



Somalia

Evaluation Terms of Reference

WV Somalia GIK Evaluation

<2018>

GIK US 182265/ AUS 206106/CAN 206105

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Glossary

AWD	Acute Watery Diarrhoea
CWBA	Child Well Being Aspirations
CWBT	Child Well Being Targets
DME	Design, Monitoring and Evaluation
EARO	East Africa Regional Office
GIK	Gifts in Kind
HAP	Humanitarian Accountability Partnership
HIV	Human Immuno-deficiency Virus
IDP	Internally Displaced Persons
MCH	Maternal Child Health
MMR	Monthly Management Report
NGO	Non-Governmental Organisation
NO	National Office
QA	Quality Assurance
RUTF	Ready to use Therapeutic Food
SO	Support Office
VSLA	Village Savings and Loans Associations
WASH	Water, Sanitation and Hygiene
WVI	World Vision International
WVS	World Vision Somalia

1. Introduction

World Vision Somalia has been using Gifts In Kind (GIK) to support its program activities since September 2012 to date. The items have since 2012 grown from Vitamin A supplements and pharmaceuticals until FY 2015 when the National Office diversified GIK portfolio to include other resources like furniture, fabric, clothes, medical supplies, construction materials, balls, bicycles, agricultural equipment, shelter and now vehicle equipment among others.

GIK is a strategic resource for the WV international partnership including the Somalia program. It is used as a complementary budget resource to support the ministry programming as enunciated in the National Office (NO) strategy along health, nutrition, WASH, food security and livelihoods, child protection and education and humanitarian emergency response

The planning process for GIK is done in a consultative way between the NO office GIK coordinator, field offices (regional – for community needs) and the support office. The process allows the support office to indicate the available GIK resources and understand the NO needs, while at the same time NO is able to interact with the communities and understand their needs. This consultation during the planning phase is meant to ensure the GIK resources are meeting the needs of the communities and feeding into the existing gaps in line with NO strategy. (For more details, see attached annex on GIK planning process)

GIK is implemented in the three regions where WV Somalia operates under various themes, household items, educational supplies, tools and building supplies, clothing and shoes, as well as medical supplies, including pharmaceuticals and equipment.

World Vision program staff work with communities using locally determined selection criteria to decide who will receive the GIK. This is usually on a case by case basis depending with the type of GIK but the most vulnerable groups such as female headed households, people living with disabilities, orphans, minority groups, natural disaster affected populations, Internally Displaced Persons (IDPs), among others, are prioritized. Mention how many areas and people reached so far since 2012. GIK is also distributed according to its complementarity to ongoing projects within the targeted regions. To ensure compliance with commodity distribution standards, the WV teams monitor distributions of the GIK resources against the provided distribution lists. Periodic reports are produced on the process and reach of the GIK resources. However, our programs lack evidence of GIK contribution to the child well-being outcomes that the office is pursuing.

GIK has significantly contributed to the National office income every year as follows:

No	FY	contribution (% of total NO budget)	Comments
1	FY15	12	
2	FY16	10	
3	FY17	16	The largest chunk of the GIK resources supported the CAT III response in different programming areas such as health and nutrition, education and child protection and in food security. Targeted areas were mainly IDPs in the towns where most of the rural populace had moved to as the drought effects were escalating.
3	FY18		GIK intervention was well utilized in the two responses; Cyclone Sagar which affected coastal areas of Somaliland and Flash floods which hit parts of South West States and Jubalnad.

The products received during the Programme phase to be evaluated can be categorized further according to contribution to program outcomes as follows;-

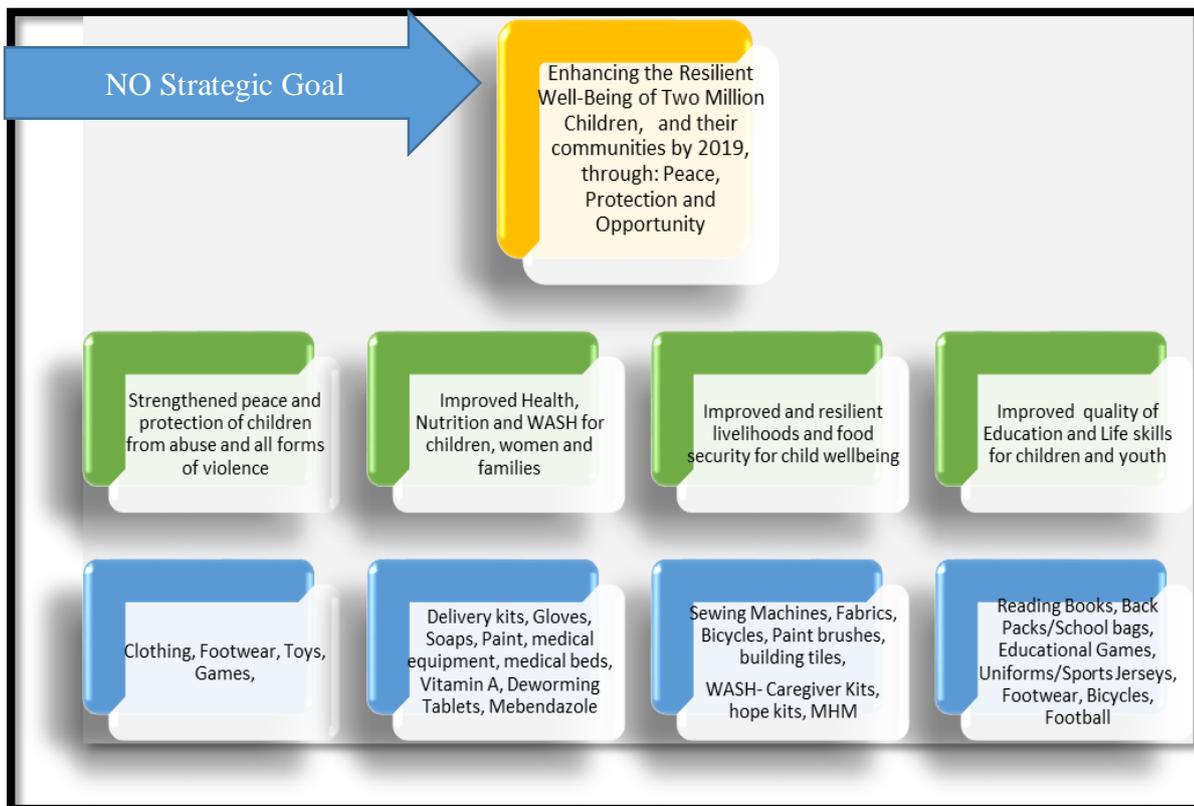


Table 1: Evaluation Summary

Programme	Gifts in Kind
Programme Phase	October 2016 to March 2018
Evaluation Type	This is a formative (process) evaluation to generate learning to improve GIK programming in WV Somalia office. The survey while being largely cross sectional in design, will also review the processes in the handling and delivery of GIK and how these affected the achievement of project objectives and ultimately child well-being.
Evaluation Purpose	To assess the effectiveness of GIK contribution to WV Somalia objectives / CWB objectives and generate learning to improve GIK programming in the national office
Primary Methodologies	Mixed approach of both qualitative and quantitative design – <ul style="list-style-type: none"> ▪ Survey/Questionnaires – household questionnaires, ▪ Focus groups – Schools/communities, beneficiaries ▪ Key informant interviews (staff involved in the distributions/local authorities, other key stake holders) ▪ Desk review (Reviewing of the reports – MMRs, Impact stories) ▪ Most significant change – targeting beneficiaries. ▪ Case studies
Data collection Instruments recommended	Focus group discussion guide, key informant interview guide, household questionnaires, MSC guide, household survey questionnaire
Evaluation start and End date	June 2018
Anticipated Evaluation Report Release Date	31 August 2018

2.0 Description of Programme or Project Being Evaluated

Gifts in Kind (GIK) are resources within World Vision International (WVI) that are integrated into programming to support relief and development activities implemented at field level by World Vision. Gifts in kind (GIK) are used in lieu of monetary contributions and have a number of advantages for institutions, households and individuals to whom they have been donated. The most common donations are medical supplies, medicines and micronutrients, scholastic materials, clothes, among others. These material have been used to improve the quality of services provided by the recipient institutions such as, but not limited to, hospitals, schools, local administration and community members

Gifts-in-Kind (GIK) is positioned as a strategic and well programming resource which should contribute to the achievement of child wellbeing outcomes within World Vision Somalia (WVS) projects and other programs. WVI's Child Well-being Targets (CWBT) provide an opportunity for the organization to understand the contribution of GIK on improving child wellbeing. As a resource, GIK needs to be systematically integrated into *Evaluation TOR for WV Somalia GIK*

the program design / planning, monitoring and evaluation processes. Being such a strategic resource) , it is important that the positive and/or negative contributions made by GIK are explored and reflected upon in order to draw lessons for optimal planning and utilization of the resource.

GIK is not a standalone project or program but a resource that is clearly integrated into the different national office (NO) strategy objectives and outcomes. An analysis of GIK contribution thus should not be solely focused on GIK from an attribution perspective but rather a contribution one.

2.1 Strategic Contribution of GIK

The key objectives of GIK in the NO are as follows;-

- GIK is a key resource in integrated program management, which should enable the achievement of CWBAs within WV Somalia projects and programs.
- Related to the above, the use of GIK in national office integrated programming must directly or indirectly lead to the attainment of program outcomes and outputs across the NO programming sectors.
- GIK is expected to provide substantial leverage on cost for the NO in its implementation of projects and programs as an additional resource especially where available grants may not be flexible to provide other complementary resources.

2.2 Key GIK Accomplishments and Gaps

The GIK department through monitoring, has identified the following as key accomplishments and gaps by different sectors. The evaluation should take cognizance of this and intentionally plan to validate or reject the findings based on evaluation evidence.

Table 2: GIK accomplishments and gaps by sector

SECTOR	Accomplishments	Gaps identified
Education	Through GIK, the number of students attending school increased, learning is supported through provision of school furniture, rehabilitation of old classrooms and building new ones. Other GIK resources distributed include school chairs and desks, reading tables, school backpacks, staffroom furniture, filing cabinets, ceramic tiles, and pens.	Due to the growing demand, lack of school learning material and equipment like school desks, backpacks are key items that still need to be provided. Construction of schools and vocational center by WVS needs to be facilitated with learning facilities mentioned in order to have a conducive environment for learning.
Child Protection	GIK has been integrated into child protection to improve prevention of, response to and restoration from violence and exploitation of girls and boys by providing an avenue of activities, which support child protection and peace building. Resources like toys, games, clothes, shoes, beddings, school material, which have been given through WASH clubs in schools, in children's homes and even in IDP camps to the children have been useful in this regard.	Construction of child friendly spaces which need to be equipped for better safety nets of children. These centers need learning materials.
Health & Nutrition	GIK resources distributed include baby kits, pharmaceuticals, medical supplies & equipment and vitamin A supplements. In 2016/2017, World Vision Somalia received nine consignments of GIK that included RUTF from World Vision Canada, which was used to treat numerous cases of malnutrition during the emergency response. The RUTF is also used to cover the gap that	In Health and Nutrition intervention areas, there are still gaps which need to be filled including drugs, medical supplies, food items which are still needed for the on-going response.

	exists when other partners like WFP and UNICEF are not able to meet the demands.	
WASH	The GIK programme received soap from World Vision USA and World Vision Australia, which was distributed to the communities. The communities were targeted for behavior change with particular emphasis on improved hygiene practices. The soap was also targeted to the AWD affected areas. GIK bags and soap were used in schools; these are given to the young boys and girls to use to carry their food and snacks as well as books to school.	GIK is required to subsidize and act as a backup for the gaps that could not be addressed by the current projects.
Food Security and Livelihood	Food security and livelihood has been a main concern in Somalia due to the emergency response that has been going on in 2017. The items distributed included furniture for the training rooms; start up kits for graduates of vocational and technical training, training materials (paper), paint, brushes, tiles and fabric. The program also integrated GIK into livelihood and health sector by provision of bicycles. These bicycles were donated to the community based livestock workers and community health workers to complement the livelihood and resilience projects in Dolow.	As the focus is shifting to ensure communities are turning from dependence and towards sustainable income generating activities, items like sewing machines, fabric rolls etc. are quite crucial to ensure groups such as VSLA are facilitated.

3.0 Evaluation Target Audiences.

The evaluation partner's will include local partners (LNGOS), Line Ministries i.e the Minsitries of Education, Health, Social welfare, Agriculture and Livestock and Fisheries and Department of water Affairs. In the community; various community committees will represent the various committees that have been working with the program, and beneficiaries of the various regions will also participate.

Group	Partners concerned that should be considered in the evaluation	What should be considered in the report for the different partners
Government Authorities (line ministries)	Local authorities in the recipient GIK communities, heads of government ministries such director generals and institutional heads, for example at government run health facilities and schools.	<ul style="list-style-type: none"> ▪ The report should clearly bring out the benefits and impact, or lack thereof, of GIK on the strategic plans of government authorities regarding their communities. The report should be clear on how GIK is adding value to existing projects and programmes.
Beneficiary Community	Children, men, women and other vulnerable groups such as the elderly, disabled etc.	<ul style="list-style-type: none"> ▪ The report should show how these groups were affected by the GIK received, the major changes (negative and positive) resulting from the GIK and how these have affected general community and child wellbeing in the community.
Partners	Partner local NGOs in the flagship projects (WFP, SomRep).	<ul style="list-style-type: none"> ▪ The report must clearly show how the GIK contributed to the attainment of the partnership objectives. Further it must show how partner and WV internal processes were complemented each other for efficiency and effectiveness.

Partnership offices	Regional office (EARO), Support offices, Global centre	<ul style="list-style-type: none"> ▪ The report should bring out whether WV Somalia is making the most optimal utilisation of GIK as a strategic resource. It should detail the operational models that are being employed and the impact on the communities. The report should be clear on the strategic alignment of GIK in the Somalia NO.
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4. Evaluation Type

Formative / Interim Evaluation for the first phase (1 ½ years) of GIK project (October 2016 – March 2018)

5. Evaluation Purpose and Objectives

5.1 Purpose:

The primary objective of the evaluation is to assess the extent to which the objectives of the program (GIK programming) have been achieved. The secondary objectives of the study are:

5.2 Specific objectives

- To investigate the level of alignment of GIK to the strategic objectives in the NO strategy, and the extent to which the planning for GIK reflected the alignment.
- To establish the extent to which GIK planning reflected the needs of the beneficiary communities and whether it was relevant in the context (including the responsible government departments, traditional leadership institutions, etc)
- Assess the intended and unintended impact of GIK in the beneficiary communities, households and individuals.
- Assess the efficiency of GIK processes, throughout the project cycle, and paying particular attention to adherence to commodity management standards as they relate to humanitarian accountability.
- Determine the extent to which the GIK programming was effective, that is, whether the program objectives were achieved, the factors that necessitated the achievement or lack thereof and how other cross cutting themes such as gender, environment, child protection and HIV, among others, were affected.
- Assess the sustainability of the GIK accomplished objectives through the lenses of the WVI drivers of sustainability including local ownership, partnering, transformed relationships, local and national advocacy and household and family resilience.
- Based on the findings, document lessons learnt and best practices in the implementation of GIK in WV Somalia and proffer actionable recommendations for current and future programming.

5.3 Scope of the evaluation

- Geographical scope – the evaluation will cover all the three WVS field operational areas (regions) namely Somaliland, Puntland and Jubaland and South West states. In each of the regions, the consultant will sample 2 districts for the survey and administer the qualitative and quantitative tools indicated above (Table 1).
- Technical scope - At the NO level, the evaluation will be limited to reviewing and making judgements on the planning processes in the GIK resource acquisition. It will check on the level of coordination between field offices, the NO and the SO. Process issues in the delivery of the GIK to the field will also be considered for efficiency purposes.
- At the field level, the evaluation will be limited to the planning for GIK (how the office raises GIK requests and the alignment to community needs). Furthermore, the evaluation will be concerned with the handling and distribution processes for GIK, from the field office stores right to the beneficiaries, with a specific focus on issues of accountability (information provision, feedback mechanisms, community engagement and coordination) and efficiency of targeting, registration and distribution. The issues of effectiveness of the GIK in relation to ministry goals and outcomes, impact of the GIK on beneficiaries and sustainability will be explored.
- Time scope - the evaluation will cover FY 16 to the current phase.

6. Evaluation Methodology

While the consultant is expected to detail the proposed approach in their bid and inception report (once awarded), the evaluation will broadly take a participatory approach where most of the project participants will have a role. The evaluation will be cross sectional, taking into cognizance other process issues over time. Both qualitative and quantitative methods will be used including the following.

- Focus groups – beneficiary institutional committees (schools, health facilities etc), beneficiary households (by gender and age groups depending on type of GIK)
- Survey/Questionnaires – household questionnaires/ interviews will be administered to GIK beneficiaries sampled from available distribution lists.
- Expert opinion will be sought from key informant interviews (staff involved in the distributions/local authorities, other key institutional stakeholders)
- Desk review (Reviewing of the reports – Monthly Management Reports, Impact stories, child wellbeing report etc)
- Most significant change – The MSC will look at the changes in the targeted beneficiaries through exploration of the various dimensions of change affected by the GIK distribution. The main focus will be on the before and after intervention (GIK distribution) situation.
- Case studies – the evaluation will identify, together with project teams, the cases where GIK has scored successes and explore the factors for the success thereof.

Sampling approach

In view of field logistics and other resources, including financial, WVS GIK team has taken a decision that the evaluation will cover 2 districts in each of the regions (Somaliland, Puntland and South West and Jubaland states).

- I. Qualitative - The qualitative survey will use non probability sampling techniques such as purposive (based on type of GIK received, sectors supported, areas reached etc) and snowballing (especially for identifying case studies). The decisions will be made on the basis of the consultant's review of existing documentation and other observations made at the NO or field level pre-evaluation engagements. This type of sampling will apply on the sampling of key informants, case studies and most significant change stories identification and focus group discussions.
- II. Quantitative – the field offices will provide gender disaggregated distribution lists of GIK by location where the consultant will randomly select a statistically sound sample for investigation in the survey. The beneficiary respondents sampling will be representative of the sectors covered by the GIK resources in the region.

The evaluation will follow the OECD evaluation criteria and will focus on the following key question (Table 3) in ascertaining GIK's achievement of programmatic objectives.

Table 3: Evaluation Criteria and Questions

<p>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?</p>	<ul style="list-style-type: none"> ▪ Was the GIK distributed on time – according to plans? ▪ Were the processes simplified and quicker for the beneficiaries? ▪ Was the GIK program implemented in the most efficient way compared to alternatives? Were the right beneficiaries targeted and did they receive their entitlements as planned, or were the cases where being a recipient of GIK posed a protection risk? What steps is WV taking to address this? ▪ Did the GIK 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? ▪ Assess the suitability of the staffing and organizational structure to the demands of implementation. ▪ What project components were missing/redundant? ▪ Were the quality control and accountability measures in place and consistently applied during the review, approval, and GIK disbursement, monitoring and reporting phases?
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	<ul style="list-style-type: none"> ▪ Any good practices demonstrating efficient use of GIK resources? ▪ What lessons were learnt?
<p>Effectiveness: Assess the progress towards achievement of goal and outcomes</p>	<ul style="list-style-type: none"> ▪ To what extent were the integrated objectives of GIK achieved or are likely to be achieved within the projects or programs supported? ▪ What are the achievements against the set targets? ▪ What were the major factors influencing the achievement or non-achievement of the objectives? ▪ To what extent was the GIK model programming effective in terms of its design, appropriateness, management and accountability? ▪ How effective was GIK management in terms of program delivery (coordination, cooperation, efficiency, standardization)? ▪ How appropriate were the strategies used to accomplish the planned activities? ▪ To what extent were planned overall annual targets, staff plans, information systems and budgets appropriate? ▪ Were appropriate mechanisms developed at the local level (including with institutions) to enable affected communities to actively participate in the design, planning, implementation and monitoring of the GIK? 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 GIK programming? ▪ Were humanitarian standards met and humanitarian principles followed? (Sphere, HAP, Codes of conduct)? ▪ What lessons were learnt? ▪ Recommendations for future project design.
<p>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?</p>	<ul style="list-style-type: none"> ▪ GIK Planning – to what extent is the planning for GIK (both national and field level) reflective of the community and project/program needs? ▪ Was the GIK in line with the needs and priorities of the most vulnerable and poorest targeted and did the allocation at field level to the different sectors reflect this? ▪ 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, distribution and monitoring of GIK? ▪ Were the appropriate Government Department officials/local leadership involved? ▪ What lessons were learnt?
<p>Impact - The evaluator will assess the positive and negative changes produced by the GIK interventions, directly or indirectly, intended or unintended</p>	<ul style="list-style-type: none"> ▪ What positive changes are observed in the lives of the target group as a result of GIK? This should be examined from the different sector perspective and how the GIK was planned in that sector ▪ Did the GIK assistance in any way reduce actual and potential future vulnerabilities? ▪ What are the unintended positive and negative impacts of the GIK? ▪ To what extent is the GIK improving the condition of affected communities?
<p>Sustainability - The continuation of benefits from the intervention after funding assistance</p>	<ul style="list-style-type: none"> ▪ The evaluator will assess the sustainability (where applicable) of GIK accomplished outcomes in terms of continuation, maintenance and replication by communities, local authorities and central government.

<p>has ceased. The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.</p>	<ul style="list-style-type: none"> ▪ What were the major factors that influenced the achievement or non-achievement of sustainability of GIK? ▪ To what extent does GIK programming reflect on and take into account factors that, by experience, have a major influence on sustainability like economic, ecological, social and cultural aspects? ▪ Was the implementation of GIK considering the potential to affect some aspects of the 5 WVI Sustainability Drivers¹ in the ongoing projects.
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7.0 Evaluation plan

Table 4: Evaluation Activity Timeline

Task	Number of days	Start Date	End Date	Who?
Prepare draft TOR, submits to QA Manager and TAs for feedback	7 days	12-03-18	20-03-18	Simon & Joseph
Submit ToR to SOs and EARO for input	5 days	11-06-18	15-06-18	Philip
Consolidation of comments from SO and EARO if any, to produce final TOR.	2 days	28-06-18	29-06-18	Simon & Joseph
Consultant recruitment – PRF and advertisement	14 days	25-06-18	06-07-18	Joseph
Selection of consultant and awarding of contract	5 days	09-07-18	13-07-18	Joseph (Tender Committee)
Consultant shares inception report & receives feedback	5 days	16-07-18	20-07-18	Simon
Organize the evaluation team and materials	5 days	23-07-18	27-06718	Consultant, DME Managers
Entry conference including with staff and partners	1 day	TBA		
Enumerators training (Includes tools field validation) and both qualitative & quantitative data collection	2 days	Done by region		
Data Collection (concurrent – qualitative and quantitative)	7 days	TBA	TBA	
Data coding/entry and analysis	14 days			
Submission of First draft	1 day			
Feedback on First Draft	1 day			
Final report submission	1 day			
Reflection and dissemination				
TOTAL				

8. Evaluation study Limitations and mitigation measures

The evaluation may be limited by a number of factors including the following:

- Recall and isolation – beneficiaries may find it hard to recall the actual GIK they received and distinguish it from other forms of humanitarian assistance. The fact that the evaluation is covering FY17 also means that the recall period will be longer for beneficiaries who may not clearly be able to recall. The evaluation will try and use distribution lists targeting beneficiaries verified and sampled from these and whose entitlements are known.

¹ Local ownership, partnering, transformed relationships, local and national advocacy & household and family resilience
Evaluation TOR for WV Somalia GIK

- Monitoring data – GIK is usually given as a once off distribution and there is limited post distribution monitoring. Evaluating the processes would require a review of such monitoring reports and their findings. The evaluation will however mitigate this by using available distribution records and community and institutional interviews focused on the processes such as accountability in GIK distribution, quality of GIK, beneficiary selection, complaints mechanisms etc.
- Lack of clear theory of change for GIK integration into projects – GIK has no intentional theory of change as a **program** in actual sense it is not a program and issues of attribution and contribution may be difficult to ascertain especially where the projects supported by GIK are not intentional on integration and defining the expected contribution and change GIK is expected to make. In depth engagements with technical specialists and institutional and community recipients of GIK will be used to ascertain how GIK as an input was translated to affected project outcomes and child well being. To ensure the consultant and their evaluation team are fully abreast of this limitation and have mitigation strategies, prior to the evaluation exercise, the evaluation team will develop a results chain and logic model showing the expected contribution of GIK at each level of the results chain with the associated assumptions. The consultant is expected to participate in this process.

9. Responsibility and Authority

In order to maximize its impact, this evaluation will be conducted in a participatory manner (creating opportunities for all major key stakeholders to be involved in its planning, implementation and dissemination/communication and utilization of its key findings. These stakeholders include: World Vision staff (including National Office DME manager, Regional (JL,SL & PL Office DME and Operations Staff) the staff already have sufficient capacity to be able to handle the major responsibilities outlined below.

Other critical stakeholders will include government/district technical partners (Ministry of Education, Health, Livestock and Fisheries, Agriculture & Cooperatives, Social Welfare, Water Affairs), representatives of other World Vision partner organizations/community members who will be given the opportunity to assess and give feedback to World Vision on the progress made by GIK towards achieving its intended objectives/impact.

Table 5: Evaluation partner responsibility per evaluation phase

Evaluation Phase	Responsible Person	Primary Task
Planning for evaluation	M & E Manager – Food and Cash Assistance In close collaboration with National GIK Officer	Coordination and Management of the processes, including collection of documents for preparing terms of reference.
		Get input from the project partners on evaluation purpose and objectives
		Review, share draft TOR with the NO team, EARO, and SO.
		Refine and consolidate feedback to finalize TOR
		Finalize evaluation plan and work with consultant for training of enumerators, supervisors
		Mobilization of community and provision of required information
	Supervision of data collection processes during the evaluation exercise in partnership with the Evaluation team	
QA & Strategy Manager	Review and approve the evaluation ToR and inception report	
TAs and Specialists	Results chain / GIK theory of change development and review of ToR, Inception report and tools	
DME Team	Review the ToRs, Inception report and other evaluation planning documents and give feedback to the M&E Manager for food and cash.	

Evaluation Phase	Responsible Person	Primary Task
	Food and Cash Assistance Manager	Sanction the logistics required for recruitment of a consultant to undertake the evaluation
	Consultant	Develop and submit an inception report to WVS team detailing all the technical considerations of the evaluation including sampling, quantitative and qualitative tools, data analysis plan, among others.
Collection of data & Analysis	DME Managers	Ensure the smooth collection of data in their respective regions, including technically backstopping the teams on D, M&E processes and activities e.g mobile data collection challenges
		Provide context specific input and support on technical issues such as sampling, evaluation scope and related issues to the consultant to ensure the evaluation explores context specific issues.
	Operations Managers	Providing overall leadership, management and logistical support for the evaluation at the regional level.
	Enumerators	Provide data and participate in data collection, analysis and reflections
	Consultant	Overall technical leadership on the data collection exercise
Reporting and dissemination	Consultant	Ensuring quality Evaluation report is delivered on time and reviews done in time
		-Get feedback from partners on major conclusions and recommendations. -Ensuring lessons learnt are incorporated in the further interventions and shared with all stakeholders
		Draft technical report and other products, get feedback from team and advisors, finalize report writing
	M&E Manager	Organize lesson learnt events and review evaluation report
		Give feedback on reporting products and lessons learnt about the evaluation to guide the next steps in the program

10. Logistics

- Organizing workspace for the evaluation team throughout the fieldwork period
- Putting together documents for review, availing them to members through the evaluation exercise.
- Getting the enumerators on board and sign agreements with them for the assignment
- Draw a schedule for community visits, data collection and focus groups discussions
- Arrange logistics in terms transport for planned trips
- Organize for meals and lodging/hotel accommodation for evaluation team members
- Purchase materials and other required supplies for trainings and data collection
- Ensure printing/copying materials are readily available for the evaluation team

11. Evaluation products

The product of the evaluation shall have four products as provided below.

1. Cleaned qualitative and quantitative data set in a summarized manner
2. Evaluation team leader shall prepare survey tools and guidelines which shall be approved by WVSomo DME team before the evaluation takes course.
3. The evaluation team leader will prepare final evaluation reports which shall incorporate feedback from all stakeholders. These reports will be prepared using LEAP formats which shall be supplied to the team leader by WVSomo QA & Strategy Manager

The evaluation team leader (Evaluation team) shall prepare draft evaluation report which will be circulated to all stakeholders for their feedback.

12. Evaluation budget

13. Documents

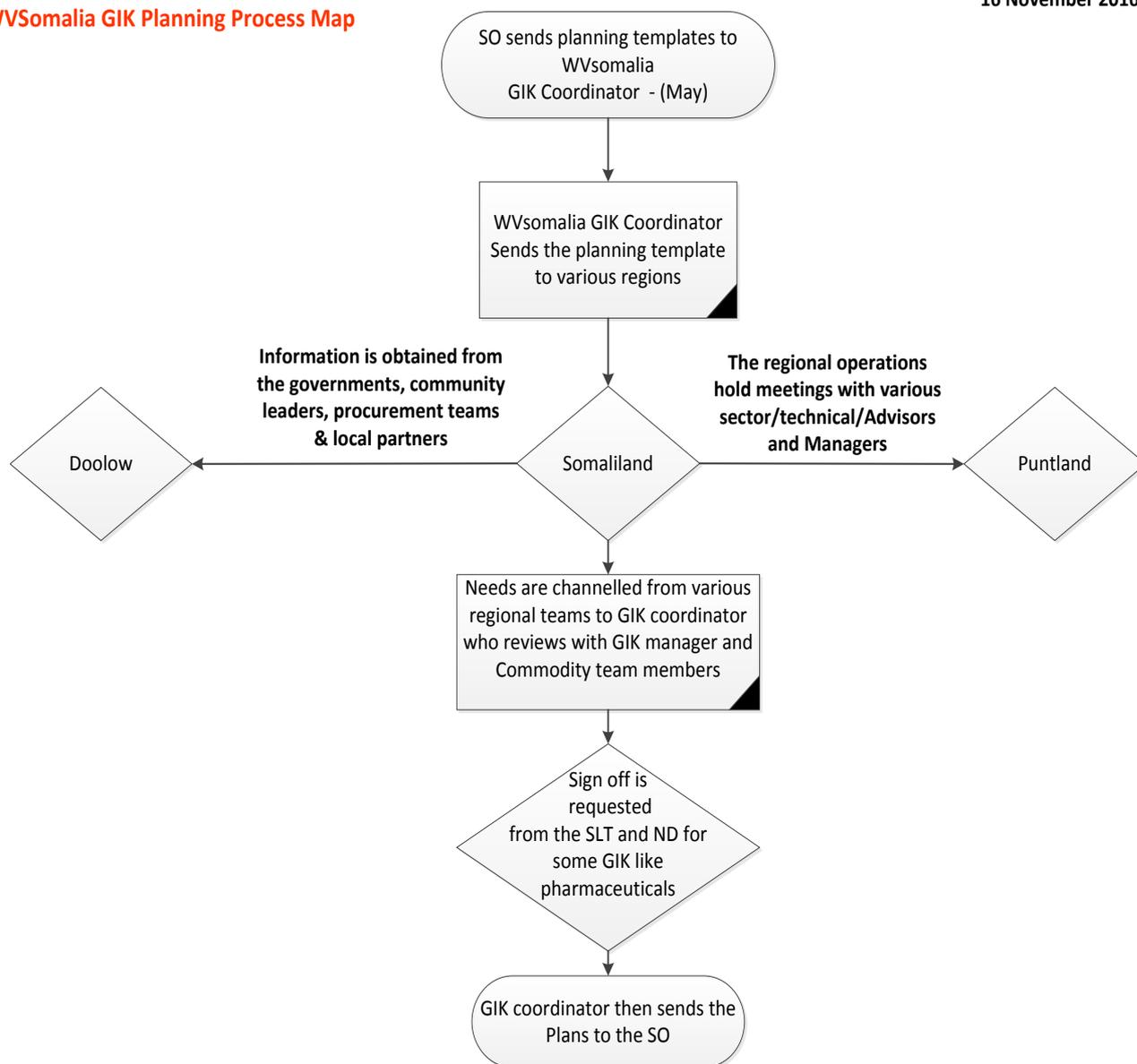
As part of the planning process (and throughout the evaluation process), the Evaluation team will be expected to review/use the following key program and other documents.

- World Vision Somalia National Office Strategy 2016-2020
- Annual GIK Plans for 2017 - 2018
- Progress reports for instance Semi-annual and Annual reports, 2017-2018
- Project specific GIK proposals 2017-2018
- GIK initial needs /baseline assessment report.
- Detailed implementation plans (2017-2018)
- GIK monitoring reports for specific projects

14. Lessons Learnt

The Evaluation team shall be expected to keep track of the records during planning and implementation of the evaluation activities. The enumerators shall be advised and encouraged to use notebooks to make records of the trend of events during the training and pre testing before actual data collection. The lessons learnt shall be compiled and consolidated by the evaluation team leader (Evaluation team) and shall be shared with world vision staff in the exit meeting. Data collected from the field shall be organized by the Evaluation team and used to come up with the evaluation draft report. The lessons learnt shall be used to guide the whole process of compiling the reports

15. Evaluation Report Template



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 at least two most recent reports)
- 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 candidates will be requested to prepare draft inception report and make a presentation of the same to the GIK Technical Team to inform the final decision on award of the Contract.

Applications should be submitted electronically to: mailto:somo_supplychain@wvi.org on or before **Tuesday the 24th July 2018 at 16:00 Hours East African Time**, with attachments in pdf and a subject line: **“Request for Proposals – WORLD VISION SOMALIA GIK EVALUATION”**

Provision of Taxation as per the Kenya Revenue Authority on Technical Fees:

A 5% withholding tax is levied on the payment of technical services 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 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.