
Request for Tender (RFT)

Ref# 1632-PR-MISEREOR_-SOM-2026-_SERVE_(SOM148) _Consultancy

Trócaire invites qualified and experienced evaluation consultants and consulting firms to submit proposals to conduct the End of Project Evaluation of the KZE/Misereor funded project, Strengthening Education for School Aged Children in Gedo Region of Somalia (SERVE Children Project) Phase II, in Luuq district, Gedo region, Somalia.

Tender Release Date: 15th October 2026

Deadline for tender submission: 29th October 2026 by 05:00PM EAT

1. Introduction

Tenders are invited from qualified and experienced evaluation consultants and consulting firms who wish to be considered for selection to conduct the End of Project Evaluation of Trócaire Somalia's SERVE Children Project Phase II, funded by KZE/Misereor.

This tender document deals with:

- Section 2: Confidentiality
- Section 3: Profile of Trócaire
- Section 4: Scope of the work
- Section 5: Content and format of Tenders
- Section 6: General Terms and Conditions
- Section 7: Conflict of Interest
- Section 8: Contract Period
- Section 9: Intellectual Property (*for services contracts*)
- Section 10: Termination of Contract
- Section 11: Evaluation of Tenders
- Section 12: Submission of Tenders

2. Confidentiality

Trócaire will treat the content of all tenders as strictly confidential, and information provided in the tenders will be used solely for the purpose of deciding on the award of a contract as described in this document.

3. Profile of Trócaire

Trócaire is an international NGO and the official overseas development agency of the Catholic Church in Ireland, established in 1973. Working in up to 20 countries across Africa, Asia, Latin America, and the Middle East, Trócaire partners with local organisations to support some of the world's most at-risk communities, address the root causes of poverty and injustice, and respond to humanitarian crises. With the support of the people of Ireland, its work advances five core goals: promoting access to justice; achieving climate and environmental justice; ensuring women's and girls' protection, voice, and influence; saving lives and protecting human dignity; and mobilising the public in Ireland to advance global justice.

The Somalia Country Programme contributes to this mission through integrated health, nutrition, and resilience-building interventions in the Gedo Region. This consultancy aligns with Trócaire's commitment to accountability, transparency, and effective project management, ensuring responsible stewardship of resources in line with donor and internal compliance standards.

4. Scope of the services required

See detailed TOR in Appendix 1

5. Content and Format of Tenders

5.1. Content and Format of Tenders

To facilitate the evaluation process, tenderers are required to submit a comprehensive proposal structured in line with the sections below. While this structure should be followed, tenderers may include additional relevant documentation to support their submission.

5.2. Administrative Details

Tenderers shall provide key organisational information, including a company profile outlining history, structure, and top three current clients. Submissions must include a valid Tax Clearance Certificate, details of relevant past experience with references, and an overview of available human and technical resources. Where applicable, quality assurance documentation should be included, along with confirmation of acceptance or any comments on Trócaire's General Terms and Conditions for Procurement and Supplier Code of Conduct.

5.3. Technical Details

Tenderers must submit a detailed description of the proposed services in line with the requirements outlined in Section 4 and Appendix 3. This should include:

- An expression of interest outlining how the consultant meets the skills and experience required in the TOR.
- A technical proposal with a detailed methodology, sampling approach, data collection tools and analysis plan covering all evaluation questions.
- A detailed workplan in line with the indicative timeline.
- CV(s) of the lead consultant and all personnel deployed, including the field team.
- An organogram of the team structure (where a team or firm is proposed).
- Samples of previous work (maximum 10 to 20 pages) from at least two separate and related evaluation assignments.
- Language skills and consultancy availability.
- Any subcontracting arrangements and how performance and data quality will be managed.

5.4. Pricing Details

Tenderers are required to provide a clear and detailed pricing structure, inclusive/excluding VAT, along with a breakdown of applicable taxes. The proposal must also specify the validity period for the quoted prices and terms.

6. General Terms and Conditions of this RFT

- Trócaire does not bind itself to accept the lowest priced tender.
- Trócaire does not guarantee exclusivity and reserves the right to engage other companies for the same services (if required) during the term of the contract.
- Trócaire shall be free to:
 - To accept the whole, or part only, of any tender.
 - To accept none of the proposals tendered.
 - To republish this Request for Tenders.
- In the event of not accepting any of the tender submissions received on foot of this RFT, Trócaire shall be free to make such arrangements as it considers necessary in relation to the provision of the goods/services.
- Trócaire will not be liable for any costs or expenses incurred in the preparation of a tender.
- The Contract shall be considered as a contract made in Somalia, according to Somalia law and subject to the exclusive jurisdiction of the Somalia Federal Government courts.
- The Standard Procurement Terms and Conditions to which Trócaire expects all of its supplier to respect can be found here <https://www.trocaire.org/wp-content/uploads/2025/03/Trocaire-General-Terms-Conditions-for-Procurement-V4-April-2023.pdf>
- The Suppliers Code of Conduct to which Trócaire expects all of its suppliers to respect can be found here <https://www.trocaire.org/wp-content/uploads/2023/05/Trocaire-Supplier-Code-of-Conduct-V3-April-2023-EN.pdf>.

7. Conflicts of interest

Any conflict of interest involving an applicant must be fully disclosed to Trócaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for Trócaire to decide if a material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trócaire.

8. Contract Type and Period

The contract will be a fixed-term service agreement between Trócaire and the selected consultant for the delivery of the services outlined in the Terms of Reference. The contract will be results-based, with payments linked to the satisfactory completion and approval of agreed deliverables.

The assignment is anticipated to take a period of four weeks, tentatively commencing in November 2026, with field data collection in Luuq district, Gedo region, Somalia, and final deliverables to be submitted by 25th December 2026, as per the indicative timeline in the TOR.

Trócaire reserves the right to extend or amend the contract period, subject to mutual agreement, depending on project needs and performance.

9. Intellectual Property (for service contracts only)

Any concept, guidelines or other material developed during the contract will be considered the property of Trócaire and may be used by Trócaire at any time.

10. Termination of Contract

10.1 Trócaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination. The contract may be terminated by either party on giving appropriate written notice.

10.2 If at any stage during the contract, the goods / services delivered by the tenderer is found to be unsatisfactory, the contract may be terminated by Trócaire. In the event of such a termination, the tenderer will only be entitled to receive payment in relation to the acceptable goods / services rendered at that time.

11. Evaluation of Tenders

11.1 All service Providers should at least meet following **minimum criteria (pass/fail)**:

- All suppliers must meet the following minimum criteria to be considered for further evaluation. Failure to meet any of these requirements will result in disqualification:
- Submission of a complete tender in accordance with the required format and within the specified deadline.
- Post graduate qualification in development/humanitarian studies, Education, Social Sciences, MEAL or a relevant area.
- At least 5 years' experience working in Somalia, with demonstrated experience in at least 2 similar education evaluation assignments.
- References from at least two clients within the past three years.
- Valid and current Business Registration Certificate and Tax Clearance Certificate (or equivalent).
- Availability of adequate technical and human resources, including a field team, to deliver the assignment in Luuq district.
- Acceptance of Trócaire's General Terms and Conditions of Procurement and Supplier Code of Conduct.
- Acceptance of Trócaire's Data Processing Agreement.
- Compliance with Trócaire's safeguarding, child protection, ethical, data protection and security requirements.

11.2 The successful tenderer will be the one who, in the opinion of Trócaire, submits the most economically advantageous proposal applying the following **award criteria (percentage scoring)**:

The successful tenderer will be the one who, in the opinion of Trócaire, submits the most economically advantageous tender (MEAT), assessed on the basis of the criteria and weightings outlined below. Proposals will be evaluated using a combination of technical quality and cost considerations.

Award Criteria	Score %
Cost	40%
Experience in providing similar services	25%

Quality of the proposal (methodology, understanding of the assignment, and compliance with TOR)	20%
Expertise of the proposed team	10%
Scope and range of services offered	5%

The evaluation will be based on the overall weighted score. Trócaire reserves the right to seek clarifications during the evaluation process where necessary.

11.3 During the evaluation period clarification may be sought in writing from tenderers. Responses to requests for clarification may not materially change any elements of the tenders submitted.

11.4 No unsolicited communications from tenderers will be accepted or entertained during the evaluation period.

11.5 A shortlist of those who have tendered may be drawn up and a certain number of those who have tendered may be invited to make a final presentation/demo of their tender.

12. Submission of Tenders

Your proposal marked “RFT 1632-PR-MISEREOR_-SOM-2026-_SERVE_(SOM148) _Consultancy” should be submitted via Tenders Somalia tenders_som@trocaire.org and will be acknowledged after the deadline.

The deadline for the receipt of tenders is **05:00 EAT, on the 29th of October 2026**.

All queries relating to any aspect of this RFT must be directed via email on: procurement-som@trocaire.org.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation in their Tender before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

Tenderers are required to confirm their participation in this competition by contacting the designated Trócaire Somalia procurement focal point via the official email address provided in the tender notice. This ensures that all clarifications, responses to queries, and any updates relating to the competition are communicated directly to all registered tenderers.

Any queries relating to the tender documentation, clarification requests, or submission process should be directed to the same official contact email as specified in the tender notice.

Tenderers are responsible for ensuring that their complete tender submission is received by Trócaire before the specified deadline. Late submissions will not be accepted. Tenderers are strongly advised to submit their documents well in advance of the deadline to avoid any potential delays related to file size, internet connectivity, or transmission issues.

13. Appendices

- Appendix 1 - Standard Terms and Conditions for procurement
https://www.trocaire.org/sites/default/files/trocaire_general_tcs_for_procurement.pdf
- Appendix 2 - Suppliers Code of Conduct
https://www.trocaire.org/sites/default/files/trocaires_supplier_code_of_conduct_v2_07.2019.pdf.
- Appendix 3 – Detailed TOR

Appendix 3 – Detailed TOR

Terms of Reference for End of Project Evaluation

About Trocaire

Trocaire is an Ireland based INGO working in over 20 countries. Trocaire with its partners work with some of the world's poorest people, supporting women, men and communities for long term change.

Trocaire has been active in Gedo region of Somalia since 1992, providing comprehensive, safe and inclusive humanitarian and development programmes by integrating health, nutrition, WASH, protection, resilience and basic education in the Gedo region of Southern Somalia, with recent expansion in Kismayo district, Lower Juba region, Jubaland state.

In recent years, Trocaire Somalia has diversified its programs by engaging communities in developing sustainable solutions to immediate humanitarian needs, employing a resilience/transformative approach. This involves capacity-building for local actors, supporting women's leadership, and enhancing their participation in decision-making processes. Additionally, the organization works in remote environments, aiming to empower women's groups and community-based organizations (CBOs).

Trocaire has continued to play an important role in Gedo's education sector by contributing to the goal of ensuring that both girls and boys are educated and empowered in a safe and protective environment in alignment with the Government of Somalia's Education Sector Strategic Plan. It has continuously worked with Community Education Committees (CECs), schools, communities, and government education authorities to expand access to education for marginalized groups, strengthen community resilience, promote educational inclusion, enhance governance and improve the continuity of education services in emergency settings in Belet Hawa, Dollow and Luuq districts.

More information about Trocaire is available at www.trocaire.org

Background

Trocaire Somalia, with funding support from KZE/Misereor has been implementing an education project/initiative titled **Strengthening education for school aged children in Gedo Region of Somalia (SERVE children project) Phase II** in Luuq district Gedo Region in Somalia since 2024. The project is being implemented over a three-year period (January 2024 to December 2026) and targets seven primary schools, including two schools with Early Childhood Education (ECE) centres. The project aims to reach approximately 5283 children (5,083 primary school-aged children and 200 ECE-aged children), including displaced children and children with disabilities, through interventions that improve access to safe, inclusive, and quality education. The project long term outcome is that Early education and Basic Education initiatives for children promote and equitable access to quality learning opportunities, improved participation, retention, and educational outcomes for vulnerable and marginalised children. The project concludes in December 2026 and is dedicated to improving access to safe, secure, and inclusive educational environments for children affected by drought in Luuq district

The project responds to persistent barriers to education that arise from drought, displacement, poverty, conflict, weak education infrastructure, limited Early Childhood Education (ECE) opportunities and insufficient capacity of community and government education structures. As such, the project brings together a community centred multi-stakeholder approach within Trocaire Somalia's education programme and the education sector essential to its implementation. It brings together children, parents/families, schools, community structures, government institutions and development partners in

pursuing its objectives. At the institutional level, the project collaborates with education stakeholders including the Ministry of Education (MoE) and District Education Officers (DEOs at district level). It also works closely with teachers, school leadership and community education committees (CECs) who play a central role in project implementation by providing school oversight, mobilising communities, supporting enrolment and retention efforts, and acting as bridge between schools' communities and government authorities. Through this approach, the project aims to enhance access to quality education while encouraging greater community ownership and institutional capacity within the education system in Luuq district.

Evaluation Purpose and Scope

This evaluation will determine the extent to which the KZE/Misereor funded education project achieved its primary objective: Early Education and Basic Education initiatives for children to promote access to safe, inclusive, and protective quality learning and participation in Luuq district. Findings and recommendations will be used to inform the design, inception, and adaptive management of the next phase of this project, ensuring that future interventions build on evidence, address identified gaps, and respond to emerging educational needs in the target communities.

Specifically, the evaluation will assess the project performance across five core areas:

- **Educational Access and Equity:** Assess the degree to which targeted children gained continuous, equitable access to Early Childhood Education (ECE) and primary education within safe and inclusive environments.
- **Quality of Learning Environments:** Investigate improvements in learning spaces, teaching practices, availability and use of teaching and learning materials, and factors that support children's participation in education. The evaluation will examine whether learning environments are safe, inclusive, child-friendly, and conducive to learning, as well as trends in enrolment, attendance, retention, and grade progression and I. This goes beyond enrolment metrics to evaluate whether learning spaces are safe, inclusive, child-friendly, affordable, and supportive of meaningful participation.
- **Governance and Institutional Strengthening:** Examine the effectiveness of initiatives aimed at capacity-building for key education structures, including Community Education Committees (CECs), District Education Officers (DEOs), and the Ministry of Education (MoE), to enhance school governance and oversight.
- **Strategic Relevance:** Verify whether the project design - encompassing ECE, basic education, school infrastructure, learning materials, and capacity-strengthening activities remains aligned with the evolving educational needs of vulnerable and marginalized children within project catchment area.
- **Sustainability and Scalability:** Determine the viability of project achievements and the likelihood that benefits will persist post-closure. This includes analysing the capacity of schools, ECE centres, trained teachers, and community mechanisms to function independently, while identifying risks and enabling factors to inform future learning and scalability.

The evaluation will cover all seven (7) project-supported schools located in Luuq and its surrounding suburbs in Gedo Region, Somalia. The consultant is expected to undertake field visits to the project locations and engage relevant stakeholders, including learners, caregivers, teachers, Community Education Committees (CECs), District Education Officers (DEOs), and education authorities, as appropriate. The evaluation will document key lessons learned, good practices, and opportunities to strengthen impact and sustainability. It will assess project performance against the six OECD-DAC evaluation criteria: relevance, coherence, effectiveness, efficiency, impact, and sustainability. The evaluation will also explore value for money and identify lessons and recommendations to inform the design, inception, and implementation of the next phase of this project. Given the project's duration, the

evaluation will assess evidence of contribution to change and early signs of impact, rather than attributing long-term impacts solely to the project.

In this regard, the evaluation will be answering the questions below:

Relevance

- To what extent did the project design and interventions respond to the educational needs and priorities of vulnerable and marginalized children, including girls and children with disabilities, in Gedo Region?

Coherence

- How effective were the coordination mechanisms between Trocaire, supported schools, Community Education Committees (CECs), and government education authorities in supporting planning, implementation, supervision, and delivery of education outcomes?

Effectiveness

- To what extent has the project achieved its intended outcome, objectives and targets in promoting continued and equal and inclusive (boys, girls & marginalized children) access to Early Childhood Education (ECE) and basic formal education for vulnerable and marginalised children across supported schools' catchment population in Gedo region?
- To what extent did the project address barriers to girls' education, including poverty, insecurity, harmful social norms, and domestic responsibilities, and improve their enrolment, retention, participation, and learning opportunities in Gedo Region?
- How effectively were the project interventions delivered to targeted schools and communities, including support to basic education, establishment and equipping of ECE centres, provision of learning materials, and construction or rehabilitation of accessible learning spaces?
- To what extent did the project improve the quality of the learning environment in supported schools, including affordability, contextual appropriateness, safety, inclusiveness, availability of teaching/learning materials, and children's participation in learning?
- To what extent did the project strengthen the capacity of Community Education Committees (CECs), District Education Officers (DEOs), government education authorities, and other community education structures to manage quality, coordinate, supervise, and oversee education services in Gedo region?

Efficiency

- To what extent were project resources (financial, human, and material) used efficiently to achieve intended results, and what evidence exists regarding value for money, cost-effectiveness, and the appropriateness of implementation approaches?

Impact

- What evidence exists of significant changes and early signs of longer-term impact in the lives of children, teachers, parents/caregivers, schools, and communities as a result of the project's support to education access, quality, school governance, and child protection mechanisms?

Sustainability

- To what extent are project benefits likely to continue after project closure, including continued functioning of ECE centres, supported schools, trained teachers, learning materials, school governance structures, and education oversight mechanisms?
- What lessons, best practices, intended and unintended outcomes, learning, sustainability opportunities, and recommendations emerged from the project to inform future education programming in Gedo region and similar contexts?

The evaluation findings will be disaggregated based on different project participants (schools, communities and education stakeholders, and residency status (IDPS or Host communities) of supported communities) while drawing comparison and difference from the target locations of

implementation. The findings will be reviewed collaboratively between the consultant and Trocaire team to confirm evidence, clarify emerging insights, and refine recommendations. The evaluation findings will be validated through a participatory process involving debrief sessions with Trocaire programme teams, to ensure accuracy and shared interpretation of results. Once validated, the final findings will be disseminated through tailored formats, including presentation briefs, feedback & validation meetings, and community-friendly summaries, targeted to project supported stakeholders including supported schoolteachers and, education sector authorities. These findings will be used to inform decision-making, strengthen integrated programming models, guide adaptation of ongoing interventions, and support learning across Trocaire Somalia and partner institutions to enhance future programme design and implementation.

Methodology

While Trocaire suggests consideration of the following mixed 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 Trocaire.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including project documents, which include project proposal and project contractual reports (quarterly and annually). Trocaire will provide the consultant with all available project documentation at the beginning of the consultancy. The consultant will also undertake field visits and interview project participants alongside engaged stakeholders from the targeted schools and community leadership etc, reflecting on their opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

This is through a mixed-methods approach that integrates quantitative and qualitative evidence, alongside project data, to generate a comprehensive understanding of project performance. Quantitative analysis will draw on detailed household survey with parents and children in the targeted communities and school-based records to measure outcome level indicators. Complementing this, qualitative data through focus group discussions and key informant interviews with school children, parents, teachers, CECs, teachers, DEOs and community leadership will gather stakeholder perspectives, and understand their perceptions and experiences in identifying how and why changes occurred, the project's contribution to outcomes and documenting the most significant changes experienced by beneficiaries and generating lessons to inform future education programming.

The methodology must consider participants' safety throughout the evaluation as well as research ethics. Alongside Trocaire data protection policy, the General Data Protection Regulation at Country level and global, will guide in ensuring data ethics for any information to be collected, stored and used for the purpose of this evaluation and the project at large. Trocaire is committed to ensuring all Personal Data is processed in line with Data Protection principles and good practices. This includes lawfulness, fairness and transparency, with purpose limitation, data minimisation, accuracy of the information collected, storage limitation, security integrity and confidentiality. All individual rights with regards to data protection will be observed during the evaluation. Appropriate digital data collection platform (CommCare, Kobo Collect, etc.) will be determined by the consultant and with final approval by Trocaire in consideration to data quality, protection and ethics.

The above-described methodology is indicative where the consultant is expected to provide a detailed methodology and workplan. This is in addition to collect additional data with consideration on data quality, protection and ethics, to further inform the evaluation.

Schedules/Timeline

The assignment is anticipated to take a period of four weeks and tentatively, anticipated to commence in November 2026.

Evaluation Activities

Suggested Schedule

Conducting inception meeting for commencement of the consultancy service	1st to 5th November 2026
Understanding of the project approach, desk review of programme activities, reports, ad hoc meetings and related documentation	6th to 15th November 2026
Development of an Inception Report, outlining the activity workplan, methodology for data collection, and analysis plan	16th to 22nd November 2026
Field-level data collection, both quantitative and qualitative, alongside coordination of the data collection process	23rd November to 10th December 2026
Data cleaning, analysis, and development of preliminary findings based on the evaluation scope	11th to 17th December 2026
Drafting of the Final Evaluation Report and Validation	18th to 22nd December 2026
Finalization and dissemination of the findings	23rd to 25th December 2026

This timeline will be further refined, discussed, and mutually agreed upon with the consultant, including any adjustments required to accommodate unforeseen circumstances.

Deliverables

Inception Report

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
 - Data collection methods
 - Data collection tools
 - Sampling
 - Approach to quality control
- Data analysis methods
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

Final Evaluation report

- Executive summary,
- Background,
- Methodology,
 - Limitations,
- Findings,
- Conclusion
 - Lessons learned,
 - Best Practices,
- Recommendations
- Annexes

The consultant shall submit all raw and cleaned datasets in editable format (e.g., Excel, SPSS, STATA, or CSV as applicable), anonymised qualitative transcripts and notes, final data collection tools, and a concise two-page evaluation summary highlighting key findings, lessons learned, and recommendations for senior management and donor use.

Expertise

The consultant should have the following background:

- Post-graduate qualifications in development/humanitarian studies, Education, Social Sciences, MEAL or relevant area
- Proven expertise and experience in the MEAL sector in an international NGO environment.
- At least 5- 8 years' experience working in Somalia, experience in Gedo region is preferred.
- Demonstrated experience in evaluating education in emergencies (ECE) and integrated or multi-sectoral programmes (e.g. education–health–nutrition–protection linkages).
- Experience in evaluating school governance systems, community participation mechanisms, and the capacity strengthening of Community Education Committees (CECs), District Education Officers (DEOs), and education authorities
- Proven experience in evaluating Education in Emergencies (EiE) and Early Childhood Education (ECE) programmes, including education interventions in crisis-affected settings.
- Strong knowledge and practical application of the INEE Minimum Standards for Education in Emergencies and other relevant humanitarian and education quality standards.
- Strong track record in learning-focused evaluations, including producing practical, actionable recommendations for programme design and scale-up
- Prior experience of undertaking PMEAL methods and approaches in the following sectoral areas:
 - Education, and
 - Child protection.
 - Excellent communication, facilitation, analytical, communication and presentation skills.
- Excellent knowledge of the Somalia context, especially in terms of security, and culture is required
- Proven expertise in a Results Based Management (RBM) approach to MEAL.
- Strong knowledge of Core Humanitarian Standards (CHS), safeguarding and accountability to affected populations and child protection principles

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. During the inception meeting, the focal point should submit a full contact list of all those involved in the evaluation Complete with their roles and expertise in the evaluation exercise.

Application Process

To apply, please submit an expression of interest outlining:

- How you meet the skills and experience outlined above. Please be specific to the sectoral areas, methodologies and PMEAL outputs described in the ToR,
- Experience of undertaking similar processes in Somalia, with clear evidence of such related assignments.
- Language skills,
- Consultancy availability,
- Leading consultant short Curriculum Vitae summarising your experience and qualifications relevant to this work.

Leading consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team) to support the consultancy,
- Organogram of the team structure (where the consultancy works with a team/a firm),
- Sample from previous work (max. 10-20 pages) from at least 2 separate and related evaluation assignments.
- Technical Proposal including a detailed methodology, proposed budget breakdown, and filled in workplan, signed and stamped by the consultancy based on deliverables

Please note that the consultancy will have to comply with all government rules and will be responsible for government taxes.

By undertaking this evaluation, 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 Trocaire's Security Plan and Code of Conduct.

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

Trocaire will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to ensure access and lodging of the team on the field.

To ensure equal treatment of applicants, Trocaire cannot give a prior opinion on the eligibility and selection of bidders.

Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant.

. The timeline in this ToR is indicative. Proposals must clearly show how they will cover all evaluation questions, requirements, and field visits. Proposals that do not adequately address the scope of work may be disqualified.

Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.