

Scope of Work (SoW)

Monitoring, Evaluation, Accountability and Learning (MEAL) Support for Anticipatory Action Project

1. Background of the Assignment

CARE Bangladesh, in partnership with Start Bangladesh Hub members (World Vision Bangladesh, Concern Worldwide, Humanity & Inclusion, Islamic Relief Bangladesh, and Plan International Bangladesh) is implementing a consortium-based anticipatory action project under the OCHA Asia-Pacific Humanitarian Partnership Fund (APHF) Cyclone Allocation 2026 in Cox's Bazar. The project targets 12 high-risk unions across Chakaria, Kutubdia, Maheshkhali, Teknaf, and Ukhiya upazilas.

The project aims to reduce the humanitarian impacts of cyclones through forecast-based early action, utilizing pre-agreed cyclone forecast triggers and pre-arranged financing mechanisms to enable timely activation of life-saving interventions. Key anticipatory actions include anticipatory cash assistance, evacuation support, and shelter and WASH preparedness measures for vulnerable host populations.

Given the multi-partner and trigger-based nature of the project, a robust consortium-wide Monitoring, Evaluation, Accountability and Learning (MEAL) system is essential to ensure effective implementation, harmonized data management, accountability, evidence generation, and adaptive decision-making. To support these objectives, the consortium seeks to engage a qualified consultant or consulting firm to provide independent MEAL support, including performance monitoring, data quality assurance, real-time information management during trigger activation, and documentation of lessons learned and good practices throughout the project lifecycle.

2. Purpose of the Assignment

The purpose of this assignment is to engage a qualified consultant/firm to provide independent and consortium-wide MEAL support throughout the project lifecycle.

The consultant/firm will establish and operationalize a MEAL system aligned with the logframe and OCHA requirements, ensuring real-time monitoring, data quality, and evidence generation across consortium partners.

The consultant/firm will ensure:

- A functional consortium-wide MEAL system aligned with logframe and OCHA standards;
- Routine performance monitoring and results tracking;
- Data quality assurance, harmonization, and information management;
- Real-time monitoring during preparedness and activation phases;
- Rapid evidence generation for trigger-based decision-making;
- Documentation of effectiveness, timeliness, and inclusiveness of anticipatory actions;
- Accountability to affected populations through feedback mechanisms; and

- Compliance with CARE and OCHA reporting requirements, including key learning for adaptation and scale-up.

3. Objectives of the Assignment

The overall objective of this assignment is to provide independent and comprehensive MEAL support to ensure anticipatory actions are timely, effective, inclusive, and evidence-based, while strengthening consortium capacity for real-time decision-making, accountability, and learning throughout the project lifecycle.

The specific objectives of this assignment are –

- Develop and operationalise a robust MEAL framework aligned with the project logframe, indicators, and OCHA reporting requirements, including clear data collection methodologies, tools, and data flow systems across consortium partners.
- Establish and support real-time monitoring systems during trigger activation, enabling rapid data collection, validation, and analysis to inform timely operational adjustments in cash delivery, evacuation, and other anticipatory actions.
- Strengthen data quality assurance, reporting, and evidence generation, including standardised templates, data verification processes, and consolidation mechanisms to ensure consistency and reliability across partners.
- Design and implement baseline (if required) and final evaluation processes, including Post-Distribution Monitoring (PDM), to assess effectiveness, timeliness, and inclusiveness of anticipatory action interventions.
- Support data analysis and interpretation to inform adaptive management, enabling CARE Bangladesh and consortium partners to use real-time and post-activation data for evidence-based decision-making and continuous programme improvement.
- Strengthening accountability systems, including community feedback mechanisms, complaints response systems, and integration of Protection from Sexual Exploitation and Abuse (PSEA) considerations
- Contribute to learning and knowledge generation, ensuring monitoring findings are translated into actionable insights for internal learning, donor reporting, and broader anticipatory action evidence at national and global levels.

4. Scope of Work

4.1 MEAL Framework Development

The consultant will develop and operationalise a comprehensive MEAL framework to guide monitoring, evaluation, accountability, and learning across the consortium. The framework will be fully aligned with the project logframe, indicators, OCHA reporting requirements, the National Early Action Protocol (NEAP), and integrated with AAP and PSEA systems.

This will include defining:

- Clear indicators and performance benchmarks
- Data sources, collection methodologies, and tools

- Data flow, roles, and responsibilities across partners
- Sampling strategies and data quality assurance mechanisms
- Data disaggregation standards: Sex, Age and Disability Disaggregation (SADD) requirements
- Data protection, confidentiality and ethical protocols: The framework will ensure harmonised data management, consistency across consortium partners, and timely availability of information to support decision-making.

4.2 Preparedness Phase Monitoring/Baseline

This Consultant will design and implement monitoring systems to track preparedness and readiness indicators before and between the cyclone activation period and also design and conduct the baseline survey (if needed). This will include:

- Conducting a baseline assessment (if required) to establish benchmarks
- Monitoring beneficiary database harmonization and validation progress across partners
- Tracking digital cash delivery system pre-verification status
- Monitoring shelter and WASH readiness
- Tracking early warning preparedness and evacuation planning by Cyclone Preparedness Programme (CPP) volunteers and UDMCs
- Monitoring the coordination mechanism functioning
- Tracking pre-positioning of emergency items
- Assessing pre-agreed partner-specific preparedness packages completion
- Conducting periodic readiness assessments before peak cyclone season

These systems will ensure that operational readiness gaps are identified early and addressed before trigger activation, enabling all consortium partners to respond rapidly and effectively when cyclone thresholds are met.

4.3 Real-Time Monitoring and Data Systems

The consultant will design and support the implementation of real-time monitoring systems during the anticipatory action cycle, particularly during trigger activation phases.

This will include:

- Development of monitoring tools to track key interventions (cash transfers, evacuation, shelter and WASH support)
- Tracking against defined timeliness benchmarks
- Establishment of systems for rapid data collection, validation, and reporting
- Digital transaction log verification and reconciliation
- Technical support to partners for field-level data capture and verification
- Development of a dashboard or tracking mechanism to enable real-time visibility of progress, coverage, and operational challenges
- Rapid field verification during activation periods

These systems will support timely operational adjustments and adaptive management in fast-moving activation contexts.

4.4 Logframe Reporting and Data Analysis

The consultant will support structured and consistent reporting across the consortium by:

- Developing standardized reporting templates aligned with logframe indicators
- Consolidating and validating data from multiple implementing partners
- Ensuring all data is disaggregated by sex, age, and disability (SADD)
- Analyzing performance against targets and identifying trends or gaps
- Producing periodic analytical reports to inform management decisions

The consultant will also support CARE Bangladesh in preparing donor reports (OCHA/APHF), ensuring data accuracy, coherence, and compliance with reporting standards.

4.5 Post-Distribution Monitoring (PDM), and Evaluation

The consultant will design and lead key evaluation processes to assess project performance and outcomes. This includes:

- Conducting a baseline assessment (if required) to establish benchmarks
- Designing and implementing Post-Distribution Monitoring (PDM) systems
- Leading the final evaluation of the project

The PDM will assess:

PDM surveys will be conducted within 2–4 weeks after each activation to assess:

- Coverage and targeting accuracy
- Timeliness of assistance delivery
- Use of assistance
- Improved safety and shelter conditions during evacuation
- Satisfaction with services provided
- Protection and inclusion outcomes
- Accessibility and effectiveness of feedback mechanisms
- Unintended consequences or protection concerns

PDM tools will be gender-sensitive, disability-inclusive, and accessible to diverse population groups.

The evaluation will assess:

- Timeliness and appropriateness of anticipatory actions
- Effectiveness and quality of assistance delivered
- Accessibility, inclusion, and beneficiary satisfaction
- Functionality and effectiveness of the trigger-based pooled funding mechanism

- Lessons learned and recommendations

4.6 Accountability to Affected Populations (AAP) Monitoring

The consultant will support monitoring of the consortium-wide accountability system, including:

- Tracking the Community/Complaint Feedback and Response Mechanism (CFRM):
- Number of feedback/complaints received, categorized, and responded to within agreed timelines
- Accessibility and inclusivity of feedback channels (including for persons with disabilities, women, children)
- Documentation of adjustments made based on community feedback
- Monitoring PSEA reporting systems and safeguarding mechanisms
- Tracking community engagement and information-sharing
- Ensuring AAP data is integrated into programme decision-making
- Monitoring alignment with MAAP standards

This will strengthen the consortium's responsiveness to affected communities, ensuring that feedback is systematically captured, acted upon, and used to inform programme adjustments throughout the project lifecycle.

4.7 Learning and Adaptive Management

The consultant will ensure that monitoring data is translated into actionable learning and program improvements. This will include:

- Analysing data to generate insights on operational performance and timeliness
- Facilitating reflection sessions and learning discussions with partners
- Supporting integration of findings into programme adjustments
- Contributing to evidence generation on anticipatory action effectiveness
- Developing learning briefs and knowledge products

This will ensure that lessons from each activation cycle are systematically captured, shared, and applied to strengthen future anticipatory action responses across the consortium and contribute to broader learning within the Start Bangladesh Hub and national anticipatory action platforms.

5. Deliverables

The consultant will be responsible for delivering:

- MEAL framework and associated tools
- Inception Report with detailed work plan; inception workshop at Cox's Bazar
- Preparedness Monitoring Checklists and Reports
- Baseline report (if required)
- Real-time monitoring system and tracking dashboard

- PDM tools and reports
- Accountability to Affected Populations (AAP) Monitoring Reports
- Periodic analytical and performance reports
- Final evaluation report and lesson learned workshop at Cox's Bazar
- Learning Briefs and Adaptive Management Recommendations

6. Methodology and Approach

- *Mixed-methods approach*: Combining quantitative data with qualitative methods.
- *Phased monitoring*: Differentiated monitoring approaches for each project phase:
 - Preparedness phase: Checklists, documentation, readiness verification
 - Activation phase: Real-time tracking, daily reporting, rapid verification
 - Post-activation: PDM surveys, evaluation, learning documentation
- *Participatory methods*: Engaging affected communities, including women, persons with disabilities, older persons, and children in monitoring and evaluation processes.
- *Digital tools*: Leveraging digital data collection platforms (e.g., KoboToolbox, ODK) for rapid, accurate, and standardized data capture across all partners.
- *SADD disaggregation*: All data disaggregated by sex, age, and disability status throughout the project lifecycle.
- *Inclusive and protection-sensitive monitoring*: Ensuring tools and approaches are accessible to persons with disabilities (with technical guidance from Humanity & Inclusion), gender-sensitive, and protection-aware.
- *Consortium coordination*: CARE Bangladesh leads data consolidation and quality assurance; each partner is responsible for field-level data collection within their geographic area; sub-implementing partners (BGS, YPSA, SHED) support community-level data collection.

7. Estimated Level of Effort (Consultant Days – MEAL)

Workstream	Key Activities	Estimated Days
Inception & Planning	Inception report, MEAL framework design, coordination setup and Inception Workshop	6 days
MEAL Framework Development	Indicators, tools, data flow systems, sampling design	12 days
Preparedness Monitoring & Baseline	Checklists, readiness tracking, system verification, Baseline design (if needed)	8 days
Real-Time Monitoring Systems	Dashboard setup, activation monitoring tools, partner support	15 days

Data Quality, Reporting & Analysis	Template development, data consolidation, logframe reporting	12 days
PDM & AAP	PDM tools, implementation, AAP/CFRM tracking	12 days
Final Evaluation & Learning	Endline evaluation, synthesis, reflection sessions	10 days
Coordination & Reporting Support	Partner consultations, reporting support, ongoing technical inputs	8 days
Total Estimated Days		83 days

8. Evaluation Criteria:

Proposals will be evaluated based on the following criteria, with a total score of 100 marks:

SL.	Code	Criteria	Score (%)
		TECHNICAL SCORE	80%
1	A	Overall Proposal Suitability	40%
	A.1	Understanding of the assignment and quality of the proposed methodology and approach, appropriateness of data collection tools and sampling strategy	40%
2	B	Previous Relevant Work Experience	20%
	B.1	3 or more client references or testimonials from similar baseline/midline/evaluation studies and/or assessments. (1 to 2 relevant client reference / testimonial – 10%, 3 or more client references/testimonials 20%). Also preferred if one has the experience to provide project-wise MEAL supports.	20%
3	C	Technical Expertise and Qualifications	20%
	C.1	Experience in MEAL, data analysis and baseline assessment	20%
		FINANCIAL SCORE	20%
4	D	Financial Proposal: The lowest technically qualified bidder receives the full marks for financial score; subsequent bidders receive proportionate lower scores, converted to 20% of total.	20%
		TOTAL	100%

The total score derived from the submitted proposals (technical and financial) will be the final score and converted to the score of 100. CARE Bangladesh also reserves the right to cancel, disqualify any proposal without explaining any reason whatsoever.

9. Deliverables and Payment Schedule (MEAL Consultant)

Deliverable	Description	Timeline	% Payment
Inception Report & MEAL Framework	Detailed methodology, MEAL framework, tools, reporting plan and inception workshop at Cox's Bazar	Month 1-2	15%
Preparedness Monitoring, Baseline & Real-Time System	Preparedness reports, Baseline Reports (If needed), Monitoring tools, dashboard, and activation tracking system	Month 2-3	20%
PDM & AAP Outputs	PDM tools and report, AAP/CFRM tracking reports, feedback analysis	Post-activation	20%
Periodic Reporting & Analysis	Consolidated reports, logframe tracking, data analysis outputs	Ongoing	20%
Final Evaluation Report	Endline evaluation and synthesis of findings and lessons learned workshop at Cox's Bazar	End of assignment	25%

Delivery location: Dhaka and Cox's Bazar

10. Duration

Aligned with the project lifecycle (July 2026 – May 2027), with intensive input during the trigger activation period.

Engagement intensity varies by phase:

- Preparedness phase: Part-time/periodic engagement
- Activation phase: Full-time/intensive engagement during trigger activation
- Post-activation and evaluation (following each activation): Intensive engagement for defined periods.

11. Roles and Responsibilities

Actor	Responsibilities
CARE Bangladesh	Overall oversight, coordination, approval of deliverables, liaison with OCHA/APHF, strategic guidance
Consortium Partners	Field-level data collection and verification, provision of partner-level data and reports, participation in learning sessions

Implementing Partners	Community-level data collection, CFRM feedback gathering, beneficiary verification
MEAL Consultant	Technical design of all MEAL tools and systems, data analysis and interpretation, report writing, evaluation design and implementation, quality assurance, training and capacity support to partners

12. Requirements:

- Minimum of 5 years of relevant professional experience in humanitarian or development-related MEAL.
- Proven experience in anticipatory action, disaster risk reduction (DRR), emergency response, or humanitarian programming.
- Demonstrated experience with consortium-level programs or evaluations.
- Advanced skills in quantitative and qualitative data analysis, including indicator tracking and data quality assurance.
- Experience using Kobo Toolbox or similar platforms, as well as Power BI, Tableau, and other data visualization tools.
- Proficiency in advanced data analysis software such as Excel, SPSS, STATA, R, or equivalent.
- Familiarity with OCHA, CBPF/APHF, Start Fund, or UN reporting requirements.
- Strong knowledge of AAP, PSEA, protection mainstreaming, and Core Humanitarian Standard (CHS) principles.