1. Background:

British Council, the United Kingdom's international organisation for cultural relations and educational opportunities for the people of the UK and other countries and builds trust between them worldwide. We are on the ground in six continents and over 100 countries bringing international opportunity to life, every day. Each year we work with millions of people, connecting them with the United Kingdom, sharing our cultures and the UK's most attractive assets: English, the Arts, Education and our ways of living and organising society. We have 80 years' experience of doing this.

Promoting Democratic Inclusion and Governance through Youth (PRODIGY) is a British Council's Society project which aims to increase peaceful civic participation in local governance in Bangladesh by empowering youth.

Working in 13 Union Parishad (UP) and 2 Pourashava since 2014, PRODIGY has developed the knowledge and skills of 540 young people to engage the wider community through volunteer activities, including youth club activities, theatre performances, internships with local government, community radio programs and public dialogues, creating platforms and channels to ensure that the wider community has access to government information. These 540 young people (aged 18 to 30, 50% female) have been given the skills to assess whether local government bodies are fulfilling their commitments and responding to citizens' needs. Stressing the need for social inclusivity and equal participation, the focus in PRODIGY is on women, the poor and marginalised groups.

The trained 540 young people have initiated 75 innovative and creative Social Action Projects (SAPs) in local communities to ensure that marginalized communities receive the information and guidance that they need to ensure their participation in local government's activities, and contribution to, social change.

These 540 young people of PRODIGY have been promoting civic participation in local governance and advocating the principles of integrity, accountability, transparency, inclusivity at the heart of good governance in its focus areas of 15 Union Parishad (rural) and Pourashava (urban) across 3 divisions (Dhaka, Khulna and Rajshahi) in Bangladesh.

The three strands of PRODIGY are:

•   **Knowledge Development in Accountability, Transparency and Inclusivity** This includes the identification of 540 youths across 3 Divisions who have been trained and acting as agents for positive social change. Building on current learning and experience in this field, consortium partners have reviewed and refined existing training modules. Master trainers were

selected and trained by consortium partners' experts in youth development, local governance and rights issues. PRODIGY has developed the capacity of 540 young social activists through 3 phases of training on-

- Training on Youth Leadership
- Training on Transparency, Accountability, Inclusivity and Good Governance
- Training on Grant management

• **Community Engagement** PRODIGY staffs have assisted the 540 youth leaders to design, plan and implement their community based Social Action Projects (SAPs), advised on outreach to local communities, and ensure the engagement of local government authorities. Continuous mentoring and monitoring and evaluation were done during this period to ensure proper implementation of the SAPs. The key objective of the SAPs was to increase peaceful civic participation in all possible way in different activities of local government. Also some of the SAPs aim to create awareness among community people on basic civic-rights which ultimately led them to demand more accountability, transparency and inclusivity from the local government.

• **Recognition and Demonstration of Positive Youth Engagement** National Youth Summit, held in Dhaka and International Youth Days were held in all 15 areas of PRODIGY implementation which generated wide publicity and reach.

2. Evaluation purpose and objectives:

The key objectives for this proposed evaluation are

- to assess the progress made towards each project goal of PRODIGY based on the current logic model (Annex 1), design and monitoring plan (Annex B).
- to determine the strengths (including successful innovations and practices) and weakness (factors impeding progress) of the programme planning, design, implementation and ongoing community engagement initiatives by PRODIGY youth leaders through Social Action Projects

This evaluation also needs to explore the answers of the following questions-

- **Relevance of the project:**
  - What value did PRODIGY add to its context that community people are not aware of their rights or the services which they should be ideally be provided by the local government;

- **Inclusion:**
  - To determine how the programme involved and benefitted women, and other marginalised group (such as people with disability, ethnic or religious minority, extreme poor) throughout the planning, design, implementation of the project;

- **Effectiveness of the project:**
  - To what extent the planned output (as per the project logic model) led to the achievements of the outcomes
  - Are there any difference at the achievement level between the grant awarded SAPs and the SAPs with no grant award[1]

- **Innovation of the project:**
  - How the Internship programme [2]of PRODIGY project is benefitting the Interns as well as the local government offices

- **Impact of the project:**
  - What percentage (%) of the targeted citizens in the targeted areas are motivated through PRODIGY interventions and actively participate in local governance, leading to increase civic participation
  - What percentage (%) of the targeted citizens, particularly women from poor and marginalised groups, in the targeted areas are aware of their rights

- **Ownership and sustainability of the project**
  - How many young people and their networks in the targeted areas are inspired through PRODIYG interventions to take up similar initiatives

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[1] PRODIGY youth leaders have initiated 75 Social Action Projects at the community level. Based on the merit of the projects, 45 Social Action Projects have been awarded with small grant. The rest 35 Social Action Projects are also running by the PRODIGY youth leaders without grant support.

[2] Internship programme is one of the innovative interventions of PRODIGY. Under this programme, 15 PRODIGY youth leaders (1 in each project location) have been placed as Intern in the local government office.

3. Scope of work:

PRODIGY has been running in 15 areas (13 Union Parishad and 02 Pourashava) under 8 Upozilas in 5 Districts including Dhaka, Rajshahi, Chuadanga, Shatkhira, Khulna. The list below describes the detail work area of PRODIGY-

Division	District	Upozila	Union Parishad/Pourashava
Dhaka	Dhaka	Savar	Amin Bazar Union
			Tetuljhora Union
			Banagram Union
Rajshahi	Rajshahi	Mohanpur	Maugachhi Union
			Jahanabad Union
			Bakshimail Union
Khulna	Shatkhira	Tala	Maugachhi Union
			Jahanabad Union
		Debhata	Bakshimail Union
	Khulna	Dumuria	Dumuria Union
			Kharnia Union
			Sobhana Union
	Chuadanga	Chaudanga Municipality (**Pourashava**)	Chaudanga Municipality (**Pourashava**)
		Uthali Union	Uthali Union
		Darshana Municipality (**Pourashava**)	Darshana Municipality (**Pourashava**)

All the project areas (15) should be covered under this evaluation. In each area, a total number of 36 PRODIGY youth leaders received 3 phases of trainings, and then 36 youth leaders have been divided into 5 groups. Each group has initiated one Social Action Project. This means, PRODIGY youth leaders are running 5 Social Action Projects in each area. 3 Social Action Projects out of 5 have been awarded with small grant in each area. So there are total 75 Social Action Projects are running in 15 project areas, among them 45 projects have been awarded, and 30 projects have been not.

This evaluation should study at least 1 grant awarded Social Action Project, which can be randomly chosen, from each project location to answer the evaluation questions. Also it is recommended that this evaluation should also study at least 1 non-awarded Social Action Project from at least 5 project locations to evaluate the difference of achievement/result between grant awarded SAPs and non-awarded SAPs.

3.1 Activities and Approaches

In performing the assignment, the consultant shall conduct the following activities;

- Attend a project brief which will be arranged by the PRODIGY management team of British Council to gain further clarification on the evaluation objectives

- Production and submission of an Inception Report which includes a detail work plan, key activities and tools in carrying out/delivering the project deliverables
- Collecting all data as per the methodology mentioned in the inception report to meet the research objectives and to prepare the first draft evaluation report. It is expected that the consultant will do survey for PRODIGY youth leaders and SAP beneficiaries, have some FGDs with PRODIGY leaders and SAP beneficiaries to validate/supplement the findings of the survey, interview with local government representatives in the targeted areas, interview the project staffs, interview the Interns and office secretaries or respective Chairman of local government who supervise the Interns.
- Drafting of the initial evaluation report and presentation to the PRODIGY management team in the British Council for validation and feedback prior to finalisation
- Completion and submission of the final report

3.2 Output and deliverables

A comprehensive Project Evaluation report which includes the following sections:

- Executive Summary
- Intervention description
- Evaluation purpose
- Evaluation methodology
- Findings
- Conclusion (Answer to the evaluation objectives/questions)
- Recommendation (any proposed change in the intervention design for next phase)
- Annexes (details of survey conducted, details of FGD conducted, key documents consulted, data collection instruments/tools)

4. Expertise required

The consultant must possess the followings:

- Minimum five to seven years of experience in the area of Local Government and/or youth development
- Proven experience in producing Project Evaluation report
- Familiarity with the demography dividend in the context of Bangladesh, and the role youth for social development
- Ability to submit the final report by 1st week of August 2016

5. Timescale

Activity	Date
Call for Expression of Interest (EoI) released	10 June 2016
Clarification / Questions from consultants/agencies	16 June 2016
Clarification Responses from the British Council	19 June 2016
EoI return date	23 June 2016
Evaluation	26 June 2016
Selection of the consultant	27 June 2016

6. Instruction for responding

Please complete Annex 2 (Consultant's Expression of Interest) and return your Expression of Interest (EoI) document to Toufiq.Hasan@bd.britishcouncil.org copying Dhaka.Procurement@britishcouncil.org by 23 June 2016, 17:00 Bangladesh standard time.

In addition, the following points must be considered when responding to this call:

- Please ensure that you send your submission in good time to prevent issues with technology - late submissions may not be considered
- Do not submit any additional documentation with your EoI response except where specifically requested
- Supporting evidence (PDF, JPG, PPT, Word and Excel formats only - other formats should not be used) can be provided to substantiate your response – please ensure that all attachments/supporting evidence is clearly labelled with the appropriate question number
- Completion and submission of your response does not guarantee award of any contract from the British Council.
- Please ensure that your responses are concise, unambiguous, and directly address the requirement stated or question posed.

7. Clarification Questions

Any questions should be submitted via email to Toufiq.Hasan@bd.britishcouncil.org by 16 June 2016, 17:00 Bangladesh time.

8. EoI Evaluation Criteria

Consultant responses to this call (EoIs) will be assessed using the following criteria and weightings. A score will be given for each part of the EoI that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Criteria	Weighting
Fitness for purpose (including Quality)	15%
Methodology and approach	20%
Delivery time	15%
Costing	50%

Annex 1:

Project Name: PRODIGY (Promoting Democratic Inclusion and Governance through Youth): Logic Model

Needs	Inputs	Activities	Outputs	Outcomes	Impact
Increase awareness of young people about basic citizens' rights, volunteerism, social responsibilities Lack of knowledge among citizens of need for active civic participation. Women and marginalized groups stand to benefit from increased civic engagement Develop	• Project staff • Partner organizations • Trainers • Small grants • Training materials • Supplies	**1. Knowledge development** 1.1. Conduct a base line survey in 15 Union Parishads (rural) and wards (urban) to identify youth (aged18-30) associated with existing youth groups and select 540 young people (50% female) for training 1.2. Review and revise existing training modules 1.3. Select Master Trainers and conduct 2 Training of Trainers 1.4. Facilitate 15 training programs for 540 young people in citizen rights, transparency, accountability, inclusivity and leadership skills 1.5. Facilitate 15 orientation workshops for young people in	1. One base line survey conducted 2. Two training modules reviewed and revised 3. 20 master trainers trained 4. 540 young people trained in transparency, accountability, inclusivity, basic citizens' rights and leadership skills 5. 540 young people trained in grant management, project design, implementation and community needs assessment	• 80% of young people trained through the program have developed their knowledge and skills • 80% of young people trained through the program continue to act as agents of social change	• 40% more citizens in the targeted areas are motivated and actively participate in local governance, leading to increased civic participation • 40% more citizens, particularly women from poor and

young people's knowledge in transparency, accountability and inclusivity and in leadership skills

Engage youth groups, to promote and increase civic participation within their communities, targeting particularly women, poor and marginalized

Engage young people in their communities to act as change makers | | grant management,

2. <u>Community Engagement</u>
2.1. Assist young people to design and plan their community projects to engage wider communities in governance and development initiatives
2.2. Assign local mentors
2.3. Monitor progress, evaluate community projects and award small grants to best projects for further support
3. <u>Recognition and demonstration of youth activities</u>
3.1. Mobilize young people (50% female) and organize a National Youth Summit and 15 International Youth Days in 15 Union Parishads and wards simultaneously
3.2. Engage policy makers, civil society and media personnel at these events | 6. 75 community projects implemented by youth clubs, theatre groups and university students.
7. 30 young people placed in different local government offices as interns
8. Small grants awarded to 45 best community projects
9. 500 young people to demonstrate their community projects at national and local levels
10. 300 policy makers, civil society and media representatives to participate and engage with young people and citizens | | marginalized groups, in the targeted areas are aware of their rights
• 1,000 young people and their networks are inspired to take up similar initiatives |

Assumptions	**External Factors**
• Country's political situation will remain stable
• Local administration and communities will support project activities	• Change in political situation, such as a coup or civil unrest
• Involvement from other donors and implementers in similar thematic areas and geographical region

Annex 2

Response to the call for Expression of Interest

For Consultancy Services required for the British Council's PRODIGY project Evaluation Report

Company name: _____

Contact name: _____

Contact email address: _____

Contact Telephone number: _____

Instructions

1. Provide Company Name and Contact details above.

2. Complete Consultant's Response ensuring all answers are inserted in the space below, addressing each section. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

3. Submit all mandatory documentation to Toufiq.Hasan@bd.britishcouncil.org

Section 1
Fitness for Purpose (Quality) **Selection Criteria Weighting: 15%** a) Describe any previous related work / consultancy engagement b) Please indicate experience in the area of Local Government and/or Youth Development
Consultant's response for Section 1 (you can extend the space below as required):

Section 2

Methodology and Approach
Selection Criteria Weighting: 20 %

a) Describe the various methods and approaches you will use to achieve the objectives of this evaluation study
b) Discuss the different tools you will use in the course of this evaluation study

Consultant's response for Section 2 (you can extend the space below as required):

Section 3

Delivery time
Selection Criteria Weighting: 15 %

a) Describe detail work-plan with number of days required to complete each activity mentioned in section 3.1

Consultant's response for Section 3 (you can extend the space below as required):

Section 4: Costing
Selection Criteria Weighting: 50%

It is essential that the British Council enter into arrangements where costing is clearly defined and transparent against an efficient and effective approach.

To satisfy this objective you are requested to provide an outline of your approach to be used to deliver each of the outputs (as described in the scope of work & outputs section of the Invitation to Quote document) in terms of cost. You are required to provide the breakdown of costs against each activity mentioned in section 3.1 including the number of days required to accomplish each activity

• All costs must be provided in BDT and be inclusive of VAT

Consultant's response for Section 4 (you can extend the space below as required):