



REQUEST FOR PROPOSAL

**TERMS OF REFERENCES FOR THE ENDLINE EVALUATION OF THE WAXBARASHADU WAA
IFTIIN IV (EDUCATION IS LIGHT IV) PROJECT**

RFP DOCUMENT [0000001695]

RFP ISSUE DATE: [24TH AUGUST 2025]

PROPOSAL SUBMISSION DEADLINE: [31ST AUGUST 2025]

CARE INTERNATIONAL

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP.
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder.
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of the submitted proposal.
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest, or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor’s proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

3. COMPANY PROFILE & BIDDER’S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

| | | |
|---|--------------------------|--------------------------|
| Have you already had previous transactions with CARE? | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| If marked “ Yes ”, please provide the year of the latest transaction with CARE and the requirement that was delivered. <i>(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)</i> | | |
| | | |
| If you marked, “ No ” on the table above, please answer the Table 4.1.A. below: | | |

Table 4.1.B Other Information

| Item Description | Detail(s) |
|---|-----------|
| Legal name of bidder | |
| Legal Address, City, Country | |
| Website | |
| Year of Registration | |
| Company Expertise | |
| Bank Information (Please answer below) | |
| Bank Name: | |
| Bank Address: | |
| IBAN: | |
| SWIFT/BIC: | |
| Account Currency: | |
| Bank Account Number: | |

| Previous relevant experience: 3 contracts | | | | |
|---|------------------------------------|----------------|--------------------|--------------------------------|
| Name of previous contracts | Client & Reference Contact Details | Contract Value | Period of activity | Types of activities undertaken |
| | | | | |
| | | | | |
| | | | | |

3.2. BIDDER'S DECLARATION

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process. |



| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf |

| | |
|--------------------|--|
| Supplier Name: | |
| Title/Designation: | |
| Company Name: | |
| Date: | |
| Signature | |

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to som.consultant@care.org of their intent to participate, or not to participate in the bidding process on 31st August 2025

Proposals will be accepted until **11:59 PM EST on 31st Agust August 2025.** **delivered via email solely to som.consultant@care.org**, no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended

TERMS OF REFERENCES FOR THE ENDLINE EVALUATION OF THE WAXBARASHADU WAA IFTIIN IV (EDUCATION IS LIGHT IV) PROJECT

Key stakeholders: Ministry of Education & Higher Education (MoE&HE), European Union (EU), CARE International and Save the Children

1. INTRODUCTION

1.1. About the consortium

The Puntland State of Somalia is in the midst of momentous political, social and economic transformation since its leaders declared the territory an autonomous region in 1998. The region has managed to maintain relative peace and security in recent years, which has enabled it to establish political and administrative institutions, basic social services, an active civil society, and a growing private enterprise community. In addition, much progress has been made in the education sector in the last few years. Despite these improvements, educational provision, participation and completion in Puntland are among the lowest in the world. The Gross Enrolment Rate (GER) for primary and secondary education as per the Ministry of Education and Higher Education (MoE&HE) latest EMIS data stands at 32.96% (Girls: 31.13%; Boys: 34.74%) whilst the secondary sector is a paltry 14.3 % (Females: 11.20%: Male: 18.10%).

The major challenges experienced in the education sector still relates to weak institutional and technical capacity leading to poor service delivery as well as limited oversight. Weaknesses are evident in particular in Higher Education (HE); inadequate database for policy formulation, monitoring and performance evaluation; low access to quality, relevant and equitable education exists at all levels as well as limited pedagogical skills and the availability of teachers, especially in rural and nomadic areas.

It is against this backdrop that a consortium comprising of CARE and Save the Children are implementing three-year and three-month EU-funded Waxbarashadu Waa Iftiin IV (Education is Light IV) project which began on 13 June 2022 and will conclude on 12 September 2025 to address educational challenges in close coordination, support and guidance of the MoE&HE in the Puntland State of Somalia. The project aims to contribute to a sustainable, cohesive education system offering relevant services to the majority of

children, youth and adults including vulnerable groups in Puntland and specifically strengthens the delivery of effective primary Education (PE) including special needs, Secondary Education (SE), Accelerated Basic Education (ABE), Technical Vocational Education & Training (TVET, Non Formal Education (NFE), education services addressing the populations priority needs.

Through this ToR, the consortium in close coordination with MoE&HE is planning for the endline evaluation to assess the overall impact of the project to ascertain the extent of outcome and the impact against the set indicators over the entire project duration. The evaluation will also establish lessons learned, document success and provide recommendations for future programing.

1.2. Waxbarashadu Waa Iftiin (Education Is Light) Phase IV

CARE and its partners received the fourth funding for Waxbarashadu Waa Iftiin project phase IV (See Annex 1 for an overview of the project’s outcomes, intermediate outcomes, outputs and associated indicators as well key activities under each output) from the European Union. The overall project objective is “Improve the educational attainment and the employability of relevant target groups”. The specific objects are ‘The governance, quality, relevance and inclusiveness of education and training sector are improved’. The project has three result areas namely:

- **Result 1:** Increased access to equitable quality, and inclusive education at primary and secondary levels in Puntland
- **Result 2:** Increased participation of youth and adults with and without disability in quality technical and vocational education; training linked to employment and economic opportunities
- **Result3:** Enhanced capacity of public institutions to lead, monitor, and manage the education system

| Item # | Other Requirements | |
|--------|--|--|
| 1 | Delivery Date & Time | Bidder shall deliver the service at least _ days after Contract signature. |
| 2 | Delivery Terms (incoterms) | <input type="checkbox"/> EXW [Ex-works (Place)] |
| | | <input type="checkbox"/> FCA [Free Carrier (Port)] |
| | | <input type="checkbox"/> FAS [Free Along-Side Ship (Port)] |
| | | <input type="checkbox"/> FOB [Free On-Board (Port)] |
| | | <input type="checkbox"/> CFR [Cost, & Freight (Port)] |
| | | <input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)] |
| | | <input type="checkbox"/> CPT [Carriage Paid-To (Place)] |
| | | <input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)] |
| | | <input type="checkbox"/> DAP [Delivered at Place (Place)] |
| | | <input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)] |
| | | <input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)] |
| 3 | Custom Clearance (Must be linked to Incoterms at origin) | <input type="checkbox"/> Not Applicable. Shall be done by _____ |
| | | <input type="checkbox"/> Shouldered by CARE |
| | | <input checked="" type="checkbox"/> Supplier/ Bidder |
| | | <input type="checkbox"/> Freight Forwarder |
| 4 | Exact Address(es) of Delivery Location | Please provide addresses |
| 5 | Warranty Period | Standard Manufacturer’s Warranty (if applicable) |
| 6 | Payment Terms | 30 Days upon Receipt of items |
| 7 | Quotation Validity | The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above. |

1.6. PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email(abshir.mohamud@care.org) to no later than 26th **August 2025**

| Schedule of Activities/ To-do | Date of the Activity/ Deadline of Submission | Responsible | Remarks |
|---|--|-------------|---|
| RFP Issued | 24 th August 2025 | CARE | |
| Terms of Reference for Digitization of the Financial Literacy Curriculum Consultancy | | Supplier | Deadlines must be strictly observed. |
| Deadline for submission of clarification questions to CARE | 26 th August 2025 | Supplier | Deadlines must be strictly observed. |
| CARE to answer all clarifications | 27 th August 2025 | CARE | |
| Supplier's Deadline for Submission of Proposal | 31 st August 2025 | Supplier | Deadlines must be strictly observed. |
| Finalists selected | n/a | CARE | Upon notification, the contract negotiation with the winning bidder will begin immediately. |

1.7. PROJECT REQUIREMENTS

a. Technical Requirements

a.1 Technical Proposal of the Product

See below TOR

TERMS OF REFERENCES FOR THE ENDLINE EVALUATION OF THE WAXBARASHADU WAA IFTIIN IV (EDUCATION IS LIGHT IV) PROJECT

1.3. The project activities are as follows.

The activities being implemented broadly include the construction of new schools, construction of additional classrooms in existing schools, rehabilitation of classrooms; construction of toilets/WASH facilities for schools, provision of teaching/learning materials, community Education Committee (CEC) training, scholarships for children in need; teacher training (pre-service/in-service), capacity building of MoE&HE, enrolment drives and awareness, TVET training; curriculum development for Non-Formal Education (NFE) and Joint Review of the Education Sector(JRES).

The project stakeholders involved in the implementation of the project are divided into three namely the holders of obligations, holders of responsibilities and rights holders. The holders of obligations consist of the Ministry of Education and Higher Education, Regional Education Officers, CARE and Save the Children

while the holders of responsibilities comprise the teachers, District Education Officers (DEOs) and the schools in the intervention area. The last category comprises of the project beneficiaries such as parents, students, and communities.

2. OBJECTIVES OF THE ENDLINE EVALUATION

The Waxbarashadu Waa Iftiin is seeking to procure the services of a consultant to conduct a mixed-methods, gender-sensitive endline evaluation to assess the progress made towards the project outputs, outcomes and impact levels. The endline evaluation will be inclusive by having full participation of the project staff and stakeholders such as Ministry of Education & Higher Education (MoE&HE), European Union (EU), CARE International and Save the Children and beneficiary communities. The endline evaluation will be implemented by an external consultant identified/selected by the country office procurement committee in close coordination with the MoE&HE. It is considered to be external to ensure the objectivity and impartiality, but this does not exclude the technical support from MoE&HE, the Consortium and CARE Netherlands.

2.1. Overall objective

The results of this evaluation are expected to provide a detailed measure of the degree to which stated objectives and results were achieved (or not) in the project. It should generate relevant findings, lessons learned and recommendations which will be shared with key stakeholders of the project and used by the implementing agencies to guide and inform on the best practices and strategies in for improving education programs. The end line evaluation of Waxbarashadu Waa Iftiin assess the relevance, effectiveness, efficiency, impact, sustainability, and coordination of the WWI IV project and provide actionable recommendations for future education programming in Puntland.

2.2. Specific Objectives:

- To measure the extent to which the project achieved its intended results to inform the project's relevance, effectiveness, efficiency, impact, sustainability, coherence, validity of design, factors affecting performance, alternative strategies and its strengths and weaknesses.
- To evaluate the impacts in educational attainment (enrolment, retention, transition) and employability (TVET graduate linkages), including gender parity and inclusion of marginalized groups.
- To assess the sustainability of interventions (school functionality, teacher training continuity, MOE&HE capacity) and local ownership (CECs, community contributions).
- Evaluate the effectiveness and impact of financial support provided to third parties under the project.
- Document best practices, challenges, and provide actionable recommendations for future education programming.

2.3. The Scope of the endline evaluation

The endline evaluation will examine project design, implementation, outputs, outcome and impact of the project against the logical framework indicators. The the evaluation will be conducted in all the target regions (security permitting), using both quantitative and qualitative approaches. The assignment will involve a visit to the target schools based on samples derived in consultations with MoE&HE and the implementing partners. The consultancy will conduct a desk review, field data collection, data analysis and report writing and presentation of findings during a validation workshop to be organized for partners and the Donor. He/she should take into consideration the evaluation criteria of relevance, effectiveness, efficiency, impact, sustainability and project performance rating. Other cross-cutting approach that should looked in include human rights, gender sensitivity, inclusivity, safety and protection, promoting health, community engagement and Financial Support to Third Part (FSTP).

The consultant will use the rating scale below for grading the level of achievement of the main activities projected to be implemented by the project and give a summative mean grade for all the activities evaluated and graded. The mean grade will provide the overall performance of the project.

| |
|----------------------------------|
| Table 1: The Rating Scale |
|----------------------------------|

| IMPLEMENTATION The activity was implemented in: | SCORE | IMPACT/Likely Achievement |
|--|-------|--|
| A completely appropriate, efficient and timely manner | 1 | Completely achieved |
| A largely appropriate, efficient and timely manner | 2 | Largely achieved |
| A moderately appropriate, efficient and timely manner | 3 | Partially achieved |
| an appropriate, efficient and timely manner to a very limited extent | 4 | Achieved to a very limited extent |
| neither an appropriate, nor an effective or timely manner | 5 | Not achieved to any discernible extent |
| Unverifiable | X | Unverifiable |

2.4. Evaluation criteria used and key questions.

The endline evaluation will focus on the expected results with due consideration of the support received from EU and implementing partners; CARE, Save the Children and MoE&HE throughout the project implementation period. In doing so, the evaluation shall follow the OECD/DAC Criteria and include evidence under each criterion supported by qualitative and quantitative data. Specifically, the endline evaluation seeks to answer the questions highlighted in the table below.

Table 2: OECD/DAC Criteria

| S/n | OECD/DAC Criteria | Key questions |
|-----|-------------------|--|
| 1 | Relevance | To what extent did the project intervention conform to the needs and priorities of target groups, and education policies? |
| 2 | Effectiveness | To what extent were the project objectives achieved at the results level? Did the benefits reach the target group as intended? Were benefits distributed fairly between gender and across social and cultural barriers? |
| 3 | Efficiency | To what extent are the costs of project intervention justified by its results, taking alternatives into account? Analyse the quality of day-to-day management (adequacy of project budget, management of personnel, project properties, communication, relation management with community leaders, other development partners, etc). ell |
| 4 | Appropriateness | How well did the activities respond to education service demands, considering the requirements for adaptation, ownership, accountability, and cost-effectiveness? |
| 5 | Sustainability | How and to what extent did the activities take into account longer-term needs and the interconnectedness of the existing human resources for education problems? To what extent were the stakeholders consulted and involved in selection processes for beneficiaries, and implementation? Assess the degree of commitment of stakeholders and the extent to which the capacity of beneficiaries and partners were built and strengthened and Suggest improvements for future interventions. |
| 6 | Coordination | Has coordination/planning been effective within and between consortia? Was the division of labour (sectoral, geographical) within the consortia appropriate/effective? How effective was the coordination with authorities through the Steering Committee? Did this improve the day-to-day implementation of the programme? |
| 7 | Impact | What processes led to the attribution of the results? What are the effects of the project on the beneficiaries? |

Cross-cutting Issues:

Particular attention will be given to special needs, vulnerable and marginalized groups, human rights, gender, inclusion, cultural identity, peace building, safety and protection, environmental, , and health/hygiene promotion in the project.

Based on the above-mentioned assessment areas,

- Measure the extent to which the project is successful in achieving its purpose in the targeted regions. Analyse strengths and weaknesses of the project and identify lessons learned.
- Develop detailed recommendations for how to strengthen: project design, project management (including monitoring); implementation (including approaches) and relations with stakeholders in the project area. The recommendations should be placed into the context of how the project should be implemented to maximize impact going forward.

2.5. Lessons learnt:

This section of the endline evaluation will focus on documenting key lessons learned throughout the three-year implementation of the WWI IV project to establish and describe the best practices/promising practices in management of program that can be shared and replicated and bad practices/weakness to be avoided in future programs/projects. The consultant/team should provide context-sensitive, practical, and forward-looking lessons that are relevant for the EU, CARE, Save the Children, MoE&HE, and other education actors in Somalia. These lessons should be clearly linked to findings and supported by evidence gathered during the evaluation.

3. TECHNICAL APPROACH AND METHODOLOGY

The consultant shall use a mixed-method approach, combining qualitative and quantitative techniques. A qualitative approach will adopt data collection methods such as in-depth interviews, key informant interviews, focus group discussions and case studies, whereas quantitative approach will adopt the use of school-level questionnaires to collect primary data from schools and literature review for secondary data from project documents such as the proposal, Indicator performance tracking tool, log frame, evaluation framework and implementation plans. The sample size must be statistically representative of the population. The analysis will involve statistical and content analysis using appropriate packages as deemed fit by the consultant. The analysis among others should show trends and to the extent, possible should disaggregate data by gender and location. Unless otherwise, the consultant shall use the sampling techniques consistent with the baseline and midterm for ease comparability of performance and targets.

3.1. Literature review

Literature review will involve a study of various project and MoE&HE documents including literature from other sources about the status of education in Puntland. The consultants will also be provided with the following key documents for review and background information: the WWI IV Log-frame (Annex 1), Project Proposal (Annex 2), Project Funding Contract between CARE and EC (Annex 3), WWI IV baseline evaluation report (annex 4), WWI IV midterm Evaluation report (Annex 5) plus any other document considered necessary for this exercise.

3.2. Data collection and instruments

Quantitative methods using structured questionnaires:

- School-level tools - A school survey will be conducted, including an assessment of school conditions; teacher data; aggregated school enrolment and attendance; classroom observations
- Qualitative data collected from:
 - Parents (focus groups, conducted separately with mothers and fathers);
 - Teachers (focus groups);
 - CECs (focus groups);
 - Religious leaders / authorities (in-depth interviews).

During the assessment, the consultant will interview all the stakeholders including targeted beneficiary communities, students, Ministry of Education/regional education authorities, Community Education Committees, School children, teachers, head teachers and staff of implementing consortium partners

(CARE and Save the Children), men/women groups, religious leaders, opinion leaders, women leaders, CARE staff in the field and other actors including Local and International NGOs in the region.

3.3. Sampling Design and Procedure

The consultant is expected to conduct the survey in the same locations sampled at the baseline to strengthen comparability of results across the two evaluation rounds. The 9 regions in the project areas will form the sample frame. Both simple random and purposive sampling will be used to determine the sample population based on the consensus reached by, the Consortium members, and the MoE&HE. Simple random sampling will be applied at school level to select teachers, students, and parents, while purposive sampling will be applied to select the head teachers, centre managers, CECs, and schools where the needs.

3.4. Data quality assurance

Quality assurance plan: bidders are required to submit a quality assurance plan that sets out the systems and processes for quality assuring the research process and deliverables from start to finish of the project. This plan should include the proposed approaches to:

- Piloting of all evaluation tools, particularly regarding modifications to the baseline tools (i.e. inclusion of new questions/ items).
- Training of enumerators in conducting the mixed-methods primary research, including in research ethics; adherence to sampling guidelines; consistency and completeness of tools; and qualitative probing.
- Use of electronic data collection tools whenever possible, allowing for overnight checks of data quality and timely resolution of issues.
- Logistical and management planning.
- Fieldwork protocols and data verification including back-checking and quality control by supervisors.
- Verification of data validity (considering the limited accessibility of locations).
- Data cleaning.

3.5 Data Analysis

An in-depth approach to data analysis is required. The statistical analysis of the quantitative component is expected to identify factors influencing project outcomes, thus establishing relationships between different variables and the outcomes of interest, as well as validating or challenging assumptions about the current status of access and school structures in the regional states. It is expected that qualitative data will be analysed using emerging codes, thus allowing for identification of unanticipated factors/ patterns. Extensive triangulation of qualitative and quantitative data will be required for validation of results and in-depth understanding of the effects observed. Findings should be disaggregated at multiple levels, including but not limited to gender, disability, location/regional states, type of school, IDP/non-IDP condition and where relevant, most prevalent community livelihood.

4. EXPECTED TASKS

The consultant will be responsible for defining and carrying out the evaluation tasks. This will include the design of the evaluation methodology (specification of the techniques for data collection and analysis), development of data collection tools, structured field visits and interactions with beneficiaries. The methodology and data collection tools will be reviewed and validated with the consortium partners, CARE Netherlands and approved by the European Union Representatives. Specifically, the consultant shall carry out the following activities

- Submit an inception report inclusive of the proposed tools, sampling approach, detailed analysis framework, quality control measures and work plan.

- Submit a detailed work plan as part of the inception report and updated data collection plan following training of enumerators. The work plan should include plans/framework for data collection, data entry, data cleaning, transcription, and translation.
- Submit a quality assurance plan that sets out the systems and processes for quality assuring the research process and deliverables from start to finish of the project.
- Translate data collection tools and training protocols from English to Somali. Note that back translation will be required for accuracy.
- Develop electronic versions of all relevant data collection tools.
- Pilot the tools in the respective target region/states, track changes and submit revised tools for approval.
- Take the lead in training research assistants, following guidelines and training plans outlined in the inception report, as well as quality control protocols and guidelines for researchers.
- Prepare all resources and related supplies for data collection, including mobile phones/ tablets with e-versions of the tools uploaded into a platform of choice.
- Undertake data collection in the field following the approach outlined in the approved inception report.
- Support in data collection related logistics, including but not limited to deployment of researchers to the target region/states, and supervisors; and where required coordination with CARE to access each area with approval from MoECHE and regional states.
- Upload datasets completed by the team daily for verification by CARE's technical team.
- Conduct qualitative data entry and coding.
- Conduct all necessary data quality and ethical control measures.
- Analyse the data as per agreed upon data analysis framework.
- Provide a draft comprehensive technical report; a draft summary report; and a draft presentation of findings for review. Incorporate technical feedback received from CARE, MoECHE and relevant stakeholders and provide revised final versions of all three documents for final approval.
- Provide a complete set of physical and electronic data collection documents, filed, and organized as per guidelines provided by the CARE, upon completion of data collection and entry. This includes but is not limited to complete datasets (anonymized and non-anonymized versions), script and analysis files; datasets used for analysis; transcribed and translated versions of FGDs and KIIs; filled surveys, questionnaires, FGD/ interview notes, daily survey logs; voice files (for electronic qualitative data collection), pictures (noting that no pictures of respondents will be allowed under any circumstances, including during data collection or before/ after data collection), etc.

6. EXPECTED DELIVERABLES:

- Inception report.
- Work plan outlining all tasks to be completed within the duration mentioned for this assignment, responsible persons, timeframe for completion of each task and resources required for each task
- Detailed data collection and analysis plan, a comprehensive risk management plan and a quality assurance plan as part of the inception report.
- Translations of survey instruments from English into Somali, to be verified through back-translation (conducted by the evaluator) and secondary spot-checks conducted by CARE.
- Training plan (including summaries of training sessions and relevant presentations/ exercises).
- Complete list of enumerators/supervisors per location, including contact details.
- Training report on the data collection process with recommendations for future data collections. The report should catalogue and include, in annexes, the final survey and training tools used (with translations where available).
- Complete set of files, hard copies of surveys, audio/ image/ video files and daily data collection reports/ data collection logs signed by enumerators and field supervisors.
- Complete transcriptions of qualitative data both in Somali and English.
- Clean data sets, to be reviewed and approved by CARE (data quality verified and accepted by CARE). 100% of the planned data is included and the final version of the database should not include any typos, out of range responses for any variable and/or illogical responses.
- Analysis and script files.

- Final report, based on the agreed-upon analysis framework. The methodological section should include a discussion of data collection challenges and limitations, including a summary of data collection activities and the timeline of data collection, a number of total surveys collected and the number of refusals to participate for each location, as well as detailed data collection log per region/state.
- Final summary report.
- PowerPoint presentation of findings.

The consultant is expected to work closely with the CARE International, Save the Children and MoE&HE management team to ensure all relevant information is included in the documents to ensure the development of quality documents.

7. ROLE OF CARE AND ITS PARTNERS

CARE will have the following functions: provide oversight, supervision and coordination of the assignment; coordinate document reviews and approval of all deliverables as per the terms of reference; provide linkages between the consultant and the project stakeholders and arrange for logistics for field visits. The consultant will report to the Consortium Coordinator and work closely with MEAL departments of the consortium partners and MoE&HE. During the assignment, dedicated project staff will be assigned to support the assessment team in coordinating the collection of data and to provide necessary information for planning purposes. Logistical and administrative support will be provided for example, office working space, transportation or associated expenses.

8. CONSULTANT'S RESPONSIBILITIES

During the period of carrying out this assignment, the consultant will need to establish close coordination arrangements with the Hub Office Coordinators in Puntland. In particular, the evaluator will be expected to work closely with the Consortium Coordinator, Program Coordinator and Project Managers of the consortium partners (Save the Children and CARE). The consultant under this assignment will: -

- Be available for the assignment.
- Prepare all their travel documents.
- Commits to complete a fully satisfactory end product within the agreed time frame;
- Provides the necessary material for use during and after the evaluation.

9. INTELLECTUAL PROPERTY RIGHTS

All documentation related to the assignment shall remain the sole and exclusive property of CARE and the consortium partners.

10. DOCUMENTS AND SOURCES OF INFORMATION

Documents and sources of information to which the evaluator will have access:

Table 3: Documents And SOURCES OF INFORMATION

| Document | Location |
|--|--|
| Project Documents | CARE Somalia |
| Log frame | CARE Somalia |
| Budget | Education Manager/Consortium Coordinator |
| Baseline study, Needs Assessment and Midline Evaluation Reports | CARE Somalia (MEAL Manager) |
| Follow up reports | CARE Somalia (Project/MEAL Manager) and Consortium |
| Memorandum of understanding between Consortium partners and MoE&HE | CARE Somalia |

| | |
|--|---|
| Other relevant information provided by the project management unit | CARE Somalia (Puntland)/Save the children |
|--|---|

11. ENDLINE EVALUATION REPORT STRUCTURE AND PRESENTATION

The principal output of the endline evaluation should be a report, detailing the approach, methodology and limitations, findings, conclusions and recommendations, referencing all relevant documents and intermediary work it is based upon. The endline evaluation report (arial font 10, max 50 pages, excluding the preliminary pages and annexes), will contain a short executive summary (max 3 pages) and a main body of the report covering the background of the interventions, a description of the assessment methods and limitations, findings, conclusions, lessons learned and recommendations. The evaluation report will be submitted one week after receipt of the consolidated feedback from CARE International and the consortium partners. The consultants/Consulting firm needs to produce three well bound hard copies of the final report and soft copies of all the reports sent electronically to a list of recipients in the consortium to be provided. The electronic soft copies should be in Adobe Acrobat and MS Word.

12. GUIDING PRINCIPLES AND VALUES

The evaluation approach must consider the safety of participants and especially children at all stages of the process. The bidder will need to demonstrate how they have considered the protection of children and vulnerable individuals through the different data collection stages, including recruitment and training of research staff, data collection and data analysis and report writing.

Bidders are required to set out their approach to ensuring complete compliance with CARE's Safeguarding Policy. The evaluator will be responsible for designing and enforcing measures to ensure compliance with the above-mentioned policy and international good practice with regards to research ethics and protocols, particularly safeguarding of children and vulnerable groups (including people with disabilities).

The external evaluator will be required to:

- Administrative, technical, and physical safeguards to protect the confidentiality of those participating in research, including but not limited to a complete ban on photography and video records of respondents and anonymization of data records/ reports.
- Physical safeguards for those conducting research.
- Data protection and secure maintenance procedures for personal information obtained from the beneficiaries.
- Parental consent concerning data collection from children or collation of data about children.
- A do-no-harm approach for collecting data from women and vulnerable individuals.
- Age and ability appropriate assent processes based on reasonable assumptions about comprehension for the ages of children and the disabilities they intend to involve in the research; and age-appropriate participation of children, including in the development of data collection tools.
- Approaches that ensure equal participation from individuals from marginalized groups, including language; abilities; and adequate representation of women and minority groups.
- Ensure the evaluation is an inclusive and participatory learning exercise; and
- Be culturally adaptive and gender sensitive.
- Fulfil the criteria of professionalism, impartiality and credibility. Maintain total independence and sole responsibility for the final content of the report and recommendations
- Copyright and disclosure: all author rights rest with the contracting entity of the assessment, in this case, the CARE International.

13. IMPLEMENTATION WORK PLAN

| # | Tasks | Duration (Man days) |
|----|---|---------------------|
| 1. | Literature review/Desk Review | 3 |
| 2. | Preparation of data collection tools, translation into Somali and testing/revision of tools | 3 |
| 3. | Travel to and from Puntland | 2 |

| | | |
|----|---------------------------------------|-----------|
| 4. | Field data and information collection | 10 |
| 5. | Data and information analysis | 7 |
| 6. | Report writing and presentations | 10 |
| | Total | 35 |

This assignment will be carried out in a total of 35 days effective from 1 November 2025.

14. EXPECTED PROFILE OF THE CONSULTANT

Bidders are required to identify and provide CVs for all those proposed in the team, clearly stating their roles and responsibilities for this evaluation.

The proposed evaluation team should include the technical expertise and practical experience required to deliver the scope of work and evaluation outputs, in particular, with regards to:

1. Data collection management: The team should include skills and expertise required to design, plan and conduct mixed-methods data collection, including, whenever possible, the use of electronic data collection. Enumerators should be able to collect data across target locations. Enumerator teams should include (i) male and female enumerators and (ii) individuals with adequate linguistic abilities to conduct interviews in the mother tongue of respondents.
2. Relevant subject matter knowledge and experience: Knowledge and experience required on mixed methods data collection and analysis, including advanced statistical skills; researching with children, the education sector, disability, and gender to ensure that the data collection method is applied in a relevant and meaningful manner, given the aims and objectives of the project and the context in which it is being delivered.
3. Primary research: Gender-sensitive management and implementation of primary quantitative and qualitative research in potentially challenging project environments, such as fragile and conflict-affected states – this could include the design and application of household surveys, in-depth interviews and focus groups etc.
4. Country experience: the team must have the appropriate country knowledge /experience and language proficiency required to conduct the research required.
5. Information management: extensive experience in data quality control and database management (including collating multiple large datasets for analysis).
6. Ability to manage English to Somali and Somali to English translation with high quality and accuracy, including for transcription and translation of large volumes of qualitative data.
7. Safety considerations: Ensuring the whole evaluation process adhere to best practice for research with children including the implementation of CARE's Safeguarding Policy, and procedures to ensure the safety of participants. Note that all bidders are expected to be able to show that they have child protection and safeguarding policy in place to safeguard children that the research team would come into contact with through the evaluation activities. All bidders are expected to comply with CARE's Guidelines for Responsible Data Management as well.

15. SUBMISSION OF PROPOSAL

All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the firm's/group's previous experience matches the consultancy objectives as well as the interest for the position. The letter should be no longer than two pages.
- Technical proposal
- Financial proposal clearly providing breakdown of professional fees and field data collection costs.
- A sample of recently written report for a similar assignment.
- Updated CVs for all consultants including relevant work experience and qualifications.
- Contact details of 3 references



How to Apply

Candidates interested in the position should send their applications online to som.consultant@care.org to be received no later than 31st August 2025. The application should be titled "TERMS OF REFERENCES FOR THE ENDLINE EVALUATION OF THE WAXBARASHADU WAA IFTIIN IV (EDUCATION IS LIGHT IV) PROJECT.

Compliance with Requirements

| | Yes, we will comply | No, we cannot comply | If marked as "No", please provide counter proposal |
|--|----------------------------|-----------------------------|---|
| Minimum Technical Specifications | <input type="checkbox"/> | <input type="checkbox"/> | |
| Delivery Lead Time | <input type="checkbox"/> | <input type="checkbox"/> | |
| Delivery Term (INCOTERMS) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Warranty Period (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Validity of Quotation | <input type="checkbox"/> | <input type="checkbox"/> | |
| Payment Terms (30 Days after service delivery) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other Requirements (Please specify) | <input type="checkbox"/> | <input type="checkbox"/> | |

CARE will review proposed budgets and pricing after the initial review of the criteria above.*