interventions that draw upon complementary sectors such as agriculture, social protection, education, and gender Empowerment.
- Capacity building of decision-makers and service delivery personnel at all levels to design policies and programs that have a multi-sectoral approach in order to address undernutrition; and implement these programmes in an effective and sustainable manner.
- Capacity building of communities, community-based organizations, and civil society groups to analyse and address undernutrition within their communities through decentralized planning of innovative local solutions.
- Creation of pilots that helps governments to design evidence-based multi-sectoral policies and programs that addresses both direct and indirect determinants of undernutrition.
- Creation of political will at the highest level to ensure that nutrition gets positioned on the development agenda and is prioritized across multiple sectors and ministries such as agriculture and food Security, water, hygiene and sanitation, rural development, social protection and other relevant ministries.
- Strengthening and/or establishment of results-based management systems.
- Establishment/strengthening of nutrition information systems.

The project has been developed based on Welthungerhilfe's experiences and best practices developed in India and Nepal under the Fight Hunger First Initiative (FHFI), which was implemented in two phases: 01.11.2011- 30.04.2015 and 01.11.2014-31.12.2017 (FHFI phase 2 – Upscaling Best Practices).

The overall objective of the Nutrition Smart Villages Project is to contribute to food and nutrition security (SDG 2) amongst women of reproductive age and young children from vulnerable and food insecure families in Nepal, Bangladesh and India.

Project purpose (Outcome)

15% reduction in wasting and underweight for children in the age group of 6 months to 3 years

Specific objective (Use of Output)

1. Knowledge, awareness and practices of extension workers and relevant authorities as well as target households on diet diversity, maternal-child care, nutrition sensitive agriculture and WASH are improved.
2. Improved availability of diverse foodstuffs for households, particularly for women and children by fostering nutrition-sensitive and climate friendly agriculture
3. Community based organizations, village level institutions and local government bodies in target areas are capacitated to access government programmes and entitlements
4. Enhanced access of government and development actors to data, evidence, information and knowledge on replicable models to guide multi-sectoral programming towards better nutrition.

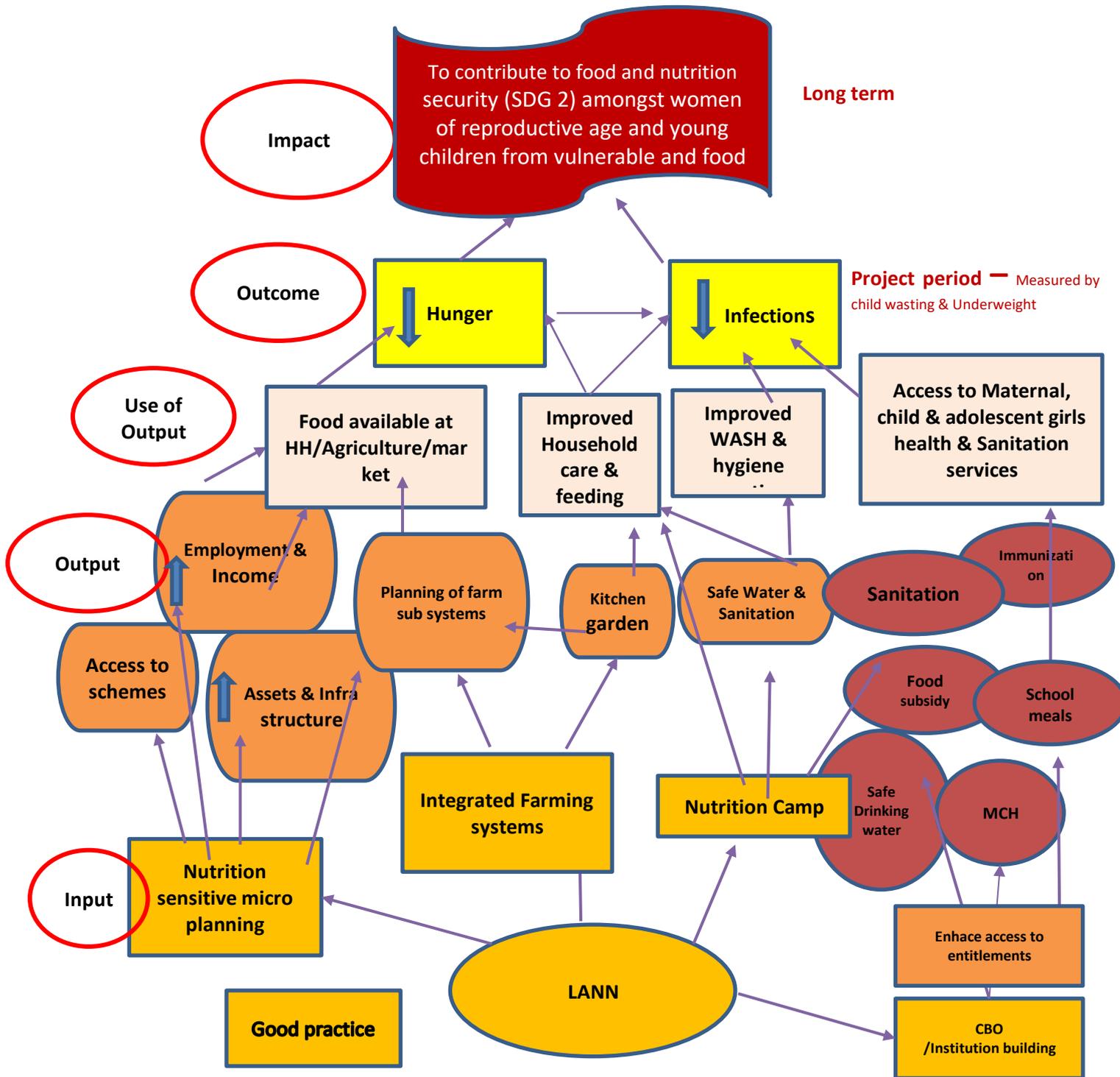
The target group comprises of 56,669 household (direct beneficiaries) households from 260 Nutrition Smart villages in India, Bangladesh and Nepal covering a total population of 282,609.

Following capacity building measures were carried out by the project for the target group:

- Nutrition Camps and LANN+ PLA for 43,500 women in the reproductive age group of 15-49 to improve their care-giving and IYCF practices with regards to nutrition, dietary diversity, hygiene and health benefiting 24,000 children in the age group of 0 to 5 years.
- Training of 780 village level extension workers from agriculture, health, nutrition and WASH to facilitate LANN+ PLA sessions in all the 260 villages.
- Sensitization of 250 government staff, political representatives at sub district, district and national level on the importance of the multisectoral approach, better interlinking of nutrition with agriculture, natural resource management nutrition and WASH. They participated in regional knowledge exchange programmes to advocate for a regional platform addressing malnutrition in South Asia following the nutrition smart villages approach.

The target villages belong to the poorest and backward regions of the three countries. Welthungerhilfe and its partners have not carried out any project interventions in these villages with the target communities prior to the project.

Impact Matrix



2 Evaluation purpose

The project officially ends on the 31st of August 2020. The Final evaluation will be initiated end of February 2020. The end line data collection and the quantitative evaluation may take 2-3 months as the project is being conducted in 3 countries. The quantitative survey data will be collected and analysed using the Akvo Flow application. This data will be shared with the evaluator.

These terms of reference cover the qualitative evaluation of the project for the assessment of

1. understanding of the target population and service providers regarding interlinkage between agriculture , natural resource management, WASH, livelihoods, child care practices and Nutrition.
2. Sustainability of the practices & behaviour changes among the families of the undernourished children.
3. .Assess the scope of scaling up of the “multi Sector Approach – Nutrition Smart village” through the government official & other stake holders who can influence policy decisions
4. Furthermore, the evaluation will serve as a basis for the planning of the approved second phase of the project.

The quantitative data will be collected in 10% population through random sample surveys. This will be done by the project holder (India Country office) using external enumerators & the Akvo Flow application.

As mentioned, the evaluation report will be shared with the implementing partners, the Government departments, as well as NGO and donor networks. The report will be used to document the progress and facilitate advocacy for scaling the Nutrition Smart Village approach through Government and non-governmental organizations.

The evaluation findings and recommendations will also be utilised for the planning of the second phase . The second phase will focus on consolidating the Nutrition Smart Villages (use of outputs) and further develop a regional collaborative network and knowledge platform to enable effective scaling of the multisectoral, community-based implementation model to overcome malnutrition.

The recommendations from the qualitative evaluation will help to make corrective measure on the “ 5 Good practices” to ensure sustainability of the NSV.

3 Scope of the evaluation

The Nutrition Smart Villages project has been implemented for the first time, mainly drawing experiences from the FHFJ project. The evaluation will be a qualitative evaluation. Besides the review of reports and project documents, it will include interactions, meetings and focus group discussions (FGD) with the target group and relevant stakeholders such as volunteers, implementing field and project staff, management of the partner organizations, service providers and government officials from different levels and positions.

The evaluator will meet all project partners and will visit at least 6 villages (Bangladesh 2, India 2, Nepal 2). The villages will be selected by the evaluator in consultation with Welthungerhilfe.

4 Users of the evaluation

The evaluation report will be used by Welthungerhilfe for sharing with donors and for advocacy purposes with different government departments. Furthermore, the major findings and success stories will be published and disseminated through national and international networks like the Coalition for sustainable Nutrition in India (CFSN) or the Emergency Nutrition Network (ENN).

In addition, the major learnings will help to plan the second phase of the project and will be used by the implementing partners for further promotion and inclusion of the approach in other projects.

Finally, the evaluation report along with baseline and end line study will be shared with the local village institutions and government officials.

It will represent as a reference document for other Welthungerhilfe country offices for multisector approach – what worked & what did not work

5 Evaluation questions (and criteria)

This multisectoral approach has been implemented in 260 villages to provide sufficient evidence, information and knowledge on a replicable model towards sustainable food and nutrition security which can be upscaled by the Government and other development institutions. The project has laid the ground for effective scaling by not only generating evidence but also organising knowledge exchange, workshops and advocacy events for government representatives. It is now in the process of establishing a regional platform to promote multi-sectoral programming towards better nutrition.

Major questions for the evaluation are the following:

1. How effective are the 5 'Good Practices'? Interview & FGD Question & observations for assessing quality of the "Good practice" at the family level.

Nutrition Camps:

- *Do the Mothers who attended the nutrition camps continue the care practices at home.*
- *The children who attended the camp are still in normal grade or mild undernutrition.*
- *Do the mothers who attended nutrition camps for their children share their acquired knowledge with other mothers?*

Nutrition Sensitive Agriculture:

- *Do the families grow kitchen gardens with 7-8 varieties of vegetables and fruits?*
- *Do they consume the vegetables and fruits from the kitchen garden?*
- *Do the families practice mixed cropping?*
- *Do they consume the produce from own farm and then sell the excess? Do they perceive changes in income?*

(LANN+) PLA:

- *Does the family have a holistic understanding on the linkage between agriculture, natural resource management, WASH, health education, livelihoods and Nutrition?*
- *Are the families able to take appropriate action?*
 - *what and how they cook,*
 - *what they grow,*
 - *the way they harvest wild foods,*
 - *what food they buy from the markets,*
 - *childcare and hygiene practices,*
 - *access to entitlements, and*
 - *enhanced income by reducing market dependence and medical expenditure.*

Nutrition Sensitive Microplanning:

- *Do the families participate in village development planning?*
- *Are the micro plans implemented and monitored by CBOs?*

Strengthening Institutions:

- *Is any one or more village/community institutions or groups in the village? Do they participate in village development activities?*

- *Does the community demand for government services – childcare, school mid-day meal, health, etc. if it does not perform up to the mark?*

2. Questions for Government officials and Networks :

- *Does the government & Nutrition networks have access to data, evidence, information and knowledge on the multisectoral approach implemented in the Nutrition Smart Villages?*
- *Does the government officials & Nutrition networks understand the importance “multisector approach at the household level”?*
- *Does the government & Nutrition networks see the potential for adoption of the NSV by the government for reduction of malnutrition and seasonal food insecurity?*

3. Evaluation questions under OECD/DAC criteria of Relevance, Effectiveness, Efficiency, Sustainability and Impact

Relevance

Question: To what extent is the project relevant in its design in relation to stakeholders' need and priorities?

Data source:

- Secondary data on Nutritional status of children and women, migration and poverty,
- Interaction with community and service providers on the causes of poverty and malnutrition.

Effectiveness

Questions: To what extent are the intended results (outcome & use of outcome) likely to be achieved using the Project planning documents (the Logical framework/ project planning matrix, etc.)?

Data source:

- Base line and end line quantitative surveys,
- Project proposal,
- Annual reports.
- Project monitoring and activity plans

Efficiency

Questions: Are the resources adequately invested compared to the results achieved?

Is there adequate Coordination with the stakeholders to avoid overlapping and duplication and to create synergies?

Are the achievements of the project outputs as per the timeline?

Does the project's staff have the capacity to deliver the expected as per the technical sector standards?

Data source:

- Fund utilization,
- Activities accomplished as per the activity plan,
- Training of staff,
- Manuals & IEC,
- Monitoring reports /monthly meetings/reviews,
- Financial reports.

Sustainability

Question: How likely is it that the positive results will continue in the future, beyond the end of the project period?

Will government invest or accept the “good practices” for replication and scale-up to other areas?

How likely are the networks to lobby for the scale-up of the NSV through policy advocacy?

Data source:

- Focus Group Discussions in the community- Significant changes in diet, food security, access to services, maternal and child health, WASH - especially handwashing;
- Meeting service providers and officials on scale-up- scope of adoption of 'Good practice' in government programs;
- Meeting with partners - scope of scale-up through other funding sources in other geographical areas, alignment with government programmes, community empowerment and skill development.

Impacts

18 months of implementation of project is too short for Impact assessment.

Inter-personal interviews with government officials at Block, District and State level can be conducted to gauge the shift in approach from nutrition specific to A more nutrition sensitive multisectoral approach, for reducing malnutrition.

The following log frame Results/Use of outcome indicators will be assessed through a quantitative survey that will be done by other agencies. The Survey findings from the three countries will be shared with the current evaluator. The following information/data from target households will be available from the quantitative survey:

- Women's Dietary Diversity
- Adequate Dietary diversity and Meal Frequency for children 6 months to 36 months
- Handwashing practices
- Reduction in hunger periods
- Access to Government services
- Perceived change in income

6 Evaluation design and methodology

- The evaluation methodology should include sex-disaggregated data, showing how males and females benefit from the project.
- The methods and data sources should be triangulated for enhancing the validity of evaluation findings.
- Existing data (e.g. baselines, end lines, secondary data, data stemming from the project feedback and complaints mechanism) must be included, where appropriate, for the evaluation's purpose and scope.
- Total 6 villages to be selected for evaluation.

Countries	Districts	Project Village	Sample for evaluation	
			District	village
Bangladesh	3	100	1	2
India	2	100	1	2
Nepal	2	60	1	2

- Interviews - 24

Countries	Government officials	Government service providers at local level	Elected members	Networks	Family
Bangladesh	National – 1 District - 2	Union - 2	2	SAARC agriculture	2

				centre- (SAC) -1	
India	State - 2	Block - 1	2	CFSN -1	2
Nepal	Rural Municipality 1	Ward -1	1		2

- **Meetings with project staff – 3**

Bangladesh – 1 in Dhaka

India – 1 in Bhopal

Nepal – 1 in Rajbiraj

Focus group discussions; at village level with community, CBO and volunteers – 6

Bangladesh – 2

India – 2

Nepal – 2

7 Managerial arrangements / roles and responsibilities

1. Briefing meeting at India country offices – Coordinator Regional Nutrition Project.
2. Country level meetings will be coordinated by Country coordinators (India , Nepal and Bangladesh).
3. Meeting with partners at the District level will be coordinated by the country coordinators.
4. Field visit and interview plans will be finalised with Country coordinators and Partner organization.
5. Debriefing session will be organised at the India country office and coordinated by the Coordinator Regional Nutrition Project.
6. Final report to be submitted by one month from end of field review.

8 Deliverables and reporting deadlines

The following deliverables are expected to be produced by the evaluator(s):

- Inception report (4–6 pages for the main text without front page, table of contents and annexes).
Deadline: 12 February 2020
- Debriefing notes outlining the most important preliminary findings and recommendations (2–4 pages).
Deadline: Presented at the end of the field mission - 15 March 2020
- Evaluation report as draft and final English language 25-35 pages main text, including the executive summary but excluding the front page, table of contents and annexes). The evaluation report has to contain an executive summary of a maximum 5 pages and several mandatory annexes. A standard outline for the evaluation report will be provided to the evaluator.

Deadline draft report 30 March 2020

Deadline final report: 20 April 2020

The final report needs the approval of the contracting party. In case of dissent there should be documentation of the matter.

- Executive summary of evaluation report: the summary, which is part of the full evaluation report, has to be submitted as an additional document in a format to be provided by Welthungerhilfe.

Deadline summary: 30 March 2020

- Dissemination of process and critical findings at the Welthungerhilfe headquarters – Sector unit

Deadline : 10 April 2020- as power point presentation on the main highlights of the evaluation

- Summary report for sharing with donors and stakeholders at State/District and National level in Bangladesh , India and Nepal

Deadline : 12 April 2020 PDF report

- Detailed report with recommendations (including evaluation questionnaire, Interviews & FGDs) for India country office (Project holder)

Deadline : 12 April 2020 PDF report

- Photos: The evaluator(s) should provide a digital file with up to three photos of the evaluation, including photos related to the evaluation process (e.g. of group discussions, interviews, final workshop). The photos should be submitted in a JPEG or GIF format. The informed consent of the person presented is a prerequisite.

Deadline: 20 April 2020

Note: It might be worth considering phased payments against specific deliverables

9 Resources and available data

- 12000 Euros (including travel, accommodation, food and consultancy). 80% of budget as advance and rest 20% on completion and submission of report. Local Partner staff will travel on their own. Local staff may support in translation in the field, if necessary.
- Baseline study report from 3 countries
- End line study report from 3 countries. The quantitative study will be done in March 2020
- Annual report 2018 & 2019

10 Time frame / schedule

- Field visit - 20 February to 15 March 2020
- 2 days interaction with Project coordinators and compilation of project and finance reports
- 15 days field visit (5 days India, 7 days Bangladesh & 4 days Nepal)
- 3 days travel from one country to another country
- 2 days compilation and cross checking
- 1 day de-briefing in India

11 Confidentiality

All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation.

The deliverables as well as all material linked to the evaluation (produced by the evaluator(s) or the organisation itself) is confidential and remains at all times the property of the contracting party.

12 Expertise of the evaluators

The consultants should have prior experience in evaluating Food & Nutrition Security projects with focus on multisector approach.

The consultant should be familiar with the South Asian context and work experience in India, Nepal or Bangladesh.

The evaluation will involve extensive travel in the region.

Experience of working with Welthungerhilfe will be an added advantage.

13 Technical and financial offers

Applicants must provide:

- A technical and financial offer
- The technical part of the offer should include reference to the perceived feasibility of the ToR (if required, including suggestions for specific evaluation questions) It should also include a brief description of the overall design and methodology of the evaluation and a workplan/adaptations to the workplan at hand (maximum 4 pages)
- The financial part includes a proposed budget for the complete evaluation. It should state the fees per working day (plus the respective VAT, if applicable), the number of working days proposed and other costs (e.g. visa costs). Proof of professional registration and taxation is also required (e.g. by providing the evaluator(s) tax number)
- CV with references.
- The financial part does not need to include travel costs, accommodation and per diems as those costs will be covered by Welthungerhilfe in line with German legislation (*Bundesreisekostenrecht*)
- All insurances are the responsibility of the evaluator(s)
- Soft copies of relevant documents will be provided by Welthungerhilfe
- Welthungerhilfe staff will facilitate community entry and contacts to other interviewees
- Material for workshop facilitation will be provided by Welthungerhilfe
- Translators, if required, will be provided by Welthungerhilfe
- Laptops need to be provided by the evaluator(s).

Offers have to be signed or should include the phrase “valid without signature”:

- Offers will be accepted by individual consultants, commercial companies, NGOs and academics until the **fill in date**.

Contact details:

- Offers shall be submitted via email to Welthungerhilfe to the email address below.

Contact person:

- **Fill in name, function and email address of the person responsible for the evaluation management**

Date : 1st February 2020

Key references/annex

Template: "Standard outline for inception report"
Template: "Outline for project evaluation reports"
Standard checklist: "Evaluation reporting quality"
Template: "Standard outline for executive summaries"
Template: "Standard management response matrix"
Log frame and Project proposal