Vacancy Notice

Organization
Hoffnungszeichen | Sign of Hope e.V.

Position
Feasibility Study Consultant

Type of Contract
Short-Term Consultancy

Location
Home-based with field mission travel to Gobindogong, Rangpur, Bangladesh

Languages required
English; Bengali (desireable)

Application deadline
December 18th 2019

Starting Date
January 27th 2019 or earlier

Project Title
Food Security Project in Gobindogong, Rangpur

Total Project Budget
660,000 €

Background and organizational setting
Hoffnungszeichen | Sign of Hope e.V. works to protect the rights of people in distress and to meet their needs for assistance. The organization is headquartered in Konstanz, Germany. Our work is informed by spiritual beliefs, yet not affiliated with any denomination.

This feasibility study is commissioned, prior to project implementation, under the German Federal Ministry of Economic Cooperation and Development (BMZ) budget for development project run by private organizations.

Hoffnungszeichen | Sign of Hope e.V. will be the private organization and contracting party, while KOINONIA will be the local implementing partner.

The objective of the project is to enhance the livelihood security situation in 32 villages in the Gobindogong Upazila, Gaibanda District, Rangpur Division of Bangladesh. This shall be accomplished by a diverse range of activities ranging from trainings, promotion of nutritional awareness, forming SHGs and the provision of various inputs for e.g. crop & livestock production, fishery. The project will be implemented by participatory and empowerment approaches, which include the participation of stakeholders in the planning and monitoring processes. KOINONIA is a registered Bangladeshi NGO headquartered in Dhaka. Their projects are being implemented in different locations in the country. The mission of KOINONIA is to enhance the capacities and opportunities of vulnerable people and the poor.

Feasibility Study Objectives
The purpose of the feasibility study is to provide Hoffnungszeichen | Sign of Hope e.V. with a well-grounded basis for developing a project concept, by identifying project prerequisites, opportunities and risks.

This comprehensive study will verify relevance, effectiveness, efficiency, impact and sustainability of the proposed project intervention. The study will provide concrete and practical recommendations that will assist with finalization of project design elements, including the assessment of the local implementing partner, problem analysis, relevance of the proposed project intervention, stakeholder analysis etc.
The study will support the projects quality assurance measures implemented by Hoffnungszeichen | Sign of Hope e.V. and contribute to the decision-making process in regards to funding of the proposed project activities.

**Duties and Responsibilities**
The selected Consultant will work under the overall guidance of the Head of the International Aid and Cooperation Department, in close cooperation with the responsible Desk Officer and the local implementing partner.

The duties and responsibilities of the consultant will include:

- Develop a work plan outlining proposed research methodology, geographical coverage, and schedule to conduct the feasibility study.
- Conduct a project site visit to a project location to conduct research, collect data and establish contact with the local implementing partner, potential beneficiaries and relevant project stakeholders.
- Review existing policies and structures, government development strategies, as well as relevant studies and research projects that could serve as a basis for the feasibility study.
- Identify relevant project stakeholders, local governing bodies and industry, as well as lessons learned and best practices of similar on-going and implemented projects relevant to the project.
- Evaluate all available data and sources providing background information on identified issues, problem analysis, as well as selected intervention to address identified needs.
- Assess the proposed activities, as well as their timing and required financial resources.
- Examine institutional, technical, staffing and financial capacities of the selected implementing partner, as well as its relationship with the target group. Based on the findings, determine if there are areas in which capacities of the local implementing partner need to be developed.
- Review main governmental and non-governmental stakeholders with a purpose to see if there is a potential overlap or conflict of interest, as well as opportunities for coordination with the aim of creating synergies and new cooperation partnerships.
- Examine identified target group, its needs and its role in the broader social context, as well as relevance of the planned project activities for addressing its needs.
- Identify potential obstacles and alternatives to overcome the foreseen challenges.
- Review and analyze all available project design elements and draft elements related to the project concept, if necessary.
- Critically review the planned project in terms of OECD/DAC criteria of relevance, effectiveness, efficiency, impact and sustainability (please see [https://www.oecd.org/dac/evaluation/49756382.pdf](https://www.oecd.org/dac/evaluation/49756382.pdf))
- Prepare a report containing the findings on the above items, specific recommendations for the project concept with a view to planning and implementing foreseen project activities.

**Expected Deliverables**
The study will produce the following deliverables:

- a feasibility study outline, including proposed methodology and data collection tools, table of content and a timeline of research activities prior to site visit to a project location
- a comprehensive report of appr. 15 pages with practical recommendations and relevant annexes
- a review of the main project design elements and provision of recommendations, including an assessment of the local implementing partner
- an analysis of the institutional structure required for project implementation, stipulating the roles and responsibilities of staff members involved, a detailed problem analysis, a stakeholder analysis, a target group, an analysis of the potential risks and recommendations on how to mitigate these risks, a schedule of project activities, a
financial plan, a detailed project logframe with SMART indicators for the project objective and results, listing related activities, and required resources

- Note: if relevant (crisis/conflict areas) and specifically requested, a “Do no harm analysis” including recommendations on how to mitigate potential harm

This [template](#) will provide guidance and suggested structure for the final report.

**Timeframe**
A total duration of the assignment is up to 20 working days within the period from January 27th to February 28th 2020.

- A feasibility study outline/proposed methodology: 3 days
- A planning meeting with SoH (remotely): 1 day
- Data collection site visit to a project location: 5 days
- Draft feasibility study with annexes: 5 days
- Final draft: 6 days

**Qualifications and Experience**

**Essential:**
- Minimum of 5 years of project evaluation and/or implementation experience in the result-based management framework
- Proven experience of conducting feasibility studies, evaluations and other research projects
- Technical and methodological knowledge to conduct research projects and formulate conclusions based on a solid methodology, assessing projects for relevance, effectiveness, efficiency, impact and sustainability of projects
- Experience working with Non-governmental Organizations (NGOs) and partnered projects

**Desirable:**
- Experience in the relevant field
- Professional familiarity with the project country/region
- Practical experience of working for and/or evaluating BMZ-funded projects

**Academic Background**
An advanced level university degree (Masters’ degree or equivalent) in social sciences, public administration, international development studies, law, agricultural and/or nutritional sciences. A first-level university degree in combination with additional years of qualifying experience may be accepted.

**Application Process**
Please submit the following documents with the subject “Feasibility Study in Gobindogong, Bangladesh” to [procurement@sign-of-hope.org](mailto:procurement@sign-of-hope.org) no later than December 18th, 2019:

- CV indicating all relevant experiences
- Contacts of at least two professional references
- A cover letter, including a brief description of the proposed research methodology and an overview of the costs. Please note that in accordance with the donor guidelines, the costs of the feasibility study should be appropriate to the volume and complexity of the project and should not exceed two per cent (2%) of the total project budget.
- Writing sample of the document of similar research value (for example a feasibility study, an evaluation report)

Female candidates are strongly encouraged to apply.