

COAST Trust, Date: 31st October, 2009

ToR: Impact review of COAST development programs

Party: External Consultant

1. Rational/Why this Review

Background

COAST Trust is one of the leading and regional NGOs working in the coastal belt of Bangladesh since early 1980s. The genesis of organization evolves out of an action research and outreach program of Action Aid Bangladesh (AAB). Now this organization has been working as a regional NGO in coastal belt that has got the registration from NGOAB in 1998 (Reg. No - 1242) alongside Trustee Act.

Coverage

Now COAST is continuing its expansion of working area stringing the coastal belt and at present the organization has covered six district of coastal area and achieved a large number of program beneficiaries in the region targeting the disadvantaged and poorer families in the most remote riverine chars, island and outreaches.

Since 1999 COAST has initiated an appropriate blend of development tools as core program that incorporate with financial service, claiming capacity build up of poor people, awareness raising and improving governance situation to support the rights of poor people. Apart from these COAST has been implementing the program under non core program especially education, health, disaster management and other social business those are partly or fully grant basis.

During the span of time COAST has reached with her development program to the direct number of beneficiaries near 100,000 where 90% are women. Here are a matrix of changes in respect of organization and organizational coverage, comparable statistics of 1998 and 2009 are as follows.

Indicators	Dec-1998	June-2009
Coverage - District	1	6
Coverage - Upazila	5	21
Coverage - Beneficiary Family	13,406	1,03,137
Revolving Credit Fund	49.53 million BDT	344.82 million BDT
Reserve Fund	0.00 million BDT	20.48 million BDT
Emergency Fund	0.05 million BDT	4.64 million BDT
Total Fixed Assets	4.71 million BDT	23.40 million BDT
Capital Fund	40.64 million BDT	34.10 million BDT
Savings Fund	21.72 million BDT	109.94 million BDT
Staff - Male	136	638
Staff - Female	40	257

Our Views

COAST now assuming that the program has a contribution to the poor families to improve their livelihood and making empowered in the society that's need to assess. COAST will also try to asses the effectivity of core program along with organizational capacity that will support the organization to formulate the future direction and strategy.

2. Objectives of the review

The prime objective of this review will to assess the impact of different development program along with future challenge and opportunities for the organization that will create a pave of uniqueness in development field. To achieve the objective the review will also try to interact with the following areas.

- a. Assess the changes of livelihood options of members' beneficiaries during the period.
- b. Identify and assess the development trend on asset creation and income opportunities of poor beneficiaries.
- c. How poor people especially women are becoming empowered through the core program (especially Micro Finance, Development Education and Peoples Organization activities).

- d. Assess the integration of rights base approach and their implementation status in different development program especially micro finance, disaster management those will give the human face.
- e. Analysis the time line of different program those have made the changes and their impacts
- f. Assess the effectiveness of different development program and identify the challenges of continuation of these program targeting future perspective and needs.
- g. Formulate the future recommendation in policy and practice level.

2.1. Field of Review: The team will visit the following field of development programs of the Organization

- a. Micro Finance
- b. Social Justice (Program Components include Institution building, Strengthening local government institution, election monitoring and human rights mobilization and campaign & advocacy)
- c. Education (SF and GoB funded)
- d. Social Business (Coastal Renewable Energy Project)
- e. Finance and Audit
- f. Organizational Management, and
- g. Gender aspect will be reported as a cross cutting issue

2.2. Primary progress on Review

COAST management has done an intensive review of its different development program during the period of 2001-2009. The primary objective of this review is to enhance the capacity of organizational staff alongside viewing an internal assessment of our programs. A team of senior staff has made this review through adopting different methodology and collect the information as well as views of stakeholders and prepared primary document of program wise.

3. Methodology:

The team can adopt the following methodology for review the program. These methodologies are not mandatory rather the team can chose any other methodology (those are renowned scientifically) according their set strategy

- a. **Literature and primary document review:** The review team can go through the primary document of program review (done by the staff) and related literature those will support the team for better understand of its program.
- b. **FGD/Workshop with staff:** The team also will conduct several sessions of focus group discussion with beneficiaries and staff in all the selected area for collecting qualitative and quantitative data on the implemented program and activities.
- c. **Interview with stakeholders:** Stake holder's interview can be taken in program area those who are involve directly or indirectly. This interview will guide and help the team to verification, validation and qualify the outcome of COAST development program.
- d. **Meeting / FGD with core staff:** The review team will conduct meeting or FGD with core staff that will guide the team for having future direction.
- e. **Quantitative Assessment:** The team can adopt the appropriate technique in collection of necessary data related program through questioners, sampling or following other method that will support to prepare the report in view of quantitative assessment of programs.

4. Team Composition and Activity with Timeline

The team will be formed in composition with at least one female and the following time line can be followed to review the program;

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|----|---|-----------------------|
| a. | Field visit (Two field area including all program area, meeting with staff) | 8 days |
| c. | Report prepare (draft) | 3 days |
| e. | Consultation on draft report | 1 day |
| f. | Finalize the report with complementary information | 5 days |
| | | Total 17 days. |

4. a Report produce and Submission

- a. Report will be produced in both quantitative and qualitative form that will commensurate the program objective, target and achievement.
- b. First draft to be submitted after field visit in understanding the insight of programs by the organization.
- c. The report will be prepared through under mentioned volume
 - i. Executive Summary 4-6 pages (A4 size)
 - ii. Main report 25-30 pages (A4 size)
 - iii. Annex Necessary
 - vi. Font size Times New Roman 12 font
- d. Report to be submitted in both Hard and Electronic (MS word and Excel for spread sheet analysis) copy.
- e. Date line to be set of final report submission based on the consultation with review consultant.

5. Review Outcome

- a. Organization will gain the knowledge and updated information on how the development program is creating **impact** to the poor people to improve their livelihood in different perspectives
- b. Using the data COAST will able to design an effective strategic plan that will contribute to provide better support services to community.

6. Remuneration of External Consultant:

- a. The remuneration will be decided by Executive Director
- b. Apart from this the organization will bear the local travel (in case of field visit), food and local lodging cost.

7. General terms and condition:

Any document, information or data entrusted to or produced by the External Consultant in connection with this assignment (review of COAST program) shall be strictly confidential and cannot be used by the External Consultant for any other purpose without any written consent of COAST authority. This provision shall remain valid even after the completion of this assignment.

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