ENDLINE EVALUATION TERMS OF REFERENCE

FOR

Emergency WASH and Food Security Interventions for the Drought Affected Communities

AND

Improving Access to WASH Services for Vulnerable Communities in Puntland, Somalia

November, 2017

World Vision Somalia

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Evaluation ToR- SHO and UNICEF Projects

Acknowledgement

World Vision Somalia would like to acknowledge the support and cooperation extended by the project staff at all levels and in sparing time to contribute towards this evaluation design.

We also like to thank the different stakeholders in Somalia (including the district and ministry departments, partners and other local government officials) for their continued partnership and engagement during the project implementation.

Affirmation

This document determines the information needs and objectives of WV Somalia's two projects of Emergency WASH and Food Security Interventions for the Drought Affected Communities in Eyl and Godobjiraan Districts and Improving Access to WASH services for Vulnerable Communities in Jaribaan Districts of Puntland; roles and responsibilities of the key stakeholders who will be involved in all the evaluation phases and resources needed. Except as acknowledged and by references to other authors and publications, the design described herein consists of our own work, undertaken to assess the results of the project, generate recommendations and advance learning, as part of the requirements of World Vision's Design, Monitoring and Evaluation (DME) Learning System. Primary quantitative and qualitative data collected throughout this evaluation process will remain the property of the communities and families described in this document. Therefore, information and data relating to the same will be used only with their consent.

Victor Onama
Design Monitoring and Evaluation Manager, WVS Northern Region

Abbreviations

WASH	Water Sanitation and Hygiene
FGD	Focus Group Discussion
CEC	Community Education Committees
MoE	Ministry of Education
FGD	Focus Group Discussion
KII	Key Informant Interview
WVS	World Vision Somalia
LEAP	Learning Through Evaluation and Accountability in Programming
NGO	Non-Governmental Organization
GIS	Geographical Information Systems
QA	Quality Assurance
FSL	Food Security & Livelihoods
ODK	Open Data Kit
DME	Design Monitoring and Evaluation
CLTS	Community Led Total Sanitation
ODF	Open Defecation Free
UNDP	United Nations Development Programme

Evaluation ToR- SHO and UNICEF Projects

1.0 Introduction

1.1 Evaluation Summary

Project name (s)	Two projects of Emergency WASH and Food Security Interventions for the Drought Affected Communities in Eyl and Godobjiraan Districts and Improving Access to WASH services for Vulnerable Communities in Jaribaan Districts of Puntland.
Project Goal	The main project goal is to increase access to sustainable and safe water supply and general access to food for poor, vulnerable communities, children in school and in health facilities in the Nugal Region of Puntland.
Project Outcomes	-Increased access to sustainable and safe water supply for poor, vulnerable communities, children in school and in health facilities -Target population has access to reliable and sustainable environmental sanitation -Improved immediate access to food of the drought-affected communities -Improved hygiene condition of drought-affected communities.
Project participants	-30603- beneficiaries for water trucking in Jariban -10,578 through water vouchers & hygiene kits in Eyl and Godobjiraan -2,844 thru unconditional cash transfer in Eyl and Godobjiraan -10 schools and 5 health facilities in Jaribaan
Project locations	Eyl, Godobjiraan and Jaribaan Districts of Puntland
Project start date	October 1, 2016
Project end date	September 30, 2017
Evaluation type	End of Project Evaluation
Evaluation purpose	The purpose of this evaluation is to document and inform the stakeholders (donors, partners and beneficiaries) of the project's relevance, effectiveness, sustainability, the potential impact in relation to project outcomes and the lessons learned.

Primary methodology	The evaluation study will adopt a mix of quantitative and qualitative techniques as summarised below:
	Quantitative
	   ▪ Household surveys
	Qualitative
	   ▪ Focus group discussion (FGD)
	   ▪ Key Informant Interview (KII)
	   ▪ Document Reviews
	   ▪ Case studies

Evaluation start date Evaluation end date	December 2017

2. Description of Projects Being Evaluated

World Vision Somalia (WVS) has worked with the children of Somalia, their families and communities since 1992 through a variety of emergency and rehabilitative programming to address the emergency needs of the communities while addressing some of the underlying causes of vulnerability in those same communities. During the last 25 years, the program has

grown to 15 districts spread over three main operational regions of Puntland, Somaliland and South-Central with a liaison office in Mogadishu.

The strategic aim of the Somalia program is to develop and implement high quality projects that address emergency, rehabilitation and developmental needs in a demand driven and responsive manner. The overall goal of all World Vision programs is to save lives and contribute towards the economic development of the Somali people, while contributing to the child well-being outcomes. The two projects of Emergency WASH and Food Security Interventions for the Drought Affected Communities in Eyl and Godobjiraan Districts (WV Netherlands funded) and Improving Access to WASH services for Vulnerable Communities in Jaribaan District of Puntland (UNICEF funded) have been designed to fit into WVS strategic objectives with focus on increasing access to sustainable and safe water supply and general access to food for poor, vulnerable communities, children in school and in health facilities.

In particular, the UNICEF funded project that has been implemented in Jaribaan District in response to the intensified water shortage and AWD/cholera breakout. The project aimed at providing access to water, sanitation and hygiene services to schools, health facilities and communities. Hygiene kits containing aqua-tabs, jerry cans and other personal hygiene items, were also distributed alongside with the water provision to enable proper water management and good hygiene practice. WVS together with the Ministry of Health (MoH) mobilized and trained volunteers to raise awareness on hygiene practices to a wider communities, advocating for behavioral change. Coupled with WV's health interventions in responding to the rising AWD/cholera cases such as deploying mobile health teams to provide curative service and preposition of drugs, the proposed project intends to curb the further spread of AWD/ cholera and other water borne disease in the region. The project also provided solutions for reliable and sustainable access to sufficient safe water through rehabilitation of water points and training of water committees to maximize water provision and ensure community ownership.

On the other hand, (WV Netherland funded) project involved in-kind distribution and voucher/cash based programming. It's largely recognized that low purchasing power and increased food and water prices caused by the drought are the major factors that caused food insecurity in Somalia. The project focused on providing life-saving support to the drought-stricken communities. Similarly, through provision of water voucher, the project increased immediate safe water access of the disaster-affected community. Water provision has been complemented with hygiene kits distribution to ensure water is properly stored and appropriate hygiene practices are engaged. This is crucial in reducing the risk of water borne and communicable diseases such as acute watery diarrhea (AWD) and/or cholera. Famine is highly likely consider the current high food insecurity situation. By boosting communities' purchasing power, the project has also been improving their immediate access to food or other necessities that are significant for their survival.

The two projects are closing by the end of September 2017; therefore, this Terms of Reference (ToR) has been prepared to hire a highly competent external Consultant to evaluate the performance of these projects for the implementation period. The evaluation results will help the key stakeholders to measure the level of project success with reference to service delivery to the project beneficiaries.

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2.1 Project Goal

The main project goal is to increase access to sustainable and safe water supply and general access to food for poor, vulnerable communities, children in school and in health facilities in the Nugal Region of Puntland.

The Results Framework

Key results	Indicator(s)
UNICEF Project Results	
Outcome1: Increased access to sustainable and safe water supply for poor, vulnerable communities, children in school and in health facilities	% of people in the target villages assisted with sustained access to safe water through newly built and/or rehabilitated water points.
Output 1.1: Target communities are provided with sustained access to sufficient safe water for drinking and domestic use.	-# of people living in target villages have at least basic level access to safe, sufficient, and sustainable water. -# of people accessing safe water through newly built and/or rehabilitated water points. -# of elevated water tanks constructed -# of community water points/Kiosks constructed -# of community water management committee members trained. -# of water point/yard members offered technical training on water infrastructure maintenance.
Output 1.2: Children in school have access to safe, Sufficient and Sustainable water Supply.	-# of schools provided with sufficient water supply. -# of children, disaggregated by sex, with access improved water through water filtering -# of water filters installed in target schools.
Output 1.3: 3,000 people visiting health facilities have access to adequate and safe water.	-# of health facilities with adequate, safe and sustainable water supply. -# of health facilities with improved water quality through filtering.
Outcome 2: Target population has access to reliable & sustainable environmental sanitation	-# of certified Open-Defecation Free communities achieved through Community Led Total Sanitation (CLTS) approach.
Output 2.1: 21 villages have increased knowledge on and adopt CLTS best practices.	-% of villages triggered that attain ODF. -# of households in the target villages with increased knowledge of CLTS. -# of people living in ODF communities -% of households who have built their own latrines and with hand washing facilities 1 year after triggering. -% of households who have built their own latrines with hand washing facilities using the hand washing facilities. -%of triggered villages with 3 years risk-informed WASH plans.

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	-# of members of active wash committees formed by local government trained. -# of WASH focal points trained on WASH Project planning, monitoring and information management. -# Standardised WASH baseline conducted. -# of exchange visits conducted.
Output 2.2: Children in school have improved access appropriate sanitation facilities and adopt good hygiene practices for improved health status (3 star level).	-# of school latrines with hand washing facilities constructed. -# of school latrines with hand washing facilities rehabilitated -# of hygiene clubs formed and trained. -# of school children participating in child competition on hygiene best drawing -# of health masters trained, disaggregated by sex. -% of constructed/rehabilitated latrines with hygiene promotion murals. -# of refresher trainings for Students hygiene clubs. -# of quarterly school based consultation meetings-CEC and clubs. -# of WASH in school supervision visits. -# of schools supported with hygiene and sanitation tools.
Output 2.3: People accessing health facilities have access to improved sanitation facilities	-# of health facilities provided with improved gender sensitive twin latrines -# of health focal point persons trained on sanitation and hygiene best practices.
SHO Project Results (Outputs)	
Increased water access of drought-affected communities	-# of people living in target villages have at least basic level access to safe -# of litres of water distributed to the vulnerable beneficiaries
Improved hygiene condition of drought-affected communities	-# of households/beneficiaries that received hygiene kits -# of hygiene kits distributed
Improved immediate access to food of the drought-affected communities	-# of people who received unconditional cash transfer -Amount of money distributed through unconditional cash transfer

3. Evaluation Target Audiences

The end of project evaluation is intended to benefit multiple stakeholders that have been involved directly or in directly in the project implementation process. In particular, the following are the key stakeholders that will be involved in the evaluation process;

- Project beneficiaries
- Community Education Committees (CECs)
- Ministry of Education (MoE)
- Ministry of Health (MoH)
- Jaribaan, Eyl and Godobjiraan district authorities

- Targeted schools and health facilities in Jaribaan district
- World Vision Netherlands (Support Office)
- UNICEF (Donor)
- WVS staff among others.

4. Evaluation type

This is an end of project evaluation that is aimed at assessing the progress made by the project towards achieving the project goal of increasing access to sustainable and safe water supply and general access to food for the poor, vulnerable communities, children in school and in health facilities in the Nugal Region of Puntland; in a holistic manner which contributes to child wellbeing. The assessment of the project impact will focus on the contribution made by the project from inception.

5. Evaluation Purpose and Objectives

The main purpose of this evaluation is to assess the impact, appropriateness, relevance, effectiveness and sustainability as well as the complementarity of the Emergency WASH and Food Security Interventions for the Drought Affected Communities in Eyl and Godobjiraan Districts as well as the UNICEF funded project of Improving Access to WASH services for Vulnerable Communities in Jaribaan Districts of Puntland. The end of project evaluation will also help to draw key lessons learnt and the best practices to the project stakeholders; Knowledge, Attitudes and Practices (KAP) relating to water and sanitation and hygiene practices in the community. In particular, the project evaluation will be shaped by the following specific evaluation objectives:

Evaluation objectives	Issues
Effectiveness	Measures the extent to which the objectives of the response are achieved or are expected to be achieved. In particular, o To what extent did the project meet the objectives as defined in the indicators in the log frame? o What information was coming out of the accountability team and how did it make the response more effective? o What were the intended and not intended positive and negative effects at the household level? o To what extend has the project enabled people to be better able to mitigate future responses?
Management Effectiveness/Efficiency	The degree to which organizational structure provided sufficient, effective and timely support for the project implementation. o How adequate were the available resources qualitatively and quantitatively? o Were all the project resources utilized optimally? o Explore alternative low cost approaches that could have been used to achieve similar results? o How could the efficiency of the project be improved without compromising outputs? o Assess the timeliness of implementing the project activities. o How adequate were the reporting and monitoring systems of the project? o Have the project outputs been achieved with a reasonable cost?

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Appropriateness/relevance	Community involvement and participation in the design process, goal setting, planning and implementation. In particular, the relevancy and appropriateness of project design to the needs of the community will be assessed. ○ What did the communities articulate were the priority needs and how the project align with that? ○ What were secondary sources saying the issues were and how did the project align to that?
Connectedness/Sustainability	This will focus on the need to ensure that activities of a short term emergency nature are carried out in a context that takes longer term and interconnectedness into account. In particular, ○ Are there sustainability plans, structures and skills in place to ensure there is sustainability of project benefits? ○ How adequate are they? ○ How is the community and local partners prepared to continue with the project outcome? ○ Are the community members knowledgeable and supportive to the project? ○ Is there evidence of community contribution and ownership of the different project interventions?
Coordination	○ Has there been any collaborations and networking with the different stake holders? ○ How strong are the relationships with government, other agencies and CBOs that can be improved (in terms of partnering, collaboration, networking and donor relations)?
Cross-cutting issues	To what extent were relevant international standards used in the planning, implementation and monitoring of the intervention (e.g., international humanitarian and human rights law; the Red Cross/ NGO Code of Conduct and developing standards - e.g., Sphere)? Was gender equality taken into consideration in all relevant areas? Did the project interventions conform to gender equality standards and policy?

6. Evaluation Methodology

The evaluation methodology will be designed in alignment with World Vision's Learning through Evaluation with Accountability and Planning (LEAP) guidelines and principles to ensure the quality of evidence. The data collection process will apply both quantitative and qualitative methods. However, more detailed evaluation methodology will be designed by the external Consultant in consultation with WVS Quality Assurance team and the Project Manager who will determine the sampling strategy and procedures. The detailed design of methodology must include the following;

- The evaluation design
- Data collection instruments, protocols and procedures
- Procedures for analysing quantitative and qualitative data
- Data presentation/dissemination methods.
- Report writing and sharing etc.

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The key data collection methods will include the following among others.

- Document reviews including the project proposal, monthly, quarterly monitoring reports and project review reports.
- Focus Group Discussions (FGD) involving primary project participants and
- Knowledge, Attitudes and Practices (KAP) assessment tool
- Key Informant Interviews with Ministry of Education, Ministry of Health, and WVS staff, partners, other NGOs, leaders.
- Reflection and feedback sessions with staff and partners.

The Consultant will be expected to employ use of mobile data collection and Geographical Information System (GIS) tools in the evaluation process; ranging from data collection, analysis and presentation of results.

7. Evaluation Deliverables

The Consultant will be expected to deliver the following outputs:

- An inception report detailing the approach and methodology to be used and sample size calculations, a detailed execution plan, data-collection tools.
- Draft report submitted to WVS within an agreed timeline between the WVS and the Consultant (soft-copy)
- A presentation of the key findings and recommendations to WVS and other stakeholders in Garowe (this is optional depending on if the consultant chooses to remain in country during report write up, however, consultants able to complete this deliverable will be preferred. Either way, an online presentation will be required to be made to WVS).
- Collected data (raw) after analysis submitted to WVS alongside the final report.
- While this is an integrated evaluation that will cover two projects, the Consultant will be required to prepare two disaggregated report based on the two donor requirements.
- Final report (soft copy) and 3 hard copies submitted to WVS Quality Assurance team and WASH and FSL Project Manager. However, the Consultant should note that, the Final Evaluation Report shall follow the structure below customized from the UNDP (2009) Handbook on Planning, Monitoring, and Evaluation for Development Results.

7.1 Evaluation Report Structure

Title and Opening pages (front matter)—should provide the following basic information:
  i.   Name of the project evaluated
  ii.   Time frame of the evaluation and date of the report
  iii. Project location (districts and country)
  iv.   World Vision logo
  v.   Acknowledgments

Table of Contents-including boxes, figures, tables, and annexes with page references.

List of acronyms and abbreviations

Executive Summary

A stand-alone section of two to three pages that should:
- Briefly describe the intervention (the project(s) that was evaluated.
- Explain the purpose and objectives of the evaluation, including the audience for the evaluation and the intended uses
- Describe key aspect of the evaluation approach and methods.
- Summarize principle findings, conclusions, and recommendations.

Introduction

- Explain why the evaluation was conducted (the purpose), why the intervention is being evaluated at this point in time, and why it addressed the questions it did.
- Identify the primary audience or users of the evaluation, what they wanted to learn from the evaluation and why and how they are expected to use the evaluation results.
- Identify the intervention (the project(s) that was evaluated
- Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the purposes of the evaluation and satisfy the information needs of the report's intended users.

Description of the Intervention

Provide the basis for report users to understand the logic and assess the merits of the evaluation methodology and understand the applicability of the evaluation results. The description needs to provide sufficient detail for the report user to derive meaning from the evaluation. The description should:
- Describe what is being evaluated, who seeks to benefit, and the problem or issue it seeks to address.
- Explain the expected results map or results framework, implementation strategies, and the key assumptions underlying the strategy.
- Link the intervention to WVS national strategy and child well-being targets
- Identify any significant changes (plans, strategies, logical frame-works) that have occurred overtime and explain the implications of those changes for the evaluation
- Identify and describe the key partners involved in the implementation and their roles.
- Describe the scale of the intervention, such as the number of components (e.g., phases of a project) and the size of the target population for each component.
- Indicate the total resources, including human resources and budgets.

- Describe the context of the social, political, economic, and institutional factors, and the geographical landscape within which the intervention operates and explain the effects (challenges and opportunities) those factors present for its implementation and outcomes.
- Point out design weaknesses (e.g., intervention logic) or other implementation constraints (e.g., resource limitations).

Evaluation Scope and Objectives

Provide a clear explanation of the evaluation's scope, primary objectives and main questions.

- *Evaluation scope-*define the parameters of the evaluation, for example, the time period, the segments of the target population included, the geographic area included, and which components, outputs or outcomes were and were not assessed.
- *Evaluation objectives-*spell out the types of decisions evaluation users will make, the issues they will need to consider in making those decisions, and what the evaluation will need to achieve to contribute to those decisions.
- *Evaluation criteria-*define the evaluation criteria or performance standards used. The report should explain the rationale for selecting the particular criteria used in the evaluation.
- *Evaluation questions-*evaluation questions define the information that the evaluation will generate. The report should detail the main evaluation questions addressed by the evaluation and explain how the answers to these questions address the information needs of users.

Evaluation Approach and Methods

The evaluation report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods employed yielded data that helped answer the evaluation questions and achieved the evaluation purposes. The description should help the report users judge the merits of the methods used in the evaluation and the credibility of the findings, conclusions and recommendations. The description on methodology should include discussion of each of the following:

- *Data sources-*sources of information (documents reviewed and stakeholders), the rationale for their selection and how the information obtained addressed the evaluation questions.
- *Sample and sampling frame-*the sample size and characteristics; the sample selection criteria, the process for selecting the sample (e.g., random, purposive); and the extent to which the sample is representative of the entire target population, including discussion of the limitations of the sample for generalizing results.
- *Data collection procedures and instruments-*methods or procedures used to collect data, including discussion of data collection instruments (e.g., interview protocols), their appropriateness for the data source and evidence of their reliability and validity.
- *Performance standards-*standard or measure that will be used to evaluate performance relative to the evaluation questions (e.g., national or regional indicators, rating scales).
- *Stakeholder engagement-*stakeholders' engagement in the evaluation and how the level of involvement contributed to the credibility of the evaluation and the results.
- Background information on evaluators-the composition of the evaluation team, the background and skills of team members and the appropriateness of the technical skill mix, gender balance and geographical representation for the evaluation.

- ▪ <u>Major limitations of the methodology</u>-major limitations of the methodology should be identified and openly discussed as to their implications for evaluation, as well as steps taken to mitigate those limitations.
- ▪ *Data analysis*-procedures used to analyse the data collected to answer the evaluation questions. It should detail the various steps and stages of analysis that were carried out, including the steps to confirm the accuracy of data and the results. The report also should discuss the appropriateness of the analysis to the evaluation questions. Potential weaknesses in the data analysis and gaps or limitations of the data should be discussed, including their possible influence on the way findings may be interpreted and conclusions drawn.

Findings and Conclusions

Present the evaluation findings based on the analysis and conclusions drawn from the findings.

Findings-presented as statements of fact that are based on analysis of the data. The evaluation findings should be structured around the evaluation criteria and questions so that report users can readily make the connection between what was asked and what was found. Variances between planned and actual results should be explained, as well as factors affecting the achievement of intended results. The assumptions or risks in the project design that subsequently affected implementation should also be discussed.

Conclusions-this section should be comprehensive and balanced, and highlight the strengths, weaknesses and outcomes of the intervention. The conclusion section should be well substantiated by the evidence and logically connected to the evaluation findings. It should respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to the decision-making.

Recommendations-the Consultant should provide practical, feasible recommendations directed to the intended users of the report about what actions to take or decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation. This should address sustainability of the initiative and comment on the adequacy of the project exit strategy.

Lessons Learned

The report should include discussion of lessons learned from the evaluation, that is; new knowledge gained from the particular circumstances (intervention, context outcomes, even about the evaluation methods) that are applicable to a similar context. Lessons should be concise and based on specific evidence presented in the report.

Report Annexes

Annexes shall include the following to provide the report user with supplemental background and methodological details that enhance the credibility of the report:
- ▪ ToR for the evaluation
- ▪ Additional methodology-related documentation, such as the evaluation matrix and data collection instruments (questionnaires, interview guides, observation protocols, etc.) as appropriate
- ▪ List of individuals or groups interviewed or consulted and sites visited
- ▪ List of supporting documents reviewed
- ▪ Project results map or results framework

- Summary tables of findings, such as tables displaying progress towards outputs, targets, and goals relative to established indicators.

8. Time frame

The overall evaluation process is expected to take 30 days including preparation, data collection, and analysis and reporting. The Consultant should be able to undertake some of the tasks concurrently to fit within the planned time-frame, without compromising the quality expected. The assignment is expected to commence on December 1, 2017, with the final evaluation report expected by December 30, 2017.

9. Authority and Responsibility

WVS will establish an evaluation team to oversee all the related tasks. The DME Manager-Northern region will be responsible for the overall coordination of all the evaluation tasks with the Consultant. In addition, the Project Manager, Regional Operations Manager and Quality Assurance & Strategy Manager will provide all the necessary technical and operational support required throughout the evaluation process.

Support from WV Somalia

World Vision Somalia will be responsible for the following:
- Recruit the external Consultant and finalize the consultancy agreement
- Share all necessary documents to the Consultant to finalize the evaluation methodology and data collection tools
- Provide input for evaluation study methodology, data collection tools and report.
- Ensure that input from WVS is circulated and shared with external Consultant
- Flight expenses for the Consultant to Puntland (where necessary)
- Vehicle hire to support the evaluation exercise
- Food and accommodation for the Consultant in Puntland
- Working space for the Consultant while in Puntland
- Recruitment and payment of enumerators
- Stationery for data collection
- Overall accountability of the evaluation process
- Guidance and coordination throughout all the phases of evaluation, keeping communication with external Consultant throughout all phases
- Provide support to the evaluation technical lead (external Consultant) for the evaluation field visits processes such as orientation and training of enumerators, FGDs and KIIs
- Closely follow up the data collection process, ensuring quality control, daily debriefing, meeting the timelines set for interview completion;
- Inform evaluation audience for their involvement in the study and help in setting specific dates for the evaluation field schedule.
- Provide smartphones/tablets, ODK aggregate server for data collection where required.

The Consultant will be responsible for the following:
- Review all relevant documents for evaluation study
- Develop evaluation study design which includes survey methodology and the data collection tools (questionnaires including KAP; focus group guides, interview protocol, data entry templates, etc.) , as appropriate, including a field manual for training, in consultation with evaluation team, reflect WVS feedback on the methodology.

- Designing the ODK forms, data entry template, procedures and systems, and training of entry clerks in the use of the template,
- Develop the field work schedule in consultation with evaluation team
- Conduct training for the data collectors during field visits phase, finalize the evaluation schedule
- Supervise the data collection process, give advice and ensure the quality of the data
- Conduct interviews (KII) with key project staff ,
- Data analysis and report writing, draft the first report and include WVS feedback and finalize the report for submission
- Provide required data that is completed and labelled in English (variables and values) for both the SPSS and Microsoft file formats.
- Provide daily field briefing to the DME and Project Managers on the progress and any challenges from the field.

10. Limitations

Time and security may be a major limitation with regard to assessment processes in fragile and versatile contexts such as Somalia and this makes it often challenging to keep up strictly with a set agenda. In addition, In Somalia; households spent a better part of the afternoon hours in prayers and it will be hard for the enumerators to administer many questionnaires per day (in an effort to complete the assessment timely). To address this issue, firstly WVS will allocate extra overflow days for field data collection. WVS team will also work closely with the security department to ensure that the evaluation field processes are conducted in the most appropriate time and secure conditions.

11. Documents

The key documents to be reviewed for the evaluation study are as follows:
- Project document (needs assessment, proposal, log frame)
- Baseline Report
- Monthly, quarterly, semi-annual and annual reports
- Training reports
- Success stories
- Any district level secondary data and other relevant documents and reports.

12. Qualifications of the Consultant

The evaluation exercise will be undertaken by an external Consultant who will work in close collaboration with the Project Manager and WVS Quality Assurance team. Therefore, we are looking for a Consultant/team with the following skills and qualifications;

- The team leader <u>must</u> possess a Post Graduate Degree in Public Health, Social Sciences or related discipline.
- Strong and documented experience in conducting participatory qualitative assessments related to WASH, Public Health and/or Behavioral Change and Food Programming
- Demonstrated experience in leading at least three similar project evaluation studies such as surveys and group interviews,
- At least 10 years' experience in conducting baseline/evaluations for complex projects such as education and protection, infrastructure development, livelihoods, health, water and sanitation and hygiene being implemented by non-governmental and private sector actors.

- A solid understanding of remote learning and use of mobile technology in data collection,
- Demonstrated experience leading teams.
- Demonstrated experience in training local staff in quantitative and qualitative data collection tools including entry template
- Demonstrated experience in designing survey methodology, data collection tools, processing and analysis of data.
- Ability to interact with host government, partners and/or others as requested by WVS;
- Strong organizational, analytical and reporting skills, presentation skills, attention to detail, ability to meet deadlines, and proficiency in Microsoft Office and qualitative data analysis software/tools.
- Previous experience in a fragile country with tight security context will be preferred.
- Capacity to use mobile data collection and GIS tools for data collection, and analysis of survey results.
- Excellent verbal and written communication in English required.

13. Application Process and Requirements

Qualified and interested parties are asked to submit the following;

- Letter of interest in submission of a proposal
- A detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including but not limited to the following;
  - Consultant/Company Profile
  - Description of the Methodology and Sample Size Determination
  - Demonstrated previous experience in similar assignments and qualifications outlined in this ToR (with submission of the most recent report)
  - Proposed data management plan (collection, processing and analysis).
  - Proposed timeframe detailing activities and a work plan.
  - Team composition and level of effort of each proposed team member (include CVs of each team member).
- A financial proposal with a detailed breakdown of costs for the study quoted in United States dollars.

Note:

As part of the Consultant selection process, the best five candidates will be required to make a presentation of the technical proposal to the Supply Chain and Core Project Technical team to inform the final decision on the award of the contract.

1. Applications should be submitted electronically to somo_supplychain@wvi.org on or before **Tuesday the 28th November 2017 at 16:00 Hours East African Time,** with attachments in pdf and a subject line: Technical and Financial Proposal for End of Project Evaluation- Emergency WASH and Food Security Interventions in Nugaal Region, Punland Somalia

NB: Application deadline is Tuesday November 28, 2017

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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.

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