

INVITATION TO BID FOR CONSULTANCY

Save the Children International (SCI) Somalia program hereby invites interested consultants to bid for the consultancy assignment detailed below

1	Title of Consultancy	TERM OF REFERENCE FOR Conduct small-scale impact evaluation to assess the impact of the implementation of the EAPs on communities' ability to mitigate the impact of the forecasted shock.
2	SCI Contracting Office	Save the Children Somalia (Jubaland offices)
3	Period of Consultancy	The Assignment will be 20 days including travels
4	Consultant type required	Individual or Firm.
5	Responsibility for Logistics arrangements and Costs	Save the Children will pay the consultant fee and operation cost in a lump sum in line with the financial proposal submitted by consultant and will not reimburse other expenses or incurred during the assignment that means the consultants will cover their own logistical arrangements and costs; including food, accommodation, and local transport, and all cost associated with data collection work and whole activities. Payments will be released in 2 instalments (40% upon inception report approval,60% upon final report get approved,
6	Taxation Provisions	Consultant shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above
7	Travel requirements	The consultant will cover his travel costs (tickets) and arrange local travel to field sites and accommodation.
8	Security requirements	If the consultant is a foreigner, he/she will comply with the standard of Save the Children Security procedures, including the completion of SCI online security training prior to travel to Somalia.
9	Qualification and Experience	<p>The following are the minimum requirements for the Consultant/Firm to be considered for carrying out the assignment.</p> <ul style="list-style-type: none"> • Should have minimum bachelor's degree in social science or equivalent experience in Anticipatory action and early warnings, as well as climate related impacts • At least 5 years of experience in conducting similar work (experience in evaluating projects is mandatory). SC-Somalia is interested to verify related assignments conducted in the past 2 years. • The technical consultant should have full access to the areas to be assessed. And consultant firms should be registered in the Southern state regions of Somalia. • Fluency in English (both written and spoken). • The consultants should have report writing and data analysis skills. • Technical team who are visiting the field for purpose of data collection and data collectors themselves should be Somali natives and familiar with the context and fluent in the Somali language. • Considerable track record and proven experience in in conducting quantitative and qualitative methods.

10	Evaluation Criteria	<p>The consultant must meet the above required qualifications and experience.</p> <ul style="list-style-type: none"> • Valid Registration certificate from the Ministry of Commerce and Industry of the Federal Government of Somalia. Essential (Yes/No). [for companies] • Tax Identification Number & Certificate from the Ministry of Finance of the Federal Government of Somalia which is in good standing Q1 2025. Essential (Yes/No). [for companies] • Comprehensive technical proposal on how the assignment will be conducted including understanding, methodologies, team composition, time plan data analyses, (30%) • Prior experience (minimum 2 contracts) in conducting qualitative studies in social science or development studies; specifically experience and skills in evaluating climate change and Anticipatory related programs from INGO, UN Agencies, and government. (20%) • Detailed financial proposal with reasonable budget breakdown from INGO, UN Agencies, and government. (20%). • Updated Company or Individual Profiles & Sustainability Policy which is in lined with the required experience and skills (15%) • Samples of previous relevant reports relevant to this assignment. (15%) • Overall rating out of 100% <p>Note: For the technical analysis, a company must score 70% and above to be considered in the financial analysis.</p>
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BACKGROUND

In response to these urgent needs, Save the Children Somalia has initiated the "Strengthening Anticipatory Action Systems and Capacity Building to Mitigate Climate-Related and Human-Induced Shocks" project. This ambitious 11-month initiative, funded by Save the Children Italy and a consortium of international donors, aims to strengthen the resilience of Somali communities by enhancing the capacity of national and local systems to anticipate, prepare for, and respond to climate-related and human-induced shocks. The project is designed to complement ongoing efforts by other actors in the field of anticipatory action, with a focus on fostering collaboration and leveraging local expertise.

One of the key components of the project is the partnership with local entities and ICPAC to improve the delivery and accessibility of meteorological, hydrological, and climate information. This capacity building will provide opportunity for the local organizations to understand and internalize the Roadmap for Anticipatory Action that will enhance the establishment of a cohesive regional approach to anticipatory action, harmonized and integrated within member states and federal government policies and strategies, thereby promoting disaster anticipation to inform anticipatory actions aimed at fostering climate-resilient communities across. By enhancing the dissemination of this critical data, the project seeks to empower communities to make informed decisions in the face of impending disasters. This involves not only providing timely and accurate forecasts but also ensuring that the information is presented in a way that is understandable and actionable for local populations. The project recognizes that effective communication is a cornerstone of successful anticipatory action and is committed to bridging the gap between technical data and community-level application.

In Southern Somalia and Somaliland, the project is working closely with local community structures to develop and implement Early Action Plans (EAPs). These plans are designed to outline specific actions that communities can take in response to early warnings, helping to mitigate the impacts of anticipated shocks. By supporting the development of EAPs, the project aims to enhance the preparedness of local communities, enabling them to act swiftly and effectively when faced with imminent threats. This includes activities such as pre-positioning of emergency supplies, reinforcing infrastructure, and implementing community-led evacuation plans.

The overarching goal of the project is to map, assess, and build the capacity of local institutions and civil society organizations, enabling them to take a more active role in anticipatory action. SMARTIC consultants has undertaken comprehensive assessment of current capacities, including an evaluation of existing early warning systems, disaster preparedness plans, and response mechanisms for different organizations that operate in Kismayo that includes Wajir South Development Organization (WASDA), Social Life and Agricultural Development Organization (SADO), Aussie Association of Somalia (AAS) and Juba Foundation. SMARTIC experts has identified gaps and weaknesses in these systems and in this report has suggested targeted recommendations for capacity building and improvement. Through training, technical support, and resource allocation, the project aims to strengthen the ability of local and national actors to lead anticipatory action efforts, fostering a more proactive approach to disaster management in Somalia's fragile and complex environment.

In addition to capacity building, the project places a strong emphasis on empowering local communities to take ownership of their disaster preparedness efforts. By putting local and national actors at the forefront of anticipatory action, Save the Children aims to shift the focus from reactive emergency response to proactive disaster risk reduction. This approach is aligned with the broader "Shifting Power" agenda, which advocates for local ownership and leadership in managing and mitigating the impacts of climate-related and human-induced shocks. The project seeks to create a sustainable model of community resilience, where local knowledge, expertise, and resources are harnessed to build stronger, more self-reliant communities that are better equipped to face future challenges.

Overall, the "Strengthening Anticipatory Action Systems and Capacity Building to Mitigate Climate-Related and Human-Induced Shocks" project represents a critical step forward in addressing the complex and evolving challenges posed by climate change in Somalia. By enhancing early warning systems, building local capacities, and empowering communities, the project aims to create a more resilient and prepared society, capable of withstanding the shocks and stresses of a changing climate.

Project Objectives

The objective of this project is to strengthen the resilience of communities in Kismayo district to El Niño and climate induced shocks through a localized anticipatory action approach. By leveraging local knowledge, capacities, and resources, this proposed project aims to reduce the impact of El Niño on vulnerable communities and enhance their absorptive capacity.

Methodology

The final evaluation will employ a qualitative data collection approach to gather both secondary and primary data, enabling an examination of both the intended and unintended outcomes of the project. Initially, the consultant will conduct a comprehensive review of project documents and available raw data, including pre and post testing, training report, quarterly and interim reports, activity reports, and routine project data (IPTT).

The consultant will also conduct key informant interviews (KIIs) using purposive and quota sampling procedures. The respondents for these KIIs will include trained individuals, CSOs, MOHADMA (Jubaland), and SCI project staff.

Throughout the evaluation process, the consultant will collaborate closely with the Save the Children technical team, seeking their advice and following their guidance. Special attention will be given to ensuring the participation of individuals with disabilities, both adults and children. All participation will be voluntary, meaningful, safe, and inclusive.

It is crucial that the consultant fully understands the nature of the assignment and develops detailed data collection methodologies and tools that align with the project objectives and results framework.

Gender, age, and disability disaggregation will be applied during the data analysis process using the Washington Group short set questionnaire.

Using the OECD DAC criteria, the evaluation will assess several key aspects of the project:

- **Relevance:** How well the project aligns with the needs and priorities of the target communities.
- **Effectiveness:** The extent to which the project achieved its objectives.
- **Efficiency:** How resources were utilized to achieve the desired outcomes.
- **Sustainability:** The likelihood that the project's benefits will continue after its completion.
- **Impact:** The broader effects of the project on the community and environment.

By focusing on these criteria, the evaluation will provide a comprehensive understanding of the project's strengths and areas for improvement. This holistic approach ensures that all critical factors are considered, leading to more informed decision-making and better-designed future projects.

This concise summary captures the essential components of the methodology:

- **Primary Data Collection Approaches:**
 - Surveys and questionnaires for quantitative data
 - Interviews and focus groups for qualitative insights
 - Direct observations to monitor activities and interactions
- **Deep Literature Review:**
 - Contextual analysis of existing literature on relevant topics
 - Examination of theoretical frameworks and models
 - Comparative analysis of similar projects
- **Review of Project Documents:**
 - Thorough review of project plans, progress reports, and final reports
 - Examination of financial records for efficiency and cost-effectiveness
 - Analysis of existing monitoring and evaluation data

The consultant should produce the following deliverables:

- **Comprehensive Inception Report:**
 - Outline the evaluation methodology, including data collection methods, sampling strategies, and analysis plans.
 - Provide a detailed work plan and timeline for the evaluation process.

- Identify any potential challenges and propose mitigation strategies.
- **Final Inclusive Report:**
 - Present the findings of the evaluation, including an analysis of the data collected and an assessment of the project's performance against the OECD DAC criteria.
 - Include the questionnaires used for data collection and a discussion of how they align with the evaluation objectives.
 - Offer recommendations for future projects based on the evaluation findings.
- **Fact Sheet:**
 - Summarize key findings and recommendations in a concise, easy-to-read format for quick reference by stakeholders.
- **Clean Data and Raw Data:**
 - Provide all collected data in a clean, organized format for further analysis and future reference.
 - Ensure that the data is anonymized and stored securely to protect the privacy of respondents.

This comprehensive approach ensures that the evaluation captures all relevant information and provides valuable insights for improving future projects.

General objective of the evaluation

The evaluation aims to determine how effectively the project has addressed gaps in knowledge about anticipatory action and climate-induced shocks. By documenting the learnings, the evaluation will provide valuable insights for future projects with similar objectives. This process ensures that the strategies and interventions used are refined and improved over time, leading to more effective and sustainable outcomes.

Specific Objective

- Provide Save the Children with insights on the effectiveness of anticipatory action programming in mitigating climate change challenges.
- Evaluate how these programs address climate-induced shocks like floods, droughts, and extreme weather events.
- Identify best practices and areas for improvement to enhance community resilience and adaptive capacity.
- Highlight the benefits of providing communities with timely and accurate information about impending climate-related events to enable proactive measures.
- Demonstrate how effective communication and information sharing can empower communities to better cope with and adapt to the impacts of climate change.
- Engage climate-affected communities to identify practical and achievable methods for enhancing preparedness through workshops, focus groups, and interviews.
- Ensure proposed methods are culturally appropriate, feasible, and tailored to the specific needs of the communities to improve resilience and adaptive capacity.
- To provide recommendations for an optimal anticipatory strategy that effectively addresses or minimizes the impacts of climate change.

Evaluation Criteria

The following key questions will guide the endline evaluation's assessment of the project against the *DAC Criteria for Evaluating Development Assistance*.

- **Effectiveness:** The extent to which the project attained its outcomes.
 - To what extent were the outcomes achieved? To what extent did the project its targets achievement?
 - What were the major factors influencing the achievement or non-achievement of the outcomes?
- **Efficiency:** The extent to which the project used the least costly resources possible in order to achieve desired results, considering inputs in relation to outputs.
 - Challenges in project implementation including managerial, organizational and any other unforeseen factors?
 - To what extent did the project collaborate with state level partners and stakeholders to achieve results in an efficient manner?

- **Impact:** The positive and negative changes produced by the project, directly or indirectly, intended or unintended.
- What has happened as a result of the project - either intended or unintended, positive or negative?
- **Relevance:** The extent to which the project was suited to the priorities of the target beneficiary group(s), stakeholders, and to the donor.
- Was the project relevant to the needs of the beneficiaries, as identified at the project inception/design stage?
- **Sustainability:** The extent to which the benefits (outcomes) of the project are likely to continue after donor funding has been withdrawn.
- What is the likelihood of the continuation and sustainability of the project outcomes and benefits after completion of the project?
- What commitments (financial, human resources, etc.) have been made by stakeholders to maintain or improve results?
- How will improvements in stakeholder knowledge, attitudes, capacities, etc. contribute to maintaining results?
- To what extent is support available from the external environment to maintain or improve results?

Targeted Stakeholders for the evaluation

S/N	Sample (Individuals to be interviewed)	KII	Sex disaggregates
1	Trained people	3	40% of the sample to be women.
2	Save the Children program Staff	2	
3	Ministry of Humanitarian Affairs and Disaster Management (MOHADM)	3	
4	CSOs	3	
5	SADO	2	
6	WASDA	2	
7	AAS	2	
	Total	17	

Consultant role and expecting deliverables.

The consultant is expected to perform through 3 phases –inception, data collection process, data analysis and report writing, and dissemination. Some key activities during these phases include an, training data collectors (including refresher training on PSEA, CSG and GE/GBV), document review, data collection, analysis/interpretation, report writing, and presentation to key stakeholders. The evaluation will have the following key phases:

Phase I - Desk study: Review of documentation and elaboration of field Study

The lead consultant/evaluation team will review relevant documents of the project including the project log frame, baseline data, client satisfaction survey reports, MEAL plan, project reports, and monitoring reports including IPTT. Based on this review, they will produce an inception report which will include an elaborate plan of the evaluation that will include but not be limited to the study, methodology, and sampling strategy of the data collection plans, etc. The data collection will only proceed to the next stage upon approval of the inception report. An appropriate inception report format will be provided to the selected consultant.

REFERENCE MATERIALS

- Project narrative proposal and milestone targets
- Project monitoring and evaluation plan
- Monthly and quarterly/interim Reports
- Project MEAL reports (IPTT)
- Project narrative reports
- Facility registers

Phase II: Field Data Collection

This phase of the evaluation will seek to collect primary data on the key evaluation questions explained under the evaluation criteria. The consultant will use the agreed plan, methodology, tools, and sampling strategies from Phase I to conduct the fieldwork.

Phase III – Data analysis and production of evaluation report

The team will draw out key issues in relation to survey questions and produce a comprehensive report. As a minimum, the evaluation process will include the following key steps:

- Review relevant literature related to the project (list of reference materials provided below) and draft an inception report before the survey exercise in the field.
- Application of appropriate data collection tools (e.g. questionnaire, checklist, etc.) for interviews and focus group discussion.
- Data analysis and assessment report writing, and
- Presentation of key evaluation findings
- Datasets, FGD and KII transcripts, photos, GPS, and case studies.

Reporting

The consultant will maintain daily contact with the SCI team assigned to manage the monitoring activities. The collected data will be analyzed on daily basis by the consultant and given feedback to the teams.

A final report with the main text of a maximum of **40** pages excluding the cover page, table of contents, abbreviations, and annexes. The draft report should be delivered in a soft copy in English. References should be fully cited after all important facts and figures. List of people interviewed or consulted.

Provide a complete set of raw and cleaned data in EXCEL, including complete codebooks for quantitative files generated and analyzed for the report. The qualitative data, includes the audio recording files, original transcripts, and translated transcripts of the full verbatim.

- **Produce factsheet once the final report is signed off by the SCI Technical team**
- **Produce a comprehensive final report (capturing all the objectives and requirements)**

Note that summary transcriptions or translations will not be acceptable.

Time Frame

The consultancy work will last approximately **40** days including induction and travel days. The days will start by the date the contract is signed.

Terms and Conditions

Consultancy fee: The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, stationary, standardization test and accommodation while undertaking activities related to this assignment.

Code of conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere, and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not, therefore, disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

Ethics And Child Safeguarding

The consultant is obliged to conduct the research in an ethical manner making sure children are always safe. The consultant should seek the views of various stakeholders, including children. Efforts. The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC's Child Safeguarding Policy and Code of Conduct. The research must ensure voluntary, safe, and non-discriminatory participation and a process of free and un-coerced consent. Informed consent of each person (including children) participating in data collection should be documented.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

Intellectual property rights:

All data that will be collected should be considered as SCI properties and can't be used for other purposes. All products developed under this consultancy belong to the project exclusively. **Under no circumstances will the consultant use the information of this survey for publication or dissemination without official prior permission (in writing) from Save the Children.**

Requirements:

Candidates interested in the position are expected to provide the following documentation:

- Valid Registration certificate from the Ministry of Commerce and Industry of the Federal Government of Somalia. Essential **(Yes/No)**. [for companies]
- Tax Identification Number & Certificate from the Ministry of Finance of the Federal Government of Somalia which is in good standing Q1 2025. Essential **(Yes/No)**. [for companies]
- A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines, and how the participation of children and persons and children with disabilities in the evaluation will be ensured.
- Initial work plan and an indication of availability.
- A financial proposal detailing the daily rate expected including accommodation, transportation, stationery, data collectors, research assistance, and all other cost related to this assignment. (Operational and consultancy fees) & Bank Statement with traceable payments.
- Company profile & Sustainability Policy or CV including a minimum of 3 references.
- At least two previously conducted similar studies.

Application Procedure:

Applications can be submitted by either:

Electronic Submission via ProSave (Recommended)

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event.pptx

- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your Ariba link request to css.logistics@savethechildren.org

Electronic Submission via Protected Email box (Optional)

- **Email should be addressed to southcentral.supplychain@savethechildren.org**
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be: **“Endline Evaluation-Conduct small-scale impact evaluation to assess the impact of the implementation of the EAPs”**
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

Your bid must be received, no later than 15th February 2025

Bids must remain valid and open for consideration for a period of no less than 60 days