



Terms of Reference

Final External Evaluation

Comprehensive Emergency Response to Communities Affected by Displacement, Food Security and Environmental Shocks in Somalia.

DONOR	USAID Office of Bureau of Humanitarian Assistance (USAID/BHA) Award No. 720BHA21CA00010
PROJECT DURATION	1 st May 2023 – 30 th April, 2024
LOCATIONS	Jubaland, and South West Regions of Somalia
PARTNERS (IF ANY)	GREDO, MCAN and SADO
MAIN PROJECT OBJECTIVE	Providing dynamic, targeted, and informed assistance for integrated life-saving support to households most affected by drought and conflict in Somalia
OBJECTIVES OF THE EVALUATION	The main objective of this final evaluation is to provide Acted and USAID - BHA with a review of the status, relevance and performance/achievement of the project as compared to the stated project objectives, and against the six Development Assistance Committee (DAC) criteria (i.e., Relevance; Coherence; Effectiveness; Efficiency; Impact; and Sustainability). The evaluation results are envisaged to identify and describe the lessons learned, summarize the achievement and experiences gained, technically and managerially, and recommend the approaches and methodologies for their further dissemination. The findings and recommendations will serve as a basis for internal due diligence, informing programmatic improvements, and enhancing the overall impact of future interventions
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	Secondary data review as well as primary data collection, using qualitative and quantitative methods, including, as relevant: key informant discussions, beneficiary interviews, focus group discussions, direct observations.
EVALUATION DATES	Throughout and at the end of the project implementation period Final Internal Evaluation Report to be submitted to USAID - BHA by 30 th August 2024

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¹ Based on the European Union's ROM Handbook and guidance for final evaluations.

ACTED

ACTED WORLDWIDE

Acted is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private, and not-for-profit, Acted respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. Acted develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2021, Acted was present in four continents and implements projects in 40 countries for the benefit of approximately 18.2 million people, responding to emergency situations, supporting rehabilitation projects, and accompanying the dynamics of development.

ACTED IN SOMALIA

Somalia remains a chronically vulnerable context with recurrent climate shocks, armed conflict, and low levels of economic development. The population has lived through the world's most prolonged humanitarian crises. Facing acute levels of food insecurity and water shortages, 7.8 million people are now reliant upon humanitarian assistance.

Acted has been working in Somalia since 2009 delivering lifesaving emergency response and longer-term interventions. Acted implements number of sectors including Water, Sanitation and Hygiene (WASH), food security, livelihoods support, and Camp Coordination and Camp Management (CCCM). Acted focuses on sustainability considerations into each project, and thus, provides the knowledge, skills and inputs required for communities to sustain in the long run of Acted programming. Acted is active in various regions of Somalia, including, Somaliland (Hargeisa, Sool and Sanaag), Southwest State (Baidoa, Dinsoor, Buurhakaba, Marka, Barawe, Wajid, Elberde, Afgoye and Xudur), Jubaland (Kismayo, Jamaame, Garbaharey, Badhadhe, Afmadow, Elwak, Luuq and Bardheere) with office locations in each of the regional districts and Banadir region (Kaxda and Deynille) supported from the capital office in Mogadishu.

PROJECT BACKGROUND

BACKGROUND AND RATIONALE OF THE PROJECT

In 2022, Somalia confronted a severe humanitarian crisis characterized by four consecutive failed rainy seasons, leading to a prolonged drought, widespread hunger, ongoing conflict, and the compounded impact of escalating global food prices influenced by the war in Ukraine. This crisis has disproportionately

impacted marginalized and vulnerable groups. The extended and severe drought, unprecedented in recent history, has resulted in critical water shortages, exposing approximately eight million people to a lack of access to safe water and sanitation, thereby placing vulnerable populations at heightened risk.

According to the Humanitarian Needs Overview (HNO) for 2023, displacement caused by drought has increased fivefold since the beginning of 2022, with more than 1.3 million people displaced by the end of 2022. Additionally, over 8.3 million Somalis, constituting 49% of the population, are projected to experience high levels of acute food insecurity between April and June 2023 (HNO, 2023). Amidst the ongoing drought and widespread hunger, an intensification of the military offensive against armed groups has resulted in significant humanitarian consequences, including heightened displacement. It is anticipated that up to 450,000 additional civilians will be displaced due to conflict in 2023.

Protection concerns encompass forced family separation, indiscriminate attacks against civilians, restrictions on freedom of movement, forced recruitment, abductions, and the destruction of civilian infrastructure. These events give rise to a spectrum of needs in food security, access to water, shelter, health, nutrition, and various other sectors. The multi-sectoral needs of newly displaced individuals were underscored in the Humanitarian Response Plan (HRP), which notably identified Shelter among the three primary needs reported by 83% of the respondents.

In December 2022, Acted conducted a Rapid Needs Assessment in various districts, including Elwak, Badhadhe, Deynile, Barawe, Wajid, and Elberde, revealing the diverse range of household (HH) needs. The assessment identified Food (83%), Water (56%), and Shelter (44%) as the three primary needs reported. In response to a significant displacement incident in North Kismayo earlier in the year, Acted assessed 1,600 households arriving between May and September 2022. Critical gaps in Food Security and WASH were evident, with 77% of households exhibiting poor Food Consumption Scores and 52% reporting challenges in meeting daily water requirements.

Widespread food scarcity was reported across all districts, particularly in Dhobley, where 93% of assessed sites were categorized as experiencing "extreme" Food Security and Livelihood (FSL) severity. REACH's Humanitarian Situation Monitoring highlighted deteriorating Food Security conditions in Badhadhe, with 84% of respondents describing the situation as the worst, leading to numerous deaths. In Jamaame, 100% of respondents reported not receiving any humanitarian assistance since August 2022, despite the critical food security situation. Elberde and Marka reported a high prevalence of marginalized groups among internally displaced populations, coupled with severe food security gaps.

A subsequent Rapid Needs Assessment in targeted districts and hard-to-reach areas revealed that 89% of Key Informant Interviews (KIIs) reported recent price increases, predominantly attributed to the volatile political and climatic conditions. In Elwak, Badhadhe, and Elberde, KIIs estimated that less than 35% of households could meet their food needs.

Throughout the country, 41% of individuals surveyed report difficulties accessing water, a crucial factor contributing to displacement. Water scarcity is exacerbated by below-average Deyr rains in targeted locations. Challenging weather conditions and market disruptions, particularly in areas besieged by non-state armed groups, have led to significantly elevated water prices. For instance, in Bakool, a 200L water drum surged to 80,000 Somali shillings (3.5 USD) in September 2022, compared to the usual 30,000 SSH

(1.30 USD). In Xudur, the price even reached 120,000 SSH (5.2 USD). According to the 2022 REACH MSNA, 25% of respondents in Barawe, 68% in Diinsoor, and 31% in Xudur report inadequate access to water for drinking, citing distance to water points or high costs as the primary reasons.

In December 2022, Acted conducted a Rapid Needs Assessment in new targeted districts, highlighting Water Supply as the second most mentioned need. Forty-three percent of respondents indicated that existing water points did not provide sufficient water for basic drinking needs in surrounding communities. A Gedo-wide assessment by SADO in December 2022 revealed that 31% of respondents relied on rivers as their main water source, with 22% having to travel over 1km to reach the closest water point. Elbarde, in a regional assessment, underscored critical gaps in water supply due to dysfunctional infrastructure, insufficient yield, or the provision of unclean water. In Luuq, 26% of respondents in new IDP sites and 34% in old IDP sites reported using untreated water sources for drinking.

Acted, recognizing the multifaceted needs of vulnerable households, aimed to maximize its intervention impact. Leveraging its expertise, Acted focused on Food Security, Water, Sanitation and Hygiene (WASH), and Camp Coordination and Camp Management (CCCM) to address the most urgent needs. Acted also integrated a robust referral system and partnered with experts to address the Health and Nutrition needs of the communities. Additionally, in North Kismayo, water trucking activities were conducted to address the critical water supply needs resulting from a high influx of new arrivals. Exploring exit strategies, Acted identified three shallow wells to utilize the Juba River's potential for providing safe drinking water to the communities.

Acted has provided support to both internally displaced persons (IDP) and host communities, addressing heightened acute food insecurity, disease, environmental shocks, and disrupted access to basic services and humanitarian assistance. The intervention spans Humanitarian Coordination, Information Management, and Assessments (HCIMA), Multipurpose Cash Assistance, Food Assistance, and Water, Sanitation, and Hygiene (WASH). By delivering this assistance, Acted aimed to enhance the resilience of communities, better equipping them to cope with future shocks.

This initiative aligns with the grand bargain and localization agenda established in 2016, facilitating funding access for local first-line responders. Leveraging established partnerships with local non-governmental organizations such as GREDO, MCAN, and SADO, Acted collaborates with SADO in Kismayo, Dhobley, Jamaame, Badhadhe, Luuq, Elwak, Bardheere, and GREDO in Burhakaba, Elberde, and Wajid. Additionally, ACTED partners with MCAN in Marka, ensuring minority inclusion in beneficiary selection. These partnerships enable the integration of localized knowledge and strong relationships with key stakeholders in target communities held by the local NGOs. Acted provides robust technical support to these activities, translating local expertise into tangible outcomes on the ground for crisis-affected populations in the designated locations. Moreover, the engagement of local non-governmental organizations (LNGOs) within the intervention contributes to empowering local agents in response, offering informal mentoring opportunities by Acted technical staff for LNGO personnel, and enhancing LNGO access to funding streams and inclusion within the broader humanitarian architecture.

In the course of the project implementation, Acted received a cost-modification award, extending the agreement period by 12 months until April 30, 2024. This extension, prompted by the prolonged drought and increasing displacement, allowed Acted and partners to prioritize emergency assistance, particularly

in food and water supply. The award enhanced the flexibility and dynamism of interventions, incorporating a mobile Camp Coordination and Camp Management (CCCM) approach and water trucking activities. It facilitated the extension of activities to hard-to-reach locations, aligning with Acted's commitment to reaching the most remote areas.

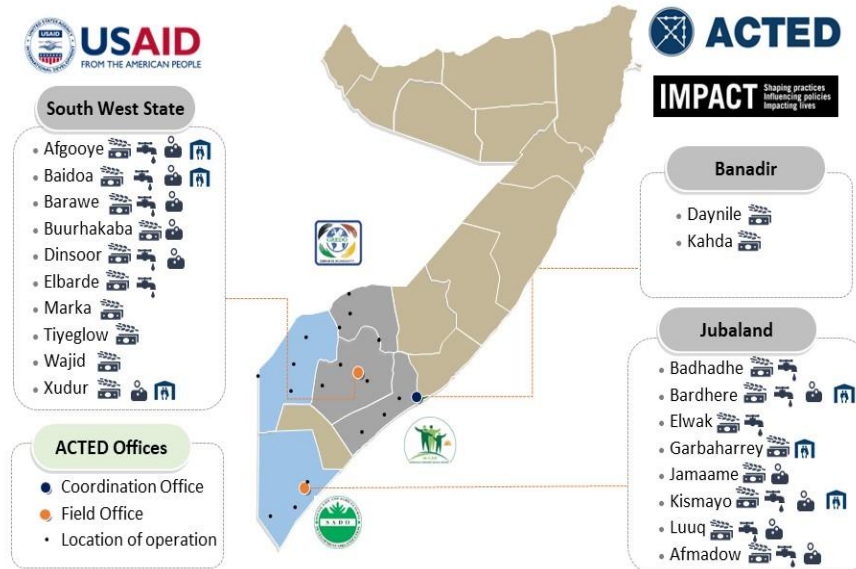


Figure 1: Acted's map area of interventions under the current BHA award

ACTIVITIES OF THE PROJECT

1. Sector 1: Water Sanitation and Hygiene

- a) Water point rehabilitation/construction
- b) Training of Water Management Committee members
- c) Construction/rehabilitation of latrines
- d) Equipping latrines with solar panels
- e) Construction of hand washing stations
- f) Distribution of WASH NFI kits
- g) Water trucking activities
- h) Hygiene promotion campaign

2. Sector 2: Food Assistance (FA)

- a) Unconditional cash transfer

3. Sector 3: Multi-Purpose Cash Assistance (MPCA)

- a) Unconditional cash transfer

4. Sector 4: Humanitarian Coordination and Information Management

- a) Joint multi-cluster needs assessment/Multi-Sector Needs Assessment
- b) Joint Market Monitoring Initiative
- c) Hard to reach areas assessment.
- d) Coordination of services (CCCM)
- e) People participation (CCCM)
- f) Protection (CCCM)
- g) Information management (CCCM)
- h) Care and Maintenance (CCCM).

KEY PROJECT STAKEHOLDERS

The following stakeholders are involved in the project:

1. Sector 1: Water, Sanitation and Hygiene

- a) Target communities benefitting from improved water networks.
- b) Target beneficiaries benefitting from hygiene promotion.
- c) Target communities benefitting from sanitation.
- d) Water Management Committees (WMCs)
- e) Line ministers/directorates in regional and district level
- f) WASH Cluster
- g) Acted staff and SADO staff.



2. Sector 2: Food Assistance (FA)

- a) Beneficiaries benefitting from Cash
- b) ACTED staff and partners' (MCAN, SADO, and GREDO) staff
- c) Mobile transfer providers: Galaxy Star International Trading Limited, Hormuud Telecom

3. Sector3: Multi-Purpose Cash Assistance (MPCA)

- a) Beneficiaries benefitting from Cash
- b) ACTED staff and partners (MCAN, SADO, and GREDO) staff.
- c) Mobile transfer providers: Galaxy Star International Trading Limited, Hormuud Telecom

4. Sector 6: Humanitarian Coordination and Information Management

- a) Inhabitant of project's target locations
- b) Local authorities, international and national NGOs as well as public service providers (schools, health centers, etc.) coordinating via the Community Resource Center.
- c) OCHA and Clusters
- d) INGOs and NGOs operating in Somalia
- e) Government institutions/Officials (line ministries, district commissioners.)
- f) Acted staff, REACH staff and GREDO staff, SADO staff, MCAN staff,

SCOPE AND PURPOSE OF THE EVALUATION

The main objective of this evaluation is to provide Acted and USAID - BHA with an assessment of the project's year three activities in terms of their relevance and coherence in the target areas, impact and effectiveness of project design, efficiency of the implementation, sustainability of the project deliverables beyond project's life span and coherence with other interventions in Somalia. The year two evaluation conducted in 2023 comprehensively assessed activities across multiple sectors for both years one and two, including shelter, food assistance, MPCA, WASH, and CCCM. This final evaluation focuses exclusively on year three activities: WASH, CCCM, MPCA, and Food assistance in expanded target locations encompassing new regions and districts. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of Acted and the donor.

Specifically, the evaluation will:

1. Assess the extent to which the project met planned outcomes for the selected component and the relevance and efficiency of the selected methodologies to achieve these outcomes for the project activities.
2. Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future Acted programming in the same sectorial area and using similar approaches to meeting their objectives.

Considering the vast group of stakeholders benefitting from the sector activities, and limited financial resources allocated for this exercise, the Humanitarian Coordination and Information Management component of the project will thus not be included in the scope of this specific final evaluation.

RESEARCH CRITERIA AND QUESTIONS

The evaluation shall use all six of the following DAC criteria and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with ACTED Country MEAL team, as part of the inception phase of the evaluation, and as relevant.

1. RELEVANCE

The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e., the logic and completeness of the project planning process, and the internal logic and coherence of the project design. The following question should be answered:

1.1 Was the action adequately designed to respond to the needs of the direct beneficiaries?

2. COHERENCE

The assessment evaluates the synergies and interlinkages between the intervention and other interventions carried out by ACTED, as well as the consistency of the intervention with the relevant international norms and standards to which ACTED adheres. The evaluation also assesses the alignment of the intervention's compatibility with the efforts of external actors in the same context, emphasizing complementarity, harmonization, and coordination while avoiding duplication. This approach aims to ensure that ACTED's interventions are internally consistent with its mission and externally aligned with the broader development landscape, maximizing their impact and fostering collaboration. The following question should be answered:

2.1: Where there complementarities, harmonisation and coordination between this project and other similar projects carried out by other actors in the same area (including to avoid duplication of efforts)?

3. EFFICIENCY

The fact that the project results have – or haven't – been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted. The following question should be answered:

3.1. Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?

4. EFFECTIVENESS

An assessment of the contribution made by results to achievement of the project purpose, and how assumptions have affected project achievements. This should include a specific assessment of the benefits accruing to target groups. The following question should be answered:

4.1 Were the expected results realized?

4.2 Did the achievement of the results contribute to the achievement of the project specific objective? What were the major factors influencing the achievement or non-achievement of set

objective? If there is a gap between the benefits brought by the activities and the objective of the project, how can it be explained?

The consult's focus should be on the delivery and quality outputs and outcomes (not activities); it is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

5. IMPACT

The effect of the project on its wider environment, and its contribution to the wider policy or sector objectives (as summarized in the project's overall objective). The following question should be answered:

5.1 What evidence is there that the projected contributed to the achievement of its overall objective?

6. SUSTAINABILITY

An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits). The following question should be answered:

6.1 What evidence is there to suggest the project's interventions and/or results will be sustained after the project end? 6.2 What are the possibilities for replication and extension of the project's outcomes?

Human, organizational (including policies and institutions) and financial factors, as well as environmental and gender viability, are the main sustainability factors.

EVALUATION METHODOLOGY

While Acted suggests consideration of the following mixed-methods methodology to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. Final approval will be made by Acted's HQ MEAL department.

The evaluation is expected to be based on the findings and factual statements identified from review of year three relevant documents including the project document, ad-hoc, monthly, quarterly, and interim reports to the donor, monthly Project Manager reports, in addition to the technical reports produced by the project, the MEAL reports produced for this project. Acted will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be considered.

All contracted indicators will be measured as part of the project endline, however, due to the time sensitivity of certain indicators, they will not be collected during this evaluation. The table below describes the indicators that will be measured as part of the evaluation and those that will be excluded as they are measured during Acted's internal endline assessments. The calculations can be found below table 1.

Table 1 Indicator table

Sector	Indicator Number	Sub-sector	Indicator	Measured		Population	Sampling Approach	Sample calculation	Sample calculated
				Endline	External evaluation				
WASH	W31	Water supply	Average litres/person/day collected from all sources for drinking, cooking, and hygiene	Yes	Yes	Total population	2-stage probability Sampling	Equation 2	377
WASH	W18	Sanitation	% of households targeted by latrine construction/promotion program whose latrines are completed and clean	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
WASH	W11	Hygiene promotion	Percent of households targeted by the hygiene promotion activity who store their drinking water safely in clean containers	Yes	Yes	Beneficiary households			Based on beneficiary population
WASH	W19	Sanitation	Percent of latrines/defecation sites in the target population with handwashing facilities that are functional and in use.	Yes	Yes	Beneficiary households			Based on beneficiary population
WASH	W10	Hygiene promotion	% of people targeted by the hygiene promotion program who know at least three (3) of the five (5) critical times to wash hands	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
WASH	W12	Hygiene promotion	% of people targeted by hygiene promotion programme who report using a latrine the last time they defecated	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
WASH	W13	Sanitation	Number of people directly utilizing improved sanitation services provided with BHA funding	Yes	Yes	Not applicable			
WASH	W15	Sanitation	% of households in target areas practicing open defecation	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
WASH	W29	Water supply	Number of people directly utilizing improved water services provided with BHA funding	Yes	Yes	Not applicable			
WASH	W40	Water supply	Percentage of water points developed, repaired, or rehabilitated that are clean and protected from contamination	Yes	No	Not applicable			
WASH	W19	sanitation	Number of people gaining access to a basic	Yes	No	Not applicable			

			sanitation service as a result of BHA assistance						
WASH	W7	Hygiene promotion	Number of people receiving direct hygiene promotion (excluding mass media campaigns and without double-counting)	Yes	No	Not applicable			
MPCA	M3	MPCA	% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner.	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
MPCA	M2	MPCA	Percent of (beneficiary) households who report being able to meet basic needs of their households (all/most/some/none), according to their priorities	yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
MPCA	M1	MPCA	Total number of individuals (beneficiaries) assisted through multi-purpose cash activities	yes	no	Not applicable			
MPCA	C1	MPCA	Total USD of cash transferred to beneficiaries	yes	no	Not applicable			
MPCA	M6	MPCA	Percent of (beneficiary) households reporting adequate access to household non-food items	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369
MPCA	M8	MPCA	Percent of (beneficiary) households who have reduced essential WASH related basic needs expenditures	Yes	no	Not applicable			
MPCA	M10	MPCA	Percent of (beneficiary) households applying Livelihoods Coping Strategies (LCS) to meet essential needs, by severity (none, Stress, Crisis, Emergency)	Yes	No				
MPCA	M11	MPCA	Percent of (beneficiary) households that report having minimum household items that allow all the following:	Yes	Yes	Beneficiary households	Simple Random Sampling	Equation 1	369

			comfortable sleeping, water and food storage, food preparation, cooking, eating, lighting, and clothing						
MPCA	M12	MPCA	Percent of (beneficiary) households reporting that all household members have access to an adequate quantity of safe water for drinking, cooking, personal and domestic hygiene	Yes	no	Not applicable			
UCT	FS1	Food security	Percent of households with poor, borderline, and acceptable Food Consumption Score (FCS)	yes	no	Not applicable			
UCT	FS2	Food security	Mean and median Reduced Coping Strategies Index (rCSI)	yes	no	Not applicable			
UCT	FS3	Food security	Percent of households with moderate and severe Household Hunger Scale (HHS) scores	yes	no	Not applicable			
UCT	F1	Food security	Number of beneficiaries receiving food assistance	yes	no	Not applicable			
UCT	F2	Food security	Percent of households where women reported participating in decisions on the use of food assistance	yes	no	Not applicable			
UCT	F3	Food security	Percent of food assistance decision-making entity members who are women	yes	no	Not applicable			
UCT	K1	Food security	Total USD value of cash transferred to beneficiaries	yes	no	Not applicable			
UCT	CO5	Food security	Percent of (beneficiary) households applying Livelihoods Coping Strategies (LCS) to meet essential needs, by severity (none, Stress, Crisis, Emergency)	Yes	No	Not applicable			
UCT	CO6	Food security	Percent of beneficiary households reporting reduced mean debt-to-income ratio	Yes	No	Not applicable			

All indicators to be measured as part of this evaluation are measured at the household level. For the sample for the WASH indicators, the beneficiary sample should be considered in terms of water activities

and sanitation activities and two different samples are therefore required. Further the population size will need to be considered when determining the sample sizes.

The calculations used to determine the sample size when comparing proportions can be seen in equation 1² belowⁱ:

$$n_{initial} = D_{est} * \left[\frac{Z_{1-\alpha} \sqrt{2\bar{P}(1-\bar{P})} + Z_{1-\beta} \sqrt{P_{1,est}(1-P_{1,est}) + P_{2,est}(1-P_{2,est})}}{\delta} \right]^2$$

Where:

$n_{initial}$ is the initial sample size required by the surveys for each of the two time points

$\delta = P_{1,est} - P_{2,est}$ = minimum effect size to be achieved over the time frame specified by the two surveys

$P_{1,est}$ represents a survey estimate of the true population proportion P_1 at baseline [If such an estimate is not available from prior surveys, please use 0.5]

$P_{2,est}$ represents a survey estimate of the true population proportion P_2 at endline

$$\bar{P} = \frac{P_{1,est} + P_{2,est}}{2}$$

$Z_{1-\alpha}$ is the value from the normal probability distribution corresponding to a confidence level $1-\alpha$. For $1-\alpha=0.95$, the corresponding value is $Z_{0.95} = 1.64$.

$Z_{1-\beta}$ is the value from the normal probability distribution corresponding to a power level of $1-\beta$. For $1-\beta = 0.80$, the corresponding value is $Z_{0.80} = 0.84$.

As with the endline, a confidence interval of 95% and a margin of error of 5% should be used. It should also be used when calculating the sample size using equation 2³ below, for indicators expressed as a mean.

$$n_{initial} = D_{est} * \left[\frac{(Z_{1-\alpha} + Z_{1-\beta})^2 * (\alpha_{X_{1,est}}^2 + \alpha_{X_{2,est}}^2)}{\delta^2} \right]$$

Where:

$n_{initial}$ is the initial sample size required by the surveys for each of the two time points

δ = minimum effect size to be achieved over the time frame specified by the two surveys

$\bar{X}_{1,est}$ represents a survey estimate of the true population mean value \bar{X}_1 at baseline. A value for this can be obtained from a recent survey that collects data on the same indicator, conducted in the same country or region.

$\bar{X}_{2,est}$ represents a survey estimate of the true population mean value \bar{X}_2 at endline. This value is computed by adding or subtracting the minimum effect size δ from $\bar{X}_{1,est}$.

$\alpha_{X_{1,est}}$ is the standard deviation of $X_{1,est}$. An estimate of $\alpha_{X_{1,est}}$ can be obtained from a recent survey that collects data on the same indicator, conducted in the same country or region. If no survey exists, an estimate can be approximated using the following equation:

$$\frac{\text{maximum value of } X_{1,est} \text{ for any individual} - \text{minimum value of } X_{1,est} \text{ for any individual}}{6}$$

$\alpha_{X_{2,est}}$ is the standard deviation of $X_{2,est}$. Since this value is unknown at baseline, it can be set to the same value as $\alpha_{X_{1,est}}$

$Z_{1-\alpha}$ is the value from the normal probability distribution corresponding to a confidence level $1-\alpha$. For $1-\alpha=0.95$, the corresponding value is $Z_{0.95} = 1.64$.

$Z_{1-\beta}$ is the value from the normal probability distribution corresponding to a power level of $1-\beta$. For $1-\beta = 0.80$, the corresponding value is $Z_{0.80} = 0.84$.

D_{est} is the estimated design effect (DEFF) of the survey.

² Calculation provided by BHA

³ Calculation provided by BHA

Table 2 Different samples required

Sector	Indicator Number	Sub-sector	Population	Sample calculation
WASH	W31	Water supply	Total population	Equation 2
WASH	W18, W15	Sanitation	Targeted households	Equation 1
WASH	W10, W12	Hygiene promotion	Targeted households	Equation 1
MPCA	M2, M3, M6, M11	MPCA	Direct beneficiaries	Equation 1

The consultant will also undertake field visits and interview the stakeholders including government officials, ACTED staff, etc. Participation of stakeholders in the evaluation should always be maintained, reflecting opinions, expectations, and vision about the contribution of the project towards the achievement of its objectives. The following persons should be visited and interviewed:

- a) **ACTED Staff:** Area coordinators (AC), Project Manager (PM), Country Finance Manager, Country Logistic Manager, and Country MEAL Manager: key informant for their reflections, best practices and lessons learnt about the performance of the project.
- b) **Government Officials** (line ministries, district commissioners etc.): key informant interview for his feedback and his reflection about the project activities, collaboration, and impact in their respective areas.
- c) **Community Leadership Structures** including but not limited to Camp Management Committees and Village Relief Committees: Collect their feedback on their involvement in the project activities.
- d) **Direct Beneficiaries:** Conduct interviews with direct beneficiaries benefitted from project activities such as WASH, and MPCA.
- e) **NGOs Partners:** key informant interview with implementing partners in Lower Juba and southwest states of Somalia for their reflection and feedback about the synergies on various components of project in the respective locations.

The methodology must consider participants' safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age, and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data to reply to all the research questions.

SCHEDULE

This assignment is expected to begin by July 2024 and shall be accomplished no later than August 30th, 2024. Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

Evaluation activities	Suggested Schedule
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Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data collection and analysis	To be filled by bidders
Data collection	To be filled by bidders
Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Finalization of the Final Evaluation Report, considering ACTED comments on its quality and accuracy.	30 days

The consultant will be expected to meet weekly with ACTED management staff to provide updates on the evaluation timeframe. This can be done either by phone, online or in person.

DELIVERABLES

The following deliverables should be provided to ACTED’s representative in Mogadishu, Somalia who will in turn circulate them to the relevant ACTED departments and partners for feedback. All deliverables should be in electronic version, Word/Windows compatible format and in English.

Deliverables	Deadline
Inception Report	Delivered no later than 15 th August 2024
Draft Final Evaluation Report	Delivered no later than 25 th August 2024
Final version of the Final Evaluation Report	Delivered no later than 30 th August 2024

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

INCEPTION REPORT

The inception report shall include the following elements:

- a) Detailed description of the methodology for the evaluation: Data collection methods, Data collection tools, Sampling, and quality control
- b) Data analysis methods
- c) Justification for revising the Evaluation Questions (if relevant)
- d) Detailed workplan
- e) Analysis of anticipated limitations and mitigation measures

FINAL EVALUATION REPORT

The consultant will use ACTED’s Final Evaluation Report template in the English language including the following elements:

Executive Summary <i>(2 pages max)</i>	It should be short, tightly drafted, and usable as a free-standing document. It should focus on the main analytical points; indicate the main conclusions, lessons learned and specific recommendations.
Project synopsis	The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the

<i>(this section should not exceed 1 page in length)</i>	<p>project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs.</p> <p>The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
Methodology <i>(this section should not exceed 1 page in length)</i>	<p>The methodology section should detail the tools used in the evaluation, the locations, the sampling, limitation faced, the dates, the team composition, and other pertinent facts.</p>
Findings <i>(max. 2 pages per DAC criteria)</i>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project as a whole. Included in the findings should be a discussion of how well the project achieved each of the six DAC criteria.</p> <p>The ACTED AMEU shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The ACTED AMEU is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders.</p>
Conclusions, Lessons Learned, Best Practices, and Recommendations <i>(max.3 pages)</i>	<p>These should be presented as a separate final chapter. Both positive and negative conclusions should be made, as relevant. Wherever possible, for each key conclusion there should be a corresponding recommendation. Recommendations should be as realistic, operational and pragmatic as possible.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p>
Annexes	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Assessment tools used (questionnaires, checklists, scoring grids, etc.) • List of persons (job titles only, no names)/organizations consulted • List of literature and documentation consulted • Other technical annexes (e.g. statistical analyses and other relevant elements, graphs, etc.)

ACTED MEAL team will provide in-country coordination and HQ with a first draft of the final evaluation report in English for feedback⁴ and validation. The finalized report will subsequently be submitted to USAID - BHA.

⁴ Based on ACTED’s Quality Control Checklist for Final Evaluation Reports – available upon request.

For learning to be effective and recommendations to be followed-up, the MEAL team will:

- Communicate the main conclusions and recommendations of the evaluation with all relevant and interviewed staff within ACTED by email, attaching the final internal evaluation report.
- Organize a learning event with relevant ACTED staff to highlight the same and discuss how lessons learnt can concretely inform future projects.
- Record key lessons learnt and best practices in the Country Learning Database.

SCHEDULE

In accordance with the above-described methodology, the final evaluation is expected to begin after the project implementation, and the last data collection activities should take place no later than end of June 2024. More detailed information regarding the data collection timeline is presented under the methodology section, while the below table provides information on the Evaluation deliverables.

Deliverables	Deadline
Submission of the Final Internal Evaluation Report to USAID - BHA	August 30th, 2024
Internal final meeting	August 10th, 2024

FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to Acted's approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, Acted will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that Acted will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, ACTED will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to ACTED, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of ACTED comments. The revised version should clearly highlight all changes made.

EXPERTISE REQUIREMENTS

The consultant should have the following background:

- Post-graduate qualifications in development/humanitarian studies or relevant area.
- Experience in project Monitoring and Evaluation, in particular WASH, Food Assistance and CCCM projects.
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required.
- Excellent knowledge of the Somalia context, especially in terms of security, and culture is required.
- Strong knowledge of Core Humanitarian Standards.
- Strong analytical skills and ability to clearly synthesize and present findings.
- Excellent written and oral English essential
- Capacity to arrange field logistics by its own.

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

APPLICATION PROCESS

The lead consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure.
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects recently completed: description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs)

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final External Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes. Additionally, it is the responsibility of the consultant to budget for a translator (if required), as well as a medical, health and or repatriation insurance. ACTED will take responsibility of the transportation, access, accommodation, and food-related expenses.

To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders. ACTED has no obligation to provide clarifications on the call for tender; should ACTED decide to provide additional information, it will be published and available to all potential bidders.
