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End of Project Evaluation Terms of Reference

Emergency Food Security Program in Somalia
Award No: FFP-G-16-00098

October 2017

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GLOSSARY

ARD	African Relief and Development
AWD	Acute Watery Diarrhoea
CBFV	Cash-Based Food Voucher
CERID	Centre for Research & Integrated Development
CBTD	Community Based Targeting and Distribution
CSI	Coping Strategy Index
EFSP	Emergency Food Security Program
FCS	Food Consumption Score
FE	Final Evaluation
FEWS NET	Famine Early Warning System Network
FFP	Food for Peace
FGD	Focus Group Discussion
FPMG	Food Programming Management Group, World Vision International
FSNAU	Food Security & Nutrition Analysis Unit
HH	Household
HHS	Household Hunger Scale
IDP	Internally Displaced Person
IPC	Integrated (Food security) Phase Classification
Kcal	Kilocalories
M&E	Monitoring and Evaluation
NGO	Non-Governmental Organization
PDQA	Program Development and Quality Assurance
SPSS	Statistical Package of Social Science
USAID	United States Agency for International Development
VFW	Voucher for Work
WFP	World Food Program
WV	World Vision
WVUS	World Vision United States Office

I. EVALUATION SUMMARY

Programme/Project:	Emergency Food Security Program in Somalia (EFSP)
Programme Phase:	<ul style="list-style-type: none"> ✓ Awdal Region(Lughaya and Zeylac): <i>September 27, 2016 – December 31, 2017</i> ✓ Gedo Region (Luuq District): <i>April 1, 2017 – January 31, 2018</i> ✓ Nugaal Regions (Eyl District): <i>April 1, 2017 – March 31, 2018</i> ✓ Bakool Region (Wajid District): <i>September 27, 2016 - March 31, 2018</i>
Evaluation Type:	End of Program/Project External Evaluation
Evaluation Purpose:	To measure the impact of the Project on beneficiaries based on assessing the Project’s design with regard to project logic, its relevance to the context, effectiveness, efficiency and sustenance of the Project’s activities. The evaluation will also provide learnings for ongoing and future programming.
Target Audience	WV Somalia office management, EFSP, PDQA and Food assistance teams, WVUS, partner organizations (ARD & CERID), WVUS, USAID/FFP, Beneficiary communities, WVI Food Assistance Team (FPMG) etc.
Primary Methodologies:	The Final Evaluation will apply a consultative approach and employ mixed methods approach. These include but are not limited to Document/desk review, HH Surveys, FGDs with community representatives, KIIs, case studies, observation, etc.
Evaluation Start and End Dates:	<p>November 24, 2017 – March 23, 2018:</p> <ul style="list-style-type: none"> ✓ Awdal Region (Lughaya and Zeylac): <i>December 2017</i> ✓ Gedo Region (Luuq District): <i>January 2018</i> ✓ Nugaal Regions (Eyl District): <i>March, 2018</i> ✓ Bakool Region (Wajid District): <i>March, 2018</i>
Anticipated Evaluation Report Release Date:	March 23, 2018

I. INTRODUCTION

The purpose of this Terms of Reference is to provide a framework for planning and conducting the Final Evaluation (FE) for the Emergency Food Security Program in Somalia (EFSP). The Final Evaluation will use both quantitative and qualitative methods to ascertain the impact of the program. It will also assess what factors enhanced and/or limited achievement of project targets as well as documentation of the results achieved and lessons learned for future programming.

2. BACKGROUND AND DESCRIPTION OF THE EMERGENCY FOOD SECURITY PROGRAM (EFSP) IN SOMALIA

The Emergency Food Security Program (EFSP) in Somalia, funded by the U.S. Agency for International Development’s (USAID) Office of Food for Peace (FFP) has since September 2016 been responding to the drought situation resulting from failed rains and consecutive seasons of below average production in most parts of Somalia. The program is implemented directly by World Vision International, Somalia Program in the Districts of Lughaya and Zeylac in Somaliland, Eyl in Puntland and in partnership with African Relief and

Development (ARD) and Centre for Research & Integrated Development (CERID) in Wajid and Luuq Districts of Southern Somalia respectively.

The overall goal of the EFSP is to meet the immediate life-saving food needs of 5,897 vulnerable households, while improving food security conditions, and community livelihood and environmental assets. According to the FSNAU Technical Report (April 2016), the EFSP target locations were reported to be food insecure with alarming rates of malnutrition. Conflict, isolation, climatic conditions, and the drought had pushed many agro-pastoralist and pastoralist communities over the edge. Environmental degradation is an endemic problem contributing to the loss of farmable land and pasture due to changing climatic conditions and lack of proper land and water resource management systems. Insecurity due to conflict and successive crop failures have rendered households (HHs) extremely vulnerable to climatic and manmade shocks.

The EFSP in Somalia is a food voucher-based program designed to meet the immediate food access and nutritional needs of 5,897 most vulnerable households in the target locations. The project target HHs were identified using Community Based Targeting and Distribution (CBTD) guidelines that ensured public participation and vetting during the beneficiary selection process. Accordingly, the selection criteria includes: most food insecure and vulnerable HHS whose livelihood assets have been depleted by the drought and conflict, HHs with malnourished children under 5, HHs with pregnant and lactating women, female-headed HHs, HHs supporting orphans or the elderly and as defined further by the communities.

Initially, the EFSP planned to reach 2,611 beneficiary' HHs in three of the five Districts (Lughaya, Zeylac and Wajid) over a twelve-month period with food vouchers (conditional and unconditional) redeemable from selected food vendors in local markets for an estimated 18,388 individual beneficiaries. Towards the end of 2016, poor performance of the Deyr¹ rains worsened the humanitarian situation across the country. Results from the post- Jilaal² assessment by FSNAU indicated that Crisis (IPC Phase 3) and Emergency (IPC Phase 4) levels of acute food insecurity persisted in many areas of Somalia. In order to scale up life-saving humanitarian assistance and lessen the severe impact of the drought, the first cost modification and adjustment of the EFSP was instituted in April 2017 to scale up intervention of the existing Program and expand the assistance to cover other areas in dire need. The approved modification and adjustment consisted of the following components:

- Expansion of the *Food Voucher for Emergency Relief and Early Recovery in Somalia* to cover Luuq and Eyl Districts of Somalia.
- Increase in the number of target beneficiaries in the original District of Wajid.
- Revision of the voucher value upwards and expansion of the minimum food basket composition in line with the prevailing market conditions and beneficiary preference of food commodities and also taking into account the revised expenditure basket by FSNAU.
- Temporary adjustment of the modality to unconditional vouchers until the drought situation improves.

The East Africa Food Security Alert released on July 6, 2017 by FEWS NET reported that the major food security emergency was expected to continue in the Horn of Africa into early 2018. Accordingly, approximately 3.2 million people will likely to be in Crisis and Emergency (IPC Phase 3 and 4), while additionally 5.3 million will be stressed (IPC Phase 2). In light of this, a second modification was approved in September 2017 to scale up the coverage as well as extend the duration of assistance across all project locations to prevent further deterioration of the hunger crisis. The modification considered the level of food insecurity in prioritizing assistance. Consequently, Wajid and Eyl District were targeted to receive assistance for a longer

¹ **Deyr** – Short rains (October–November). Crop harvest is normally expected between December and January and provides key food requirements to take households through the Jilaal season

² **Jilaal** is the main dry season of the year and normally occurs between January and March. There is normally no crop production during this season and the river levels normally drops to the lowest levels. Consequently, most livestock migrate in search of water and pasture during this period.

period because they both fall in IPC 4 (Emergency) as illustrated in the Map below. The map provides an illustration of the most likely scenario IPC phasing for the EFSP target Locations (Marked in blue):

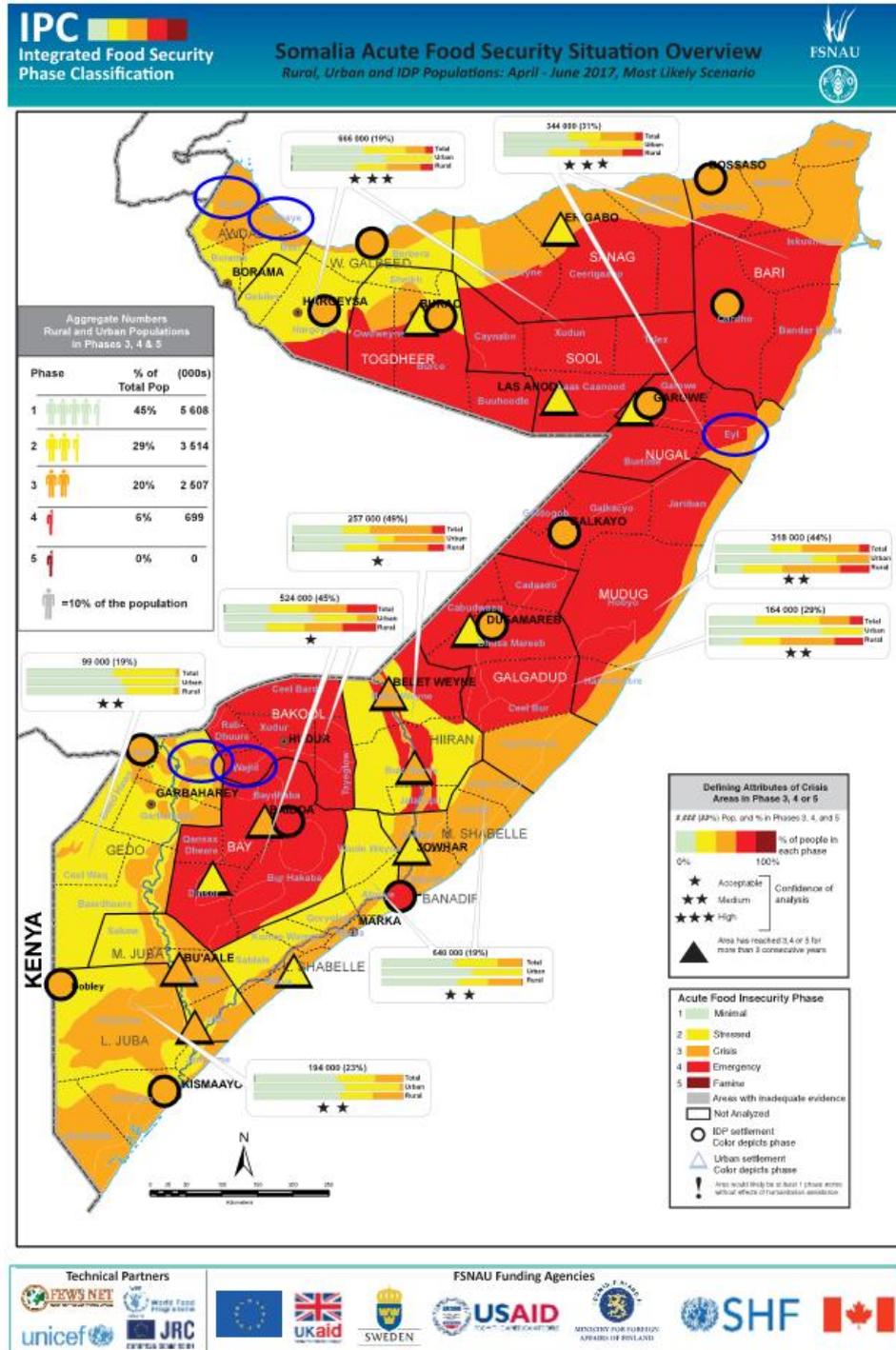


Figure I: Map showing IPC phase classification for the five EFSP Districts

Following the second modification, the EFSP is currently targeting 5,897 beneficiary HHs for different durations as summarized in the table 1 below:

Table 1: EFSP Target beneficiaries and timeframe				
Region	District	Start date	End date	Target HHs
Awdal	Lughaya	September 27, 2016	December 31, 2017	1,046 HHs
Awdal	Zeylac	September 27, 2016	December 31, 2017	1,051 HHs
Bakool	Wajid	September 27, 2016	March 31, 2018	1,650 HHs
Nugaal	Eyl	April 1, 2017	March 31, 2018	1,100 HHs
Gedo	Luuq	April 1, 2017	January 31, 2018	1,050 HHs
Overall		September 27, 2016	March 31, 2018	5,897 HHs

Table 2 below provides a summary of the Emergency Food Security Program objectives and performance measurement:

Table 2: Emergency Food Security Program Summary	
Program Locations:	Awdal Region: Lughaya and Zeylac Districts Bakool: Wajid District Nugaal: Eyl District Gedo: Luuq District
Primary Sector/s:	Food Assistance, Livelihoods, Water and Sanitation
Target Population:	5,897 Vulnerable HHs reached.
Program Duration:	Eighteen months (September 27, 2016 – March 31, 2018)
Program Goal: Improved food security and assets of vulnerable households in 5 Districts (Wajid, Zeylac, Lughaya, Eyl and Luuq) in Somalia.	
Purpose 1:	Increased access to Diverse and Quality Foods for vulnerable households
Indicators	<ul style="list-style-type: none"> ✓ Prevalence of Households with moderate or severe hunger (Household Hunger Scale – HHS). ✓ HH Food Consumption Score (FCS).
Intermediate Outcome 1.1:	Essential food items availed to targeted households in sufficient amount.
Indicators	<ul style="list-style-type: none"> ✓ % of food utilization by type (household consumption, sale, bartering, livestock feed). ✓ Average number of daily meals (adults and children) consumed by HHs.
Activity 1.1.1:	Distribute vouchers to eligible beneficiaries.
Indicators	<ul style="list-style-type: none"> ✓ # HHs receiving food vouchers, disaggregated by beneficiary category and sex. ✓ Amount (in dollars) of voucher distributed.
Intermediate Outcome 1.2:	Capacities of local food vendors developed to progressively meet the food needs in the targeted communities.
Indicators	<ul style="list-style-type: none"> ✓ Percentage of vendors with improved storage capacity. ✓ Proportion of vendors who apply business principles (record keeping & stock management).
Activity 1.2.1:	Conduct vendor needs & capacity assessment to determine gaps.
Indicator	✓ # of vendor assessments completed.

Activity 1.2.2:	Provide customized capacity building sessions and follow up to selected vendors.
Indicator	✓ # Capacity building sessions conducted for selected vendors.
Purpose 2:	Increased resilience of target communities to future shocks
Indicator	✓ Coping Strategy Index (CSI).
Intermediate Outcome 2.1:	Community Assets identified and constructed/rehabilitated to increase food & water access at household level in targeted communities.
Indicators	✓ Proportion of HHs reporting improved access to water for domestic and animal use. ✓ % of households utilizing established asset in food production.
Activity 2.1.1	Construction or rehabilitation of water catchments.
Indicator	✓ # of water catchments successfully constructed.
Activity 2.1.2	Waste management activities undertaken
Indicators	✓ # Of compost pits successfully excavated by beneficiaries. ✓ Quantities of manure produced from compost pits.
Activity 2.1.3	Soil conservation activities undertaken.
Indicator	✓ # soil bunds successfully constructed.
Activity 2.1.4	Construction/rehabilitation of Shallow wells.
Indicator	✓ # of shallow wells successfully constructed/rehabilitated.
Activity 2.1.5	Construction of water canals and flood diversion walls.
Indicators	✓ Length of water canals constructed. ✓ Length of floodwall trenches constructed.
Intermediate Outcome 2.2:	Market and farmland access infrastructure restored
Indicator	✓ % of HHs reporting reduced distance to markets/farms by project end.
Activity 2.2.1	Rehabilitate feeder roads to strengthen access to markets and farmlands.
Indicator	✓ The total length of feeder roads (km) rehabilitated.

3. EVALUATION TARGET AUDIENCES

The following main audiences will utilize findings from this evaluation:

- **WV Somalia, WVUS and implementing partners** - To assess program achievement, draw lessons, generate knowledge, advocacy information and make decisions regarding food/ food/ cash (voucher) assistance/emergency response sector functioning and general programming;
- **Program participants (beneficiaries)** - Use findings as an advocacy tool to the government and other development practitioners;
- **The donor (s)** - to assess program worth and inform future funding decisions in the Project Locations and elsewhere;
- **The Government and District Local Authorities**, where the Project was implemented and other related stakeholders: Inform policy, and future related interventions.

4. EVALUATION PURPOSE AND OBJECTIVES

The EFSP has planned for a Final evaluation to be undertaken as part of a culture of learning and accountability. A team of independent, external consultants will be contracted to assess the performance and results of the EFSP against the mandate that was set in the project's strategic frameworks, and to determine the reasons for

success or lack thereof, draw lessons and recommendations for improved performance in future food security responses. The overall purpose of the exercise is to evaluate the EFSP project with a particular emphasis on its relevance, efficiency, effectiveness, impact and sustainability of interventions. Emphasis will also be placed on the voucher modality as it relates to the above evaluation criteria. In addition, the evaluation will identify and document lessons learned and make recommendations that will be used to improve the design and implementation of other related projects and programs.

5. EVALUATION QUESTIONS

The evaluation will employ the five specific evaluation criteria from the OECD-DAC criteria to guide the study in addition to extracting lessons learnt. These are relevance, efficiency, effectiveness, impact and sustainability. The major questions to examine in the evaluation are as follows:

6.1: Relevance – Did the project address priority problems faced by the target areas and communities and was the project consistent with policies of both donors and recipient governments or agencies?

- To what extent were the objectives of the program still valid? Were the activities and outputs of the program consistent with the overall goal and the attainment of its objectives?
- Were the activities and outputs of the program consistent with the intended impacts and effects?
- Was the Projects response relevant to the baseline/assessment needs findings and the specific needs of the target groups?
- Were the assumptions in the Proposal reasonable, appropriate and still valid?” and “Were the interventions appropriate for the context?
- Was the project in line with the needs and priorities of the most vulnerable and poorest targeted?
- Was the targeting criteria communicated and understood by all members within the community? Was the targeting criteria followed?
- To what extent were target communities (men and women) involved in the needs assessment, design, implementation and monitoring of the project?
- Does feedback received show evidence of community engagement and participation in deciding on the best interventions for their situation or feedback for improvement thereof?
- Were the indicators appropriate in documenting the objectives/activities?
- Were the appropriate Government Department officials/local leadership involved?
- How well did the response integrate with and build on the affected population’s existing capacity and knowledge?
- Was the modality used in the project the most relevant?
- Was the project implementation strategy adjusted to accommodate field realities? If yes, in what way?
- What lessons were learnt?
- Recommendation for future project design

6.2: Efficiency – Were inputs (staff, time, money, equipment) used in the best possible way to achieve outputs; could implementation have been improved/was there a better way of doing things?

- Were activities cost-efficient? Were objectives achieved on time? Was the program or project implemented in the most efficient way compared to alternatives? Compared to other CBT delivery mechanisms, was the mechanism used the most cost effective and were there any cost savings when compared to in kind distributions?
- Is recipient feedback indicating widespread cases where funds (vouchers) received were taxed or stolen, or where being a recipient of vouchers posed a protection risk?
- Did the project have adequate and the appropriate resources (human, financial and capital) for implementation?

- If there were any lack/problem in resources/capacity, how was this addressed?
- What were the limitations and ability of the project to overcome negative external forces?
- Assess the suitability of the staffing and organizational structure to the demands of implementation.
- What project components were missing/redundant?
- To what extent were planned overall annual targets, staff plans, information systems and budgets appropriate?
- Were the quality control and accountability measures in place and consistently applied during the review, approval, fund disbursement, monitoring and reporting phases?
- What lessons were learnt?
- Recommendations for future project design.

6.3: Effectiveness – Whether activities, outputs and outcomes have been achieved?

- To what extent were the objectives achieved or are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- How successful was the project in accomplishing each of its objectives?
- Did the Monitoring and Evaluation system provide quality information that was appropriate and reliable in measuring the intended indicators?
- To what extent was the EFSP model effective in terms of its design, appropriateness, management and accountability?
- What are the major factors influencing the achievement or non-achievement of the objectives?
- How effective was EFSP in terms of program delivery (coordination, cooperation, efficiency, standardization)?
- How appropriate were the strategies used to accomplish the planned activities?
- Were appropriate mechanisms developed at the local level to enable affected communities to actively participate in the design, planning, implementation and monitoring of the project? Were they given the opportunity to complain whenever they had issues with the project implementation?
- Which measures were taken to identify and reduce the negative effects of the project?
- Were there factors that impeded the achievement of the overall project goal?
- Were humanitarian standards met and humanitarian principles followed? (Sphere, HAP, Codes of conduct)?
- Were the ways in which the monitoring indicators were measured, practical and did it provide quality information?
- Were the activities sufficient to achieve the objectives / outputs?
- To what extent were the objectives of the project as reflected in the proposal achieved?
- Were the needs assessments, monitoring, evaluation systems and associated indicators appropriate?
- Progress against indicators?
- Assess the extent and effectiveness of coordination and cooperation between the EFSP, implementing partners (ARD & CERID) and other stakeholders.
- What is the extent to which the project utilized external engagement and coordination outcomes in its design and implementation (Cash Working Group, FSNAU, Food Security Cluster etc)
- Assess the communication structure in place and its effectiveness in supporting the implementation of the program.
- What lessons were learnt?
- Recommendations for future project design.

6.4: Impact - The evaluator will assess the positive and negative changes produced by the EFSP interventions, directly or indirectly, intended or unintended.

- Is there an improvement in household food security and assets of vulnerable households in target communities?
- Has the capacity of participating traders developed to progressively meet the food needs in the targeted communities?
- What positive changes are observed in the lives of the target group as a result of the implementation of the project?

- Did the response reduce future vulnerabilities?
- What are the unintended positive and negative impacts of the project?
- To what extent are the interventions improving the condition of affected communities?
- How satisfied are the communities with the response?
- What gender specific issues have been observed and addressed?
- How have the viewpoints of men, women, girls and boys been taken into consideration?
- Did the voucher project affect the market and context in any way (Has the voucher assistance impacted inflation? Has the voucher assistance influenced the availability of food in markets? How has voucher assistance affected the local trade?)
- What lessons were learnt?
- Recommendations for future project design.

6.5: Sustainability - The continuation of benefits from the intervention after funding assistance has ceased. The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.

- The evaluator will assess the sustainability of the project in terms of continuation, maintenance and replication of the project outcomes by communities, local authorities and central government.
- To what extent will the benefits of the program or project continue after donor funding ceases? Are the positive effects sustainable?
- What were the major factors that influenced the achievement or non-achievement of sustainability of the program or project?
- What sustainability drivers are evident? (Local Ownership, Partnering, Transformed Relationships, Local and National Advocacy, Household and Family Resilience)?
- To what extent does the intervention reflect on and take into account factors that, by experience, have a major influence on sustainability like economic, ecological, social and cultural aspects?
- Did the conditional nature/aspect of the project address any aspects of sustainability within the targeted communities?
- What lessons were learnt?
- Recommendations for future project design.

6. PROPOSED EVALUATION METHODOLOGY

The methodology will comprise of a mix of quantitative and qualitative tools and approaches appropriate to the evaluation – a range of possible methods and approaches for collecting and analysing the information required to answer the evaluation objectives and questions. The purpose of the quantitative review will be to collect and analyse relevant data that will facilitate comparison of key indicators of success to determine the impact against objectives. The qualitative review will focus on gathering appropriate data that will facilitate a deeper understanding of processes and approaches, perceptions and behaviours and other factors that have contributed to the achievement and/or non-achievement of targets.

Participation of a wide cross-section of key stakeholders will be an essential part of the Final Evaluation including the following:

- Emergency Food Security Program beneficiaries and participants (including traders).
- Local government entities (community elders, relevant ministries, local leadership).
- EFSP project team, WV Somalia management team, Food Assistance team and PDQA team and implementing partners (ARD & CERID).
- WVUS Program team.
- Other WV sectors and agencies working in the same geographical area.

Specific evaluation methodology will include:

- I. Literature review of existing project design documents, reports and data.

2. Development and administration of the household survey questionnaire.
3. Assessment of vendor capacity/Interviews with vendors and market players.
4. Observation of project activities.
5. Focused group discussions with community representatives, beneficiaries and traders.
6. Individual in-depth key informant interviews.

7. LIMITATIONS

The security situation especially in Gedo and Bakool regions might be a hindrance to the evaluation process as not all locations might be reachable. However, the evaluator will be required to work closely with WV partner agencies to ensure the evaluation survey also includes information from these areas. Somaliland and Puntland are relatively calm. In addition, the road network in some of the project locations may pose some challenges.

8. PRODUCTS/DELIVERABLES AND REPORTING REQUIREMENTS

Inception Report: The consultant will prepare and submit an inception report detailing how the evaluation will be carried out from his/her point of view. The report will outline the study design, tools and detailed work plan for the entire exercise. Draft questionnaires and other data collection tools will be submitted to WV for review and approval before data collection starts. As part of the inception report, the consultant must provide a data analysis plan showing the questions and analysis for each of the project indicators to be investigated.

Preliminary Report: The consultant will submit draft evaluation report to the Emergency Food Security Program team through supply chain. The draft report will be reviewed and comments provided on the report within a week of submission.

Final Report: The consultant will submit detailed final report outlining the evaluation methodology, findings, lessons learned and recommendations. The report shall incorporate specific simple and achievable recommendations, including the most appropriate strategies that can be undertaken and/or incorporated by WVS and partners to attempt to address the issues identified. The final report should address the issues and questions raised in this ToR and correspond to the evaluation objectives set out above.

A final report in both hard and electronic copies shall be made available to WV Somalia not later than **March 23, 2018**.

The report should contain (but not limited to) the following:

- Executive Summary presenting the major findings and recommendations.
- A short description of the methodology used.
- Limitations.
- A short description of the assessment context and process including its constraints and challenges.
- Detailed findings based on the study, including annexes of all the assessments from all communities, pictures, case studies and any quotations.
- Analysis of the findings (following the key questions outlined in the ToR).
- Program Accountability.
- Lessons learnt; conclusions and recommendations for the EFSP.

The annexes of the report should contain (but not be limited to):

- The evaluation Terms of Reference.
- List of reference documents.
- Copies of tools used.
- List of people interviewed, with affiliation and contact details.

Criteria to ensure the quality of the evaluation report³

- ✓ The evaluation report should represent a thoughtful, well researched and well organized effort to objectively evaluate what worked in the project, what did not and why.
- ✓ The evaluation report shall address all questions included in the scope of work.
- ✓ The evaluation report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, evaluation questions, evaluation team composition, methodology or timeline need to be agreed upon in writing by the technical officer?
- ✓ Evaluation methodology shall be explained in detail and all tools used in conducting the evaluation such as questionnaires, checklists and discussion guides will be included in an Annex in the final report.
- ✓ Evaluation findings will assess outcomes and impact on men, women and youth.
- ✓ Limitations to the evaluation shall be disclosed in the report, with particular attention to the limitations associated with the evaluation methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.).
- ✓ Evaluation findings should be presented as analysed facts, evidence and data and not based on anecdotes, hearsay or the compilation of people's opinions. Findings should be specific, concise and supported by strong quantitative or qualitative evidence.
- ✓ Sources of information need to be properly identified and listed in an annex.
- ✓ Recommendations need to be supported by a specific set of findings.
- ✓ Recommendations should be action oriented, practical and specific, with defined responsibility for the action.
- ✓ The report shall be written in English and professionally edited.

Other deliverables to accompany the final report include:

- Cleaned quantitative and qualitative data set with the memo of the data cleaning process.
- Code book and Data dictionary.

9. TIME FRAME

The evaluation is expected to take **50 working days** for the initial planning phase, extensive travel to collect qualitative and quantitative data from all the 5 field locations, report writing and presentation. Considering that the project closes at different times in the different locations (see *table 1*), the consultancy period will be staggered as summarized in the table below with the final consolidated report submitted by March 23, 2018.

The schedule is summarized below:

	Activity/Task	Deliverables	District	Proposed Dates	No. of Days
1	Advertise, interview and recruit consultant(s)	Qualified consultant/team selected	All	November 1 - 23, 2017	
2	Preliminary meeting with selected consultant to discuss expectations about key deliverables and other associated responsibilities.	Common understanding & agreement on the way forward and expected deliverables. Signing of contract	All	November 24, 2017	1 day

³ Adopted as is from the USAID Evaluation policy, January 2011's Appendix I

3	Document review Development of the inception report including methodology, data collection tools, analysis plan and work plan for review, feedback and approval. Presentation of the inception report. Planning meeting with WVS team	Inception Report developed presented and approved. Agreement on work plan and related logistics	All	November 27 – December 1, 2017	5 days
4	Fieldwork • Community mobilization • Enumerator training • Pre-testing data collection tools. • Data collection.	Quantitative and Qualitative data collected in all project locations	Lughaya	December 3 – 14, 2017	10 days
			Zeylac		
			Luuq	January 14 – 19, 2018	6 days
			Eyl Wajid	February 26 - March 9, 2018	10 days
5	Data management: Data Cleaning, Sorting Analysis, Interpretation Debriefing meeting with WVS	Complete and clean datasets Initial findings shared with WV team	Lughaya	December 15-19	3 days
			Zeylac		
			Luuq	January 22-24, 2017	3 days
			Eyl Wajid	March 12 – 14	3 days
6	Writing and submission of draft report (Submission of consolidated report for all project locations done in March). Presentation of draft report/findings	Draft/progress report/s	Lughaya	December 20, 2017	1 day
			Zeylac		
			Luuq	January 26, 2018	1 day
			Eyl Wajid	March 15 - 19, 2018	3 days
7	Review of Draft Evaluation report based on feedback provided.	Draft report reviewed based on feedback provided	All	March 20 - 23, 2018	3 days
8	Submission of Final consolidated report.	Final report	All	March 23, 2018	1 day
Total Estimated Length of Evaluation					50 days

10. CONSULTANT/TEAM EXPERTISE

10.1. Qualifications

The Consultancy's team leader should have the following qualifications and experiences:

- Post-graduate degree in Humanitarian Studies, Disaster Management, Development Studies, and/or relevant Social Sciences discipline.
- At least 7 years of proven working experience in the context of Somalia, knowledge of the regional context and languages will be an advantage.
- Proven experience with natural resource management planning processes, policy development or reform, multi-stakeholder platforms or expert networking in environment -related context, in relation to sustainable development / poverty issues in developing economy context.
- Experience in the use of participatory methodologies and developing equality and gender sensitive evaluation methodologies.

- Familiarity with international quality and accountability standards applied in emergencies.
- Strong analytical and conceptual skills.
- Experience with USAID funded projects will be an advantage.
- Excellent facilitation skills, co-ordination, negotiation skills and oral and written communication skills in English (particularly report writing).
- Excellent written and spoken communications skills in English.
- Experience in assessing organizational capacity and gaps and ability to recommend the corrective measures.

11. LOGISTICS

The consultant will report to the EFSP project team and be in day-to-day contact with the Accountability, Monitoring & Evaluation Officer and DM&E Managers/Officers in the field. WV Somalia will assist in logistical arrangements where as much as possible and where necessary.

WV Responsibilities during evaluation

- Arrange and fund all international flights and Somalia travel/ logistics, including visas.
- Arrange accommodation and meals if necessary.
- Source, hire and pay for enumerators if necessary.
- Provide security briefing to consultants.
- Arrange key information interviews and focus-group discussions as per the evaluation plan.
- Review all plans/ tools before use.
- Review all reports and provide feedback.
- Liaise with local implementing partners on behalf of the consultant to plan data collection.

Consultant Responsibilities during evaluation

- Work with field staff to coordinate the evaluation schedule.
- Training of enumerators.
- Supervision of data collection and entry.
- Verification of collected data.
- Data entry, analysis and interpretation.
- Report writing and presentation.

12. SUBMISSION GUIDELINES

Each application should include at a minimum:

1. List of person(s) to be involved in the consultancy with a detailed CV for each.
2. Description of the methodology to be used while conducting the evaluation, including sampling strategy, sample size, data collection methods, proposed types of data collection tools, and data analysis plan
3. Financial Proposal in US Dollars (US\$): The financial proposal should provide cost estimates for services rendered.
4. At least three (3) references of individuals or organizations that EFSP project team can contact to get more information on the quality and experience of the consultant(s)
5. Proof of previous work done. This should be in the form of at least two reports produced for previous work done. WV Somalia will ensure the confidentiality of these reports.
6. Applications should be submitted electronically to somo_supplychain@wvi.org on or before **Tuesday the 21st November 2017 at 16:00 Hours East African Time.**

Provisions of Taxation as per the Kenya Revenue Authority on Technical Fees

Technical service fees

A 5% withholding tax is levied on the payment of technical service fees (as well as professional and management fees) where the services are provided by a resident/ resident firm in Kenya

The rate is 20% where the service provider is a non-resident/non-resident firm, unless an applicable tax treaty provides otherwise.

Consultant firms must be able to demonstrate their tax compliance status at the time of bidding for this assignment as WVS will only engage with tax compliant individuals/firms

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Note:

As part of the Consultant selection process, the best five candidates will be requested to prepare draft inception report and make a presentation of the same to the Tender Committee Technical Team to inform the final decision on award of the Contract.