

## TERMS OF REFERENCE (ToR)

### **Assessment of Livelihood Development Programs (LDPs) under the Asian Development Banks (ADB) Food Security and Livelihood Recovery Emergency Assistance Project (FSLREAP)**

#### **1. Introduction and Background**

The Ministry of Women and Child Affairs is seeking a qualified consultant to conduct a Formative Evaluation of its Livelihood Development Programs under ADB grant component. Implemented by the Women’s Bureau of Sri Lanka (WBSL) and the Department of Probation and Child Care Services (DPCCS), these programs aim to improve the socio-economic conditions of vulnerable groups, specifically women and adolescents.

The project was originally planned for two-year period spanning from August 2022 to August 2024, with an actual implementation extension spanning August 2024 to August 2026. As the program is ongoing, this formative evaluation is essential to identify operational bottlenecks and inform future scaling or redesign. Further, needs to evaluate relevance, effectiveness, efficiency, challenges, and emerging outcomes of the program.

#### **2. Program Description**

- **Purpose-** To enhance food security and the living status of poor and vulnerable groups.
- **Geographical Coverage-** 19 Districts in Sri Lanka.
- **Total Estimated Cost-** 72.71 million LKR
- **Target Beneficiaries-** At-risk adolescents (including those in care homes), domestic violence survivors, and women from low-income rural, agricultural, and fishery communities.
- **Allocation for the Consulting Assignment = 01 Million LKR**

#### **Budget Allocation for LDPs by Component:**

S.No.	Component	Allocation Rs. million
1	Livelihood support for at-risk adolescents and facility development	06.20
2	Economic empowerment for low-income women and DV survivors	51.81
3	Livelihood development for micro-entrepreneurs and fishery group	14.70
<b>Total (LKR Mn.)</b>		<b>72.71</b>

#### **3. Objectives of the Assessment**

This aims to assess the program’s relevance, effectiveness, efficiency, and emerging outcomes. Specific objectives include:

- To assess the relevance of the program to beneficiary needs and the adequacy of its design.
- To examine the machinery used for beneficiary selection
- To review implementation efficiency and the timeliness of financial and material support.
- To identify implementation challenges, operational gaps, and good practices for replication.
- To assess early results in income generation and enterprise sustainability.

#### 4. Scope of Work and Methodology

The consultant will adopt a mixed-method approach, combining qualitative and quantitative data collection. The scope includes:

1. **Desk Review**- Analysis of program guidelines, beneficiary databases, financial records, and the Theory of Change.
2. **Field Visits**- Physical observation of supported livelihood activities and verification of equipment/grant utilization across selected districts.
3. **Key Informant Interviews (KIIs)**- Structured interviews with program managers, district/divisional officers, and training providers.
4. **Focus Group Discussions (FGDs)**- Engaging beneficiaries to assess satisfaction and perceived benefits.
5. **Beneficiary Survey**- Administering questionnaires to a representative sample to collect data on income changes and enterprise sustainability.
6. **Validation Workshop**- Presenting preliminary findings to stakeholders for feedback.
7. It is recommended to use online survey method to some extent to convey the sample.
  - ❖ However online survey mechanism can be applied if necessary to some extent.
  - ❖ Size of the sample will be 10% out of the total beneficiaries of following table proportionate method will be applied in sample selection (from WBSL and DPCCS)

#### Project Beneficiaries

Serial Number	District	Number of Beneficiaries Supported DPCCS (A) - Through Care Plan	Number of Beneficiaries Supported WBSL (B) - Livelihood Support
1.	Kandy	24	28
2.	Galle	22	29
3.	Hambantota	29	60
4.	Kurunegala	37	30
5.	Anuradhapura	21	29
6.	Ratnapura	13	15
<b>Total</b>		<b>146</b>	<b>191</b>

*\*The livelihood support program under the DPCCS is not yet implement. As it is currently under the approval process. It is expected to be implemented in month.*

#### Expected inputs for the assignments

Work	No. of Days
Desk Review	7 days
Field Visits	14 days
Key Informant Interviews	
Focus Group Discussions	7 days
Beneficiary Survey	
Validation Workshop	5 days

## 5. Deliverables and Payment Schedule

The total cost for this evaluation is Rs. 1.00 million, under the ADB grant funding. The assignment will span for **8 weeks**

(approx. 2 months) between June to August 2026.

S.N	Deliverable	Frequency	Timeline from Contract Signing	Payment (% of Total Fee)
1	Inception Report	Once	2 weeks from signing the contract	10% of the total agreed fee
2	Detailed report on methodology, data collection tools, protocols	Once	3 weeks from signing the contract	10% of the total agreed fee
3	Draft Evaluation Report including supporting documents and analysis	Once / Twice	5 weeks from signing the contract	40% of the total agreed fee
4	Final Evaluation Report incorporating stakeholder feedback	Once	8 weeks from signing the contract	40% of the total agreed fee

Note- All reports must be submitted in **both Sinhala and English in hard and soft copies**, to the Planning Division of the MWCA.

## 6. Required Qualifications

- **Education-** Bachelor's Degree in Development Studies, Economics, Social Sciences, or a related field.
- **Experience-** Proven track record in project evaluation, specifically in livelihood development or women's empowerment.
- **Technical Skills-** Expertise in mixed-methods research, data processing, and statistical analysis.
- **Local Knowledge-** Fluency in Sinhala and English; deep understanding of Sri Lankan public sector policies and rural economic activities.

## 7. Application Process

Interested consultants may submit a proposal including **Detailed CV** with two/three professional referees. CV must submit with proof documents in relevant to the TOR and proposed methodology.

Selection will follow the **Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time)** for individual consultancy through Open competitive selection.

## 8. Details needed in the CV

Detailed CV with following qualifications and supportive proof documents shall be submitted before the deadline.

- Educational Qualifications
- Technical Skills
- Financial Strength
- Previous experience relevant to the above requirements with proven track records.
- Adequacy of the proposed methodology and work plan
- Language skills - Excellent written and verbal communication skills in English & Sinhala. (A good knowledge in Tamil language would be an additional advantage).
- Computer literacy: A sound knowledge in Microsoft office packages needed.